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Oxford Archaeology
Carbon
Reduction Plan

February 2024

1. Oxford Archaeology Carbon Reduction Plan Summary

1.1. Commitment to Achieving Net Zero

Oxford Archaeology is committed to achieving Net Zero by 2050.

1.2. Baseline Carbon Footprint Year

Oxford Archaeology has chosen the 2022/23 financial year as the baseline year against which progress will be compared.

1.3. Baseline Carbon Footprint

Footprint Breakdown	Scope	Locational Based Footprint (tonnes Co2e)	Market-Based Footprint (tonnes Co2e)
Stationary combustion	1	86.27	86.27
Transport fuel in company-owned vehicles	1	322.59	322.59
Fugitive emissions (e.g. Air Con)	1	-	-
Electricity consumption	2	69.71	69.71
Upstream leased assets	3	0.33	0.33
Upstream impacts - stationary combustion	3	92.19	92.19
Upstream impacts - electricity consumption	3	22.23	22.23
Fuel used in personal / hire cars for business use	3	8.83	8.83
Business travel	3	32.60	32.60
Commuting	3	612.40	607.81
Waste generated in operations	3	16.25	16.25
Water consumption	3	0.60	0.60
Purchased goods and services	3	1,082.65	1,082.65
Total Footprint		2,346.63	2,342.05

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1.4. Carbon Reduction Activities

Financial Year	Buildings				Direct fleet			
Scope 1 & 2	Data	Staff	Technology	System	Data	Staff	Technology	System
H2 23/24	1. Monthly utility readings at all offices 2. Repair gas meter at Lancaster	Assign staff member to take monthly meter readings at all offcies	Increase the temperature of the server room in Oxford		Review and decide on telematics provider			
24/25	1.Regression models in place for all buildings 2. Energy consumption targets set	Staff engagement for reduction	1. Install LEDs at all sites 2. Boiler improvements in Oxford and Lancaster 3. Pipework lagging for basement boilers in Lancaster 4. Drying room dehumidification Oxford and Lancaster 5. Solar PV at Cambridge (subject to landlord)	1. Energy efficient purchasing policy 2. PAS 2080 allocation methodology 3. Renewable electricity procurement	1. Fuel efficiency analysis 2. EV / Low emission vehicle analysis 3. Review of driver training providers	Staff allocated to monitor telematics data	Telematics system installed in fleet	1. Implement vehicle purchasing policy 2. PAS 2080 allocation methodology
25/26	PAS 2080 reporting, Monitoring & Targeting	Staff engagement for reduction	Drying room at Cambridge		1. Fuel efficiency analysis 2. EV / Low emission vehicle analysis 3. Staff survey - who can support an EV scheme 4. EV fuel cards	1. Targeted training for high-risk / inefficient drivers 2. Training for managers to give staff feedback related to driving performance	First EV / Low emission vehicles in the fleet	Staff monitor telematics system and provide performance feedback to senior management and individuals
26/27	PAS 2080 reporting, Monitoring & Targeting	Staff engagement for reduction		Progress review and Planning next 4 year cycle	1. Fuel efficiency analysis 2. EV / Low emission vehicle analysis 3. Staff survey - who can support an EV scheme	Incentive scheme / gamification to improve performance and create rewards	Proportion of EV / Low emission vehicles increases within the fleet	1. Formalised expense system for EV charging at home 2. EV fuel card provider account set up

Financial Year	Staff Commuting and Working from Home				Purchased Goods and Services			
Scope 3	Data	Staff	Technology	System	Data	Staff	Technology	System
H2 23/24					Initial engagement with significant suppliers			
24/25	Commuting survey	1. Review, select and implement EV salary sacrifice scheme 2. Guest presentation on energy efficiency when working from home	1. Cycle Rack and changing provision at all sites 2. Install EV chargers at all sites	1. HR, Finance and Approval systems in place for EV salary sacrifice scheme 2. Implement public transport tickets	Integrate specific supplier data into existing data methodology	1. Support development of PAS 2080 methodologies 2. Training to provide data required for PAS 2080	Review feasibility of low carbon solutions in the construction industry	PAS 2080 allocation methodology
25/26	1. Expansion of commuting survey to assess impact of reduction schemes 2. EV charge data analysis				Increase reach of supplier data integration		Trial low carbon construction equipment	1. Engage with significant clients (e.g. National Highways) to discuss the cost premium of low carbon 2. Engage with significant suppliers to communicate decarbonisation pathway
26/27	Commuting survey				Monitoring and continual improvement of calculation methodologies	Support integration of environmental and carbon criteria into procurement		Integrate environmental and carbon requirements into procurement criteria

The reduction activities have been developed to cover the next three years. We have actions that cover scope 1 and 2 emissions from buildings and the direct fleet, and scope 3 emissions from staff commuting, business travel, and purchased goods and services. The actions cover all the required elements for successful carbon reduction initiatives by highlighting activities across data management, staff, technology, and the management system. The carbon reduction plan will be subject to the processes laid out in our ISO 14001 management system.

1.5. Declaration and Sign-Off

This Carbon Reduction Plan has been completed following PPN 06/21 and associated guidance and reporting standards for Carbon Reduction Plans.

Emissions have been reported and recorded following the published reporting standard for Carbon Reduction Plans and the GHG Reporting Protocol corporate standard. The calculations use the appropriate Government emission conversion factors for greenhouse gas company reporting or internationally regarded datasets.

Scope 1 and 2 emissions have been reported following SECR requirements, and the required subset of Scope 3 emissions have been reported following the published reporting standard for Carbon Reduction Plans and the Corporate Value Chain (Scope 3) Standard.

This Carbon Reduction Plan has been reviewed and signed off by the board of directors (or equivalent management body).

Signed on behalf of Oxford Archaeology

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Jan Wills (Chair of the Board of Trustees)
Date: 28.02.2024

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Ken Welsh (Chief Executive Officer)
Date: 28.02.2024

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ABOUT US

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Spring Environmental is an environmental and sustainability consultancy that can support an organisation or an individual project from concept to delivery.

Our team can deliver work covering sustainability strategy, lifecycle assessment, environmental permitting, environmental impact assessment, ISO standard development and energy projects.

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