



ENERGY REDUCTION

A FU⁺UREPLUS GUIDE



+ THE BENEFITS

Minimising energy use is essential in order to:

- **Achieve financial savings** on energy bills through cutting out wasted energy use
- **Minimise exposure to risk** through fluctuations in energy prices
- **Reduce carbon footprint** through the production of less greenhouse gas emissions

+ WHERE TO START

There are many different actions your organisation can take to start making energy reductions, but the first step is to **understand your energy use**:

- Monitor your energy consumption over a specified period of time (usually 12 months) to obtain a baseline figure. Be aware this may involve oil and gas use as well as electricity.
- This baseline will enable you to better understand your 'normal' energy usage as an organisation and give you a starting point from which to set reduction targets.
- Monitoring the different ways your business uses energy will also help to highlight the best energy saving opportunities.
- Check your tariff. Shopping around to find the best possible rate can save you money, but we would also strongly encourage you to consider options to use green energy, as this will help lower your emissions footprint.

+ HOW TO SET REDUCTION TARGETS

You don't *need* to have reduction targets in place in order to start saving energy, but setting realistic, achievable goals will give you something to aim towards and will help to keep everyone motivated.

Reduction targets might include reducing energy consumption across the business or just for particular departments. It can also cover factors such as increasing the percentage of your energy budget invested into energy-saving measures, or measuring an increase in energy saving actions by employees.



+ REALLY SIMPLE ACTIONS ADD UP

Sometimes the simplest solutions are the best place to start. Get everyone on board by explaining *why* you are looking to make energy reductions and consider starting with some/all of the following:

- Ask employees to turn off lights, equipment, machinery and appliances when not in use, especially overnight or at weekends.
- Go paperless. You'll save on ink and paper as well as energy.
- Turn down heating and air-conditioning where appropriate and make sure vents are kept clean and free from dust, and are unobstructed by furniture.
- Save energy in the kitchen by encouraging employees to only boil the water they need, run dishwashers on eco-cycles, and not overfill fridges.
- Make sure end-of-life equipment and machinery is replaced with energy-efficient models by keeping procurement teams in the loop with your initiatives.
- Switch energy-inefficient light bulbs for LEDs.
- For more ideas, check out our guide to [energy efficient buildings](#).

+ YOUR DIGITAL FOOTPRINT

Encourage teams to think about their digital footprint too. Streaming, emailing and searching online all use energy and have a carbon footprint. Clean up and maintain your mailing lists regularly, and include links to files rather than attaching them to an email.

- Sending a standard email: approx. **4g CO2e**
- Sending an email with a large attachment: approx. **50g CO2e**
- One hour of media streaming: approx. **55g CO2e**



+ ARRANGE AN ENERGY AUDIT

For larger businesses in the UK (employing more than 250 people / having an annual turnover of more than £42.5 million / having an annual balance sheet total of more than £36.6 million) an energy audit is mandatory under the government's [Energy Savings Opportunity Scheme](#) (ESOS).

Smaller companies can carry out an audit voluntarily, which will give you an overview of your energy use and help to identify areas of energy waste. The Carbon Trust's [energy benchmarking tool](#) for is a useful resource for UK-based small and medium-sized businesses looking to assess typical energy use in their sectors. It covers the hospitality, office, manufacturing, retail and leisure sectors.

+ INSULATE

Adding additional insulation to cavity walls and loft spaces in your operational sites is obviously not an option for every business, particularly if you are in shared work spaces or leased offices, but if you are able to take steps to better insulate your premises, consider where heat could be escaping and assess what changes are feasible.

Windows are another escape-route for heat, particularly if single-glazed. Could you consider replacing your windows for double-glazed, or installing secondary glazing to existing frames?

+ MAKE YOUR OWN ENERGY

Investing in generating your own energy can help cut costs as well as giving your organisation a reputational boost for environmental awareness. According to a [survey](#) carried out by the Economist, 1 in 3 businesses in the UK operating in energy-intensive sectors are currently generating their own energy.

Solar panels (photovoltaics) are the most common source of renewable energy, but you could also consider looking into wind turbines and biomass systems. Please ask if you would like more information: team@future-plus.co.uk



+ UNDERSTANDING EMISSIONS

Some companies in the UK are now legally required under the **SECR** (Streamlined Energy & Carbon Reporting Scheme) to declare their energy use and carbon emissions in their annual reports. Even if this is not yet a requirement for your business, understanding how your business uses energy and what emissions are produced is a great first step to making reductions.

Emissions are broken down into three categories by the **Greenhouse Gas Protocol**:

Scope 1: All direct emissions from the activities of your organisation, for example use of fuel for gas boilers or fleet vehicles.

Scope 2: Indirect emissions from electricity purchased and used by your organisation.

Scope 3: All other indirect emissions from the activities of your organisation, occurring from sources that you do not own or control, for example emissions associated with supply chains, business travel, waste or water.

We can provide a more in-depth guide on scope **emissions**. If you would like to find out more, please contact us: team@future-plus.co.uk

+ NEED MORE HELP?

We offer consultancy services if you would like more comprehensive support on making energy savings or setting reduction targets.

Please let us know if you would like more information – we would be happy to provide a quote: team@future-plus.co.uk