

Your Carbon Reduction Plan												As At: 25 Nov 25					
About this sheet																	
Overall, highlighted cells indicate where you should add information about when you intend to implement the measure and who is responsible for overseeing it.																	
There's additional information about the steps involved in implementing the action in the final three columns.																	
Save this as a separate document and print it out so you can refer back to it and track your progress.																	
Start date:	19-Nov-25											Estimated end date:	2027-28				
Operational Area	Actions Subcategory	Action	Implementation Year	Boundary	What is it?	PCR	CAPEX	OPEX	EOI	Lead Staff Member	Action Completion Date	How to Implement - Step 1	How to Implement - Step 2	How to Implement - Step 3			
Energy, Waste and Water	Building & Audit review	Deliver self-led energy audit	2025	Control	An easy activity to undertake, use our simple energy audit to understand the sustainability of their energy practices, the key factors that contribute to this, and to identify areas within your control that you can change. Download our energy audit template from countyourcarbon.org/next-steps	No PCR	No CAPEX	No OPEX	•	Natalie Clark supported by Kirsty Coupe	Download self-led audit document (18 Nov 25)	Completed audit	Feed into carbon action plan				
Energy, Waste and Water	Fabric efficiency	Film covering on windows and external doors	2026	Control	Installing solar films on windows and doors is an easy solution to reduce heat, glare and UV control.	•	£	£	•	Natalie Finn-Powers supported by Kirsty Coupe	Discussed with SBM on 13 Oct 25. Agreed to share name of company school have used.	Purchase film and install	add into carbon action plan				
Energy, Waste and Water	Waste & Water Reduction	Encourage Recycling	ongoing	Control	Recycling is the process of breaking down and reusing materials that are thrown away.	•	£	£	•	Natalie Finn-Powers supported by EY team	Review of recycling completed Sept/Oct 25	Introduced into daily interaction with children, eg at meal times or after doing craft activities	note in carbon action plan				
Energy, Waste and Water	Waste & Water Reduction	Food Waste	ongoing	Control	Ensure that food waste is put in the correct receptical and consider the quality of ingredients when doing a cooking activity.	•	£	£	•	Natalie Finn-Powers supported by EY team	Ensure that all food waste is put in the correct receptical.	Use scales to weigh ingredients for cooking activity to reduce wastage	note in carbon action plan				
Energy, Waste and Water	Waste & Water Reduction	Greywater recycling	2026	Control	This is the process of collecting, treating, and reusing wastewater from various sources such as sinks, showers and laundry, for non-potable purposes such as flushing toilets, irrigation and landscape management.	•	£££	££	****	Natalie Finn-Powers supported by EY team	Investigate whether the Pre-school could reuse washing up water from kitchen sink on raised beds. Does this greywater need to be "treated" first? If so, is it cost effective to do this?	If using greywater is feasible, then in wet weather does the Pre-School need an outside receptical to store greywater for use? Investigate	note in carbon action plan				
Food & Drink	Food & Drink Consumption	Consider the repairability of goods during the procurement process	2026	Influence	Explore different food groups to understand their impact on the environment and increase awareness of meat consumption and their negative impacts.	•	£	£	•	Natalie Finn-Powers supported by EY team	Talk to children at snack and lunch times about where their food has come from.	Include in curriculum, eg when looking at foods from different countries or identified with religious celebrations	note in carbon action plan				
Food & Drink	Food & Drink Consumption	Introduce a plant-based of meat-free activity	2026	Influence	Explore different plant-based and meat-free foods with the children.	No PCR	£	£	•	Natalie Finn-Powers supported by EY team	Create an activity solely based on meat free or plant-based with the children	Introduce at least one meat-free and one plant-based activity into the planning for the year	note in carbon action plan				
Procurement	Sustainable Procurement	Maintain a log of issues raised re Leigh Building	from Sept 2025	Control	This spreadsheet is used to track and manage information related to the maintenance, repair, and general upkeep of the Leigh Building.	•	£	£	•	Natalie Finn-Powers, Kirsty Coupe & Anna Hitchings	Items raised logged on spreadsheet. This is reviewed periodically and updated when chasing is required or fixed	Log shared with Treasurer prior to rental review					
Procurement	Sustainable Procurement	Buy refurbished products & furniture	2026	Concern	Refurbished products can be used to maintain items that are essentially "new" items, or they may be defective products that were returned under warranty, and resold by the manufacturer after repairing the defects and ensuring proper function.	••	£	£	•	Natalie Finn-Powers supported by Kirsty Coupe	Keep an eye out for items, eg from Pre-schools/nurseries closing.	Get agreement from Treasurer for purchase or donation amount.	logged in QuickBooks, and on Fixed Asset Register				
Procurement	Sustainable Procurement	Implement a Pre-school uniform swap shop	ongoing	Influence	This is a scheme where families can exchange good-condition school uniforms/equipment, that would otherwise end up in landfill or unused.	•	£	£	•	Natalie Finn-Powers supported by EY team & Kirsty Coupe	Ask parents/carers of children who are leaving the setting to donate good condition Pre-school Uniform	Be more proactive in offering pre-loved Pre-school uniform to current and new parent/carers	Periodically ask parent/carers if they have any good condition toys they can donate to the Pre-school				