



# **The Planet Mark** Certification Report

## **Harrow Green**

1st June 2014 - 31st May 2015

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# About The Planet Mark



The Planet Mark, in partnership with the Eden Project, is a **sustainability certification** provided by Planet First.

It is achieved by:

- **Measuring** your carbon footprint and demonstrating reductions in carbon emissions.
- **Engaging** employees and suppliers in sustainability to enable continued improvement.
- **Communicating** your successes to your customers and stakeholders.

**Measure**



**Engage**



**Communicate**



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# Planet Mark Certificate





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People make it happen.

## The Planet Mark Sustainability Certificate

Harrow Green

This is to certify that Harrow Green has achieved a reduction in its carbon footprint and is committed to continuous improvement in sustainability

Valid: 1st June 2015 - 31st May 2016



Steve Malkin  
CEO, Planet First



Sir Tim Smit KBE  
Co-founder, the Eden Project

**12%** carbon reduction per employee

**1,893 tCO<sub>2</sub>e**  
Total carbon footprint

 **Measure**

Period: 1st June 2014 - 31st May 2015  
Certified: London, Belvedere, Birmingham, Glasgow operations and all fleet  
Total carbon footprint: **1,893.1 tCO<sub>2</sub>e**  
Carbon footprint per employee: **6.6 tCO<sub>2</sub>e**

- Scope 1: Natural Gas, Fleet
- Scope 2: Electricity
- Scope 3: Water, Travel

Carbon footprint compared to: 1st June 2013 - 31st May 2014  
Total change: **-22.7%**  
Per employee: **-11.7%**

For the period: 1st June 2015 - 31st May 2016  
Carbon reduction target: **5%**  
Target reduction: **94.6 tCO<sub>2</sub>e**  
Target reduction per employee: **0.3 tCO<sub>2</sub>e**

 **Engage**

Achieving The Planet Mark demonstrates:

- Commitment to engage with employees, suppliers and customers to encourage wider sustainability action
- Investment to the Eden Project to provide environmental education to school children and young people

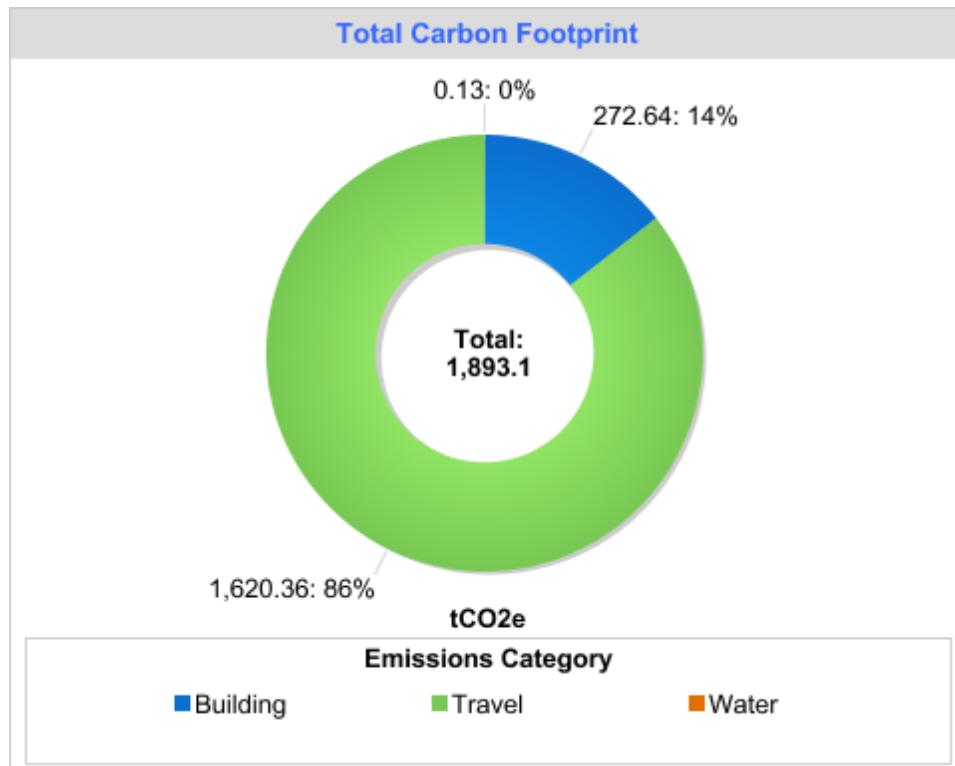
 **Communicate**

Achieving The Planet Mark demonstrates:

- Commitment to raise awareness of business sustainability by communicating The Planet Mark programme to employees, customers and stakeholders.

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@ThePlanetMark

# Summary



Carbon footprint includes London, Belvedere, Birmingham, Glasgow and excludes Bristol, Leeds and Manchester.

## Highlights:

Carbon footprint (tCO <sub>2</sub> e)	<b>1,893.1</b>
Per employee (tCO <sub>2</sub> e)	<b>6.6</b>
Carbon footprint comparison	<b>22.7%</b>
Comparison per employee	<b>-11.7%</b>
Next reduction target	<b>5%</b>
Data quality score	<b>13 out of 20</b>

Used	<b>485,876</b>	kWh of electricity
Used	<b>175,642</b>	kWh of natural gas
Used	<b>127</b>	m <sup>3</sup> of water
Travelled	<b>607,028</b>	litres of fleet fuel
Travelled	<b>225,907</b>	km for business

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# Total Carbon Footprint



Source	Scope	Unit	1st June 2013 - 31st May 2014		1st June 2014 - 31st May 2015		% change	2014/15 % total carbon footprint
			Amount	tCO <sub>2</sub> e	Amount	tCO <sub>2</sub> e		
<b>Building</b>								
Electricity	2	kWh	462,994.00	228.84	485,875.86	240.15	5%	12.7%
Natural Gas	1	kWh	109,181.00	20.20	175,641.59	32.5	61%	1.7%
<b>Water</b>								
Water Supply	3	m <sup>3</sup>	60.55	0.02	127.00	0.04	110%	0.0%
Water Treatment	3	m <sup>3</sup>	60.55	0.04	127.00	0.09	110%	0.0%
<b>Travel</b>								
Vehicle - Fleet - Diesel	1	litres	471,035.94	1,225.82	601,835.45	1566.22	28%	82.7%
Vehicle – Fleet - Petrol	1	litres	2,262.91	4.96	5,143.19	11.3	127%	0.6%
Vehicle – Fleet - LPG	1	litres	445.75	0.67	49.56	0.07	-89%	0.0%
Vehicle – Non-Fleet	3	km	328,051.09	62.14	225,906.50	42.8	-31%	2.3%
<b>Total</b>		<b>tCO<sub>2</sub>e</b>		<b>1,542.7</b>		<b>1,893.1</b>	<b>22.7%</b>	
<b>No. employees</b>		<b>Number</b>	<b>208</b>		<b>289</b>			
<b>Total per employee</b>		<b>tCO<sub>2</sub>e</b>	<b>7.42</b>		<b>6.55</b>		<b>-11.7%</b>	

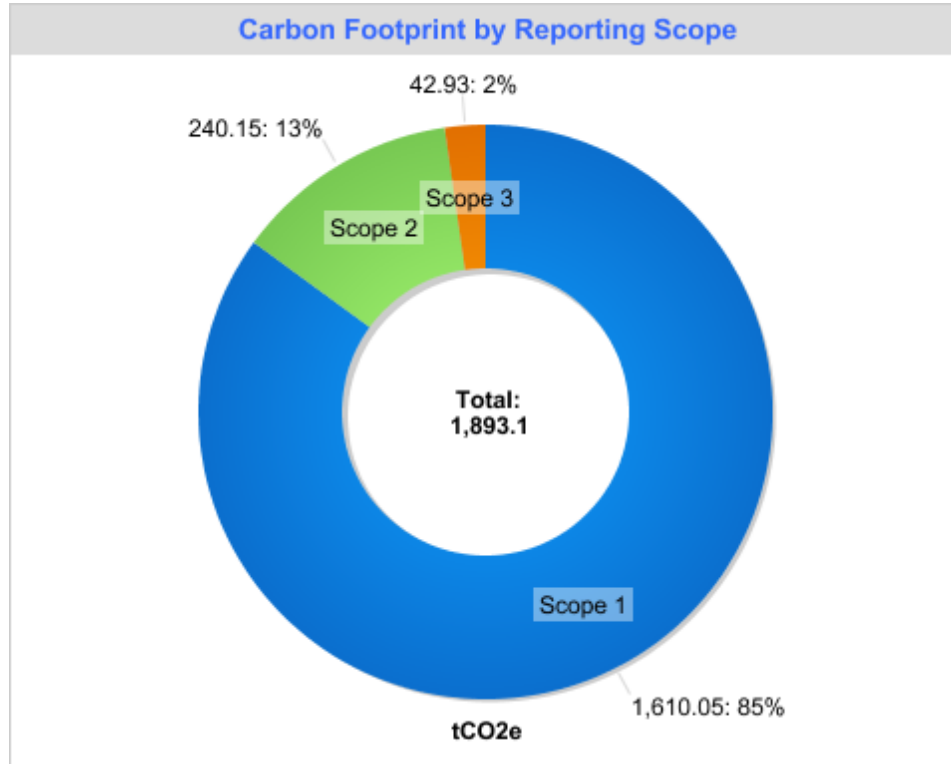
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# Carbon Footprint by Scope

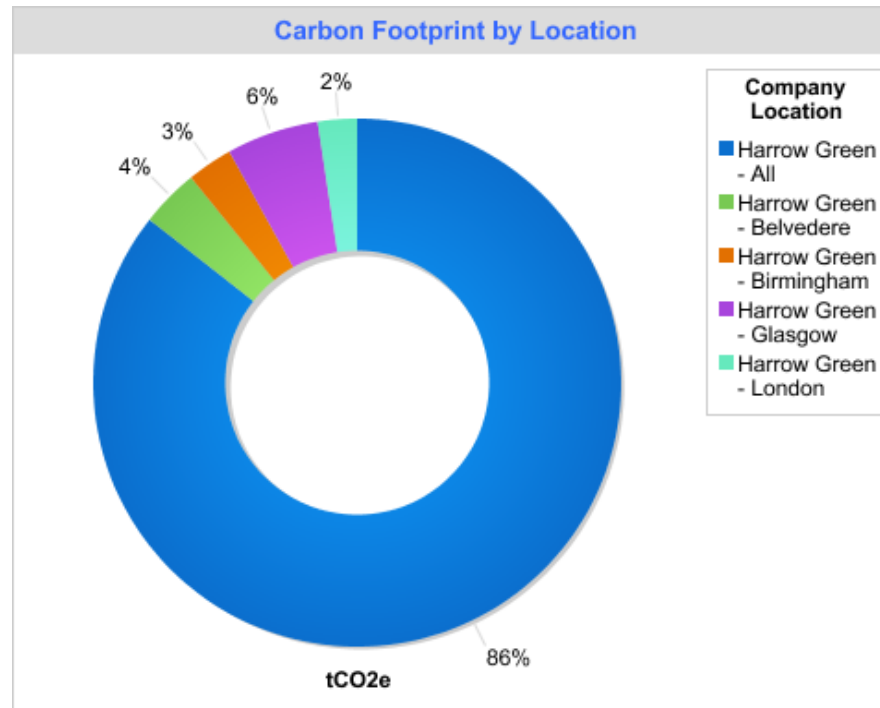


tCO <sub>2</sub> e	2013	2014	% change
Scope 1 Fleet	1,251.65	1,610.05	28.6%
Scope 2 Electricity	228.84	240.15	4.9%
Scope 3 Water, Travel	62.21	42.93	-31.0%
Total	1,542.7	1,893.1	22.7%

# Carbon Footprint by Location

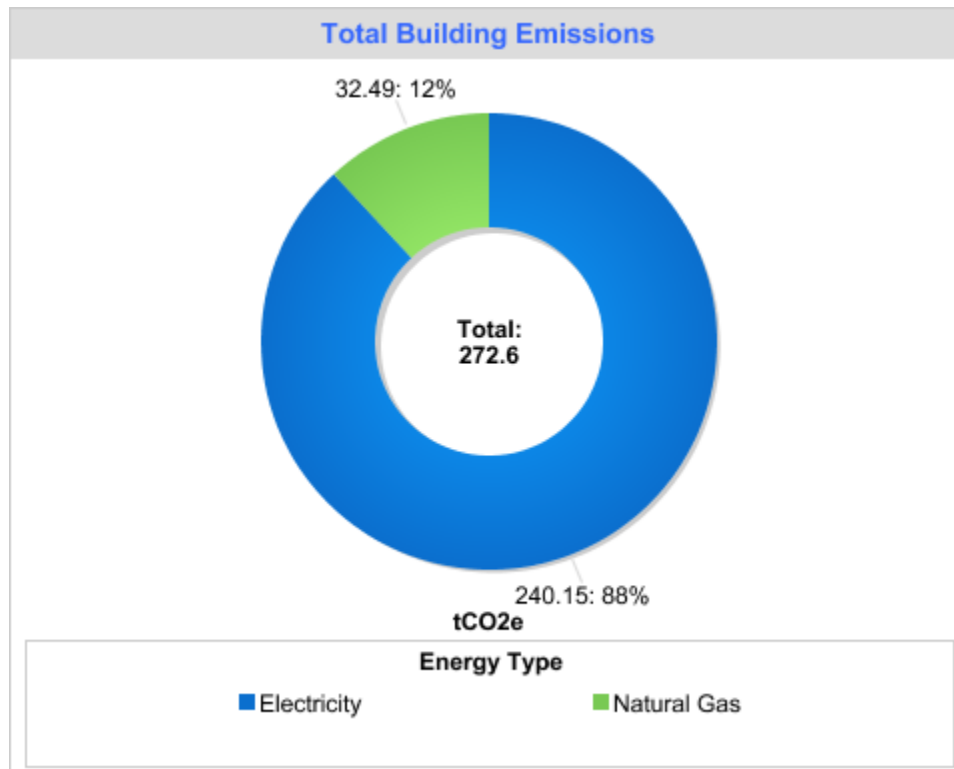


tCO <sub>2</sub> e	Electricity	Natural Gas	Water	Fleet	Non-Fleet	Total
All	n/a	n/a	n/a	1,577.56	42.79	<b>1,620.4</b>
Belvedere	67.5	n/a	0.1	n/a	n/a	<b>67.6</b>
Birmingham	40.4	12.5	Excluded	n/a	n/a	<b>52.9</b>
Glasgow	106.7	n/a	Excluded	n/a	n/a	<b>106.7</b>
London	25.6	20.0	Excluded	n/a	n/a	<b>45.5</b>
<b>Total</b>	<b>240.1</b>	<b>32.5</b>	<b>0.1</b>	<b>1,577.6</b>	<b>42.8</b>	<b>1,893.1</b>





# Breakdown: Building



Total building emissions from electricity and natural gas use at the 4 reporting offices were **272.6 tCO<sub>2</sub>e**, and increase of 9.5% compared to the period 1st June 2013 to 31st May 2014.

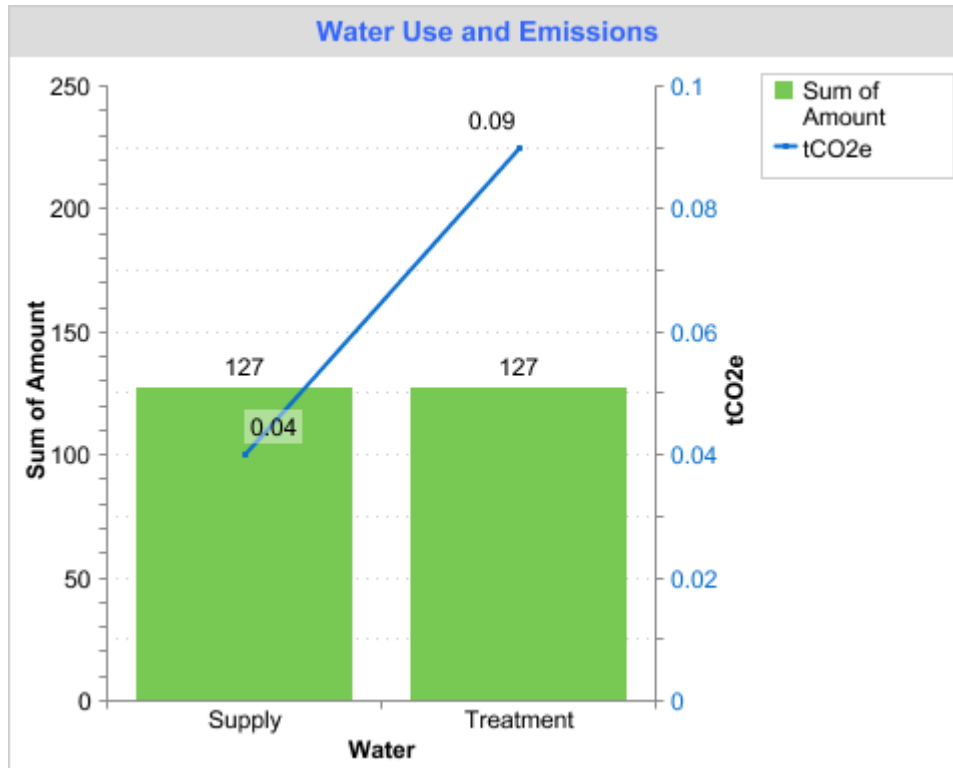
Enough  
electricity to  
power  
**117**  
UK homes

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# Breakdown: Water



**127 m<sup>3</sup>** of water was used through business operations at the Belvedere office, generating a total of **0.13 tCO<sub>2</sub>e** from water supply and treatment. Overall water usage has increased by 110% since the previous reporting period.

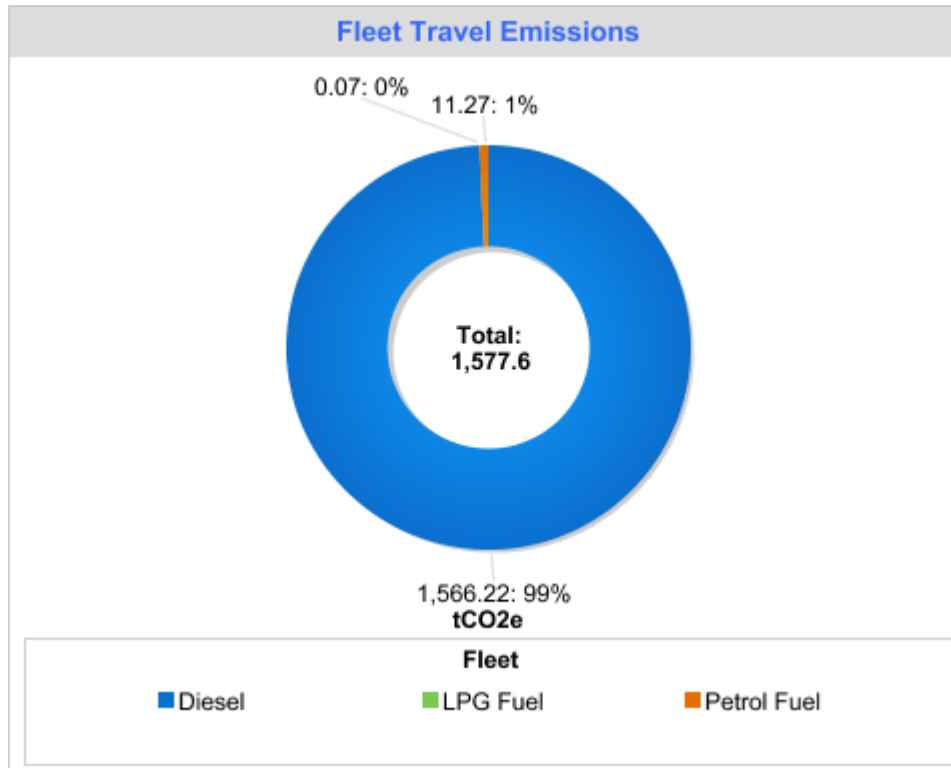
Equivalent to  
**577**  
litres  
per day

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# Breakdown: Fleet Travel



The total emissions from diesel, petrol and LPG fuel use in fleet vehicles were **1,577.6 tCO<sub>2</sub>e**.

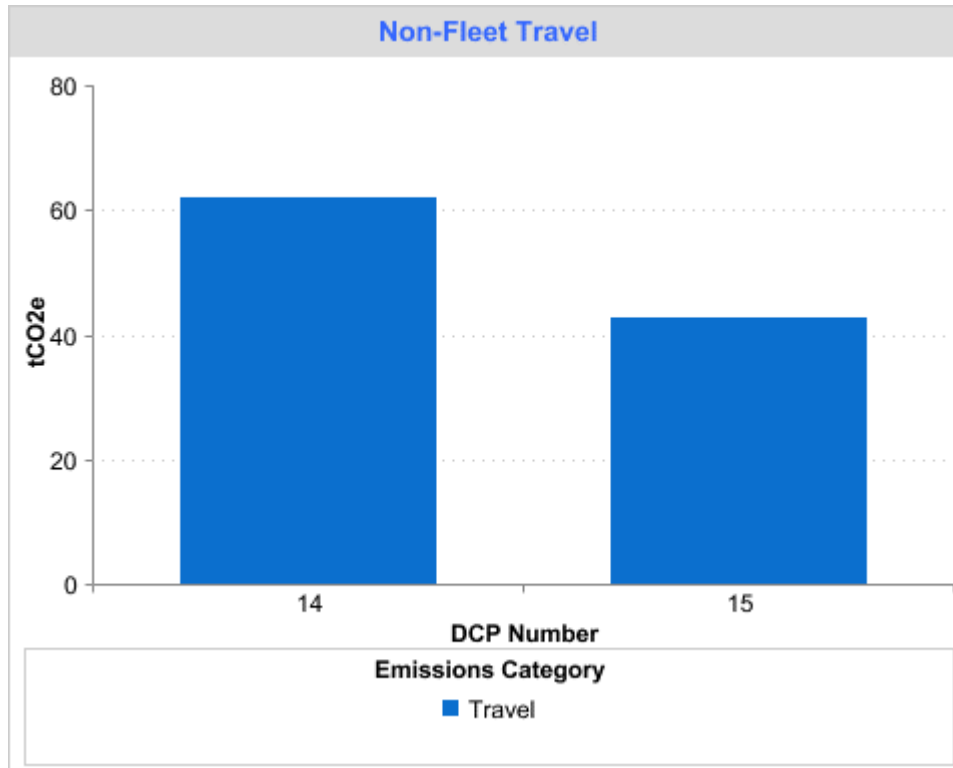
**607,028**  
litres  
total fuel  
used

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# Breakdown: Business Travel



Travel in staff vehicles produced carbon emissions of **42.8 tCO<sub>2</sub>e**. Emissions from travel in non-fleet vehicles fell by 31% compared to the previous reporting year.

Travelled  
**5.6**  
times around  
the earth

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# Cost Analysis



Source	1st June 2013 - 31st May 2014	1st June 2014 - 31st May 2015
<b>Building</b>		
Electricity	£37,923.09	£52,070.95
Natural Gas	£4,546.65	£6,473.58
<b>Water</b>		
Water Supply	£120.97	£263.28
<b>Travel</b>		
Vehicle - Fleet	£558,558.27	£632,662.47
Vehicle – Non-Fleet	£52,920.15	-
<b>Total</b>	<b>£654,069.13</b>	<b>£691,470.28</b>

The table shows net costs related to activities reported in the carbon footprint, where available.

## Potential Future Cost Savings

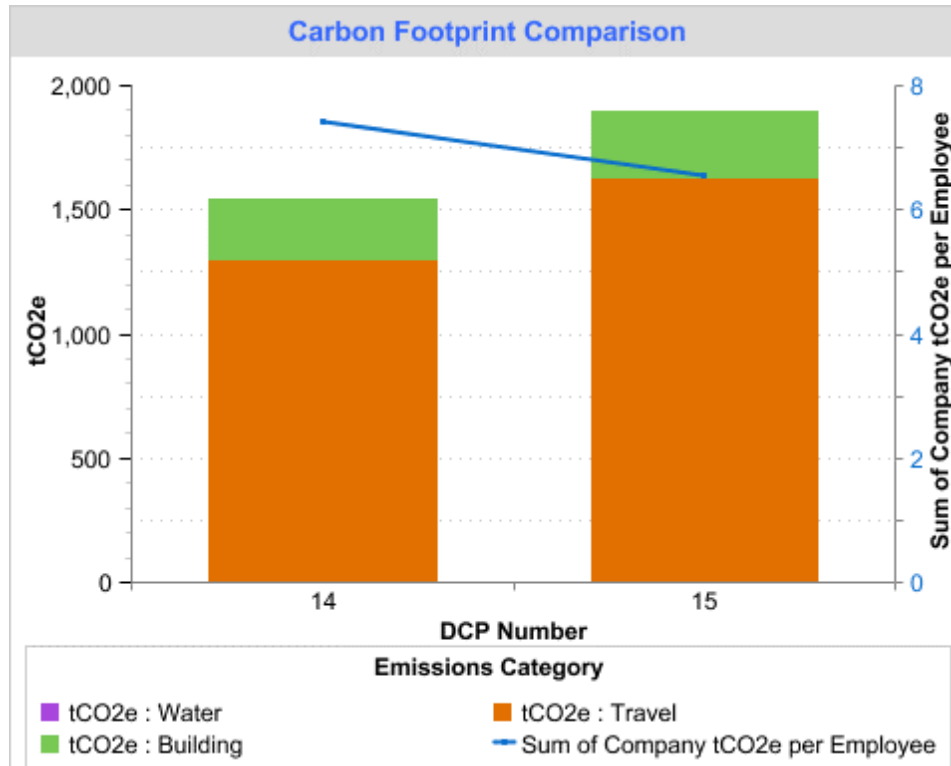
By reducing electricity by 5% over the coming year, you could save:	£2,603.55
By reducing natural gas by 5% over the coming year, you could save:	£323.68
By reducing water use by 5% over the coming year, you could save:	£13.16
By reducing fleet travel by 5% over the coming year, you could save:	£31,633.12
<b>Total potential cost saving:</b>	<b>£34,573.51</b>

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# Comparison



The normalised carbon footprint increased by **22.7%** since the previous year of reporting. However, the carbon emissions per employee decreased by **11.7%**.

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# Carbon Reduction Target



The Planet Mark toolkits provide advice and resources to support you towards achieving your carbon reduction target. You can access all our resources through the Planet First website using your unique login.

Please contact your Planet Mark Account Manager if you require a login account.

<http://www.planetfirst.co.uk/members/login/>

Topic	Toolkits
<a href="#"><u>Sustainability Strategy</u></a>	Sustainability Policy Template Carbon Savings Calculator Carbon Reduction Strategy Template Carbon Reduction Plan Template
<a href="#"><u>Energy</u></a>	Energy Toolkit
<a href="#"><u>Waste</u></a>	Waste Toolkit
<a href="#"><u>Water</u></a>	Water Toolkit
<a href="#"><u>Travel</u></a>	Travel Toolkit
<a href="#"><u>Engagement</u></a>	Setting Up A Sustainability Champions Programme Sustainability Engagement Toolkit Do The Green Thing posters Planet Mark Case Study Template
<a href="#"><u>Communication</u></a>	Planet First Digital Stickers Planet Mark Logo Press Release for Certification

Carbon  
Reduction  
Target:  
**5%**

Total  
Target  
Reduction:  
**95**  
**tCO<sub>2</sub>e**

Target  
Reduction per  
Employee:  
**0.3**  
**tCO<sub>2</sub>e**

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# About this report



Company Name	Harrow Green
Sector	Commercial removals
Reporting Period	1st June 2014 - 31st May 2015
Year Of Certification	2nd
Sites/Offices	8 locations in the UK. All sites included in carbon footprint with varying levels of disclosure.
Total FTE Employees	289
Project Lead	Nigel Dews, Managing Director
Data Collation Lead	Sharon Sales, Executive Assistant
Significant Business Changes	None
Changes In Reporting Scope	None
Standard & Methodology	Refer to the <a href="#">Planet Mark Code of Practice</a> for information on the methodology and standards used in the preparation of this report. All carbon emissions calculations are in accordance with the WRI/WBCSD Greenhouse Gas (GHG) Protocol and Defra emissions factors. Current and baseline reporting is in line with Defra 2014.
Normalisation	Comparisons of total carbon footprint assertion are based on normalised values. Normalisation matches reporting sources in both periods ensuring a like for like comparison. In accordance with Defra 2014, carbon emissions assertions are not retrospectively re-asserted to reflect changes in emissions factors. Restatement of baseline figures may occur to account for updates to our Code of Practice to ensure fair comparisons.
Community Project	A contribution to the Eden Project has been made as part of the Planet Mark certification
Related Documents	The Planet Mark Certificate The Planet Mark Improvement Toolkits The Planet Mark Marketing pack including The Planet Mark logo, digital assets and press release
Prepared by:	Monica Niermann, Head of Certification
Date:	09 November 2015



# Data Quality



	SCORE	PREVIOUS SCORE
Relevance of boundary	3	2
Data completeness	3	2
Transparency	3	3
Data accuracy	2	2
Consistency	2	-
TOTAL SCORE	13 out of 20	9 out of 16

See 'Data Quality Matrix'  
in The Planet Mark Code of  
Practice for more information



## Recommendations for improving data quality

- Relevance of boundary** A good set of reporting sources has been included within the carbon footprint. A more accurate reflection of the organisational carbon footprint can be achieved by including more reporting sources such as other business travel.
- Data completeness** Most carbon emissions sources within the current carbon footprint boundary have been reported on. In future years, efforts should be made to include as much data as possible within the footprint boundary and record all relevant exclusions and omissions.
- Transparency** Most information on data compilation has been provided and information on the assumptions made. To increase transparency in the future, copies of utilities bills, information on how data has been compiled and a record of missing data and assumptions should be provided.
- Data accuracy** Most data provided has been based on actual meter readings, invoices and receipts. In future, data should be sourced from actual readings and recorded on a monthly or quarterly basis.
- Consistency** Generally consistent data has been provided compared to the previous reporting period. Efforts should be made to ensure that data quality is maintained and improved over time where possible. All data reported should be provided next year with equal or improved accuracy.

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# Caveats

Details of boundaries and data treatments in the context of this report



Operational Boundary	Scope	Unit	Organisational Boundary	Data Collection	Evidence Submitted	Omissions, estimates or extrapolations
Electricity	2	kWh	London, Belvedere, Birmingham, Glasgow	Primary source - invoices	All Invoices	Excludes Bristol and Manchester due to insufficient data set. Estimated data for London, Belvedere and Birmingham. Some data estimated to match reporting period.
Natural Gas	1	kWh	London, Birmingham	Primary source - invoices	All Invoices	Some data estimated to match reporting period
Heating Oil	1	litres	Excluded	Primary source - invoices	Sample Invoice	Heating oil excluded as consumption information not available in invoice
Water Supply	3	m <sup>3</sup>	Belvedere	Primary source - invoices	Sample Invoice	Some data estimated to match reporting period
Water Treatment	3	m <sup>3</sup>	Belvedere	Primary source - invoices	Sample Invoice	Estimated as same as water supply
Vehicle - Fleet	1	litres	All	Invoices	All star fuel purchase invoices	Fleet excludes oil, Adblue, red diesel and any unspecified fuel. Fuel use for period June 14-May 15 estimated as usage in period July 14-Jun 15
Vehicle – Non-Fleet	3	km	All	Primary source - expense claims	Expense claim report	None

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partnership with  
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