



**Save the Children**



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# **CARBON MAPPING REPORT 2016**

May 2017

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# Carbon Mapping Report 2016

## 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 Carbon Footprint

Save the Children UK have mapped our annual carbon footprint since 2011. This report gives details of our 2016 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 130 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)

The reporting period is 1 January – 31 December 2016.

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 the three major greenhouse gases (that come from each direct or indirect use of fossil fuel in the above key areas) in units of carbon dioxide taking into account both amount and greenhouse-effect-potency. This allows us to come up with a standardised unit of measurement for each area, and for our overall footprint so that we can compare areas and compare ourselves to other companies. 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 footprint. The

spreadsheet has been updated to reflect the latest DEFRA conversion factors.

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.

## Our 2016 Carbon Footprint

In 2016, our carbon footprint was **5,674.3 tonnes CO<sub>2</sub>e** for our UK offices and shops that were active over the year which equated to **4.94 tonnes CO<sub>2</sub>e per member of staff**.

Our use of transport for travel accounted for 69% of our footprint while electricity, gas and oil accounted for the next biggest percentage at 26.7%. Paper, waste and water made up the remaining 4.3% as indicated in the chart below.

By analysing and sharing how our footprint is made up, we can identify key areas for improvement.

### 2016 CARBON FOOTPRINT

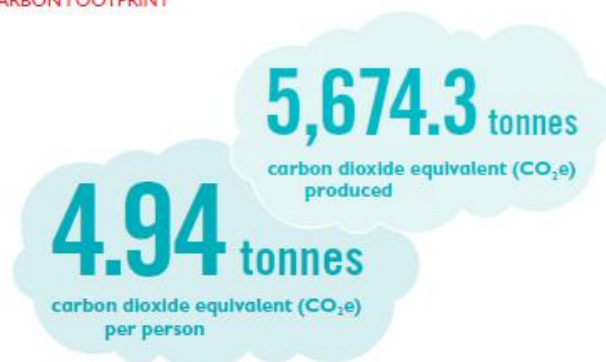


Figure 1 – Our overall Carbon Footprint in tonnes Carbon Dioxide equivalent (CO<sub>2</sub>e)

<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>

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## FULL BREAKDOWN OF OUR CARBON FOOTPRINT

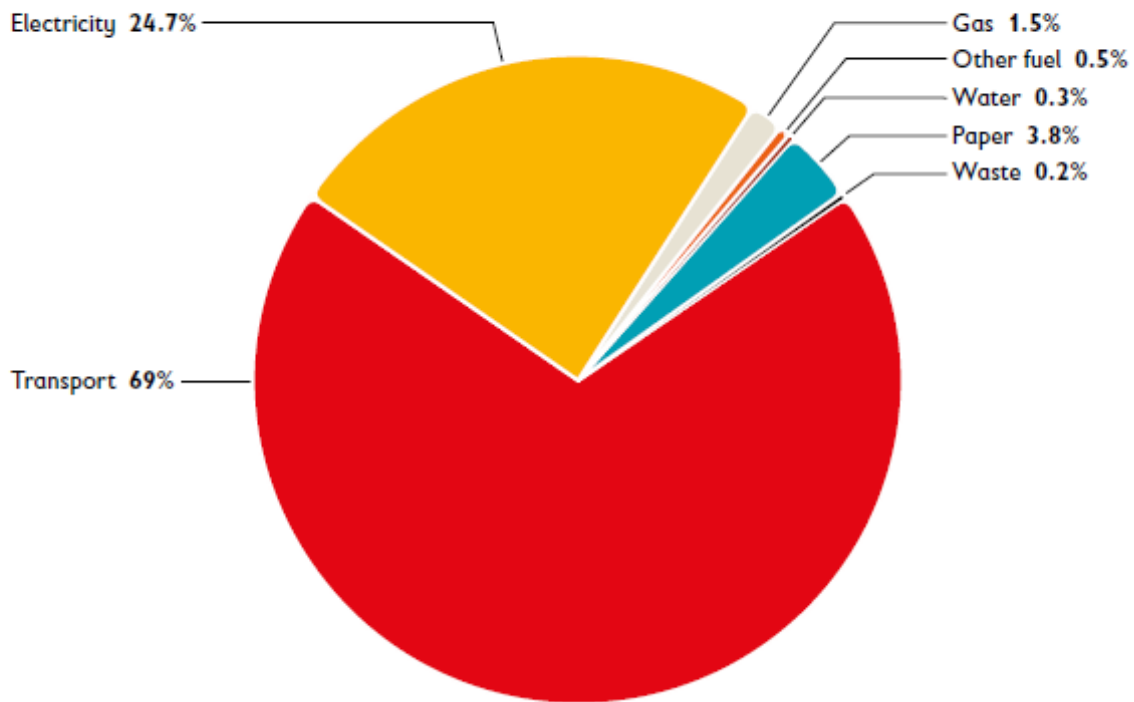


Figure 2 – How our Carbon Footprint is made up (key areas)

Below is some further analysis into Travel and Electricity, as the largest contributors to our carbon footprint.

### Travel – 3,915 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)

#### Travel in 2016

Proportion of CO<sub>2</sub>e (total 6,695,182.8 kgCO<sub>2</sub>e)

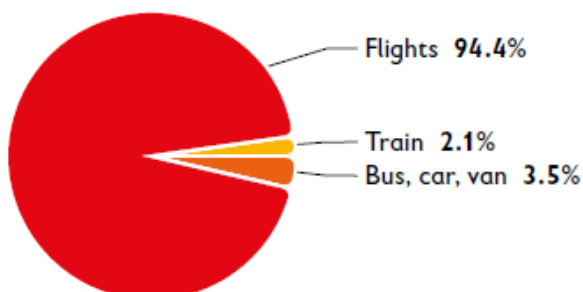


Figure 3 – How we travelled in 2016

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.

Overall, in 2016 we travelled over 16 million miles. The largest proportion of our travel footprint is from flights. This is generally because, as an organisation with global reach, when necessary, we deploy specialist staff internationally in response to emergencies or technical capacity needs.

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 or cycle in our Cycle to Work scheme. Our Edinburgh office runs a car-pool scheme for staff.

By understanding how much we travel by different types of transport, we can better understand where and how we could reduce carbon impact.

### Electricity – 1,403.3 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)

Our electricity usage is divided between our offices (primarily our London headquarters) and our retail shops. 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 2016, we used a total of 3,036,198 kWh of electricity. Our retail shops contribute more than half of the total electricity

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usage shown below in Figure 4. This is a higher percentage than previous years and we believe this is due to the roll out of our new till system that contains a central processing unit that must be left switched on to continuously download updates. The system was installed to allow us to automatically receive Gift Aid on eligible donations, which in 2016 enabled us to receive an additional £491,000 income.

## Electricity usage in our shops and offices

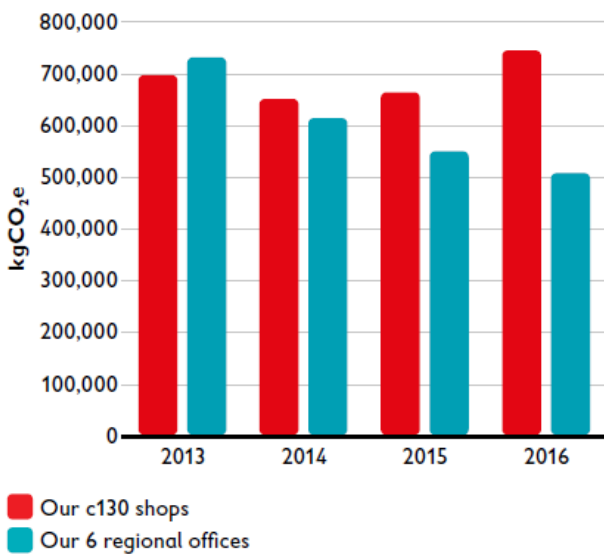


Figure 4 –Electricity used in our offices and shops

As part of our new Environmental Strategy we will consider any further energy saving options. The amount of electricity used in our offices has been steadily decreasing over the years as we have implemented energy saving schemes.

The other areas monitored as part of our Carbon Mapping are pulled out below for top line analysis.

## Gas – 83.8 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)

In 2016, our calculated gas use for heating was from our London Headquarters, our Edinburgh and Glasgow regional offices and 17 of our 130 shops.

## Oil – 30 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)

Our Belfast office uses the heating oil Kerosene and in 2016 they used 4,697 litres, producing an equivalent of 30 tonnes CO<sub>2</sub>e in emissions.

## Paper – 212.8 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)

In 2016, we used 212.8 tonnes of paper. Data was collected from all of our 6 regional offices and includes external printing and office paper use. At our London headquarters 51.9% of the

paper we ordered for internal office use was recycled paper in 2016.

## Waste – 13.4 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)

We have calculated that we produced 106 tonnes of waste in 2016. Data was available for our London Headquarters and for three of our regional offices. In 2016, approximately 65.4% of the 106 tonnes of office waste was recycled.

## Water – 15 tonnes Carbon Dioxide Equivalent (CO<sub>2</sub>e)

Currently there is only complete data on water for our London Headquarters and four of our regional offices, since water bills are often included in the rates and/or are not metered (as for our shops since 2016).

## Analysis of overall footprint compared to previous years

Our 2016 carbon footprint was within our normal range (5,172.1 – 5,807.2 tonnes CO<sub>2</sub>e) but at the higher end of the spectrum, at 5,674.3 tonnes CO<sub>2</sub>e, equating to 4.94 tonnes per person, again at the higher end of our normal range of (4.17-4.95 tonnes CO<sub>2</sub>e per person).

Looking at previous carbon mapping reports we know that the staff number does not directly relate to the carbon footprint, so amount per person is perhaps not as meaningful as the absolute value. The carbon footprints for the past four years are quite similar to our 2016 footprint in how they are made up, with travel and electricity accounting for approximately 90% of the footprint in each case. Our footprint is thereby more influenced by our strategic and operational decisions as an organisation rather than individual staff behaviour, as electricity in our offices is generally centrally controlled, and amount of travel fluctuates mostly due to the number of emergencies we respond to and how far away they are.

Overall, accuracy and completeness of the data collected for our 2016 mapping was similar to the data for our 2015 mapping, with a couple of changes. In 2016, we received more data for gas and electricity but no data for water supply and disposal from our shops, as the water price was included in rent for our shops.

Beyond the themes analysed in our carbon footprint of our offices and shops, we are looking into ways our staff can individually have a more positive impact, ways in which we can promote consideration of the environment throughout our supply chain and ways in which we can reduce our negative impact or increase our positive impact around our programmatic work. For example, in 2016, we reviewed our

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Donations Acceptance Policy and Procurement Policy and added companies who undertake 'carbon intensive' activities as 'No Go' companies to accept donations or bids from as these activities are deemed innately harmful to children. In the first quarter of 2017 we also launched an internal campaign on recycling awareness for staff.

We are constantly looking into ways we can build a more comprehensive picture of our environmental impact and of ways in which we can reduce our negative impact or improve our positive impact and accountability.