

Towards a Climate Action Plan

This template is intended to help SMEs to begin to consider and construct a series of headings to begin their low-carbon journey.

NB: It is not comprehensive and it does not include carbon accounting at this stage.

Have a look through the headings and begin to set a line in the sand about where you are and where you want to be.

Complete 'Status Quo' sheet and discuss with the team those items that you believe will have a high impact.

Research to confirm the impact will be as great as you believe

Prioritise five actions to start work on and make sure the actions are SMART (Specific, measureable, achievable, relevant and time-limited)

Complete the Priority Actions sheet

Repeat in six months' time

Repeat!

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Action	Action taken to date	Priority	Notes
Getting others involved			
Senior managers committed and engaged			
Employees aware and engaged			
Progress communicated internally			
Policies and processes			
Climate action policy in place			
Climate action plan in place			
Carbon impacts and targets			
Carbon impacts measured			
Carbon emissions reduction target set			
Energy Supply			
Buying renewable energy			
Generating own renewable energy			
Premises and equipment			
Lighting			
The building itself eg draught-proofing, insulation, ventilation, glazing			
Office equipment			
Kitchen equipment			
Boilers			
Air conditioning			
Transport			
Travel to work			
Travel in the course of work			
Business transport (fleet)			
Business transport (shipping in supplies)			
Business transport (shipping out product)			
Food			
Choosing climate-conscious food options and suppliers			
Reduce food waste			
Waste disposal/recycling			
Reducing waste generated			
Separating waste (zero to landfill)			
Products and services you buy			
Choosing local suppliers			
Choosing climate-conscious goods, services and suppliers			
Positive impacts/influence			
Engaging our clients/customers in climate issues			
Offsetting			
Taking action to offset remaining carbon emissions using accredited methods			

Date:
Audited by:



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	Action	How will you know it has been achieved
1		
2		
3		
4		
5		

