

SPLITZ  
Support Service

# Environmental Report 2014-2015

Louise Wilson FCMI  
Company Secretary  
June 2015

At Splitz we aim to make a positive impact on the environment. We are continually looking at ways to reduce our carbon footprint while enhancing our impact for everyone.

This year we have maintained low carbon emissions for the driving we do and in the energy we use. Our waste management systems ensure we minimise the amount we throw away to landfill, and we are committed to saving water by encouraging our landlords to adopt efficient systems.



# SUMMARY



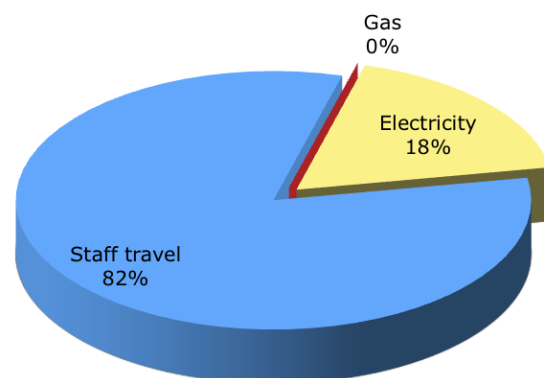
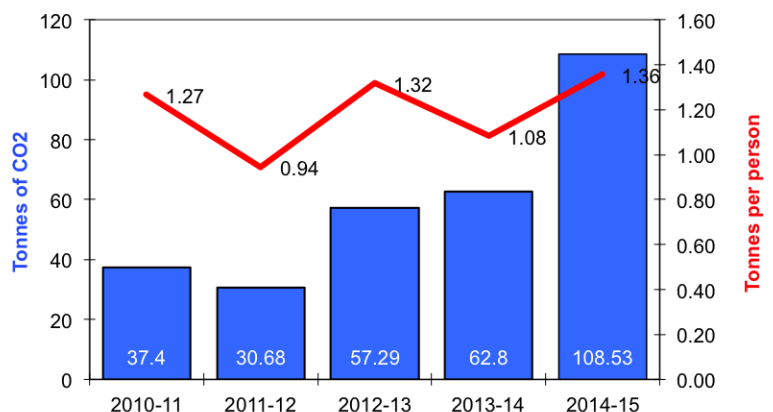
- impact of 130+ staff, volunteers and trustees
- at least 108 tonnes of CO<sub>2</sub> produced
- average of 1.36 tonnes of CO<sub>2</sub> per person
- mileage measured for all sites
- other impact measurable at only main site

**Our environmental report provides an overview of the impact we have on the environment from our use of natural resources to our contribution to landfill.**

We are only able to measure our impact where we have direct responsibility for our use of resources and our output. We are not able to include details for our electricity use at many of our offices as electricity is included in the rent.

By calculating our carbon footprint we can identify our environmental impact in a way that is comparable with other businesses and norms for the sector. Our footprint remains quite low at around 1 tonne of CO<sub>2</sub> per person per year.

We are conscious that our lower than average results could breed complacency. For future reports we will guestimate our usage of other resources to provide a more accurate picture.



# PETROL



- **236,000 miles travelled by 100 people**
- **89 tonnes of CO<sub>2</sub> produced**
- **1.1 tonnes of CO<sub>2</sub> per person**

Expenses claims for mileage are submitted by paid staff, volunteers and trustees.

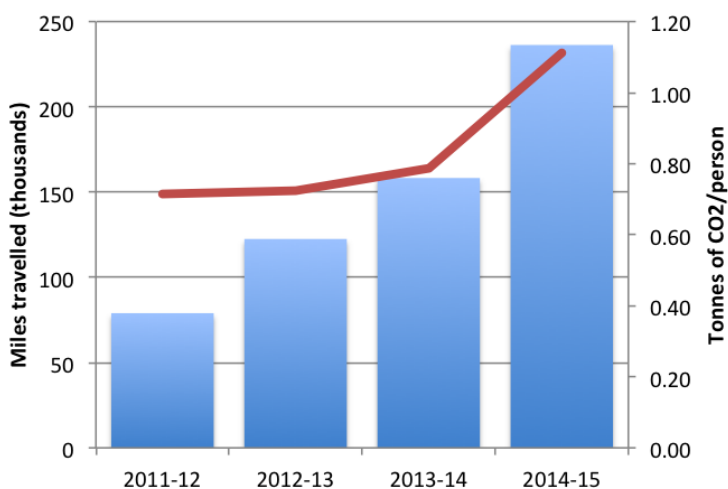
There has been a dramatic increase in our use of petrol and diesel this year. An increase was expected when we took on a new service in Devon in April with 26 additional outreach workers.

Travel continues to be our biggest use of energy and our largest impact on the environment. We strive to minimise the amount of driving we do, but as most of our services are community based we are not able to reduce this greatly. However, workers are encouraged to cluster

their appointments to reduce the distance they travel.

We do not provide vehicles for our workers and do not offer incentives for having smaller, more efficient vehicles. There is no incentive in the HMRC mileage rates to encourage employers and employees to opt for vehicles with higher efficiency ratings.

By recording the mileage travelled and adopting simple measures to increase fuel efficiency in all vehicle types we can at least minimise our carbon footprint.



*miles travelled has increased by 30% in line with the increase in the number of outreach workers; however, CO<sub>2</sub> output per person has decreased by a lesser amount (6%)*

# ENERGY



- **33,000 kWh of electricity used by 40 people**
- **19.5 tonnes of CO<sub>2</sub> produced**
- **0.5 tonne of CO<sub>2</sub> per person**

Electricity is the only energy we use. There is no gas supply to any of our offices. The main consumer of electricity remains our IT equipment.

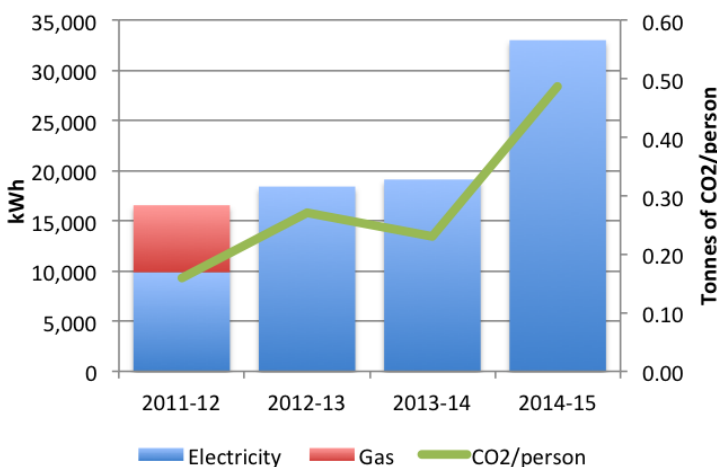
Our main offices are modern and have built-in air conditioning units for both heating and cooling. Since these buildings have fairly high energy performance ratings the need for additional heating in the winter and additional cooling in the summer is reduced. However, there will always be a need for some additional heating and cooling.

Electricity is included in the office rent for all

premises except our main office in Trowbridge. It is not possible to quantify our energy usage at all locations. Therefore our figures only reflect usage at our main office.

By adopting simple procedures for conserving heat and turning off unwanted appliances we have maintained a steady demand for energy. Our energy use is comparable to the previous 2 years.

The carbon footprint per person has been calculated using the maximum number of people working from the main office.



*electricity use has risen by 72% this year; this reflects the greater use of our main office during the day and in the evening*

# WASTE



- **12,000 litres of waste generated by 40 people**
- **5 large bin bags of waste per person**
- **5 or more types of waste recycled or reused**

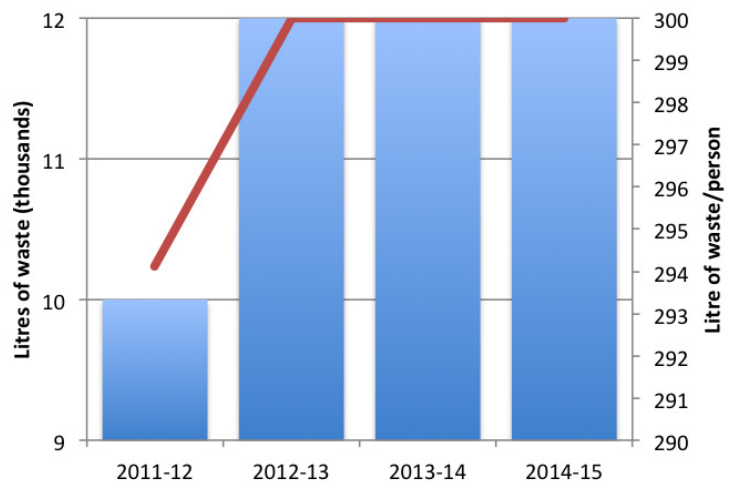
We continue to recycle a variety of items. The item that is recycled most is paper. The next most recycled item is cardboard. Only small quantities of the other items are generated.

Storing the other items for recycling is proving easier as only small quantities are generated and they are disposed of regularly. Toner cartridges are returned to the supplier or given to a local recycling venture.

We had no items recycled under WEEE regulations this year. We are mindful of the Waste Packaging Regulations and encourage suppliers to recover cardboard packaging.

At our main office we have one 120 litre waste bin which is emptied fortnightly. All of the waste that is collected goes to landfill. We recycle as much other waste as possible either directly or indirectly.

It is not possible to calculate our impact as a measure of CO<sub>2</sub> produced by sending our waste to landfill.



*waste sent to landfill has remained steady*

# RECYCLING



- **paper shredded and recycled**
- **cardboard recycled**
- **plastic bottles, batteries**

We have reduced our paper consumption by implementing a 'paperless' case management system. This has meant no more paper case files. Unfortunately we still receive lots of external paperwork from other agencies, which we need to securely dispose of.

Our confidential paperwork is shredded and recycled by Shred-It. Most other waste paper is disposed of in the same manner as there is capacity in the secure shredding receptacles.

Cardboard is the next most recycled item. Only small quantities of other items are recycled. Where we can we encourage suppliers to

recover cardboard packaging under the Waste Package Regulations. We have had no items recycled under WEEE regulations.

We recycle as much as possible, and having a small capacity waste bin is an incentive to reducing waste and increasing the amount of recycling and reuse of unwanted materials.



*we continue to regularly recycle batteries, paper, cardboard, and plastic bottles; other items are recycled depending on demand*

# WATER



- **100,000 litres of water used by 40 people**
- **29.8 tonnes of CO<sub>2</sub> produced**
- **2,500 litres and 0.75 tonne of CO<sub>2</sub> per person**

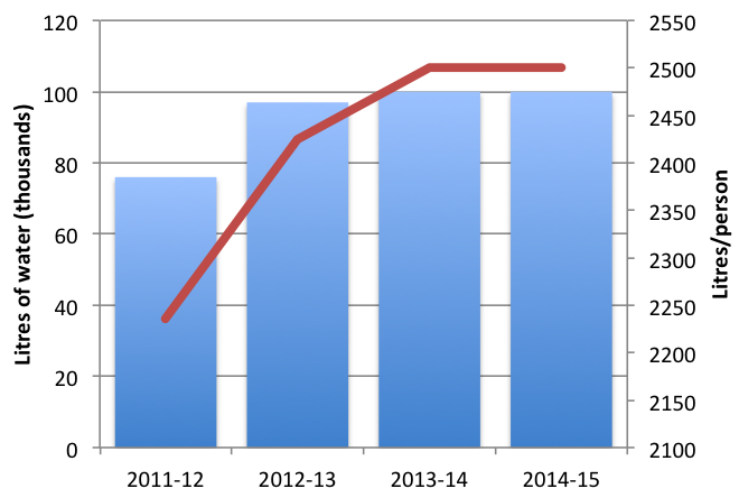
Water rates are included in the rent for all of our offices except our main office. There is a water meter at our main office. Our water use is mainly for washing, toilets and making drinks.

As we cannot measure our water usage at all of our premises this analysis is based on the maximum number of users at our main office.

A good practice office building should be using no more than 6,500 litres of water per person per year. Our usage is well below this average and is a measure of our commitment to reduce the amount of carbon needed to treat, transport and recycle water.

It has been calculated that the energy to produce each litre of drinking water generates about 0.3g of CO<sub>2</sub>. We are unable to identify the energy used to treat waste water as our waste water isn't metered.

It is likely to be greater than the energy required to produce potable water. However, we do not feel able to included an estimate in our analysis.



*water consumption remains steady and well below norms for an office environment*



# IMPROVEMENTS

A major environmental impact is from our use of energy. The main energy used is electricity and fuel for vehicles. We have identified the main reasons for energy use and devised a plan to reduce our energy consumption.

## • Petrol/diesel

Travel on duty is biggest use of energy. It is not possible to reduce this greatly as our services are mainly community based.

To reduce petrol/diesel consumption:

- Drive carefully; don't drive aggressively.
- Drive economically; think ahead.
- Plan journeys.
- Combine short trips.
- Keep your vehicle properly serviced.
- Check tyre pressures.
- Reduce unwanted weight.
- Consider alternative transport.

## • Electricity

A major consumer of electricity is our ICT, especially the server and other systems that remain online 24/7, but also includes our desktop computers, which are used daily for a few hours. Monitors left on standby overnight can continue to draw power. Air conditioning and heating units are the main temperature control method at our main office, and their use depends on the weather.

To reduce electricity consumption:

- Use air conditioning within limits.
- Do not have monitors for servers.
- Turn monitors off when not in use.
- Turn off lights when not in use.
- Unplug unused equipment.
- Use additional electrical items sparingly.

## • Water

Our water usage is already considerably below the norm. A good-practice office building should be using no more than 6.5m<sup>3</sup> (6,500 litres) of water per person per year (or 25 litres per staff member per day). Where an office has a canteen where meals are cooked from raw ingredients, then the water use associated with the preparation, cooking and cleaning will increase this to around 40 litres per staff member per day. (WRAP, Green Office: A Guide to Running a More Cost-Effective and Environmentally Sustainable Office, Banbury, 2013)

## • Staff Involvement

We have yet to reinstate the staff environmental team. The group's aims will be to monitor our energy use, set targets, investigate best practice, educate others and contribute to the production of this annual report. We aim to rekindle interest in this group in 2015.

# TARGETS

	2014-15 target	2014-15 actual	<b>2015-16 target</b>
Overall CO <sub>2</sub> (tonnes/person)	1.0		<b>1.0</b>
Miles travelled	150,000		<b>250,000</b>
Electricity (kWh)	18,000		<b>18,000</b>
Landfill (litres)	4,320		<b>3,120</b>
Water (litres)	100,000		<b>100,000</b>
Recycling	cardboard paper batteries plastic bottles	cardboard paper batteries plastic bottles	<b>cardboard paper batteries plastic bottles</b>