

Carbon Reduction Plan

Supplier name:L&F Training Ltd.....

Publication date:2nd June 2023.....

Commitment to achieving Net Zero

L&F Training Ltd is committed to achieving Net Zero emissions by 2030.

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2nd June 2023 to 31st July 2023 and 2023-2024 Academic Year	
Additional Details relating to the Baseline Emissions calculations.	
<p>L&F Training Ltd (L&F) is committed to reduce emissions; however as a organisation we have not previously assessed or reported emissions, so will be using the period from 2nd June 2023 to the end of the 2023-2024 Academic reporting period (i.e.up to 31 July 2024) as the L&F Baseline year.</p> <p>For this reason the Scope 1, 2 and 3 emissions for the baseline year, will be based on estimates of the situation, at starting point, using a calculator from https://www.carbonfootprint.com/. These will be updated with accurate figures at the end of the 2023-24 Academic year.</p>	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.9 tCO ₂ e (emissions from Business journeys)
Scope 2	52 tCO ₂ e (Building energy - buildings are leased)
Scope 3 (Included Sources)	13 tCO ₂ e (Employee Commuting by car, rail and bus)
Total Emissions	65.9 tCO ₂ e

Current Emissions Reporting

Reporting Year: 2023 to 2024 Academic Year (this is L&F's first reporting year and this table will therefore currently match the baseline year. It will be updated following year end (31 July 2024))	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	0.9 tCO ₂ e (emissions from Business journeys)
Scope 2	52 tCO ₂ e (Building energy - buildings are leased)
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Emissions reduction targets

In order to formally commence our progress to achieving Net Zero, L&F adopted a Sustainable Development (Net Zero) Implementation (SDI) Policy in December 2022, to reach Net Zero within the next 7 years (i.e. by 2030). This Carbon reduction plan is being put into place, as part of the process to achieve that main aim, via the following carbon reduction targets.

Scope 1:

Company Facilities: L&F Training are tenants in Landlord owned buildings and therefore L&F has no emissions to report for this under Scope 1. Instead this comes under Scope 2.

Company Vehicles: we do not have any company vehicles. However there is a van used for some business travel, so we have included the emissions for this under this category.

Scope 2:

Purchased electricity, steam, heating and cooling for L&F's use: L&F creates emissions through the use of facilities via the Landlord owned building. We have therefore included an estimate of this, under this scope category.

Scope 3:

L&F has included employee commuting under this category, as these are emissions created for which L&F is indirectly responsible (we employ staff, who must travel into work).

L&F Projection

L&F project that carbon emissions will decrease over the next five years to 18.8 tCO₂e by end of July 2028. This is a reduction of 9.41 tCO₂e per year (or 47.1 tCO₂e in total).

Details

Category 4 and 9 upstream and downstream distribution

As L&F Training is largely an administration-based business, delivering face to face and online training provisions, we do not purchase or sell any physical goods, so we can't report any figures against categories 4 and 9.

In L&F's London site there is a Charity shop: run and managed by volunteers on site, enabling recycling (clothing, bric-a-brac etc.). As this is not formal purchasing or selling of physical goods, we are not including it under categories 4 and 9.

Category 5 waste generated in operations

L&F Training (L&F) do not have specific data on the waste generated as an organisation, as this is managed through the lease arrangements as part of the building operations, in each location in which L&F is based.

However, L&F do generate waste through employee printing along with brochures and marketing materials for training course information etc. Waste includes plastic non-recyclable cups and can even include lunch-time related rubbish. We plan to address these areas through behaviour changes, as part of our Carbon Reduction Strategy .

Category 6 business travel

Business travel will be measured, moving forward and will be reported in subsequent Carbon Reduction Plan reports each year. It will be calculated using the values matrix supplied by DEFRA and is detailed below.

CO2 Greenhouse gas (GHG) emissions: official business travel expenditure on official business travel. Please note: the figures below are estimates for the Baseline year.

Type of travel	Tonnes CO2e
Official travel: Road	12
Official travel: Rail	1
Official travel: Air	0
Total GHG emissions	13 Tonnes CO2e

Category 7 employee commuting

For the base year of 2022/23, we do not yet have any firm data on how employees were travelling into their office. To calculate an estimated figure for the financial year 2022/23, we have taken the number of employees, their working pattern such as part time or full time, and taken account of annual leave and bank holidays.

For employees, there are 261 working days per year which reduces to an average of 233 working days per full time employee when accounting for annual leave and Bank Holidays.

In L&F we have 13 FTEs (20 staff in total with a range of working hours). If each of those staff commuted we have made the following calculation.

We calculated this figure for the average [UK commute of a return trip being 16.8 miles](#) (using National Travel survey details 2019) and the knowledge we had of staff journeys. This brought in a total estimated figure of 13 tCO₂e for each year of the staff commuting to work

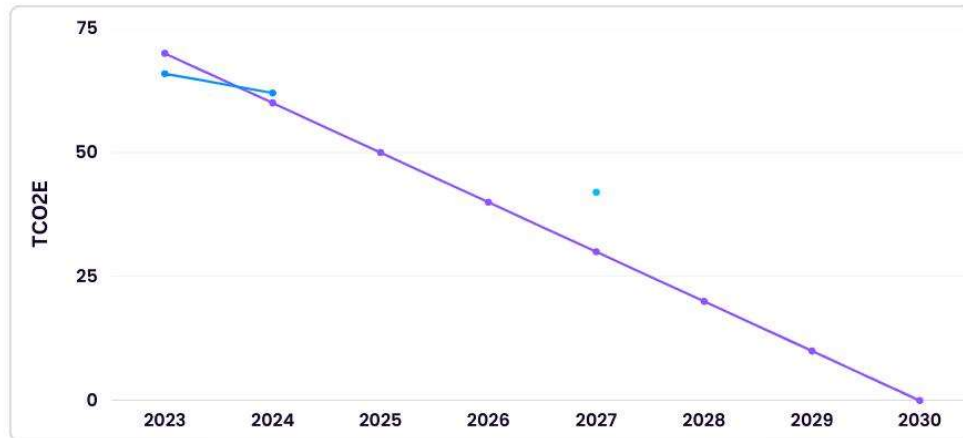
Please note: actual figures are expected to be less than this, as it is accepted that this figure is based on travel by road, tube or train and does not include travel to offices by other forms of transport (including walking or cycling).

Detailed below in the section 'Strategies for Carbon Reduction' are plans for how we can monitor commuting emissions and report an accurate figure in future years.

Progress against these targets can be seen in the graph below:

Please Note: This graph will be updated at the end of 2023/24 Academic year to reflect updated data on the actual situation.

Carbon Reduction Projected vs Actual



● Actual Emissions tCO₂e

● Projected Emissions tCO₂e

Carbon Reduction Projects

Completed Carbon Reduction Initiatives

Please Note: L&F Training will complete this section fully at the end of the 2023-2024 Academic Year. 5th June 2023 to 31 July 2024 is L&F's first year, monitoring and reporting on Carbon reductions; so at this time, there are no formal Carbon Reduction Initiatives that have been undertaken to completion.

In the future we hope to implement further measures such as:

- Promotion of ride your bike to work
- Promotion of Walk to Work schemes
- Buy a bike to ride to work incentives

Declaration and Sign Off

This Carbon Reduction Plan has been completed in accordance with PPN 06/21 and associated guidance and reporting standard for Carbon Reduction Plans.

Emissions have been reported and recorded in accordance with the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard and uses the appropriate Government emission conversion factors for greenhouse gas company reporting .

Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements, and the required subset of Scope 3 emissions have been reported in accordance with the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard .

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of the Supplier:



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Signed by: Business Excellence Manager on behalf of the Director, Sonia Ali

Date:2nd June 2023.....

⁴ <https://ghgprotocol.org/corporate-standard>

⁵ <https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

⁶ <https://ghgprotocol.org/standards/scope-3-standard>