CARBON REDUCTION & ENVIRONMENTAL POLICIES

Commitment to achieving Net Zero

Risk Solutions is committed to achieving Net Zero emissions by 2050.

Risk Solutions is a micro-organisation with five team members, so we do not have the capacity to deliver a contract with a value of £5 million a year; our annual turnover from all work is less than £1 million a year. None of our work is therefore within the scope of PPN 06/21[1,2]. We are however committed to net zero, and this document sets out our carbon reduction plan.

Baseline Emissions Footprint

Risk Solutions is a consulting firm helping clients to work more effectively and deliver better outcomes where there is a high degree of risk, uncertainty or complexity. Our company's products are advice and analysis for government organisations, non-governmental bodies and private sector firms, mainly in the UK.

Scope 1 emissions: As consultants we do not operate any processes that consume fuel, use refrigeration or otherwise generate emissions. We do, from time to time, travel to clients' premises or for team meetings.

Our policy is to **avoid travel by using virtual meetings**. Where this is not possible, we **use public transport**, for safety, efficiency and to minimise emissions. We use cars only when absolutely necessary, e.g. where travel by public transport is not practicable or safe (such as when the risks of COVID are considered too high.

Our scope 1 baseline emissions calculation provided below is based on our car use and used the Carbon Trust's carbon calculator for SMEs (https://www.carbontrust.com/resources/sme-carbon-footprint-calculator).

Scope 2 emissions: We are all home workers and are unable to separate our work energy and water use, from our home use. However, we all work to reduce energy use and emissions, sharing ideas of how we can do this in home and work life.

Scope 3 emissions: As a micro-organisation we do not report Scope 3 emissions. However, we work to reduce these as far as possible, working from home, minimising waste (avoiding, re-using, then recycling where-ever possible), purchasing energy star products where we can etc. We also require our suppliers to commit to reducing carbon emissions.

---

1 https://www.gov.uk/government/publications/procurement-policy-note-0621-taking-account-of-carbon-reduction-plans-in-the-procurement-of-major-government-contracts

2 From PPN 06/21: "This PPN applies to framework agreements and dynamic purchasing systems only where it is anticipated that the individual value of any contract to be awarded under the framework agreement or dynamic purchasing system is greater than £5 million per annum (excluding VAT)"

Baseline emissions calculation

Baseline year emissions (FY 2021/22):	
EMISSIONS	**TOTAL (kgCO2e)**
Scope 1	Total emissions = 487 kgCO2e
Scope 2	N/A
Scope 3 (Included Sources)	N/A
Total Emissions	487

Current Emissions Reporting

This is the first year of reporting. We will record our first year of emissions reporting post baseline for 2022/23 in 2023.

Emissions reduction targets

We aim to achieve a reduction in emissions year on year. As we cannot meaningfully monitor against quantitative targets because of our small size, our policy is to continuously seek reductions in all areas of our business by making the environment and particularly emissions reduction a factor in all our decision making from our day-to-day actions to asset purchasing decisions. Our environmental policy and principles help us to do this, and are provided below.

Approved by: C. Rees ..... SHE director

Date: …5 September 2022...

OUR ENVIRONMENTAL POLICY AND PRINCIPLES

Policy

Our policy is to:

- Provide good control of the health, safety and environmental risks arising from our work activities
- Contribute to sustainable development, by incorporating environmental and sustainability considerations in business decision making at every level of the organisation - we are committed to net zero 2050.
- Seek to continuously improve.

We will:

- Systematically identify risks from our activities and seek ways to manage them.
- Consider all parties in our health, safety and environmental arrangements - employees, clients, the public, neighbours and any others.
- Consider visits to our premises as well as visits on our behalf to other premises.
- Work together on matters affecting health, safety, the environment and sustainability.
- Provide and maintain safe equipment and a safe, healthy and comfortable working conditions
- Ensure that all employees understand risks arising from our work activities and are competent to perform their tasks safely.
- Provide information, supervision and instruction for employees and actively promote our environmental principles between ourselves and with subcontractors
- Prevent accidents and cases of work-related ill health.
- Considering Safety, health, environmental and sustainability issues at every level of decision making.
- Review and revise this policy as necessary at regular intervals.

This policy statement is supported by our risk assessment, safety, health, environmental and sustainability principles, defined responsibilities and procedures. Safety, health, environmental and sustainability issues are regularly monitored and included in our periodic risk assessments, the results of which are reviewed and actioned by the whole team.

Our Environmental and Sustainability Principles

Transport

- Wherever possible, we aim to travel by public transport. When this is not feasible, we use hire cars or our own car. We encourage adoption of smaller car engines and do not provide company cars.
- We encourage car sharing and wherever we can we take colleagues as passengers in either our private or hire cars.
- In order to minimise fuel consumption and emissions, our consultants work from home. Not only is this economical and more sustainable, but it also increases efficiency and allows for more hours to be used productively.
- We use IT facilities such as Skype, Teams, Zoom and collaborative platforms such as SharePoint, MIRO and PRSM to enable us to hold remote meetings and minimise journeys.

Paper usage

- The use of paper is minimised by keeping virtually all our documents electronically.
- We communicate via Skype, emails and telephones to reduce paper usage.

- When we have to use paper, wherever possible, we print and photocopy double-sided. This reduces excess wastage of paper.
- If paper has only been used on one side and is no longer needed, staff are encouraged to use the waste paper for scrap and making notes.
- On change of contact details we use stickers on promotional material and keep unused letter headed paper for taking notes.
- In order to minimise wastage of ink, we print draft documents in draft quality mode or read documents on screen when not required to produce hard copies for clients.

Energy

- Staff turn off all lights in rooms that are not in use and do not waste electricity unnecessarily. Similarly, to retain heat, doors and windows are kept closed when heating is in use. Staff are encouraged not to leave laptops or PCs plugged into the mains sockets for long periods of time when not in use; this is an unnecessary waste of energy.
- By reducing travel, waste and our use of e.g. paper and printer cartridges, we seek to reduce our use of energy to produce these materials
- All electrical and electronic equipment we order is energy efficient (for example all our laptops are Energy Star rated).

Recycling

- Waste paper and all used printer cartridges and toners are recycled.
- We are home workers and dispose of waste responsibly through recycling bins etc
- When printing we use paper produced from 100% post consumer waste.

Water

- We do not use bottled water, or order bottled water for team or client meetings.
- By reducing use of e.g. paper and printer cartridges and reducing waste, we seek to reduce our use of 'embedded water'

Sustainable procurement

- We try as far as possible to procure responsibly e.g. we do not buy bottled water, we buy fair trade, or rain forest accredited coffee and tea, we buy energy star products.

Monitoring and reporting

Our project managers are responsible at the beginning of each project for identifying potential environmental and sustainability issues and discussing these with clients and sub-contractors as appropriate.

We monitor compliance with our policy and principles, which seek to minimise adverse impacts and maximise positive impacts to achieve goals:

- We record breeches of our environmental and sustainability policy and principles through our UNOR (unusual occurrence) system
- We discuss UNORs and share ideas for reducing our carbon footprint at team meetings and via team emails
- Our policies and procedures form part of our ISO 9001:2015 accredited quality management system which is regularly externally audited.

Our periodic review of management systems, carried out under our IS0 9001:2008 accredited management system, includes a review of our health, safety, environment and sustainability management system – which is designed to minimise our sustainability impacts. It includes a review of breeches of our policy and principles, unusual occurrences and a review of our risk assessment and seeks to ensure we are achieving our objectives and continuously improving.

Through these measures we seek to continuously reduce our carbon footprint and reduce waste, ensure we source products sustainably and practice and promote diversity and equality.