



OPERATIONAL AND PUBLIC POLICY

Environmental Sustainability & Carbon Reduction Policy Pack

Suffolk Environmental Ask | Tender and Commissioning Evidence

Belong • Grow • Achieve • Thrive

Organisation	Lighthouse Learning Provision Ltd
Policy owner	Board of Directors / Environmental Lead
Environmental Lead	Peter Semmens - Director
Approved / published	July 2026 Version 2.2
Review	July 2027, or sooner following material operational, premises, legal, contractual or commissioner change
Status	Director-approval version; operational immediately on approval

A practical, measurable environmental framework supporting responsible education, procurement, resource use and community impact.

This policy becomes operational evidence when approved and when genuine environmental source records begin to be retained.

Policy at a glance

Lighthouse will identify, measure and reduce the environmental impacts of its premises, travel, purchasing, waste, water use, activities and supply chain. Peter Semmens, Director, is the named Environmental Lead and coordinates evidence, action planning and annual reporting. Lighthouse will reduce emissions before considering any treatment of unavoidable residual emissions and will not make unsupported net zero or carbon-neutral claims.

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1. Document control and tender evidence map

How this pack answers the environmental registration requirements shown in Suffolk Sourcing.

Field	Detail
Document title	Environmental Sustainability & Carbon Reduction Policy Pack
Organisation	Lighthouse Learning Provision Ltd
Document owner	Board of Directors / Peter Semmens - Environmental Lead
Version and date	Version 2.2 - July 2026
Status	Director-approval version; operational immediately on approval
Review cycle	At least annually, and sooner after material operational, premises, legal, contractual or guidance change
Applies to	Directors, employees, self-employed practitioners, contractors, volunteers, suppliers and commissioned services

Portal evidence map

Suffolk Sourcing question	Lighthouse evidence / intended response
Do you agree to working to Suffolk's Climate Change Commercial Ask / Environmental Ask?	YES - formal commitment is set out in section 3 and the signed declaration in section 13.
Has your organisation committed to Carbon Net Zero by 2030?	YES - Lighthouse commits to net zero controllable operational emissions by 2030, with reduction before any verified treatment of unavoidable residual emissions.
Do you have a Carbon Reduction Plan / Environmental Plan in place?	YES after director approval - sections 2 to 12 contain the policy, owned action plan, milestones, monitoring controls and a PPN 006-ready reporting schedule.
Do you measure your carbon emissions?	YES only once the measurement process has actually started: approve this pack, open the carbon data register and begin retaining bills, readings, mileage and other source records. The first verified annual total will become the baseline.
Company categories	This is an administrative registration field rather than a policy requirement. Select the education / alternative provision and any relevant service categories presented by the portal.

Registration accuracy gate

Lighthouse does not yet have a completed carbon footprint. The organisation may state that it measures emissions only after this pack is approved and the carbon data register is opened with genuine source evidence. Measurement means collecting activity data throughout the year and converting it to tCO₂e annually; it does not require smart meters. Do not sign the PPN 006 completion declaration or claim a completed PPN-compliant Carbon Reduction Plan until the footprint tables contain a current annual footprint.

Purpose of this pack

This pack brings the environmental policy, net zero commitment, carbon reduction plan and emissions measurement procedure into one controlled document. It is designed to be practical for a small specialist education provider and proportionate to Lighthouse's size, while meeting Suffolk's Environmental Ask.

2. Environmental sustainability policy

A clear organisational commitment to reduce harm, use resources responsibly and create a positive environmental impact.

Policy statement

Lighthouse Learning Provision Ltd will identify, measure and reduce the environmental impacts arising from its premises, travel, purchasing, waste, water use, activities and supply chain. Environmental responsibility will be embedded into governance, commissioning, operational decisions and learning opportunities.

Aims

- Measure and report organisational greenhouse gas emissions annually using recognised UK conversion factors.
- Maintain and deliver a carbon reduction plan aimed at achieving net zero controllable operational emissions by 2030.
- Prevent pollution, minimise waste and prioritise reduction, reuse, repair and responsible recycling.
- Use energy, water, food, learning materials and other resources efficiently and responsibly.
- Consider whole-life environmental impacts when buying goods, services, equipment and transport.
- Support biodiversity, outdoor learning and positive local environmental action where safe and appropriate.
- Work constructively with Suffolk County Council, commissioners, landlords, suppliers, families and community partners.

Scope

This policy applies to all Lighthouse operations, including the base at 231 Whapload Road, business travel, learner transport where arranged by Lighthouse, community and outdoor learning, events, food provision, digital services, procurement, contracted activities and waste generated through delivery.

Environmental principles

Principle	How Lighthouse will apply it
Avoid	Question whether travel, purchases, printing, energy use or waste can be avoided altogether.
Reduce	Use fewer resources, improve efficiency and reduce unnecessary mileage, consumption and waste.
Reuse and repair	Extend the useful life of equipment, furniture, learning resources and materials wherever safe.
Substitute	Choose lower-carbon energy, travel, products, services and materials where practical and affordable.
Recycle and recover	Segregate recyclable materials and use responsible waste routes.
Neutralise residuals	Only after credible reductions, address unavoidable residual emissions through high-quality, independently verified measures.

Compliance and proportionality

Lighthouse will comply with applicable environmental law, contractual requirements and commissioner expectations. Where Lighthouse does not directly control a source of emissions, such as landlord-controlled heating or building works, it will record the limitation, engage the responsible party and take reasonable measures within its control.

3. Suffolk Environmental Ask and net zero commitment

Formal commitment to partnership working and a net zero Suffolk by 2030.

Formal commitment

Lighthouse Learning Provision Ltd agrees to work to Suffolk's Environmental Ask. We will measure and report our carbon emissions and wider environmental impacts annually; develop and deliver a carbon reduction plan; and seek positive environmental outcomes through responsible resource use, waste management, water stewardship and biodiversity enhancement.

Net zero commitment

Lighthouse commits to achieving net zero controllable operational greenhouse gas emissions by 31 December 2030. This target covers Scope 1 and Scope 2 emissions within Lighthouse's organisational control and selected material Scope 3 emissions that can be measured and influenced. Lighthouse also supports the UK-wide 2050 net zero objective and will keep its boundary and targets under review as the organisation grows.

What net zero means for Lighthouse

- A measured baseline and annual carbon footprint expressed in tonnes of carbon dioxide equivalent (tCO₂e).
- Deep, evidenced reductions in energy, fuel, mileage, waste and purchasing emissions before any residual treatment is considered.
- Clear disclosure of organisational boundaries, assumptions, exclusions, data quality and landlord or commissioner dependencies.
- Use of independently verified carbon credits or equivalent measures only for genuine residual emissions that cannot reasonably be eliminated by 2030.
- Annual director review of progress, actions, risks and whether the 2030 pathway remains credible.

Interim pathway

Milestone	Commitment
On approval - 2026	Peter Semmens is appointed Environmental Lead; monthly data records are opened; staff and contractors are briefed; responsible purchasing and waste arrangements are established.
First completed reporting period	Calculate and approve the organisational baseline; include Scope 1, Scope 2 and the five required Scope 3 categories; identify the largest sources; publish or make available an annual summary.
By end of 2028	Aim for at least a 50% reduction in controllable Scope 1 and 2 emissions from the baseline, subject to premises and landlord constraints; demonstrate material Scope 3 action.
By end of 2029	Complete a net zero readiness review, close priority gaps and confirm the residual emissions treatment plan.
By 31 December 2030	Achieve net zero controllable operational emissions and report the evidence, reductions and any verified residual treatment.

No unsupported claims

Lighthouse will not describe itself as carbon neutral or net zero unless the claim is supported by a current footprint, a clear boundary, evidenced reductions and transparent treatment of residual emissions.

4. Carbon Reduction Plan 2026-2030

Baseline, targets and practical actions proportionate to a new specialist alternative provision.

Baseline position

Lighthouse is newly established and has not yet completed an organisational carbon footprint. Data capture begins on the date this policy is approved, or the first date of operational activity if later. The first completed reporting period will be recorded as the baseline, with its exact start and end dates, boundary, assumptions and any partial-year limitations clearly disclosed.

Emission area	Initial status	Evidence to collect
Scope 1 - direct fuel / owned vehicles	To be established; Lighthouse does not currently assume direct emissions without evidence.	Fuel invoices; litres purchased; mileage and vehicle records; refrigerant maintenance data where applicable.
Scope 2 - purchased electricity	To be established from meter readings and supplier bills.	Electricity bills; meter readings; kWh; tariff evidence; landlord allocation where shared.
Business travel	Measurement begins immediately on approval.	Mileage claims; taxi, rail and public transport receipts; business purpose and distance.
Employee / contractor commuting	Initial annual estimate to be collected through a short confidential travel survey.	Mode, distance and typical working days; no unnecessary personal detail.
Waste generated in operations	Waste routes and quantities to be established.	Waste transfer information, bin sizes / collections, contractor reports and reasonable estimates.
Purchased goods and services	Priority categories to be identified after spend review.	Supplier invoices, category spend, product quantities and available supplier carbon information.
Water and wider impacts	Measure where data is available and record qualitative biodiversity / environmental outcomes.	Water bills or landlord data; environmental activity logs; procurement and project evidence.

Priority reduction programme

Area	Actions 2026-2030	Measure
Energy and premises	LED lighting where needed; switch-off routines; efficient heating controls; draught and insulation discussions with landlord; renewable electricity tariff where contractually possible.	kWh per operational day; Scope 2 tCO ₂ e; actions completed.
Travel and transport	Plan routes; avoid unnecessary journeys; use online meetings where suitable; promote walking, cycling, public transport and car sharing; consider lower-emission vehicles at replacement.	Business miles by mode; fuel use; travel tCO ₂ e.
Food and catering	Plan portions, reduce food waste, use seasonal / local options where practical, and increase lower-carbon menu choices while meeting learner needs.	Food waste; purchasing records; improvement actions.
Purchasing	Buy durable, repairable, reusable and recycled-content products; consolidate orders; challenge single-use items; consider supplier environmental performance.	Priority spend categories; supplier evidence; avoided purchases.
Waste and materials	Separate recycling; reuse practical-learning materials safely; reduce printing; manage hazardous and electronic waste through approved routes.	Waste volume / weight; recycling rate where available; paper purchasing.
Water and biodiversity	Fix leaks promptly; use water-efficient routines; maintain or improve green space; support pollinators and habitat projects where site suitability allows.	Water use where available; biodiversity actions and learner participation.

5. Carbon emissions measurement and reporting procedure

How Lighthouse will collect data, calculate emissions, quality-check results and report annually.

Measurement boundary

The organisational boundary will use an operational-control approach. It will include sources that Lighthouse controls and separately identify material sources that are shared, landlord-controlled, commissioner-controlled or otherwise estimated. The annual footprint will report Scope 1, Scope 2 and selected Scope 3 categories relevant to a small education provider.

What measuring carbon means in practice

Lighthouse will not measure carbon directly. It will measure ordinary activity data - for example electricity in kWh, gas in kWh, fuel in litres, mileage by vehicle type, rail journeys, waste quantities and water use - then apply the relevant UK Government conversion factor. Smart meters are helpful but are not required. Supplier bills, manual meter readings, landlord statements, mileage claims and documented estimates are acceptable evidence when their source and limitations are recorded.

Situation	Practical evidence method	Control
Direct utility account	Monthly bill or portal download showing kWh / m3.	Retain bill and record reporting month.
Smart or accessible meter	Opening and closing readings, photograph where practical.	Check against bill and investigate unusual use.
Landlord-controlled or shared utility	Landlord statement, service-charge data, submeter reading, or reasonable allocation by floor area / occupancy / operating days.	Label as estimated or allocated; record method and request better data annually.
Business and learner-related travel	Mileage claim, route record, ticket, invoice or booking data showing mode and distance.	Record vehicle / fuel type where known; do not collect unnecessary personal data.
Waste and water	Contractor weight report, bin size and collection frequency, invoice, bill or landlord allocation.	State whether measured, supplier-reported or estimated.

Category	Minimum annual data	Frequency / owner
Electricity and other energy	kWh from bills, meter readings or documented landlord allocation.	Monthly / Peter Semmens, Environmental Lead
Fuel and vehicles	Litres of fuel or mileage by vehicle and fuel type.	Monthly / Finance and vehicle users
Business travel	Distance and mode for car, rail, taxi, bus and air travel if any.	At claim / traveller and Finance
Commuting	Annual survey of typical mode, return distance and days.	Annually / Peter Semmens, Environmental Lead
Waste	Weight where supplied; otherwise documented volume / collection estimates by waste stream.	Monthly or quarterly / site lead
Freight / distribution	Upstream supplier delivery or freight data; downstream data only where applicable, otherwise record the rationale for not applicable.	Quarterly / Finance and purchasing lead
Water and purchased goods / services	Water m3 where available plus priority quantity or spend data for material purchasing categories.	Monthly / quarterly / relevant lead

Calculation method

- Activity data will be multiplied by the relevant UK Government greenhouse gas conversion factor for the reporting year.
- Results will be recorded as kilograms and tonnes of carbon dioxide equivalent (kgCO₂e and tCO₂e).
- Scope 2 electricity will be reported on a location-based basis as a minimum; market-based information may also be shown when reliable tariff evidence exists.
- Estimates and exclusions will be clearly labelled. The same methodology will be used consistently or changes will be explained.
- Source documents will be retained with the annual working paper and checked against finance, mileage and premises records.

Annual reporting process

Step	Required action
1. Collect	Maintain the data register during the year and obtain missing invoices, meter or landlord data, mileage records, travel evidence and waste information.
2. Calculate	Apply the current UK Government conversion factors and record assumptions, factors and sources.
3. Quality check	Reconcile totals to bills / finance records; review material changes; challenge gaps and unusual results.
4. Approve	Peter Semmens, Environmental Lead, prepares the annual summary; Directors review and approve the footprint and action update.
5. Report	Provide the summary to commissioners on request and publish it on the Lighthouse website when the website and reporting process are live.
6. Improve	Update the reduction plan, priorities and targets based on the largest sources and data quality lessons.

Core formula

Activity data x current conversion factor = greenhouse gas emissions (kgCO₂e). All calculations must retain the activity value, unit, factor source, reporting year and evidence reference.

6. Environmental action plan and monitoring dashboard

Turning the policy into scheduled, owned and evidenced action.

Action	Owner	Target date	Evidence / KPI
Approve this policy and appoint the Environmental Lead.	Directors	July 2026	Signed approval page and named lead.
Open the carbon data register and file the first genuine source record.	Peter Semmens / Finance	On approval	Dated register plus first bill, reading, landlord statement, mileage or other source evidence.
Confirm energy billing, meter access and landlord responsibilities for 231 Whapload Road.	Directors / site lead	Before occupation	Lease / landlord confirmation and starting readings.
Put labelled waste and recycling arrangements in place.	Site lead	Before opening	Photographic check, contractor route and staff briefing.
Adopt sustainable purchasing checks for routine orders and contractors.	Finance / purchasing lead	Before opening	Procurement checklist used for priority purchases.
Complete staff and contractor environmental induction and annual refresher.	Peter Semmens	Before direct delivery; annually thereafter	Induction record, attendance register, briefing materials and code of conduct acknowledgement.
Complete first commuting and travel survey.	Peter Semmens	Within 3 months of opening	Survey summary and travel action points.
Calculate the first verified annual footprint and update targets.	Peter Semmens / Directors	Within 6 months after the first reporting period ends	Approved footprint, completed reporting tables, evidence file and revised carbon reduction plan.
Complete at least two learner / community environmental projects annually.	Provision Lead	Each academic year	Project records, learner outcomes and environmental benefit.

Quarterly dashboard

Indicator	Quarter 1	Quarter 2	Quarter 3	Quarter 4 / annual
Electricity kWh	—	—	—	—
Direct fuel / vehicle litres	—	—	—	—
Business travel miles	—	—	—	—
Waste / recycling data	—	—	—	—
Water m3 where available	—	—	—	—
Environmental actions completed	—	—	—	—
Learner / community projects	—	—	—	—

7. Responsible procurement, supply chain and learning

Embedding environmental responsibility into purchasing, partnerships and the educational offer.

Procurement expectations

Lighthouse will consider value, safeguarding, quality, accessibility, durability and environmental impact together. Environmental considerations must remain proportionate and must not compromise learner safety, medical need, reasonable adjustments or statutory responsibilities.

Before buying or commissioning, ask	Expected evidence / decision
Is the purchase or journey necessary?	Record avoidance, consolidation or an alternative approach where relevant.
Can an existing item be reused, repaired, borrowed or refurbished safely?	Check condition, safeguarding and suitability before replacement.
Is there a lower-carbon, lower-waste or more durable option?	Compare whole-life value, packaging, energy use, repairability and end-of-life route.
Can the supplier evidence environmental action?	Seek a policy, carbon plan, accreditation, product information or practical commitment proportionate to the contract.
What happens to packaging, consumables and equipment at end of life?	Confirm return, reuse, recycling or approved disposal route.
Does the decision create equality, SEND, safeguarding or food-safety concerns?	Safety and individual need take priority; record the balanced decision.

Supplier and contractor requirements

- Comply with relevant environmental law and dispose of waste through lawful routes.
- Avoid unnecessary idling, packaging, single-use materials and repeat journeys when delivering to Lighthouse.
- Provide environmental or emissions information when it is relevant and proportionate to the contract.
- Report spills, pollution, waste failures or environmental incidents immediately.
- Support Lighthouse's reduction objectives where this can be achieved without undermining safeguarding, quality or continuity.

Learning and positive environmental impact

Environmental action will also be used as a purposeful learning context. Subject to risk assessment, suitability and learner need, activities may include growing and habitat projects, beach or community clean-ups, repair and upcycling, food-waste reduction, energy awareness, responsible travel, biodiversity observation and social-action projects. Learner participation must be voluntary, safe, inclusive and linked to meaningful outcomes rather than used as token evidence.

Lighthouse identity

Environmental responsibility supports our wider purpose: practical learning, emotional growth and preparation for adulthood. Young people can experience belonging and contribution while developing real-world skills and care for place and community.

8. Governance, incidents, communication and review

Clear accountability for maintaining credible evidence and continuous improvement.

Roles and responsibilities

Role	Responsibility
Directors	Approve policy, resources, target pathway and annual report; ensure claims are accurate and contractual commitments are met.
Peter Semmens - Environmental Lead	Maintain the data log, coordinate calculations, monitor actions, advise staff and prepare annual reporting.
Provision / site lead	Implement site routines, meter and waste checks, environmental induction and safe learner projects.
Finance / purchasing	Retain bills, mileage, spend and supplier evidence; apply purchasing checks and support reconciliation.
All staff and contractors	Follow routines, reduce avoidable use and waste, submit accurate travel / purchasing data and report concerns.

Environmental incidents and non-conformance

- Spills, pollution, illegal disposal, hazardous waste failures, major leaks or other environmental incidents must be made safe, reported and recorded promptly.
- The site lead will consider emergency services, landlord, waste contractor, insurer, regulator or commissioner notification where applicable.
- Corrective action will identify immediate control, root cause, responsibility, completion date and whether policies, training or risk assessments need change.
- Repeated failure to follow environmental requirements may lead to contractor review, disciplinary action or termination of supply arrangements, subject to contract and law.

Communication and publication

This policy will be issued internally through induction and the policy suite, made available externally to commissioners and suppliers, and published on the Lighthouse website in a prominent location. The latest Carbon Reduction Plan will be reviewed annually, normally within six months of the financial year-end. If no website is available, a written copy will be provided within 30 days of request. Public statements must accurately describe the reporting period, boundary, progress and limitations.

Review triggers

- Annual scheduled review and approval.
- Change of premises, energy arrangement, fleet, operating model or significant supplier.
- A material environmental incident, regulatory change or commissioner requirement.
- Expansion that changes the organisational boundary or makes additional Scope 3 categories material.
- Evidence that targets or claims are no longer credible or proportionate.

Records retained

Approved policy versions; carbon data logs; bills and meter records; calculation workbook; conversion factor references; travel and waste evidence; action plans; incident records; director approvals and annual reports.

9. Guidance alignment and compliance map

A check against Suffolk's Climate Change Commercial Ask, Carbon Charter guidance and PPN 006 readiness requirements.

Guidance requirement	Evidence in this pack	Status / control
Current Suffolk Environmental Ask: measure and report carbon emissions annually alongside other environmental impacts	Sections 5, 6, 10, 11 and 11A: measurement method, data register, dashboard, aspects register and annual summary.	Starts when the register is opened; first verified annual footprint becomes baseline.
Current Suffolk Environmental Ask: develop and deliver a Carbon Reduction Plan to achieve Net Zero	Sections 3, 4, 6 and 12: 2030 commitment, reduction programme, actions and targets.	Plan is in place on approval; emissions tables are completed after the reporting period.
Current Suffolk Environmental Ask: create positive impact through waste / resources, water and biodiversity	Sections 2, 4, 6, 7 and 10: waste hierarchy, water controls, biodiversity and learner / community projects.	Record outputs and outcomes at least quarterly.
Legacy Climate Change Commercial Ask: know the organisation's environmental impact	Sections 4, 5 and 10: aspects register, boundary, evidence sources and building survey.	Review biggest impacts annually and after material change.
Environmental Policy embeds a reduction culture and is signed / shared	Sections 2, 8 and 13: policy, induction, publication and director approval.	Approve, issue internally and make available externally.
Measure, regularly report and oversee at the highest level	Sections 5, 6, 8, 11 and 11A: evidence log, quarterly dashboard, annual footprint and director review.	No claim of measured annual emissions until calculations are completed.
Clear action plan with targets, owners and timelines	Sections 3, 4, 6 and 12.	Operational on approval and reviewed quarterly.
Reduce travel mileage and use lower-impact modes	Sections 4, 5, 6 and 7.	Mileage and mode recorded from approval.
Undertake environmental building survey and mitigate impacts	Section 10.	Complete within 90 days of occupation and after material changes.
Work with supply chain; reduce / mitigate purchasing impacts; offset only genuine residuals	Sections 2, 7 and 10.	Apply proportionately; reduction first; no unsupported net zero claim.
Work towards Carbon Net Zero by 2030	Sections 3 and 12.	Director-approved target, reviewed against evidence annually.
PPN 006 readiness: Scope 1, Scope 2 and five required Scope 3 categories	Section 11.	Ready for completion, but not a completed PPN 006 CRP until current footprint data are entered.
PPN 006 readiness: annual update, website publication and director sign-off	Sections 8, 12 and 13.	Apply once the completed CRP is issued; PPN 006 is mandatory only for specified major central-government procurements.

Staff engagement and competence

- Environmental responsibilities are included in induction for employees, contractors and volunteers, with an annual refresher and recorded attendance.
- Staff are shown how to record mileage, travel mode, purchasing evidence, waste incidents, meter information and improvement suggestions.
- Environmental performance is discussed at least quarterly by the management team and communicated in proportionate staff updates.
- Suggestions and concerns can be raised through supervision, team meetings, incident reporting or directly with Peter Semmens, Environmental Lead.

Compliance conclusion

Version 2.2 covers the substantive supplier expectations in Suffolk's current Environmental Ask and the earlier Climate Change Commercial Ask guidance linked from the registration screen. It also follows Carbon Charter policy and action-plan guidance. The PPN 006 schedule is included as a readiness tool; it must not be described as a completed PPN 006 Carbon Reduction Plan until it contains a current annual footprint, approval, sign-off and publication information.

10. Environmental aspects, building survey and supply-chain controls

Identifying the biggest impacts and converting them into proportionate operational controls.

Environmental aspects and impacts register

Aspect / activity	Potential impact	Initial priority	Control and evidence
Electricity, heating and cooling	GHG emissions, resource use and avoidable cost.	High	Bills / meter readings; shutdown checks; heating controls; landlord actions; annual tCO2e.
Business and learner-related travel	Fuel use, GHG emissions, air quality and congestion.	High	Mileage and mode log; route planning; virtual meetings; public transport / car sharing consideration.
Purchased goods, food and services	Embedded carbon, packaging, waste and supply-chain impacts.	High	Whole-life purchasing check; consolidated orders; durable / repairable choices; supplier evidence.
Waste, hazardous waste and e-waste	Resource loss, pollution and unlawful disposal.	High	Waste hierarchy; segregation; licensed contractor evidence; transfer notes; incident reporting.
Water use and leaks	Resource depletion, cost and property damage.	Medium	Bills or landlord data; leak checks; efficient routines; prompt repair escalation.
Refrigerants and maintenance	High-global-warming-potential leakage.	Medium	Service records; F-gas competent contractor where applicable; leak reporting.
Digital equipment and cloud services	Electricity, hardware lifecycle and e-waste.	Medium	Energy-efficient devices; power management; repair / reuse; responsible disposal; supplier review.
Outdoor activities and biodiversity	Habitat disturbance or positive ecological benefit.	Medium	Risk assessment; site suitability; avoid harm; record biodiversity and community outcomes.

Environmental building survey checklist

Survey point	Minimum check / evidence	Action owner and timing
Energy baseline	EPC where available; previous utility data; meter locations; starting readings; shared-service allocation.	Site lead / Peter Semmens - within 90 days of occupation.
Heating, cooling and controls	System type, timers, thermostats, zoning, maintenance, overheating and avoidable simultaneous heating / cooling.	Landlord / site lead - initial survey and annual review.
Fabric and lighting	Draughts, doors / windows, insulation opportunities, LEDs, sensors and natural-light use.	Site lead - improvement tracker.
Water and drainage	Metering, leaks, taps / toilets, external drainage and pollution routes.	Site lead - monthly checks.
Waste facilities	Streams, storage, signage, collection frequency, contractor credentials and hazardous waste route.	Site lead - before opening and quarterly.
Climate resilience and ecology	Flood / heat risk, shade, planting, habitat opportunities and any site restrictions.	Directors / landlord - annual and after material change.

Building control principle

Where the landlord controls the building fabric or utilities, Lighthouse will document the limitation, request reasonable improvements, track responses and implement all practicable operational measures within its own control.

11. PPN 006-ready carbon footprint reporting schedule

A completion framework for a future formal Carbon Reduction Plan. This is not a completed PPN 006 Carbon Reduction Plan until current annual emissions are entered and approved.

CRP field	Lighthouse entry
Supplier name	Lighthouse Learning Provision Ltd
Company number	17244395
Publication date	_____
Organisational boundary	Operational control - UK operations of Lighthouse Learning Provision Ltd. Shared or landlord-controlled sources are separately disclosed.
Commitment to achieving Net Zero	Lighthouse Learning Provision Ltd is committed to achieving net zero controllable operational emissions by 31 December 2030, and in all cases no later than 2050 for UK operations.
Measurement establishment period	2026/27: data collection begins on approval / operational opening and is retained even if the period is partial.
Formal baseline year / period	First complete 12-month operational reporting period: _____ to _____.
Additional baseline details	No previous organisational footprint has been completed. Any 2026/27 partial-year data will be reported transparently and will not be presented as a full-year baseline. The first complete 12-month operational period will be adopted as the formal baseline unless directors approve a documented alternative.

Baseline and current emissions table

Emissions source	Baseline tCO2e	Current year tCO2e	Evidence / status
Scope 1 - direct fuel, owned / controlled vehicles and refrigerants	_____	_____	Fuel, vehicle and maintenance records; enter 0 only when evidenced.
Scope 2 - purchased electricity	_____	_____	kWh from bills, readings or allocated landlord data and the relevant-year government conversion factor.
Scope 3 Cat. 4 - upstream transportation and distribution	_____	_____	Supplier delivery / freight data or documented reasonable method.
Scope 3 Cat. 5 - waste generated in operations	_____	_____	Weight, contractor reports or documented volume estimates by route.
Scope 3 Cat. 6 - business travel	_____	_____	Mileage and public transport / taxi / accommodation data as relevant.
Scope 3 Cat. 7 - employee commuting	_____	_____	Confidential annual travel survey; teleworking may be reported separately.
Scope 3 Cat. 9 - downstream transportation and distribution	_____	_____	Record not applicable with rationale if Lighthouse sells no transported products.
Total emissions	_____	_____	Sum of Scope 1, Scope 2 and included Scope 3 sources.

Monthly source-data log

Month	Energy kWh	Direct fuel / litres	Business miles / mode	Waste / water	Evidence reference / notes
Month 1	_____	_____	_____	_____	_____
Month 2	_____	_____	_____	_____	_____
Month 3	_____	_____	_____	_____	_____

11A. Carbon data register and evidence checklist

A practical annual record showing how Lighthouse measures emissions without needing specialist meters or equipment.

Month	Electricity / heating evidence	Fuel and travel evidence	Waste / water / freight	Evidence file ref.
Apr / Month 1	_____	_____	_____	_____
May / Month 2	_____	_____	_____	_____
Jun / Month 3	_____	_____	_____	_____
Jul / Month 4	_____	_____	_____	_____
Aug / Month 5	_____	_____	_____	_____
Sep / Month 6	_____	_____	_____	_____
Oct / Month 7	_____	_____	_____	_____
Nov / Month 8	_____	_____	_____	_____
Dec / Month 9	_____	_____	_____	_____
Jan / Month 10	_____	_____	_____	_____
Feb / Month 11	_____	_____	_____	_____
Mar / Month 12	_____	_____	_____	_____

Opening evidence checklist

Evidence source	Available / N/A	Method or action required
Electricity and heating bills / landlord statements	_____	Account number, meter / submeter, allocation method or written landlord request.
Opening meter readings and premises photographs	_____	Record date, unit and meter identity where accessible.
Business mileage and other travel records	_____	Mileage claims, vehicle / fuel type, tickets, invoices or booking reports for rail, bus, taxi, accommodation or air where applicable.
Waste contractor details and quantities / collection schedule	_____	Weights preferred; otherwise bin volume x frequency with assumptions.
Water bill, meter or landlord allocation	_____	Record m3 or documented allocation; qualitative leak checks if unavailable.
Annual confidential commuting survey	_____	Mode, approximate return distance and typical attendance days only.
Supplier delivery / freight information	_____	Request data from material suppliers or document a reasonable estimation method.

Annual wider environmental impact summary

Area	Annual measure / narrative	Result and evidence
Waste and resource management	Waste generated, recycling / reuse actions, avoided purchases and lawful disposal.	_____
Water management	Consumption where available, leaks addressed and efficiency actions.	_____
Biodiversity / positive environmental impact	Habitat, planting, clean-up, outdoor learning or community outcomes.	_____

12. Targets, projects, publication and future PPN declaration

Reduction pathway, management measures and the declaration to use only after a current annual footprint has been completed.

Reduction targets and management measures

Timeframe	Target / measure	Evidence
From approval	Measurement log active; environmental induction; responsible purchasing and waste controls; virtual-first meetings where suitable.	Logs, briefings, purchasing records and site checks.
After baseline	Replace the indexed pathway with verified tCO ₂ e targets and identify the three largest emission sources.	Board-approved annual footprint and updated CRP.
By end of 2028	Aim for at least a 50% reduction in controllable Scope 1 and Scope 2 emissions against baseline, subject to premises / landlord control, while evidencing material Scope 3 action.	Annual footprint and action tracker.
By end of 2029	Complete net zero readiness review and decide transparent treatment of genuine residual emissions.	Readiness report and board decision.
By 31 December 2030	Achieve net zero controllable operational emissions, prioritising absolute reductions before any verified residual treatment.	Published footprint, reduction evidence and residual statement.

Publication and annual review control

- Review and update the Carbon Reduction Plan annually and normally within six months of the organisation's financial year-end.
- Publish the latest approved plan prominently on the Lighthouse website and retain previous versions where practicable.
- Where no website is available, provide a written copy within 30 days of a request.
- State the board approval date and the director's name, job title and sign-off date.

Future PPN 006 declaration - do not sign until a current annual footprint is completed

This Carbon Reduction Plan has been completed in accordance with PPN 006 and associated guidance and reporting standard for Carbon Reduction Plans. Emissions have been reported and recorded in accordance with the published reporting standard, the GHG Reporting Protocol Corporate Standard and the appropriate UK Government emission conversion factors. Scope 1 and Scope 2 emissions have been reported in accordance with SECR requirements where required, and the required subset of Scope 3 emissions has been reported in accordance with the published reporting standard and the Corporate Value Chain (Scope 3) Standard. This plan has been reviewed and signed off by the board of directors.

13. Director approval and Suffolk Sourcing declaration

Signature page and concise responses for supplier registration evidence.

Director declaration

We approve this Environmental Sustainability & Carbon Reduction Policy Pack and commit Lighthouse Learning Provision Ltd to implement it, open and maintain the carbon data register, retain source evidence, complete the first verified annual footprint, report annually and work in good faith toward net zero controllable operational emissions by 2030. We understand that this approval does not itself create a completed carbon footprint and that the separate PPN 006 declaration in section 12 is used only after a current annual footprint is entered, approved and ready for publication.

Suffolk Sourcing registration question	Approved response / accuracy condition
Do you agree to working to Suffolk's Climate Change Commercial Ask / Environmental Ask?	YES
Has your organisation committed to Carbon Net Zero by 2030?	YES
Do you have a Carbon Reduction Plan / Environmental Plan in place?	YES after this document is approved and issued.
Do you measure your carbon emissions?	YES only after the carbon data register is opened and the first dated source record is filed. Before that point, answer NO / not yet rather than overstate.

Board approval

Board / management body approval given	Approval date	Minute / evidence reference
YES / NO: _____	24.07.26	Directors' Meeting 4

Approval

Director / role	Signature	Date
Adam Waldron - Director		24.07.26
Rachel Waldron - Director		24.07.26
Peter Semmens - Director and Environmental Lead		24.07.26

Environmental Lead appointment

Named Environmental Lead	Signature / acknowledgement	Effective date
Peter Semmens - Director		24.07.26

Reference framework

- Suffolk County Council - Suffolk's Environmental Ask.
- Suffolk County Council - Climate Change Commercial Ask guidance linked from the registration screen.
- Carbon Charter - Environmental Policy and Action Plan Guidance.
- UK Government - PPN 006 Technical Standard for Carbon Reduction Plans.
- UK Government - greenhouse gas reporting conversion factors for the applicable reporting year.

Control note

Read this with the Lighthouse policy suite, risk assessments, procurement and finance evidence, monthly carbon log and commissioner requirements. Version 2.2 updates the presentation to Lighthouse's standard policy layout and appoints Peter Semmens as Environmental Lead. Current legislation, guidance and commissioner requirements take precedence where they change.