

# 2013 CARBON MAPPING REPORT

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**Save the Children**

# 2013 CARBON MAPPING

We are committed to mapping our carbon footprint each year to understand and reduce the impact of our activities on the environment. We see the urgent need to mitigate climate change and its adverse impact on children.

Our actions respond to the feedback of our people, as well as donor and peer expectations. With children on the frontline of climate change, every penny saved and action taken will help us to achieve our ambitious goals for children.

## Calculating our Footprint

Save the Children UK have mapped our annual carbon footprint since 2011. This report gives details of our 2013 carbon footprint, which covers emissions from the following areas for our six UK offices (London Headquarters and regional offices in Edinburgh, Glasgow, Belfast, Cardiff and Manchester) and 143 shops:

- Travel by staff (to/from/within the UK<sup>1</sup>)
- Energy use (electricity, gas, other fuels) at our UK offices and shops
- Paper use (in our offices)
- Waste and recycling (from our offices)
- Water use (in our offices and shops)

The reporting period is 1 January – 31 December 2013.

Our footprint is calculated in tonnes of carbon dioxide equivalent (CO<sub>2</sub>e) which is the standard unit for measuring carbon footprints. It expresses the impact of each different greenhouse gas in terms of the amount of carbon dioxide, allowing a carbon footprint consisting of lots of different greenhouse gases to be expressed in a single number. This analysis uses the most recent conversion factors and guidance from the Department for Environment, Food & Rural Affairs (DEFRA)<sup>2</sup>.

The data provided is derived from energy bills, expenses claims, data collected by employees and information from our travel agency. All the information is stored and processed in a specially tailored Microsoft Excel spreadsheet developed by the charity Global Action Plan, when they carried out our first carbon mapping in 2012 for our 2011 carbon footprint. The spreadsheet has been updated to reflect the latest DEFRA conversion factors. Please note that our 2012 carbon footprint has been restated in this report in order to account for material changes to the conversion factors provided by DEFRA for our reporting purposes and to compare the figures between years.

This year more complete data collection was possible when compared to previous years. We are working to streamline the way in which we collect data and helping our staff to know what information is required for the mapping. Areas that still have some gaps include our regional offices, where the inclusion of utilities in some of the rates can make it difficult to pick out individual

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<sup>1</sup> Our carbon footprint does not include any data for any offices or travel related to Save the Children International staff but some international travel is required by Save the Children UK

<sup>2</sup> Latest conversion factors and guidelines available here: <http://www.ukconversionfactorscarbonsmart.co.uk>

consumption. Many of our shops do not have individual water metering or have incorrect meter readings, meaning that reliable water usage data is only available for a small number of shops.

## 2013 footprint

In 2013 our carbon footprint was **5,621 tonnes CO<sub>2</sub>e** for our UK offices and shops that were active over the year. Our electricity and travel accounted for 94% of our footprint, with paper, gas and other fuels, waste and water making up the other 6%. Figure 1 shows the breakdown of the footprint, and Figure 2 shows a summary of the data collected:

Figure 1- How our 2013 footprint is made up

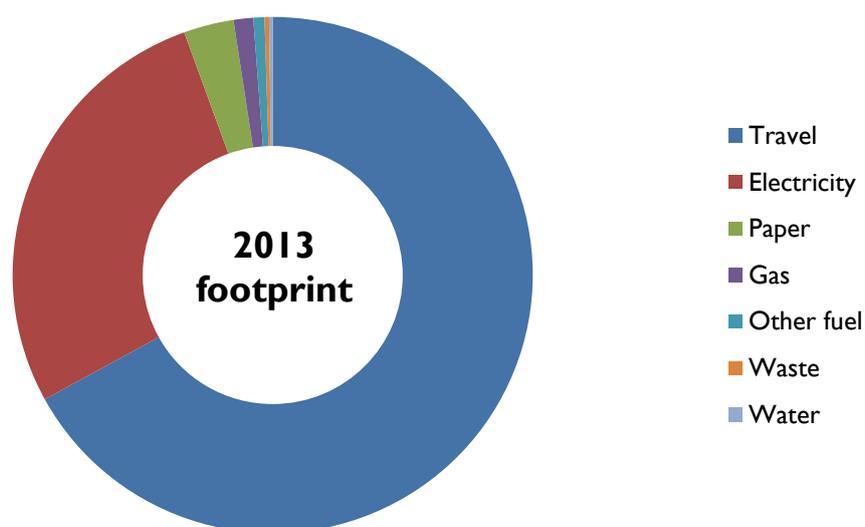


Figure 2 – Summary of data

	Offices	Shops
<b>Travel, miles</b>	14,151,012	
<b>Travel, tCO<sub>2</sub>e</b>	3,766	
<b>Electricity, kWh</b>	1,774,424	1,691,356
<b>Electricity, tCO<sub>2</sub>e</b>	790	753
<b>Paper, tonnes</b>	183	
<b>Paper, tCO<sub>2</sub>e</b>	175	
<b>Gas, kWh</b>	560,537	59,330
<b>Gas, tCO<sub>2</sub>e</b>	62	7
<b>Oil, litres</b>	6,000	
<b>Oil, tCO<sub>2</sub>e</b>	39	
<b>Waste, tonnes</b>	121	
<b>Waste, tCO<sub>2</sub>e</b>	16	
<b>Water, litres</b>	5,921	828
<b>Water, tCO<sub>2</sub>e</b>	11	2

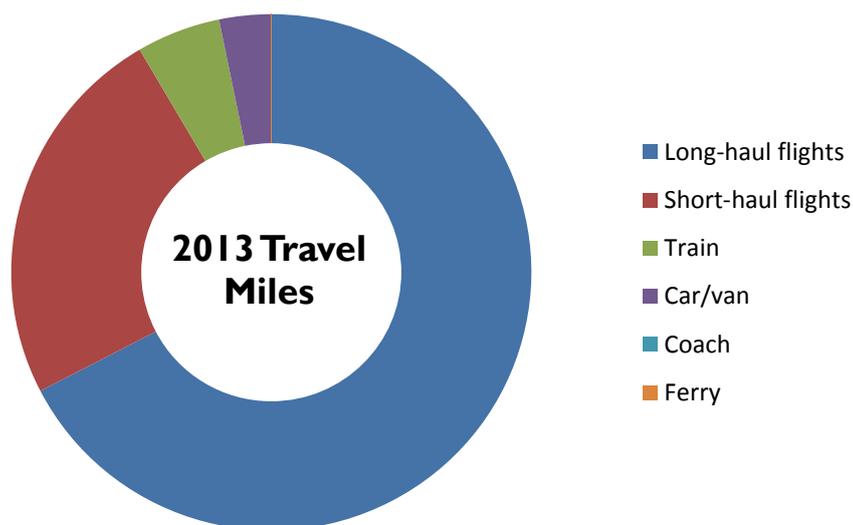
By analysing and sharing how our footprint is made up, we can identify key areas for improvement and also encourage our staff to be part of our efforts to minimise our environmental impact. Our

2013 footprint is 3.2% less than our 2012 footprint, which was 5,807 tonnes CO<sub>2</sub>e. Further comparison to the 2012 footprint is provided later in this report.

### Our Travel – 3,766 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)

Our staff travel extensively to achieve their mission; in 2013 we travelled over 14 million miles. In line with our environmental policy which came into force in December 2012, we aim to avoid flying where possible, and to travel by train instead of car. Figure 3 shows an overview of how we travelled in 2013:

Figure 3 – How we travelled in 2013



In Figure 3, 'train' covers UK train and European train journeys and 'car/van' refers to staff transport in Save the Children cars and hire vans as well as personal cars used for work purposes. Figure 4 shows our travel miles broken down into the different modes of transport.

Figure 4 – our 2013 travel miles

2013	
Type of Transport	Distance in miles
Long-haul flights	9,537,800
Short-haul flights	3,417,909
Train	738,562
Car/van/taxi	453,173
Coach	3,267
Ferry	302

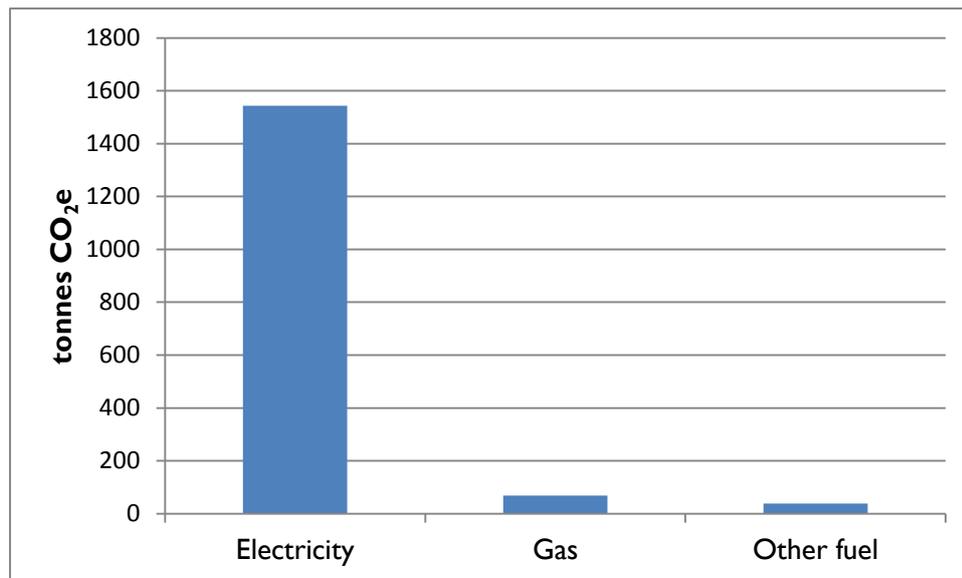
Our staff fly many miles, primarily our humanitarian team, so the majority of our travel footprint comes from our flights. Travel to nearby mainland Europe, such as Paris, is mostly done by train, which has a lower carbon footprint than the equivalent journey by plane. We do not currently include staff commuting in the analysis; as our Headquarters is in central London the majority of staff travel by public transport. This might be an area that we look to include in the future. By

understanding how much and the way in which we travel, we can identify areas where we can reduce our carbon footprint.

### **Our Energy – 1,650 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)**

After travel, our energy usage is our biggest contributor to our footprint, making up 27% of our impact. We use electricity in our offices and shops. We also use gas for heating in our London headquarters, our Glasgow regional office and a small number of shops. Our Belfast office uses the heating oil Kerosene. Details of our energy usage are given below in Figure 5:

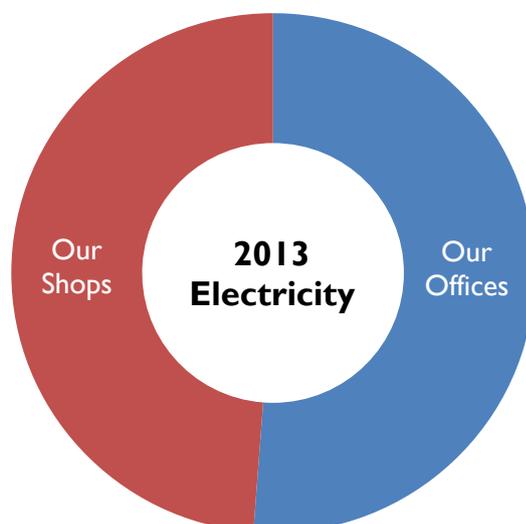
Figure 5 – Breakdown of CO<sub>2</sub>e from our energy usage in 2013



### **Electricity – 1,544 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)**

Our electricity use is split quite evenly between our offices (primarily our London headquarters) and our retail shops, shown below in Figure 6. Our headquarters has used a renewable energy supplier since 2012 and as our carbon tracker assumes an average grid energy mix, our footprint is in fact lower than the calculated figures. In 2013 we used a total of 3,465,780 kWh of electricity.

Figure 6 – Distribution of electricity used in our offices and shops



### **Gas – 67 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)**

In 2013 our calculated gas usage for heating was primarily from our London headquarters (over 85%), from ten of our shops and our regional office in Glasgow. There were a small number of shops where detailed billing information could not be collected for the reporting period. Gas is one of the factors that varies most due to fluctuations in the climate.

### **Other fuels – 39 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)**

Our Belfast office uses the heating oil Kerosene and in 2013 they used 6,000 litres, equivalent to 39 tonnes CO<sub>2</sub>e.

### **Our Paper – 175 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)**

In 2013 we used 183 tonnes of paper of which 150 tonnes was used for jobs through external printers for our London headquarters, and the rest was from our offices. Data was collected from our headquarters and from three of our regional offices. At our London headquarters over 90% of the paper used in our office printers was recycled paper in 2013.

### **Our Waste – 16 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)**

We have calculated that we produced 121 tonnes waste in 2013. Data was available for our London Headquarters and for two of our regional offices. In 2013 approximately 80% of our 121 tonnes of office waste was recycled.

This figure does not include the rag recycling from our shops, which amounted to 787 tonnes clothing in 2013, since the amount of rag generated is determined primarily by the amount and type of clothes donated to the shops by the public. Recycling this waste produced 17 tonnes CO<sub>2</sub>e, compared to the 435 tonnes CO<sub>2</sub>e that would have resulted from sending this material to landfill.

### **Our Water – 12 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)**

Whilst our water accounts for a very small proportion of our carbon footprint, it is important to make every effort to minimise our water usage. Currently there is only complete data for a small number of shops and our London Headquarters, since water bills are often included in the rates and/or are not metered. We do expect that we will be able to collect more data for the forthcoming years, as more and more sites become metered.

## Comparison to our 2012 footprint

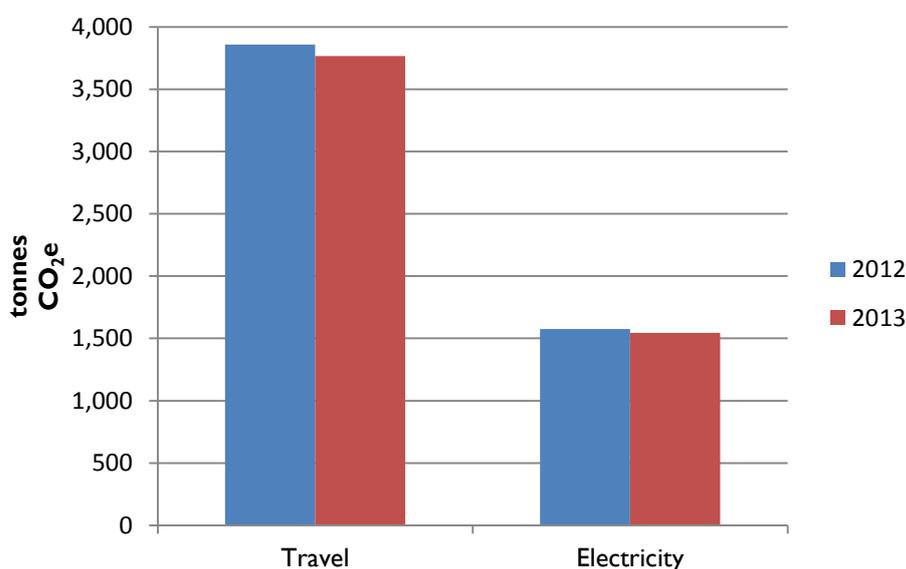
Our staff numbers and the number of shops differ each year, and a range of external factors produce variations in our energy use and travel, such as the number of natural disasters and emergencies as well as longer term weather conditions or health epidemics.

In 2012 our carbon footprint<sup>3</sup> was 5,807 tonnes CO<sub>2</sub>e. This footprint was quite similar to our 2013 carbon footprint (5,621 tonnes CO<sub>2</sub>e) in how it was made up, with travel and electricity again accounting for 94% of the footprint.

It is also interesting to look at the carbon emissions per staff member; in 2012 our emissions were approximately 4.77 tonnes CO<sub>2</sub>e per person. In 2013, whilst the number of staff increased, the emissions figure is 4.19 tonnes CO<sub>2</sub>e per person.

A comparison of the two biggest contributors to this footprint, travel and electricity, is shown for 2012 and 2013 in Figure 7:

Figure 7 – Travel and electricity in 2012 and 2013



Though we travelled more miles by train and car, we flew approximately 647,000 miles less in 2013 than the previous year and our travel carbon emissions were lower. Our emissions from paper usage fell to 3% of our footprint in 2013, from 4% in 2012. There was a rise in the percentage of recycled paper used in the printers at our headquarters – from 70% in 2012 to just over 90% in 2013.

In some areas we were able to collect more complete data for our 2013 mapping compared to the 2012 mapping; we included van hire data in 2013 and we also had more detailed information from our regional offices on waste and paper usage. As 2013 was our third year of activities to be mapped, we are making the way we collect our data more efficient and accurate.

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<sup>3</sup> This figure has been recalculated from the original figure to reflect the updated DEFRA carbon factors

## Conclusions

Save the Children will continue to calculate and monitor our carbon footprint each year. We know that travel and electricity usage are the biggest contributors to our carbon footprint, so changes in these areas have the greatest potential for reducing our environmental impact. To realise this potential and implement change, we strive to engage staff at all levels of our organisation in minimising our carbon footprint whilst achieving our goals for children.