



**Eastern
Outreach**

Carbon Reduction Plan

Approved by:	Samantha Doubleddee
Last reviewed on:	22 March 2023
Next review due by:	21 March 2024

1. Introduction

This Carbon Reduction Plan outlines the strategies and measures that Eastern Outreach, a micro business delivering educational outreach services will implement to reduce its carbon footprint. We are committed to sustainability and recognise the importance of mitigating climate change. This plan aims to guide our actions toward achieving carbon neutrality and aligns with the Technical standard for Completion of Carbon Reduction Plans set by the UK Cabinet Office.

2. Baseline Assessment

To establish a baseline for our carbon footprint, we will conduct a comprehensive assessment of our current operations. This assessment will include, but not be limited to:

- Energy consumption: Analysing energy usage in our office spaces, including lighting, heating, cooling, and equipment.
- Travel emissions: Assessing the carbon emissions associated with staff commuting and business travel.
- Procurement: Evaluating the carbon impact of our supply chain and identifying opportunities for sustainable procurement practices.
- Waste management: Reviewing our waste management processes and identifying ways to minimise waste generation and promote recycling.

3. Carbon Reduction Targets

Based on the baseline assessment, we will set ambitious yet achievable carbon reduction targets. These targets will be in line with the UK government's climate goals and will be specific, measurable, achievable, relevant, and time-bound (SMART). Our targets will include:

- Reduction of energy consumption: Implementing energy-efficient practices, such as using LED lighting, optimising heating and cooling systems, and encouraging staff to minimise energy usage.
- Transportation emissions reduction: Encouraging staff to use public transport, carpooling, or cycling for commuting when feasible. Exploring options for remote working and virtual meetings to reduce travel emissions.
- Sustainable procurement: Prioritising suppliers with strong environmental credentials, promoting circular economy practices, and reducing the carbon footprint of our supply chain.
- Waste management improvements: Implementing waste reduction strategies, recycling programs, and composting initiatives to minimise the amount of waste sent to landfill.

4. Implementation Plan

To achieve our carbon reduction targets, we will develop and implement the following measures:

- Energy efficiency improvements: Conducting an energy audit to identify areas for improvement. Installing motion sensor lighting, upgrading insulation, and using energy-efficient appliances and equipment.

- Staff engagement and training: Raising awareness among employees about carbon reduction, encouraging behaviour changes, and providing training on sustainable practices.
- Sustainable travel initiatives: Implementing a travel policy that encourages alternatives to single-occupancy vehicles, providing incentives for using public transport or cycling, and promoting video conferencing for remote meetings.
- Procurement guidelines: Developing procurement guidelines that prioritise sustainable and low-carbon products and services. Working closely with suppliers to assess and improve their environmental performance.
- Waste management enhancements: Introducing a recycling program, providing clear recycling instructions, and exploring opportunities for composting organic waste.
- Monitoring and reporting: Establishing regular monitoring and reporting mechanisms to track progress, assess the effectiveness of implemented measures, and identify areas for further improvement.

5. Funding and Resource Allocation

To support the implementation of this plan, we will allocate dedicated resources and seek external funding opportunities, such as grants or loans, aimed at promoting carbon reduction initiatives in small businesses. We will also consider allocating a portion of our budget toward sustainability measures to ensure their successful implementation.

6. Review and Continuous Improvement

We recognise that carbon reduction is an ongoing process. Therefore, we will regularly review our carbon reduction plan, assess its effectiveness, and make necessary adjustments to ensure progress toward our targets. We will engage with stakeholders, including employees, suppliers, and clients, to gather feedback and ideas for improvement.

By implementing this Carbon Reduction Plan, Eastern Outreach demonstrates its commitment to sustainability and environmental responsibility. We aim to serve as a model for other businesses in the local community and contribute to the broader UK efforts to combat climate change.

Signed,

Sam Doubleddee

Sam Doubleddee (she/her)
Director
Eastern Outreach
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