



Tetraco Limited

Carbon Reduction Plan

Publication Date: 1 June 2025

1. Introduction & Commitment to Net Zero

Tetraco Limited is a UK-registered domiciliary care agency committed to reducing its greenhouse gas (GHG) emissions and achieving Net Zero by 2050. Our services—comprising home visits, clinical support, and office administration—generate emissions through vehicle usage, energy consumption, procurement, and waste. This Plan sets out:

- A credible baseline of our GHG emissions (Scopes 1, 2 and selected Scope 3);
 - Short- and medium-term reduction targets aligned with the UK's Sixth Carbon Budget and science-based pathways;
 - Initiatives to reduce emissions across operational areas; and
 - Transparent reporting and governance to track progress.
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2. Organizational Profile

- **Legal Entity:** Tetraco Limited
- **Head Office:** 172 Dads Wood Harlow, Essex CM20 1JQ
- **Primary Activities:**
 - Delivery of domiciliary care (personal care, nursing assistance) to clients' homes across Essex and surrounding counties.
 - Office management—including scheduling, billing, HR and compliance—for a team of care workers and administrators.
 - Operation of a small fleet of company-owned vans and motorbikes for client visits and medical-supply deliveries.
- **Number of Employees:** 5 Employees
- **Reporting Period:**



- **Baseline Year:** 1 April 2023 – 31 March 2024
- **Current Year:** 1 April 2024 – 31 March 2025

3. Baseline Emissions Footprint (1 April 2023 – 31 March 2024)

A GHG inventory was conducted in accordance with the GHG Protocol Corporate Standard. Activity data were collected from utility invoices, vehicle fuel logs, business-travel records and supplier expenditure. Emission factors follow BEIS UK Government conversion factors (2023).

Emission Category	Detail	Emissions (tCO ₂ e)
Scope 1	Company-owned vans & motorbikes (fuel use)	25.8
	On-site gas boiler (office heating)	3.6
Scope 2	Purchased electricity (office)	12.4
Scope 3†	Business travel (rail, hire car, taxi)	4.7
	Employee commuting (mixed modes)	15.3
	Waste generated (office & home visits)	1.0
	Purchased goods & services (medical supplies, office consumables) ¹	50.2
	Upstream transportation & distribution (suppliers)	6.5
	Downstream transportation & distribution (e.g. distribution of leaflets)	1.8
	Clinical waste disposal (NHS-approved contractors)	2.1
Total Emissions		121.9



† Scope 3 categories represent the most significant upstream and downstream emissions.

¹ Calculated using a spend-based approach (average UK spend-based factor for health & social care goods and services).

3.1. Baseline Assumptions & Notes

- **Fuel Data:** Fleet fuel use recorded from company fuel cards; assumes full tank refills.
- **Heating Data:** Office gas consumption from quarterly supplier invoices; no direct renewable heating or CHP.
- **Electricity Data:** Verified through annual utility statements; office procures 100 % renewable-certified electricity (REGOs), but grid-average factors are used for transparency.
- **Employee Commuting:** Based on a staff survey (modal split: 40 % car, 30 % rail/bus, 15 % cycling/walking, 15 % hybrid/home-working).
- **Waste Data:** Weighed monthly; clinical waste sent to NHS-approved incineration with energy-recovery.
- **One-off Events:** A charity fundraising walk requiring additional staff travel in September 2023 (0.5 tCO₂e) was excluded as non-recurring.

4. Current Emissions Reporting (1 April 2024 – 31 March 2025)

Emission Category Detail		Emissions (tCO ₂ e)
Scope 1	Company-owned vehicles (fuel use)	23.5
	On-site gas boiler (office heating)	3.2
Scope 2	Purchased electricity (office)	11.6
Scope 3	Business travel	3.9



Emission Category Detail	Emissions (tCO ₂ e)
Employee commuting	13.8
Waste generated	0.9
Purchased goods & services	48.0
Upstream transportation & distribution	6.1
Downstream transportation & distribution	1.7
Clinical waste disposal	1.9
Total Emissions	114.6

Year-on-Year Reduction:

- **Baseline → Current:** 121.9 tCO₂e → 114.6 tCO₂e
- **Absolute Reduction:** 7.3 tCO₂e (–6.0 %)
- **Key Drivers:**
 - Partial shift of short supply deliveries to electric-assist cargo bikes (–0.8 tCO₂e).
 - Ongoing energy-efficiency measures in the office (LED-only lighting completed July 2024).
 - Increased uptake of hybrid working for administrative staff (–1.5 tCO₂e).
 - Gradual substitution of single-use clinical gloves with a higher proportion of Biogreen biodegradable gloves (–0.5 tCO₂e).
 - Expanded staff cycling scheme (bike vouchers, group-ride events) leading to a slight decrease in commuting emissions (–1.5 tCO₂e).

5. Emission Reduction Targets (to 2030)



Aligned with the UK's Sixth Carbon Budget (2033–2037) and the Committee on Climate Change recommendations, Tetraco Limited sets the following targets by 31 March 2030 (six years from baseline):

1. **Scope 1:** Reduce emissions by **45 %** (from 29.4 tCO₂e → 16.2 tCO₂e).
2. **Scope 2:** Reduce emissions by **50 %** (from 12.4 tCO₂e → 6.2 tCO₂e).
3. **Scope 3 (selected categories):**
 - **Business Travel & Employee Commuting (combined):** Reduce by **40 %** (from 20.0 tCO₂e → 12.0 tCO₂e).
 - **Purchased Goods & Services:** Reduce by **30 %** (from 50.2 tCO₂e → 35.1 tCO₂e).
4. **Overall Emissions:** Achieve at least a **40 %** reduction (from 121.9 tCO₂e → ~73.1 tCO₂e).

These targets will be reviewed annually alongside updated GHG inventories. If progress lags, additional measures (e.g., accelerated electrification) will be implemented to stay aligned with a 1.5 °C trajectory.

6. Completed Carbon Reduction Initiatives (Baseline & Current Year)

1. Fleet Efficiency & Electrification

- **July 2023:** Introduced two fully electric cargo bikes for local medical-supply deliveries, displacing short van trips.
- **January 2024:** Replaced one petrol-fuelled van with a hybrid diesel–electric model (35 % lower fuel consumption).

2. Office Energy Management

- **April 2023:** Completed LED retrofit of all lighting fixtures, cutting lighting energy use by ~15 %.
- **June 2023:** Installed smart thermostats (Zoned heating controls), reducing gas-boiler run-time by ~10 %.



- **October 2024:** Switched electricity contract to 100 % renewable-certified tariff (REGOs).

3. Sustainable Procurement & Waste Reduction

- **May 2023:** Began bulk-purchase of recyclable paper from FSC-certified UK suppliers.
- **September 2023:** Transitioned to Biogreen biodegradable clinical gloves (20 % lower embodied emissions).
- **November 2023:** Implemented full waste segregation across office and care visits; partnered with a UK recycling contractor for paper, plastics, metals and a licensed clinical-waste treatment facility.

4. Employee Engagement & Commuting

- **March 2023:** Launched staff travel survey to establish baseline commuting behaviours.
- **August 2023:** Introduced an annual “Cycle to Work” voucher scheme (tax-efficient); 20 % of staff now cycling at least once per week.
- **January 2024:** Formalised hybrid working policy—office staff eligible for two days per week home working, reducing peak-hour commuting.

7. Ongoing & Planned Carbon Reduction Projects

7.1. Scope 1 & Scope 2 Actions

1. Complete Fleet Electrification (2025–2028)

- **2025 Q3:** Procure first all-electric van (e.g., Nissan e-NV200 or similar) and install a dedicated EV charging point at the Reading office.
- **2026–2028:** Phased replacement of remaining two diesel vans with battery-electric models, subject to cost–benefit analysis and charging-infrastructure readiness across our service area.
- **Anticipated Impact:** 40 % reduction in Scope 1 emissions from baseline by end of 2028.



2. Office Energy Efficiency & Renewable Generation (2025–2027)

- **2025 Q2:** Commission a 5 kWp rooftop solar PV array, aiming to offset up to 20 % of annual office electricity consumption.
- **2026:** Upgrade gas boiler to a high-efficiency condensing model (Net AFUE ≥ 93 %).
- **2027:** Install passive infrared (PIR) motion sensors for all communal areas (corridors, kitchen, store rooms) to minimise unnecessary lighting.
- **Anticipated Impact:** 50 % reduction in Scope 2 emissions from baseline by 2027.

7.2. Scope 3 Actions

1. Green Procurement Programme (2025–2029)

- **2025:** Establish formal supplier-assessment criteria requiring carbon-footprint disclosures for major suppliers (medical consumables, office equipment).
- **2026–2029:** Prioritise procurement from UK-based, low-carbon manufacturers (e.g., Biogreen, larger NHS-approved pallet orders) and gradually shift 80 % of medical supplies to suppliers with verified carbon-labelling.
- **Anticipated Impact:** 30 % reduction in “Purchased Goods & Services” emissions by 2029.

2. Commuting & Hybrid-Working Enhancements (2025–2028)

- **2025 Q1:** Introduce a “Smart Travel Allowance” to incentivise rail travel over car for longer commutes; provide Railcards and season-ticket loans.
- **2026:** Launch tele-care consultations (where clinically appropriate) to reduce travel for routine check-ins by up to 20 %.
- **2027–2028:** Offer a relocation subsidy for care workers willing to move within 5 miles of their primary client cluster, reducing long-distance commuting.



- **Anticipated Impact:** 50 % reduction in “Employee Commuting” emissions by 2028.

3. Business Travel Rationalisation (2025–2026)

- **2025 Q2:** Mandate use of Microsoft Teams/Zoom for meetings where all participants are within the South East region—eliminating local taxi or hire-car trips.
- **2026:** For essential out-of-region training or conferences, require advance coach or train booking over domestic flights.
- **Anticipated Impact:** 45 % reduction in “Business Travel” emissions by 2026.

4. Waste Minimisation & Circular Economy (2025–2026)

- **2025 Q2:** Partner with local charities (e.g., Age UK, Sue Ryder) to donate and refurbish reusable mobility aids (e.g., walking frames, commodes) once clients no longer need them.
- **2026:** Phase out all single-use plastic items in the office (water bottles, disposable cutlery); replace with fully compostable/biodegradable alternatives.
- **Anticipated Impact:** 75 % reduction in “Waste Generated” emissions by 2026.

5. Supplier Collaboration on Upstream Logistics (2025–2027)

- **2025 Q3:** Require major suppliers to disclose their logistics carbon-intensity and origin; prefer consolidated pallet deliveries by rail or HGV over air freight.
- **2026–2027:** Work with a third-party logistics partner to consolidate orders across multiple suppliers—reducing total upstream-transport emissions.
- **Anticipated Impact:** 25 % reduction in “Upstream Transport & Distribution” emissions by 2027.

8. Monitoring, Reporting & Verification (MRV)

1. Annual GHG Inventory



- Complete a full GHG inventory each April covering the prior 12 months, adhering strictly to the GHG Protocol.
- Engage an accredited UK verifier (e.g., Carbon Trust or similar) starting April 2026 to audit our inventory data biennially.

2. Key Performance Indicators (KPIs)

- **Fleet fuel consumption (litres)** per vehicle and total fleet.
- **Electricity consumption (kWh)** and percentage offset by on-site solar PV.
- **Gas consumption (kWh)** for heating.
- **Number of tele-care consultations** vs. physical visits.
- **Waste diversion rate (%)** – recycled/composted vs. landfill/incineration.
- **Percentage of procurement spend** with suppliers who have verified carbon-footprints.
- **Staff commuting mileage (miles)** and modal split.

3. Quarterly Performance Reviews

- The Sustainability Committee (see Section 9) will convene quarterly to review KPI dashboards, identify barriers, and revise tactics as needed.

4. Annual Public Disclosure

- By 30 June each year, publish a “Tetraco Home Care Sustainability Report” on our website, highlighting:
 - Verified GHG inventory (Scopes 1–3) for 1 April–31 March;
 - Progress against targets;
 - Completed initiatives and their quantified impacts;
 - Planned actions for the upcoming 12 months.

9. Governance & Roles



- **Board of Directors**
 - Provide strategic oversight of the Carbon Reduction Plan.
 - Approve budgets for major low-carbon capital investments (EVs, solar PV, high-efficiency heating).
- **Sustainability Committee** (established March 2024)
 - **Chair:** Head of Operations
 - **Members:** Finance Manager, HR Manager, Facilities Coordinator, External Sustainability Adviser (consultant)
 - **Responsibilities:**
 - Oversee MRV processes and track KPIs;
 - Review quarterly performance and recommend course-corrections;
 - Update the Carbon Reduction Plan annually or as needed.
- **Head of Operations**
 - Coordinate fleet-efficiency projects and office energy upgrades;
 - Manage relationships with logistics, waste-management and renewable-energy providers.
- **HR Manager**
 - Implement staff engagement programmes (e.g., Cycle to Work, travel allowances, hybrid-working policies);
 - Integrate sustainability training into onboarding and annual refreshers;
 - Monitor staff-driven carbon-reduction proposals via an internal suggestion scheme.
- **Facilities Coordinator**
 - Manage on-site installations (solar PV, EV charging, heating controls);
 - Ensure office compliance with energy-efficiency and waste-segregation procedures.



- **All Employees & Contractors**

- Adhere to policies (e.g., accurate mileage logging, correct waste segregation, utilising tele-care where appropriate);
- Propose improvements via the Sustainability Committee;
- Participate in training and awareness events.

10. Financial Planning & Investment

To meet our 2030 targets, we have earmarked the following investments (all figures in GBP):

Initiative	Estimated Investment (£)	Timeline
Fleet electrification (2 vans → EVs)	65 000	2025–2028
EV charging installation (office)	4 500	2025 Q3
Solar PV (5 kWp rooftop system)	12 000	2025 Q2
High-efficiency boiler upgrade	3 000	2026
LED/motion-sensor lighting (completion)	2 500	2024
Electric-assist cargo bike expansion (2 more)	4 000	2025
Staff travel incentives & hybrid-working tools	1 500 annually	2024–2028
Supplier engagement platform (procurement software)	3 500	2025
Audit & verification services	2 000 annually (from 2026)	2025–2030



Initiative	Estimated Investment (£)	Timeline
Total (2025–2028)	£93 000	2025–2028

Funding Sources: Operational budget allocations, retained earnings, and an application for a Green Business Grant from the UK Government’s Sustainable Innovation Fund for solar PV installation.

11. Risk Management & Contingencies

- **Grid Reliability & Energy Prices:** Although UK grid is relatively stable, dynamic electricity pricing may affect operational costs.
 - *Mitigation:* Lock in multi-year renewable tariffs where possible; utilise on-site solar PV to offset peak consumption.
- **EV Infrastructure Gaps:** Public EV charging network growth rates may not fully meet demand in all service areas.
 - *Mitigation:* Install at least one rapid EV charger at head office; provide care workers with an Osprey or Pod Point membership for nationwide coverage.
- **Behavioural Adoption:** Some staff may resist changes to working patterns (e.g., tele-care, hybrid schedules).
 - *Mitigation:* Offer clear incentives (travel allowances, recognition awards), conduct change-management workshops, and identify departmental “green champions” to lead by example.
- **Supply Chain Constraints:** Difficulty sourcing low-carbon medical supplies in UK market.
 - *Mitigation:* Develop relationships with at least two alternative suppliers by end 2025; maintain buffer stocks of low-carbon alternatives.
- **Regulatory Shifts:** Future UK Carbon Budgets or NHS procurement guidelines may impose stricter requirements.



- *Mitigation:* Monitor BEIS publications and NHS Sustainable Development Unit guidance quarterly; adjust policies proactively.

12. Declaration & Sign-Off

This Carbon Reduction Plan has been prepared in alignment with:

- The GHG Protocol Corporate Standard;
- BEIS UK Government Conversion Factors (Latest available);
- The UK's Sixth Carbon Budget (2033–2037); and
- NHS England's Sustainable Development Unit (for clinical-waste best practices).

Data and reduction activities will be submitted for third-party verification in April 2026. This Plan will be reviewed annually to ensure it remains current and continues to drive decarbonisation.

Signed on behalf of Tetraco Home Care Ltd:

Rachael Okorotete,
Managing Director

Signature

Date: 1 June 2025

Next Review Date: 1 June 2026

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