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June/July 2021

Kingwood Environmental Report 2019-2021

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About this report

At Autism at Kingwood, our mission is to help adults living with autism to develop the tools that they need to live as independently as possible. In doing so, our organisation has an impact on the environment. Therefore, we are committed to:

- Working to reduce our carbon footprint at every stage of our activities
- Being open to fostering new methods and approaches to the way we work that could be done in a more environmentally friendly way
- Continuously improving our environmental performance by upkeeping annual reviews and by constantly challenging our organisation to do better in this field

There is an increasing importance of awareness of our impact as humans on the environment. Being a socially responsible corporation is vital to the longevity of that organisation's success.

Carbon footprint = The amount of carbon dioxide released into the atmosphere as a result of the activities of a particular individual, organisation, or community

Environmental impact = The impact an activity has on the environment through the emissions or use of resources that it causes

Offsetting = The action or process of compensating for carbon dioxide emissions arising from industrial or other human activity, by participating in schemes designed to make equivalent reductions of CO2 in the atmosphere

Report scope

This Environmental Impact Report summarises our environmental performance across the 2019-2020 and 2020-2021 financial year periods (April 1st-March 30th)

The aim was to assess the changes to our environmental impact that would have occurred as a result of the COVID-19 pandemic.

Please note there is a carbon footprint associated with staff working from home, particularly with increased domestic energy use. This report briefly looks at this, but is mostly focused on the changes that have occurred in the office during the pandemic.

We have a number of services in the UK, but the main focus of this report is on the impact of office based staff as these are measures that we can more easily control.

	Energy	Travel and mileage	Paper and printing	Plastic purchases
Head Office	✓	✓	✓	✓
Didcot	✓	✓	✓	✓

*As requested, this report will not include analysis of PPE or water usage

CO2e Emissions Summary

- Scope 2 and 3 emissions were measured only as we have no scope 1 (direct) emissions to record. This includes energy, travel, and emissions from plastic, printing and paper purchasing.
- CO2e (CO2 equivalent) emissions are a way for accounting for the impact of different greenhouse gases, expressed as an amount of CO2 that would produce the equivalent amount of warming.

Source	2019-2020 (tonnes CO2e)	2020-2021 (tonnes CO2e)	% change
Energy (scope 2)	37.10	29.40	-20.75
Travel (scope 3)	105.83	52.35	-49.47
Total	142.93	81.75	-42.8
Paper and plastic purchases (scope 3)	Since March 2020: 13.5		52% less printing

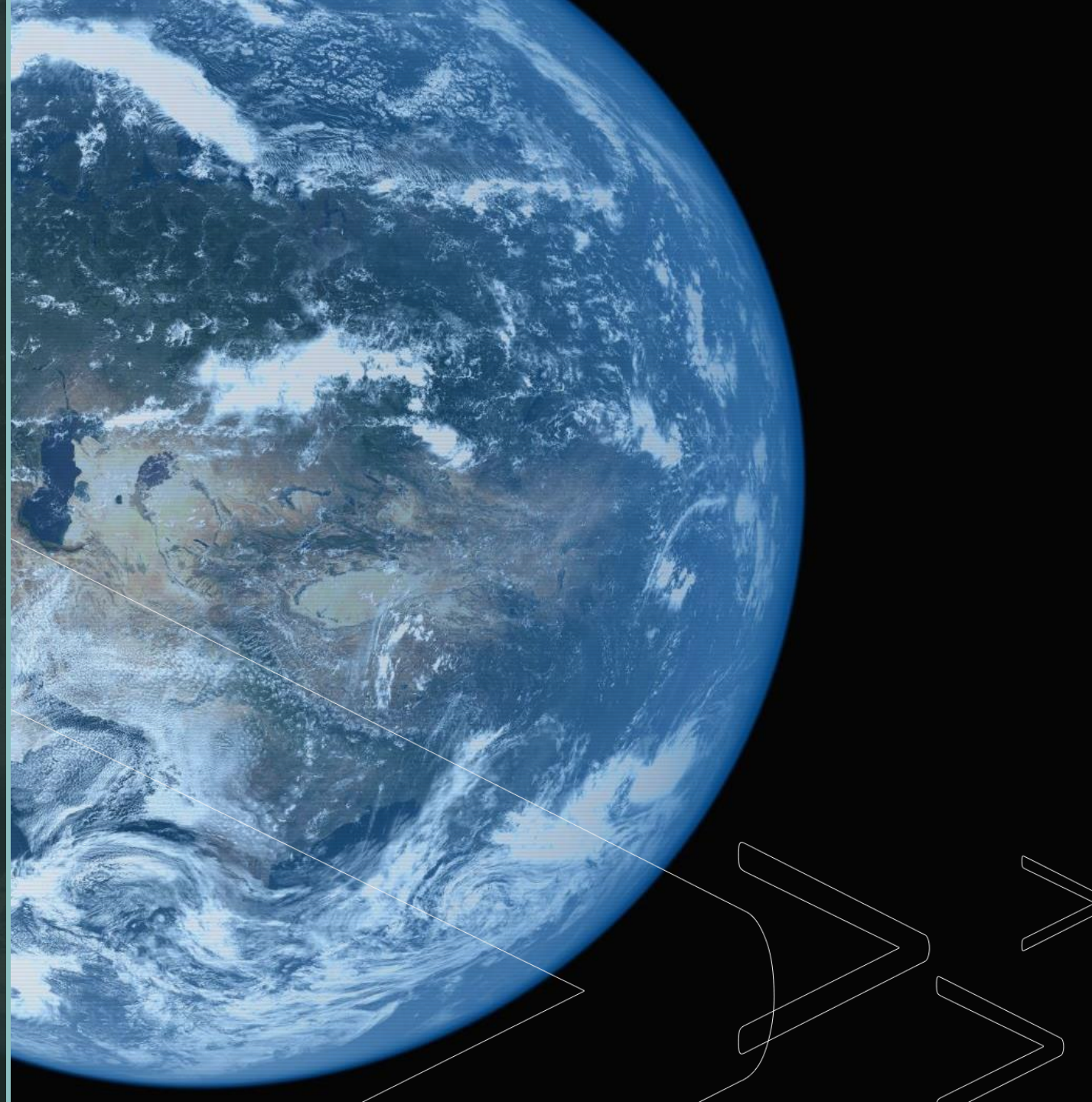
* Emissions are calculated by applying the UK government's carbon conversion factors

Purpose of this report:

100% of people who answered our survey said they understand the need for Kingwood to become more aware of our impact on the environment

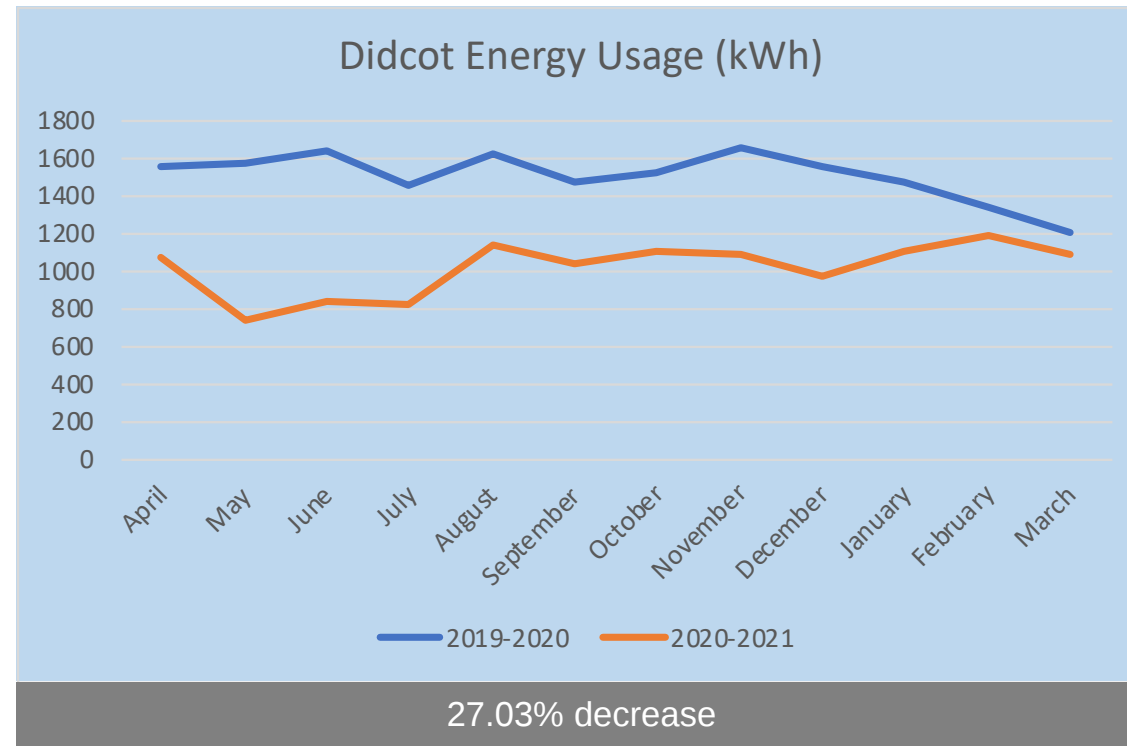
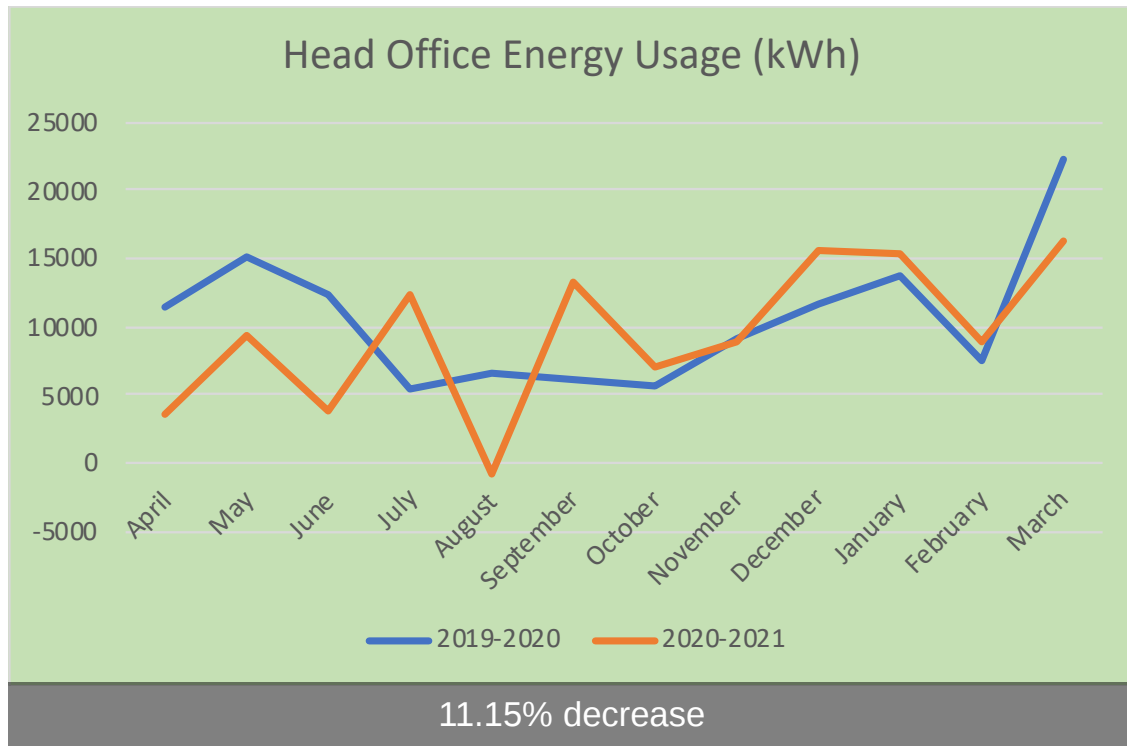
Our Aspiration:

To reduce Kingwood's carbon footprint by 50% on the 2019-2020 data. This is inline with science-based targets to keep global temperature changes to less than 2 degrees Celsius, as described in the 5th report of the IPCC

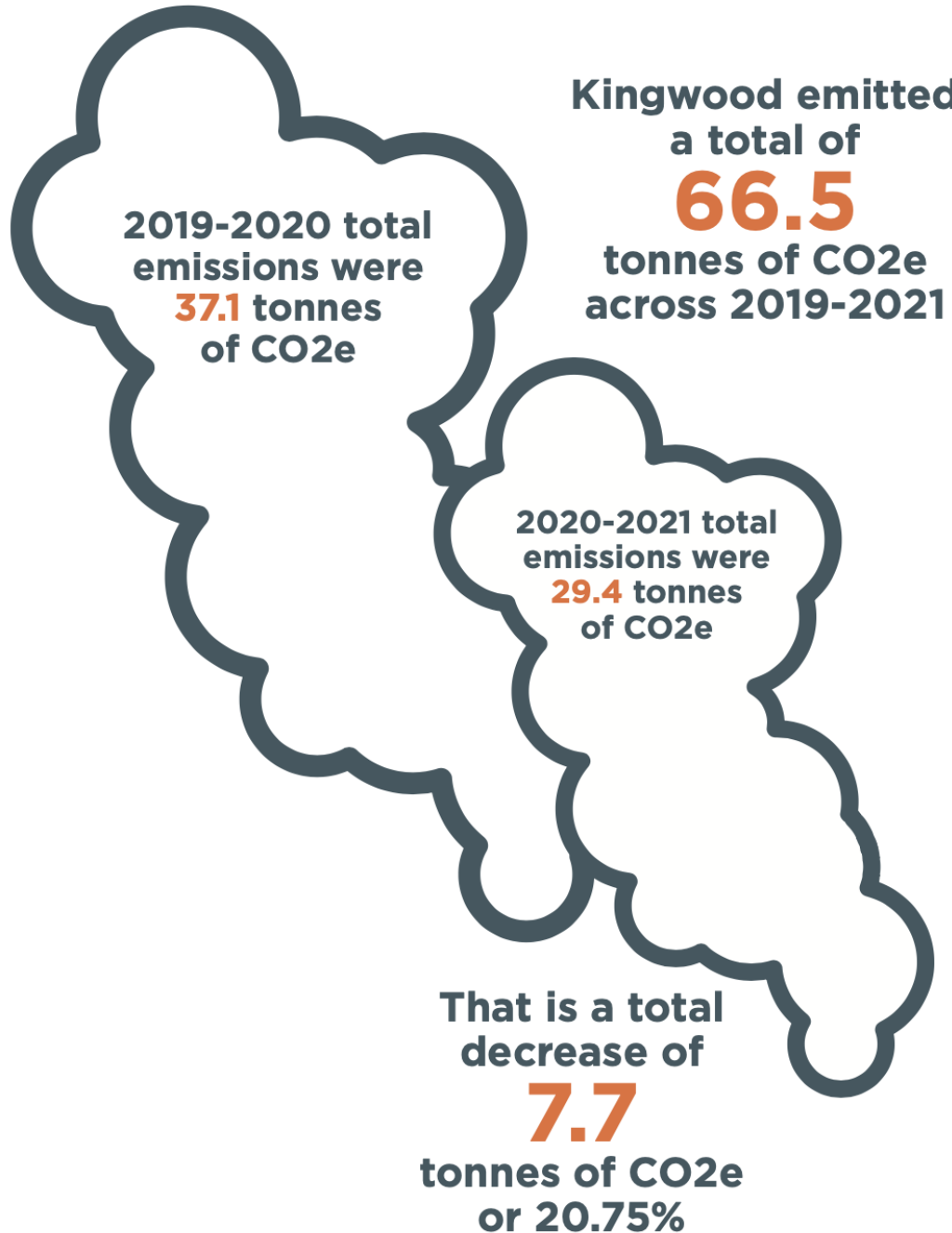


The image features three wind turbines silhouetted against a sunset sky with orange and purple hues. The word "Energy" is centered in white. A white line starts from the left turbine's blade, passes through the text, and extends towards the bottom right. In the bottom right corner, there are several white geometric shapes, including a large stylized 'Z' and other angular lines.

Energy



- Kingwood emitted a total of 66.5 tonnes of CO₂ across 2019-2021.
- This amount of carbon would need to be sequestered by 82 acres of forest in one year



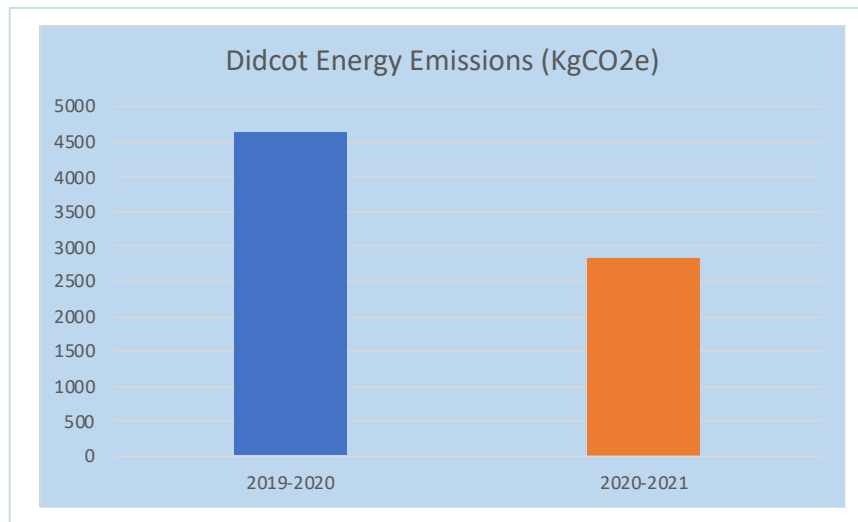
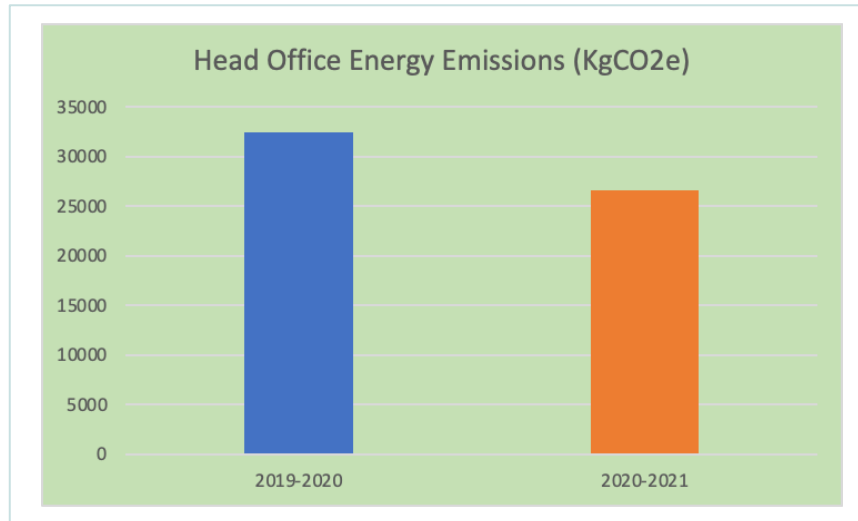
2019-2020 total
emissions were
37.1 tonnes
of CO₂e

Kingwood emitted
a total of
66.5
tonnes of CO₂e
across 2019-2021

2020-2021 total
emissions were
29.4 tonnes
of CO₂e

That is a total
decrease of
7.7
tonnes of CO₂e
or 20.75%

Energy Emissions



- Head Office had 5.92 fewer tonnes of CO₂ emissions in 2020-2021 than in 2019-2020
- Didcot Office had 1.78 fewer tonnes of CO₂ emissions in 2020-2021 than in 2019-2020

Total energy consumption across Kingwood decreased by 38.18% from 37.10 tonnes CO₂e in 2019-2020, to 29.40 tonnes CO₂e in 2020-2021



Total energy reduced due to office closures



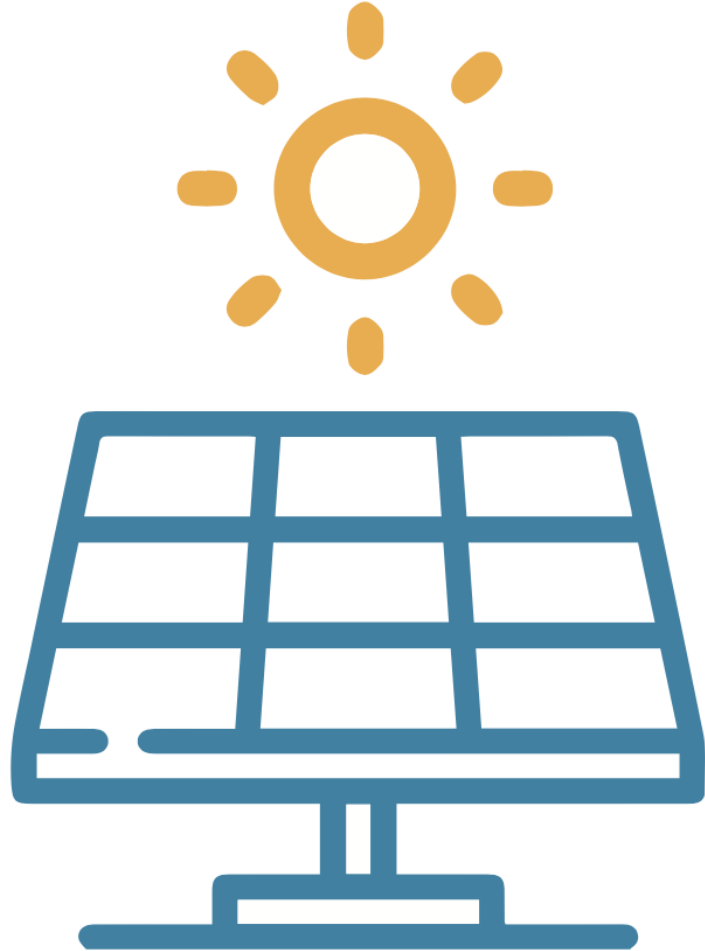
We recently upgraded some lighting which will have helped make reductions



No heating of offices during lockdown reduced energy usage



Didcot and Reading buildings have double glazing which is effective at keeping the heat in



**Solar PV contributed
to providing**

5.6%

**of the total energy used
at Didcot across the
2019-2021 period**

- ✓ 5.6% of energy used at the Didcot office across the 2019-2021 period was provided by solar generated kWh from PV solar panels
- ✓ Office space reductions at Didcot contributed to saving both energy usage and emissions, as well as making cost savings
- ✓ Opus energy provide Head Office with 100% renewable energy

Target:

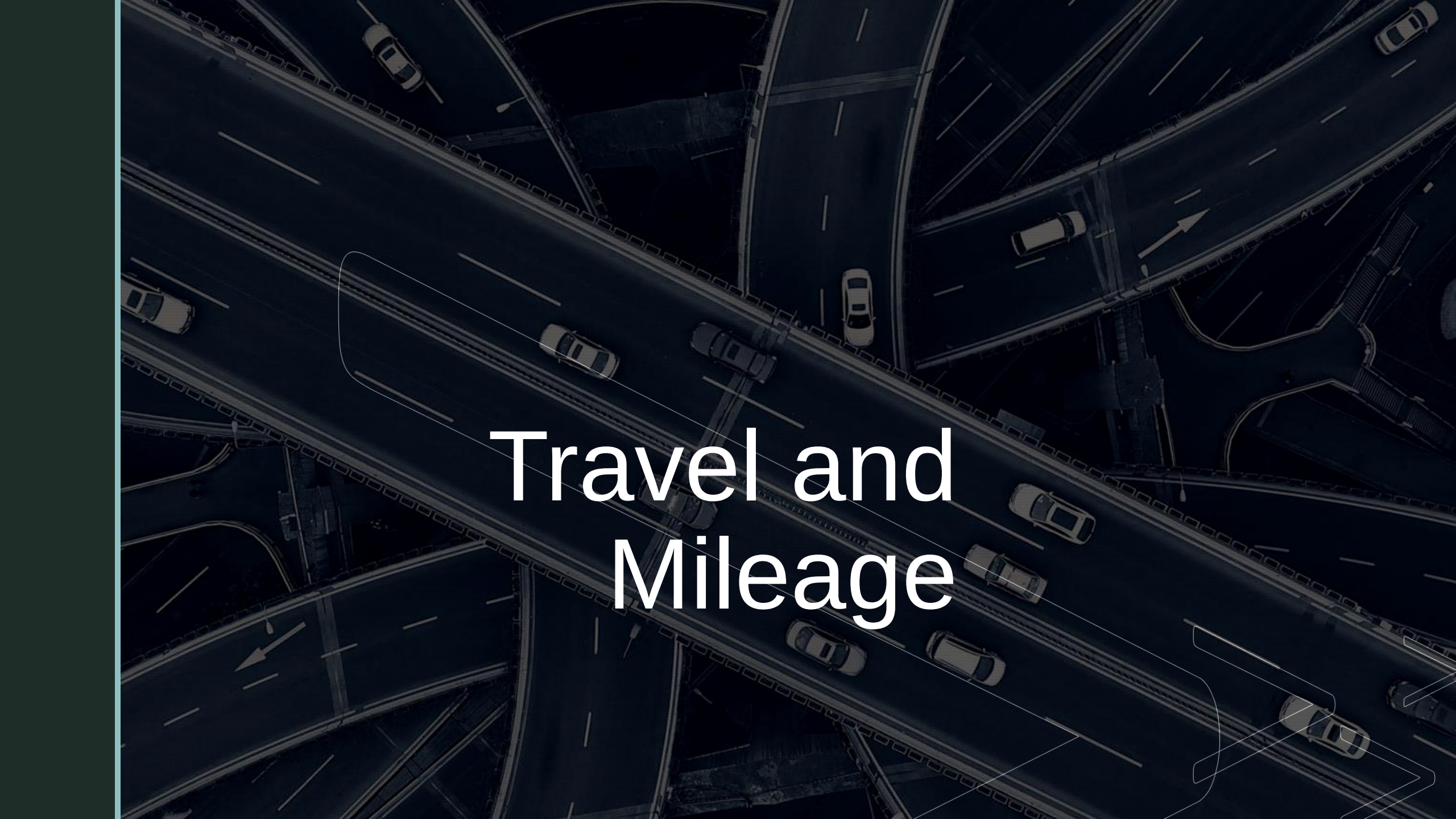
- Reduce office space at Head office at end of contract

Recommendations for energy

- Turn lights off when exiting a room
- Heat rooms in winter on low constant power, rather than high
- Close blinds on sunny side of building in summer to keep cool
- Use personal USB fans in summer rather than mains electric
- Boil kettle with only amount of water needed. Do in batches rather than boiling separately for each person
- Dishwasher on 'eco' setting
- Wash up where possible- in bowl of water rather than leave tap running
- Switch off appliances and monitors at the mains at night
- Energy efficient bulbs and appliances

Boiling your kettle can cost you over £200 a year!

Take these energy saving tips home to extend environmental efforts beyond the office and reduce your person carbon footprint. These efforts will save you more money than you think!



Travel and Mileage

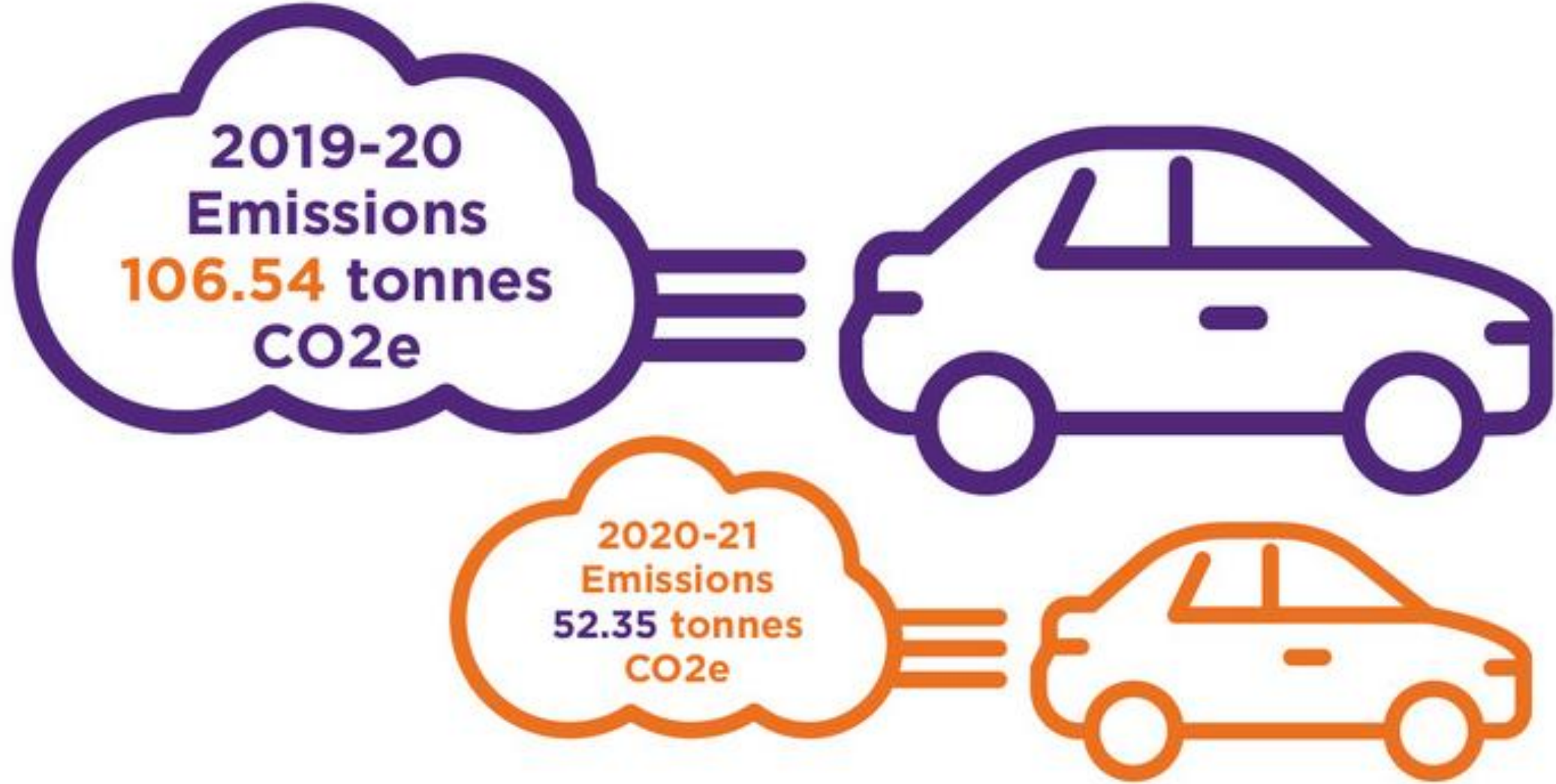
Mileage

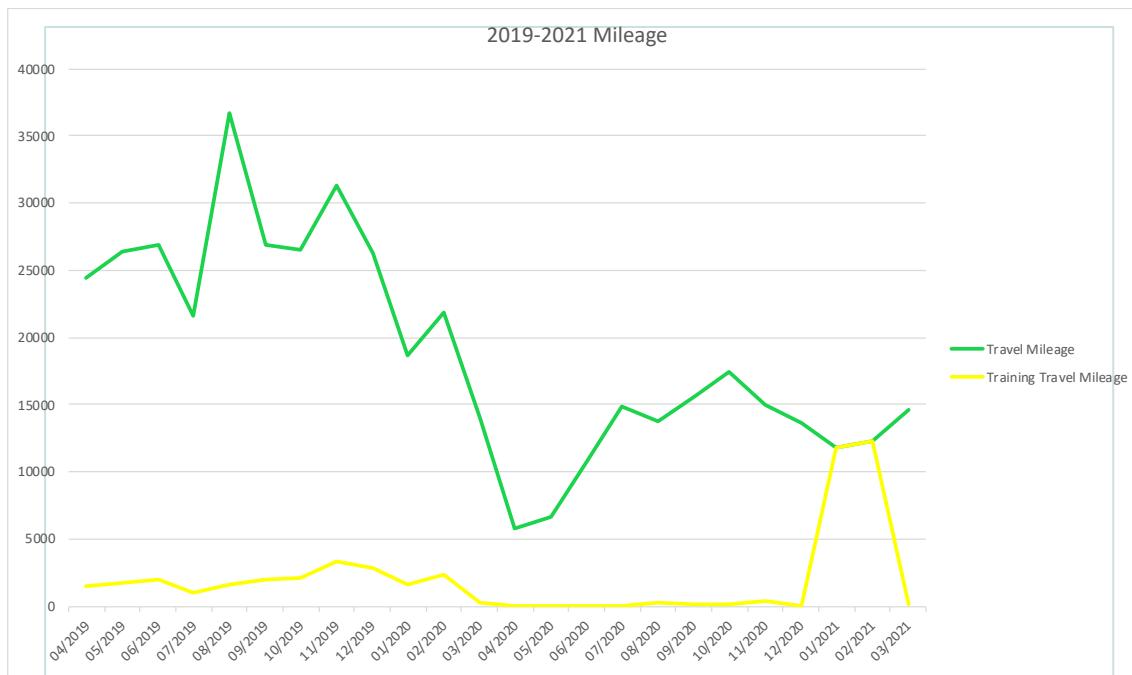
Total mileage for the 2019-2021 financial period is 476,819 miles



Based on an average petrol car value, 476,819 miles leaves a carbon footprint of 133.76 tonnes of CO₂.

For the capture of 1 tonne of CO₂, over 50 trees must grow for one year... this means that in order to offset the emissions from Kingwood's travel mileage, over 6,600 trees must grow for one year constantly.

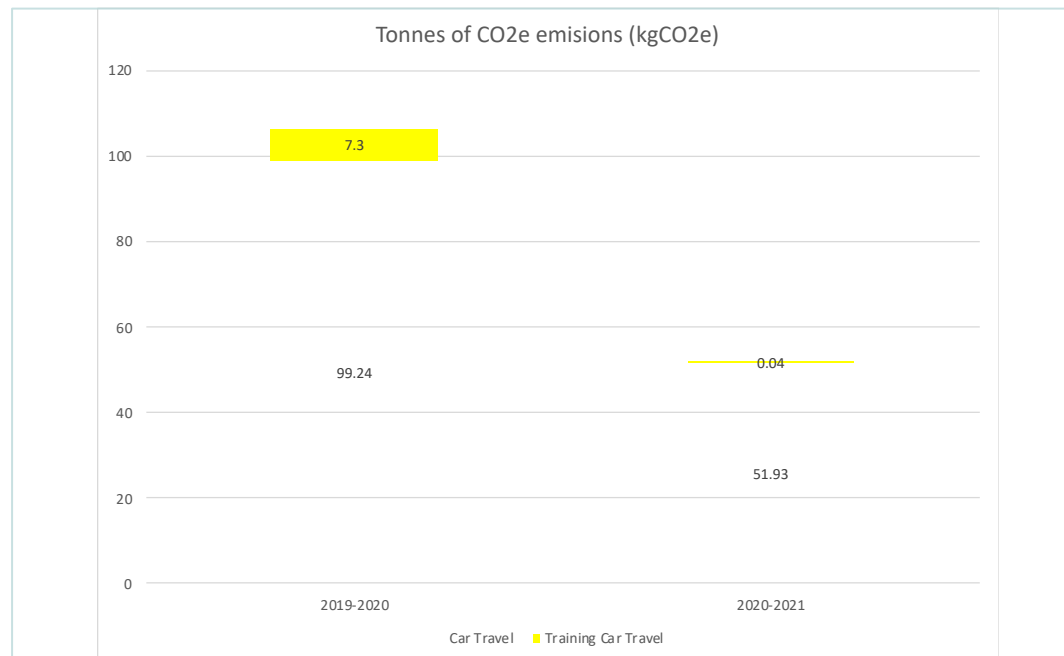




2019-2020 emissions: 106.54 tonnes CO₂e

2020-2021 emissions: 52.35 tonnes CO₂e

Total reduction of 54.19 tonnes CO₂e



2021-22 target:

- Maintain reduction in total travel of office staff
- Aim to eventually incorporate some travel training for PWS

▶
The pandemic has shown that we can minimize how much we drive by conducting training, inductions and recruitment digitally

100% of admin staff have made fewer journeys into the office since the beginning of pandemic

This allows us to reduce our footprint **WHERE WE CAN**. In a way, it offsets the unavoidable travel for services and PWS.



There were 29,0177 more miles driven before the pandemic; this equates to circling the earth

11.65
times

In 2021-22 we will work to reduce the amount of car travel, encourage more use of public transport, support training travel in our services, and promote online training, meetings and inductions.

Training travel

Kingwood Induction Day

Autism Level 1

PROACT SCRIPr Foundation

Autism Level 2

Autism Level 3

Active Support

SOVA Year 1

All can continue to be carried out 100% virtually.

- *Physical Intervention: trained via Service Specific PROACT SCRIPr training. This must be face-to-face. There are roughly 70 sessions per year, with 150 staff trained. This amounts to over 25,000 journeys made into an office per year, plus external in-class training such as First Aid, Epilepsy and Diabetes etc. These are On-demand services that can amount to over 1000 journeys into the offices per year.
- These journeys are unavoidable but can be countered by reducing the amount of journeys made for other training sessions which can be carried out virtually.

Recommendations for mileage

Conduct all training, inductions, and recruitment virtually where possible

Produce posters and information sheets to promote the bike/cycle scheme

Organise staff car sharing incentives for travel to head office and Didcot

Provide platform/information for ways to maintain productivity whilst working from home

Provide tips for eco-driving.

Must reduce travel in other areas of Kingwood to offset the unavoidable travel to services and PWS

Possibility of introducing travel training for PWS

Ability to increase car-sharing now risk of transmission is reduced

The background is a dark, almost black, image of a plastic bottle floating in water. The bottle is partially submerged, with its cap and the top of its body visible above the water line. The water's surface is dark with some subtle ripples and reflections. Overlaid on this image is the text 'Plastic Purchasing' in a large, white, sans-serif font. The text is positioned in the lower-middle part of the frame. There are also some faint, white, geometric line art elements in the bottom right corner, resembling stylized arrows or brackets.

Plastic Purchasing

Plastics

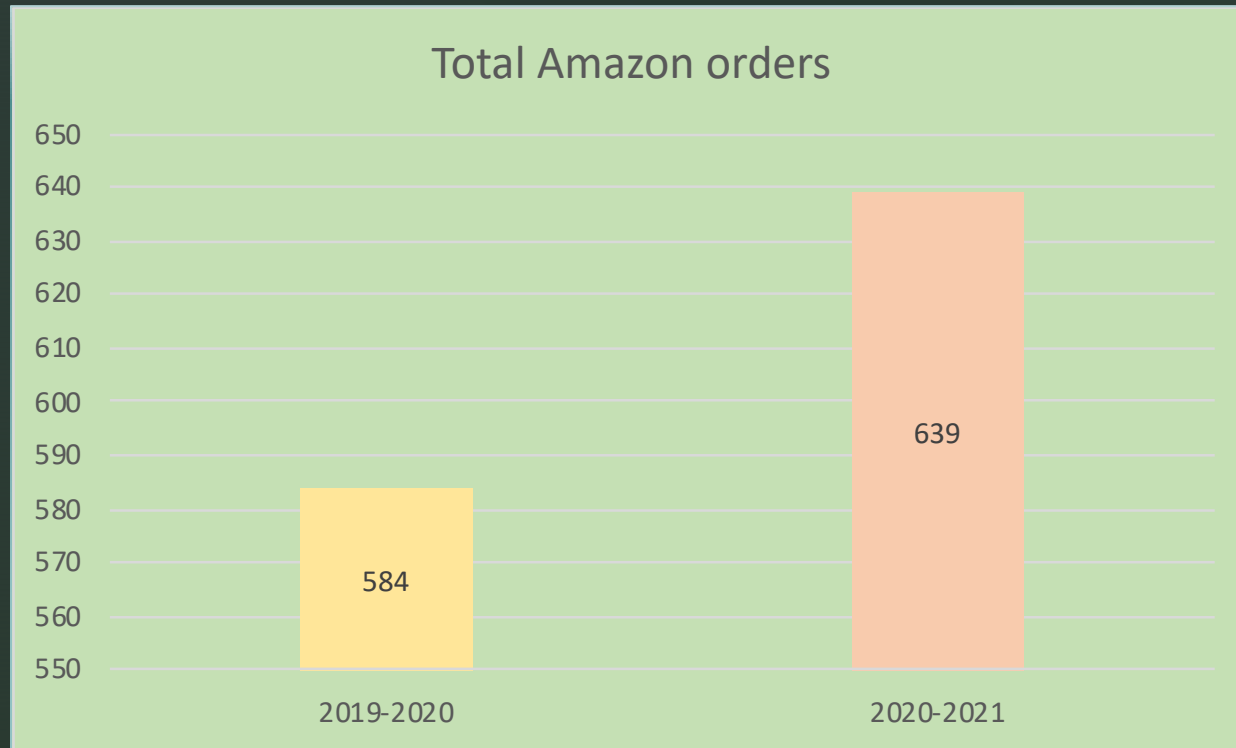
The coronavirus pandemic has increased the demand for plastic worldwide. PPE has dramatically increased the use of single-use plastic. This is a necessity in the nature of our work at Kingwood, and therefore we must combat this by purchasing reusable cotton facemasks where possible, and ensure the plastic we use is as recyclable as possible



- 50% of carbon emissions come from consumer products
- Products in the workplace are often disposable or single-use



✓ We found that 100% of our office staff use reusable coffee cups and mugs and reusable water bottles or glasses



- Surprisingly, there have been many more Amazon purchases for things like stationary during the pandemic than before.
- Coming back into the office: emphasis on what is necessary. Working from home has shown we can work without lots of files, plastic wallets, pens and other stationary.
- Lots of orders are necessary items for PWS. These cannot be avoided and thus we must reduce ordering unnecessary office items elsewhere.

Recommendations for plastic purchasing



- Check the supply cupboard before ordering!
- Use alternatives! Paper and card is better than plastics
- Buy recyclable products with little packaging
- Check for more environmentally-friendly options when placing an order
- Check for environmental pledges on Amazon and Lyreco
- Be aware of 'hidden' plastics, such as non-recyclable non-degradable plastics in things like tea bags.

2021-22 Target:

- Reduce Amazon purchasing back to pre-pandemic level
- Post-it note free offices by the end of 2021



Printing and Paper purchasing

Paper

- 73% of administrative staff are less likely to return to office as usual as they are just as productive or more productive at home than in the office
- 91% admin staff made fewer printings at home than in the office; 64% didn't purchase home printer during the pandemic
- 82% will continue to work more paperless fashion post-pandemic

☐ Compare





Multicopy Zero Carbon-Neutral Premium Paper A3 White 80g - Ream Of 500

Ref: 9.891.554

 Available

GBP 11.44 Each





FSC & EU Ecolabel Certified

Forest Stewardship Council. Protecting and maintaining natural communities and high conservation value forests.



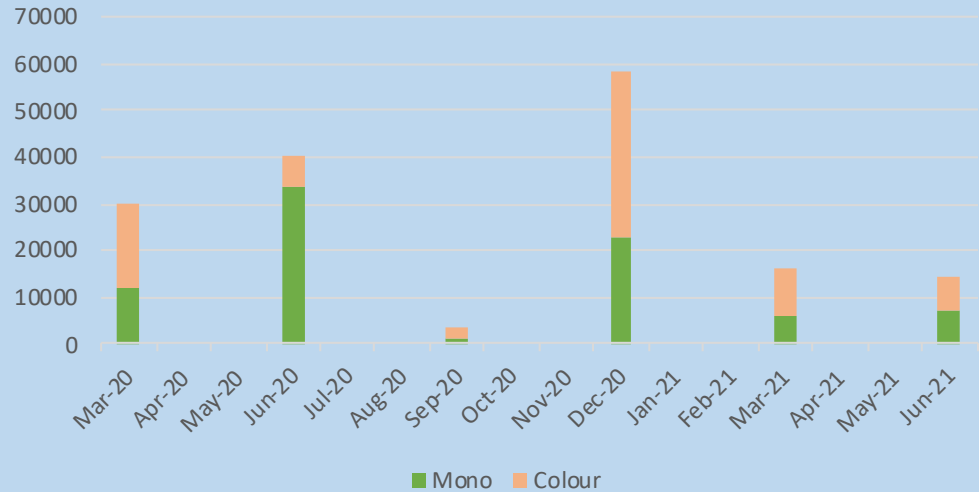
Sustainable Wood Forests

Sustainable Sourcing

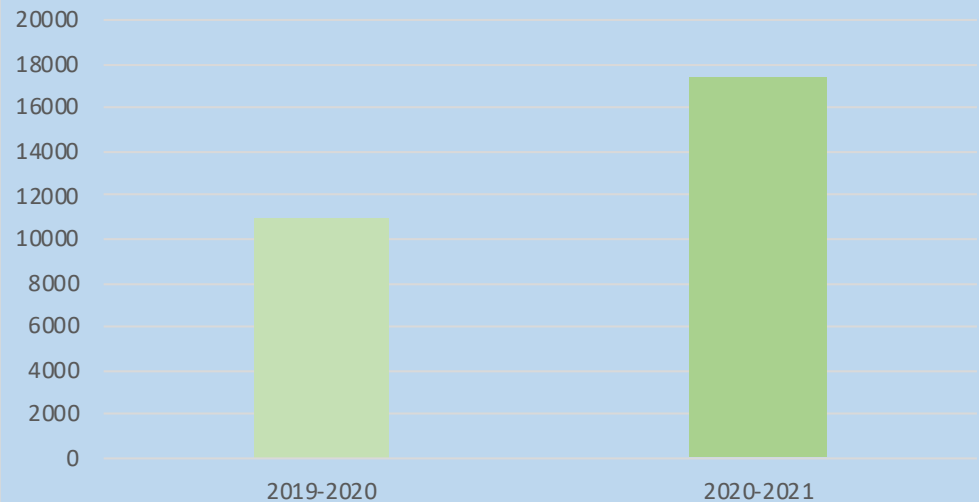
FSC & EU Ecolabel Certified

Like with plastics, make sure to look out for environmental pledges on Amazon and Lyreco, as well as looking for more sustainable options such as recyclable or biodegradable.

IBS PRINTER TOTAL



Amazon paper purchases



■ Printing has reduced since the March 2020 by 52%

■ Paper purchasing (all types) has increased during the pandemic.

■ Colour printing has been increasing as a percentage of total prints

Target:

- Reduce paper purchases to pre-pandemic levels
- Eliminate colour printing unless vital
- Become 100% paperless in the offices by 2023



Total printing emissions for the March 2020-June 2021 period was 13.5 tonnes of CO₂e



These carbon emissions could be sequestered by growing 223 tree seedlings for 10 years.

Recommendations for paper and printing



OVER 65 PAGES OF
LYRECO'S 'GREEN'
PRODUCTS



MAKE PLEDGE TO ONLY
SHOP FROM THIS
RANGE



AGREE TO CHECK
SUPPLIES BEFORE
MAKING PURCHASE



REDUCE OFFICE AND
AT-HOME PRINTING BY
LEARNING TO WORK
ONLINE MORE
EFFICIENTLY



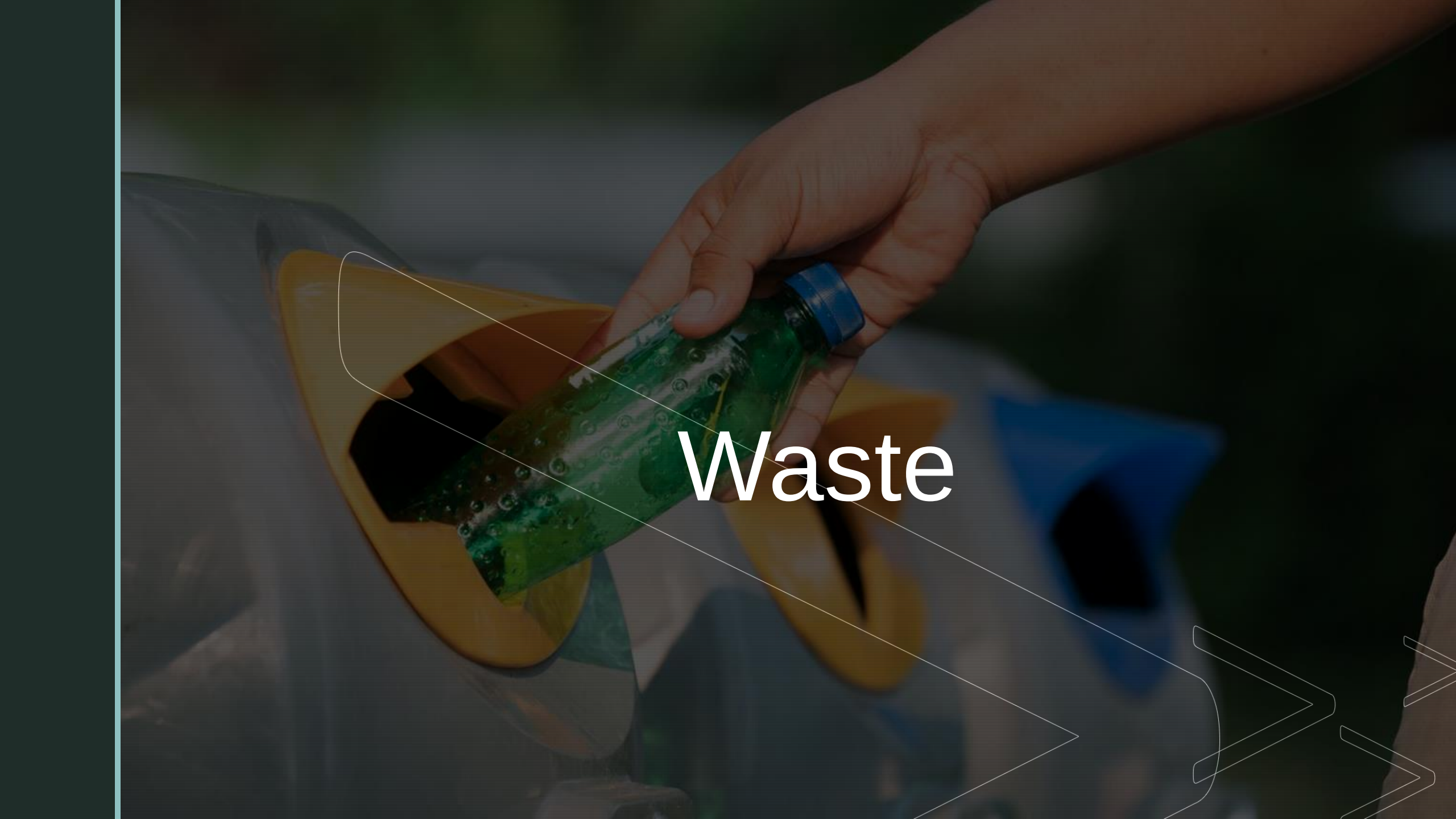
PRINT IN BLACK AND
WHITE AND DOUBLE-
SIDED



USE SCRAP PAPER
WHEREVER POSSIBLE



ASK FOR HELP ON HOW
TO REDUCE PAPER
USAGE

A close-up photograph of a person's hand dropping a green plastic bottle into a yellow recycling bin. The bottle is covered in condensation droplets and has a blue cap. The bin is part of a larger recycling station with other bins visible in the background. The image is overlaid with a dark semi-transparent layer and white geometric line art in the bottom right corner.

Waste

Waste



- Our energy production, product consumption and irresponsible waste management contribute directly to climate change by adding carbon-based particles into the air. The result is warmer air, creating a disastrous greenhouse effect
 - Of the 26m tonnes of waste produced in the UK, 12m tonnes are recycled, and 14m tonnes are sent to landfill sites
- ✓ Recycling bins and charity boxes at Didcot
 - ✓ Electronic recycling
 - ✓ Offices generally produce little waste
 - ✓ No chemical or hazardous waste that could impact local environment



Teracycle

- Free recycling programmes

Drop of recycling box at designated location

- Zero Waste Boxes

For things like crisp and sweet packets, PPE, cleaning product bottles



Recommendations for waste

- Prioritise finding local solution for recycling at Head Office. Implement scheme such as Teracycle or investigate recycling via the council.
- Repurpose old stationary and office supplies for arts and crafts with PWS
- Take regular trips to the charity shops
- Red-Inc are a stationary supplier who remove all plastic packaging from orders and recycle it themselves. They also provide packaging free deliveries with returnable crates and offer many plastic-free products
- Encourage engagement and education about recycling with PWS
- Create a PPE waste policy





Offset

- Carbon offsetting offers a way to compensate for your emissions by funding equivalent carbon saving elsewhere; essentially helping to balance out emissions spent vs emissions saved
- Funds solutions to reducing your carbon emissions much faster than an individual or company can reduce them
- Combat global climate challenges as well as helping local communities
- Projects that you can fund include tree planting schemes, biomass conservation, borehole rehabilitation, solar and wind farm projects, hydroelectric powerplant developments
- Offsetting is not an isolated answer to solving climate change, but it does play a vital role in helping to counteract unavoidable emissions



Ways to integrate the environment into Kingwood

- Training/ induction day slide(s) on environmental awareness
- Reminders throughout everything we do: posters around offices, weekly/monthly environmentally focused emails, celebrate key environmental milestone/calendar dates e.g., Earth Day
- Office training days- how to work digitally, how to spot more environmentally friendly options (e.g., cleaning products, teabags, coffee, stationary)
- Explain concepts such as Fairtrade, biodegradable, single-use plastic
- Keep training, recruitment and inductions virtual
- Each new employee to receive environmental training as part of induction
- Prioritise working digitally
- Work towards integrating environmental values with PWS through education and interaction
- Highlight cost benefits of being more sustainable; implementation frequently brings 20% plus energy cost savings with payback periods less than 2 years
- Work towards environmental accreditation and schemes such as ISO14001

