

An introduction to calculating your business carbon footprint in 6 easy steps

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Why? The benefits of a greener economy

Cost Savings: Implementing energy-efficient measures and transitioning to renewable energy sources can result in significant cost savings over time.

Enhanced Reputation and Brand Image

Access to New Markets and Customers

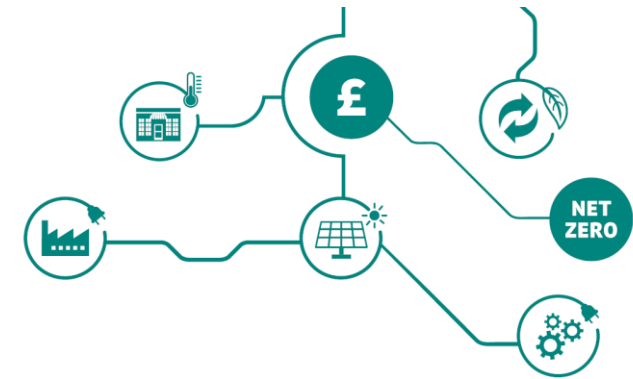
Regulatory Compliance

Innovation and Competitive Advantage

Resilience to Climate Risks

Attracting and Retaining Talent

Investor Confidence



Carbon footprint calculator

Get help to **cut** emissions and **save** energy.

What is a carbon footprint?

A 'carbon footprint' measures the total greenhouse gas emissions caused directly and indirectly by a person, organisation, event or product.

This calculator measures emissions from all the activities across an organisation, including energy use, industrial processes and business vehicles.

It does not include product emissions ie emissions from the whole life of a product, from the extraction of raw materials and manufacturing right through to its use and final reuse, recycling or disposal.

Each carbon footprint is for a 12-month period, allowing you to compare changes year on year.

Carbon footprint calculator

Calculate your organisation's carbon emissions and find ways to lower your environmental impact.

[CALCULATE NOW](#)

Calculate in 6 easy steps

- ✓ the date range that you will be basing your audit data on
- ✓ the number of employees and annual turnover
- ✓ Energy – the energy used for those 12months eg kWhs, litres, kgs

Cars, vans and motorbikes

Business vehicles

Enter the mileage for each type of vehicle for the whole carbon reporting period.

Transport type

Distance (miles) ⓘ

Average van	12000
Average van	12000
HGV articulated (3.5 - 33T)	12000
HGV rigid (3.5 - 7.5T)	12000

Electricity usage

Enter usage for each meter that applies

Leeds

Add description/ref

kwh used 50000

Green tariff?

Delete

- ✓ Transport – select summary info to use average values for vehicle types – enter transport type and annual mileage
- ✓ Water – the volume used
- ✓ If you generate electricity the export value.



Results Jan 2020–Dec 2020

This page shows your "footprint" results based on the data you have entered in this reporting period.

You can see an overview of all of your carbon audits and set your targets and actions on the [overview](#) page

161.65

Tonnes CO₂e



● Energy consumption ● Transport ● Water usage

Carbon Intensity

Carbon intensity ratios help you compare your carbon footprint with other businesses or sectors. They are calculated by dividing your total carbon emissions by a metric that is comparable between businesses, for example the number of staff (Full Time Equivalent) or your turnover (£ million turnover).

by Number of Staff



419.9

Kg CO₂e per person

by Annual Turnover



0.065





Kg CO₂e per pound

by Floorspace



384.9

Kg CO₂e per sq. meter

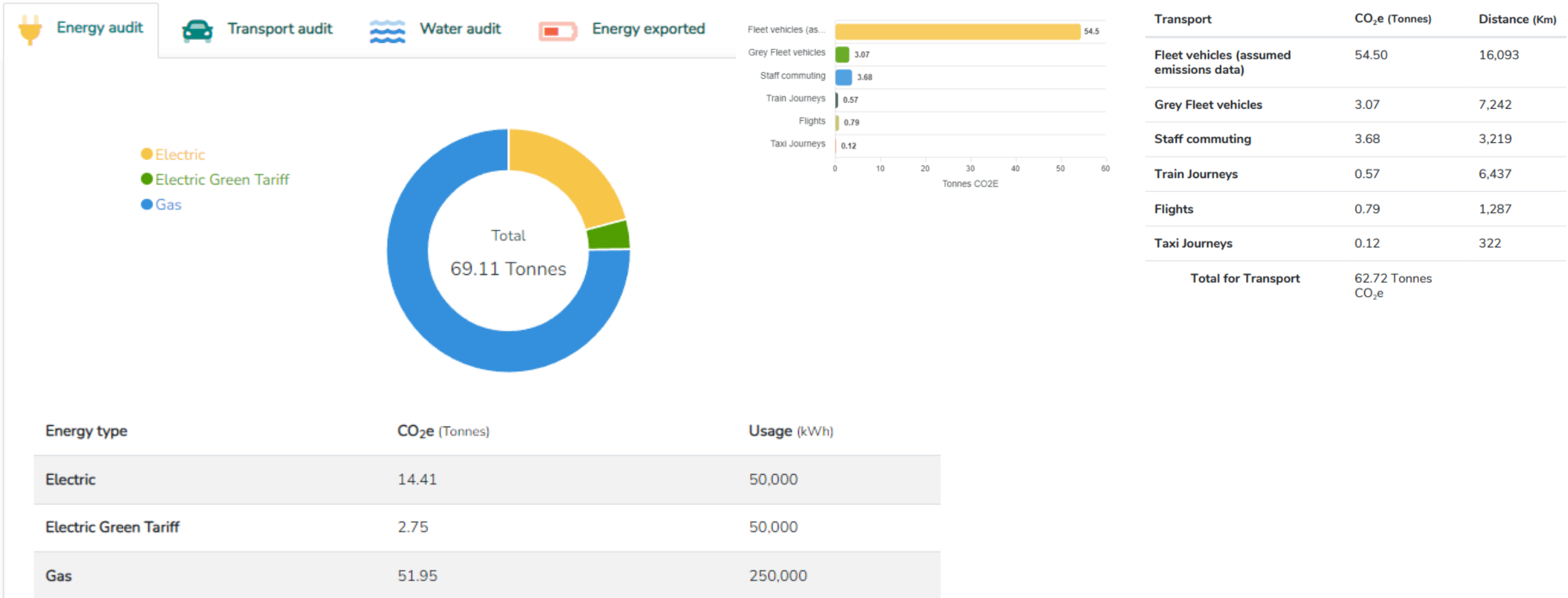
	Total Carbon Equivalent (tonnes)	Cost £
 Energy	69.10	-
 Transport	58.15	£14,000
 Commuting	5.71	-
 Water	34.40	-
Total CO₂e	161.65	£14,000

Carbon Footprint Breakdown

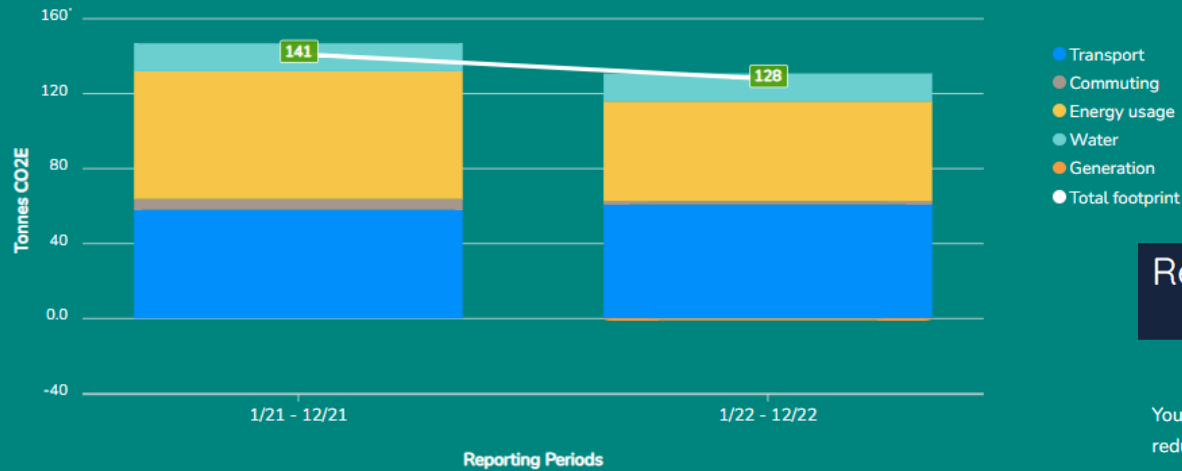
The charts and tables below show your carbon emissions across the various activities within your business. Activities with the greatest emissions are a good place to start your carbon reduction actions.

① You can read more detail about how these numbers are generated and what they mean on the FAQs page

Transport Audit - breakdown



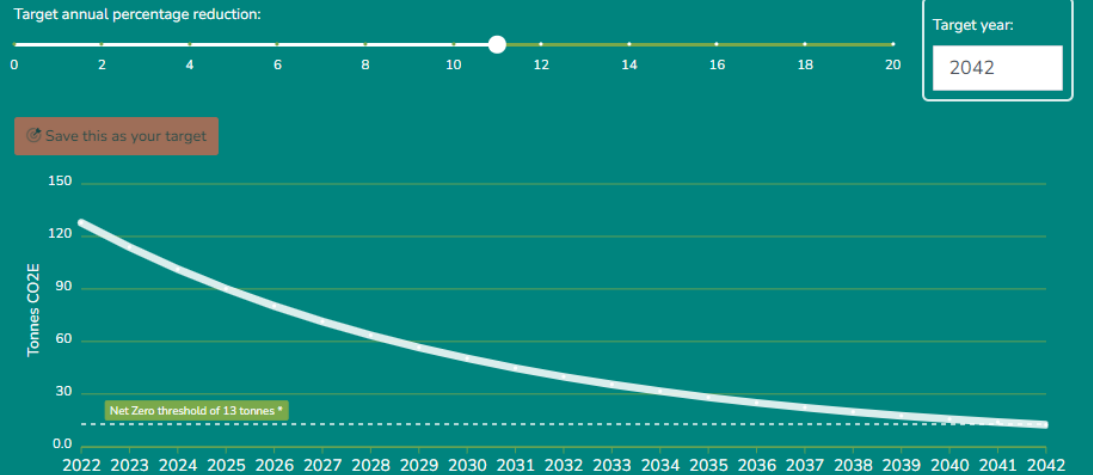
Overview of your carbon footprint audits



Reduction targets

You can define your targets in two ways: as a percentage annual reduction or as a year by which you will achieve net zero.

As you change the percentage or target year you can see the projection change in the chart below. You can save the value(s) you choose so you can revisit them next time you measure your footprint and see how you are progressing.



The chart uses your most recent carbon audit footprint as a starting point. It shows what your estimated path to net zero looks like with the target percentage and/or year selected above.

Actions

What needed doing

Replace lighting to LEDs

+ Add comment

Due date

01/07/2024

Action status

Completed

Completed date

dd/mm/yyyy

What needs doing:

Update ageing boiler to ASHP/HVAC

+ Add comment

Due date

31/12/2024

Action status

In Progress

What information do I need?

1. Total kilowatt hours (kWh) used over the selected reporting period, from **your electricity and gas bills** (or other fuels in litres, kgs)
2. Employee & fleet vehicle **log books/odometers, travel claims/receipts** (both for company owned vehicles and staff travel for work purposes);
3. your **water bill** and

Optional: if you export energy to the grid, statements from your feed in tariff provider.

Optional: details of employee travel in their own vehicles or on public transport and distance in miles.

How does the carbon footprint tool calculate carbon emissions for my business?

When you enter your energy, fuel and water consumption data, or your vehicle mileage into the calculator, it will convert your data into carbon emissions expressed as tonnes of carbon dioxide equivalent (CO₂e).

It does this by multiplying your data by the UK Government carbon conversion factors, available at [Government conversion factors for company reporting of greenhouse gas emissions - GOV.UK](#)

What does CO₂e mean?

Carbon dioxide equivalent (CO₂e) is a unit used to compare the climatic effect of various greenhouse gases to that of carbon dioxide.

It gives the mass (kg or tonnes) of CO₂ that would have the same climatic effect.

For example, nitrous oxide is 200 to 300 times more effective at trapping heat than CO₂ and CO₂e takes this difference into account.

How can I use my carbon footprint?

Set Reduction Goals: Use your carbon footprint as a benchmark to set a net zero commitment*

Identify Hotspots: Identify the major sources of carbon emissions in your operations.

Energy Efficiency Improvements: Invest in energy-efficient technologies and practices.

Supply Chain Optimisation: Work with your suppliers to reduce emissions throughout your supply chain

Transparent Reporting: Communicate your efforts and progress in reducing your carbon footprint to stakeholders (customers, employees, investors).

Revisit & download report annually to monitor your progress

Example Carbon Reduction Plan (PPN 06/21)

Baseline Emissions Footprint

Baseline emissions are a record of the greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. Baseline emissions are the reference point against which emissions reduction can be measured.

Baseline Year: 2019/20 (01/04/2019 to 31/03/2020)	
Additional Details relating to the Baseline Emissions calculations.	
Emissions data had not been published in prior years therefore we selected 2019/20 as our base year. The methodology for measuring our carbon footprint is in line with the Greenhouse Gas protocol and the BEIS Environmental Reporting Guidelines. The calculations were completed on the SmartCarbon Calculator using the UK Government emissions factors.	
Baseline year emissions:	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	48.28
Scope 2	85.01
Scope 3 (Included Sources)	Scope 3 total – 937.85 Upstream T&D – not relevant – explanation provided (NHS Professionals is a professional services organisation in the UK that supplies temporary staff to the National Health Service. We provide services rather than goods and, as such, transportation and distribution of goods are not relevant to us)

Current Emissions Reporting

Reporting Year: 2022/23 (01/04/2022 to 31/03/2023)	
EMISSIONS	TOTAL (tCO₂e)
Scope 1	3.00
Scope 2	56.68
Scope 3 (Included Sources)	Scope 3 total – 494.32 Upstream T&D – not relevant – explanation provided (NHS Professionals is a professional services organisation in the UK that supplies temporary staff to the National Health Service. We provide services rather than goods and, as such, transportation and distribution of goods are not relevant to us) Waste - 0.02 Business Travel – 434.07 Employee Commuting – 60.27 Downstream T&D – not relevant – explanation provided ((NHS Professionals is a professional services organisation in the UK that supplies temporary staff to the National Health Service. We provide services rather than goods and, as such, transportation and distribution of goods are not relevant to us)

Handy hints

You don't have to finish it all at once - you can save your progress and come back to it.

The carbon footprint tool may take you around 1 hour to complete, if you have all your data ready.

You may find the more time consuming part is collating your data in the first place, which could take anything from two or three hours to a whole day.

However, once you know where to get the data you need, the next time you complete the audit should be much quicker.

Save your documents to a location folder for reference in future years.

Next steps

Register at www.wybusiness-skills.com/business-support/sustainability/business-carbon-footprint-calculator

Decide your baseline year

Gather your annual energy data for that year and potential subsequent years

Get started! input your data

View and download your audit report

Set a net zero goal

Add actions

Carbon footprint calculator

Calculate your organisation's carbon emissions and find ways to lower your environmental impact.

CALCULATE NOW

How can we help?

If you are a small to medium sized business based in West Yorkshire, we're here to support you on your journey to become more sustainable.

- **Free carbon footprint** and tracking tool.
- 50% funding towards external sustainability related consultancy. For example: carbon reduction plans, net zero commitments.
- Dedicated support from a Business Sustainability Manager
- A **free resource efficiency audit** (looking at energy, waste and water)
- Capital grant funding of 30% to **help reduce your energy bills** and CO2 emissions, for example LED lighting.
- Funded Circular Economy support to align your business or products with Circular Economy principles
- Flood resilience grants.

www.wybusiness-skills.com/business-support/sustainability/



How can we help?

Just announced! we are hosting a series of free, 1-hour webinars to help businesses take practical, environmentally friendly steps in their workplace regarding Sustainability.

- [Motivating sustainable action](#) (30th Oct 2024)
- [Climate resilience for businesses](#) (27th Nov 2024)
- [Design for the circular economy](#) (26th Feb 2025)
- [Reduce your water footprint](#) (26th March)
- [Encourage sustainable travel](#) (28th May)
- [Identifying and avoiding greenwashing](#) (25th June)

All webinars run on Wednesdays between 2 & 3pm, will include practical steps to turn ideas into reality, protect your business and supports its growth.



How can we help?

Turning waste into resources (circular economy/waste management workshops). Friday 25th Oct (2-4pm), St Georges Conference Centre, Leeds

The sessions will explain ways in which you can:

- Cut waste management costs
- Create potential new income streams
- Reduce the use of virgin raw materials
- Reduce your environmental impact
- Improve supply chain relationships.

Peer networks session 4 (explore Innovation/Green Tech). Tuesday 1st Oct (14.00-16.30), Greyhound Box, Leeds

Whilst you discuss with your peers the associated problems, an Innovation Relationship Manager will be present to guide you through the support landscape providing your business with cost-effective and actionable solutions.



Case study: Ilkley Tennis Club

- 5 full-size indoor courts, open 14 hours a day, all week
- **Resource efficiency audit** for lighting and Solar PV
- The club changed all lighting to LED, with 30% grant support. c£57k project cost (**c£17k grant**)
- Total annual project savings:
 - 99,960 kWh electricity
 - c£21k in energy bills
 - 20.7 tonnes carbon
- Business also engaged with **Circular Economy** and **Voucher** support programmes

“The support from West Yorkshire combined authority has helped propel the club's sustainability plans, ensuring a cost-effective operation and future for the club. The process has been simple and efficient, working with Nick Edwards was a pleasure. ILTSC are extremely grateful for the much-needed support to get the project over the line.” **Chris Harrison, General Manager ILTSC**





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Authority

Thank you

westyorks-ca.gov.uk

