# Schools and Colleges Greenhouse gas emissions calculation tool for to support SECR compliance (excel format) - 2019-2020 Factors Profile of Reporting Institution

Provide the name of the reporting School or College group

Name and Role of person preparing the report

Role of person preparing report Name of the person preparing this report

Type of reporting body

Select from the options below

Number of Campuses being reported

Specify the locations and energy sources of each site to set the Organisational and Operational Boundaries of the report.

Please include all sites, owned by the corporation including those sites that have been Acquired or Disposed of since the reported Base Year.

		About your buildings and operation				About your electricity Supply			
Please list all Sites	Type of operation	Is the operation wholly owned by the Corporation	Has this site been acquired or disposed of since the base year?	Do you want to include this site in the Base Year report?	Floor area of Building M <sup>2</sup>	Do you buy Green electricity Y/N	if Yes please state the % of green electricity purchased	Do you want to included this Green electricity in the base year report?	Does the site have on site Renewable power (e.g. Wind or Solar)?
Bishop Burton College	College Building (Education)	Yes	No	Yes	49,382	No		No	Yes
Bishop Burton College									Yes
Bishop Burton College									Yes
Bishop Burton College									
Riseholme College - Showground	College Building (Education)	Yes	No	Yes	8,999	No		No	Yes
Riseholme College - Showground									
Riseholme College - Riseholme Park	College Building (Education)	Yes	No	Yes	1,413	No			
Riseholme College - Riseholme Park									
Totals					59,794				

Academic year	GHG emissions data	Number of FTE staff in year	Number of FTE Students in year	Number of staff
2020 - 2021	2020	404.05	3187	544
Report year				
Academic year	GHG emissions data	Number of FTE staff	Number of FTE Students in year	Number of staff

Provide a summary of the body's nature and functions that are relevant to climate change reporting.

# **Base Year Energy, Transport and Emissions Data Inputs**

Energy Emissions from the start of the year which the body uses as a base line (for its carbon footprint) to measure progress over time

The Base Year is defined as the first year where verifiable data is available to calculate the generated emissions and is used to measure future progress

Remember to keep a record of the data source for the baseline year and the year being reported to allow for audit if required.

The inputs you make here will automatically calculate the carbon equivalence of the associated greenhouse gas emission expressed in TCO e and feed the SECR baseline, Current Year and reporting documents

This tool automates the Scopes 1 & 2 Required emissions and, provides you with space to capture those selected Scope 3 emissions that you want to disclose.

Always remember that Scope 3 emissions are a 3rd parties scope 1 & 2 emissions, so to avoid double counting of carbon emissions, your disclosure of these should be restricted to material matters over which you can exercise some management or procurement control to achieve improvement.

The emissions are calculated using the relevant UK Government GHG conversion factors alongside the "The greenhouse gas protocol carbon accounting standard and methodology (revised edition)", administered by the World Business Council for Sustainable Development, Geneva, Switzerland / World Resources Institute, Washington DC, USA (2004), ISBN: 1-56973-568-9

Site	Electricity Consumed during the reporting year	Green Electricity (Market based) power purchases	Self Generated Electricity (Consumed and Exported) (kWh's)	Heating fuel - Type	Heating Fuel volume	Heating Fuel units - Natural Gas = kWh's,	Heating Fuel	Scope 2 Electricity
	(kWh's)	(automated calc)	(Consumed and Experieu) (Millio)			all other litres.	TCO e	TCO e (Pre offset)
Bishop Burton College	2,236,916					-	-	521.51
Bishop Burton College				Natural Gas	3,793,628		697.53	
Bishop Burton College				LPG	7,618	Litres	11.60	
Bishop Burton College		-		Other Petrolium Gas	105,847	Litres	100.77	
Riseholme College - Showground	621,378					-		144.87
Riseholme College - Showground		-		Natural Gas	1,907,261	kWh	350.69	
Riseholme College - Riseholme Park	57,628					-		13.44
Riseholme College - Riseholme Park				LPG	27,355	Litres	41.66	-
0						-		-
0		-				-		-
0						-		-
0						-		-
0		-				-		-
0								
0						-	-	-
0		-				-		-
W-4-1	0.048.000						4 000 05	070.00

Transport emissions for fleet vehicles owned and operated by the organisation (NOT covering Grey fleets, vehicle owned and operated by staff, claiming mileage allowances). Complete the following table by inserting the litres of fuel consumed.

You can record your fuel consumption by total volume of fuel consumed, by fuel type or by individual vehicle.

The support calculation tool found here, uses government published, annual average fuel prices for each year to assist you to calculating your fuel volume. Once calculated, please enter the outcomes in the appropriate cell.

Which approach do you want to use for fuel emissions calculations?

Consolidated Consumption

Please Record number of vehicles in Fleet Here

Consolidate fuel Consumption approach	Mileage recorded in year	Volume of Fuel used in Year	Units	Fuel Type	Scope 1 TCO e
			Litres	Petrol	
		25,267	Litres	Diesel	64.43
Individual Vehicle list	Mileage recorded in year	Volume of Fuel used in Year	Units	Fuel Type	Scope 1 TCO e
			Litres		-
			Litres		-
			Litres		
			Litres		
			Litres		
			Litres		-
			Litres		-
			Litres		-
			Litres		-
			Litres		-
			Litres		-
			Litres		-
			Litres		-
			Litres		-
			Litres		-
			Litres		
Total		- 25,266.64	Litres		64.43

Support Calculation tool

### Schools and Colleges Greenhouse gas emissions calculation tool for to support SECR compliance (excel format) - 2019-2020 Factors

Fugitive emissions arise from industrial combustion processes' (e.g. Steel works, Cement manufacture) or Refrigerant leakage from AC equipment.

In the case of colleges it is expected the any fugitive emissions will be limited to Refrigerant leaks

The data required to calculate these emissions should be recorded on your annual FGAS records <a href="https://www.gov.uk/guidance/fluorinated-gases-f-gases">https://www.gov.uk/guidance/fluorinated-gases-f-gases</a> - please discuss with your estates department of the data required to calculate these emissions should be recorded on your annual FGAS records <a href="https://www.gov.uk/guidance/fluorinated-gases-f-gases">https://www.gov.uk/guidance/fluorinated-gases-f-gases</a> - please discuss with your estates department of the data required to calculate these emissions should be recorded on your annual FGAS records <a href="https://www.gov.uk/guidance/fluorinated-gases-f-gases">https://www.gov.uk/guidance/fluorinated-gases-f-gases</a> - please discuss with your estates department of the data required to calculate these emissions are considered to the data required to calculate the data

e recharged in year (kg's) Scope 1 TCO e

### Scope 3 disclosures

To avoid double counting Scope 3 reporting is a voluntary activity under SECR. It should only be used by the reporting company to drive improvement in wider environmental management activity.

This activity can cover, transport outside of directly owned fleet e.g. Staff use of their own vehicles for business purpose, Public transport, Water, Waste and Supply chain activity.

The calculation of Scope 3 emission is outside the parameters of this tool - however this tool can assist with your calculations should you wish to use for the specified aspects

### If you have calculated your own scope 3 emissions values, you can record them here.

Scope 3 Activity	Total calculated emissions (TCO₂e)	Category	
Water (supply and waste treatment)		Scope 3	
Waste (Landfill)		Scope 3	
WEEE		Scope 3	
Grey Fleet (miles)		Scope 3	
Purchased Carbon Offsets	The second secon	Offset	
Sequestration	The second secon	Offset	
Other - overwrite here			
Other - overwrite here			
Other - overwrite here			
Other - overwrite here			

Scope 3 support Calculator		Volume	Calculated TCO e for aspect
Use meter readings (M3)	Water (supply and waste treatment)		
Use Waste Transfer Records to capture data (tonnes)	Waste (landfill)		
Use Waste Transfer Records to capture data (tonnes)	WEEE		
Use Expenses claims data (miles)	Grev Fleet		

# Report Year Energy, Transport and Emissions Data Inputs

Energy Emissions from the start of the year which the body uses as a base line (for its carbon footprint) to measure progress over time

Complete the following table using the energy data for your organisations reporting year.

The same principles apply here as with the Base Year

Site	Electricity Consumed during the reporting year (kWh's)	Green Electricity (Market based) power purchases (automated calc)	Self Generated Export (kWh's)	Heating fuel - Type	Heating Fuel volume	Heating Fuel units - Natural Gas = kWh's, all other litres.		Scope 2 Electricity TCO e
Bishop Burton College	2,236,916					-	-	521.51
Bishop Burton College				Natural Gas	3,793,628		697.53	-
Bishop Burton College				LPG		Litres	11.60	-
Bishop Burton College				Other Petrolium Gas	105,847	Litres	100.77	-
Riseholme College - Showground	621,378					-	-	144.87
Riseholme College - Showground				Natural Gas	1,907,261	kWh	350.69	-
Riseholme College - Riseholme Park	57,628					-		13.44
Riseholme College - Riseholme Park				LPG	27,355	Litres	41.66	-
	0					-	-	
	0					-	-	-
	0					-		-
	0					-	-	-
	0					-	-	-
	0					-	-	-
	0							
	0					-	-	
Total	2,915,922				5,841,709		1,202.25	679.82

Transport emissions for fleet vehicles owned and operated by the organisation (NOT covering Grey fleets, vehicle owned and operated by staff, claiming mileage allowances). Complete the following table by inserting the litres of fuel consumed by the vehicles in the fleet.

If the volume of fuel used is not readily available, use the monetary value recorded in the organisations accounts and divide this by the average price per litre of fuel purchased over the year.

Please Record number of vehicles in Fleet Here

Support Calculation tool Diesel purchased in year Total (£) value Petrol Diesel
£ 1.14 £ 1.19 Number of Vehicles in Fleet

Fugitive emissions arise from industrial combustion processes' (e.g. Steel works, Cement manufacture) or Refrigerant leakage from AC equipment.

In the case of colleges it is expected the any fugitive emissions will be limited to Refrigerant leaks The data required to calculate these emissions should be recorded on your annual FGAS records https://www.gov.uk/guidance/fluorinated-gases-f-gases - please discuss with your estates department

Refrigerant used	Volume recharged in year (kg's)	Scope 1 TCO e
Totals	-	-

## Scope 3 emissions, voluntary disclosure (Reporting Year)

## Scope 3 disclosures

To avoid double counting Scope 3 reporting is a voluntary activity under SECR. It should only be used by the reporting company to drive improvement in wider environmental management activity.

This activity can cover, transport outside of directly owned fleet e.g. Staff use of their own vehicles for business purpose, Public transport, Water, Waste and Supply chain activity The calculation of Scope 3 emission is outside the parameters of this tool - however this tool can assist with your calculations should you wish to use for the specified aspects

If you have calculated your own scope 3 emissions values, you can record them here.

Scope 3 Activity	Total calculated emissions (TCO₂e)	Category
Water (supply and waste treatment)		Scope 3
Waste (Landfill)		Scope 3
WEEE		Scope 3
Grey Fleet (miles)		Scope 3
Purchased Carbon Offsets		Offset
Sequestration		Offset
Other - overwrite here		Scope 3
Other - overwrite here		
Other - overwrite here		
Other - overwrite here		
Total		

Scope 3 support Calculator		Volume	Calculated TCO e for aspect
Use meter readings (M3)	Water (supply and waste treatment)	0	
Use Waste Transfer Records to capture data (tonnes)	Waste	0	•
Use Waste Transfer Records to capture data (tonnes)	WEEE	0	
Use Expenses claims data (miles)	Grey Fleet		
/ · ·			

Congratulations you have now completed the data entry process and can view the results on the SECR Compliance Report Tab.

Base Year for emissions disclosure  Reporting Organisation  Person Responsible  Academic Reporting year  Type of Reporting Organisation  Methodology used  Emissions factors used  UK Government conversion fact  Included Scope 3 emissions  Scope 2 emissions  Exclusions  Report Year Scope 1 emissions  Fuel Source  Heating  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 2 emissions  Scope 1 Subspace Scope 2 emissions  Exclusions  Scope 1 Subspace Scope 1 Subspace Scope 2 emissions  Scope 1 Subspace Scope 2 Electricity	ors for Co		Unit kWh kWh	TCO e 1,048.22 154.03 64.43	0%
Person Responsible Academic Reporting year  Type of Reporting Organisation  Methodology used  Emissions factors used UK Government conversion fact Included Scope 3 emissions  Scope 2 emissions  Exclusions  Report Year Scope 1 emissions  Heating  Natural Gas Other  Transport  Fugitive Emissions  Scope 2 emissions  Scope 1 Subspace Scope 2 emissions  Fuel Source  Fuel	ors for Co	Volume 5,700,889.00 793,420.35 267,826.38	Unit kWh kWh	TCO e 1,048.22 154.03 64.43	Emissions change v Base Year  0%
Academic Reporting year  Type of Reporting Organisation  Methodology used  Emissions factors used  Included Scope 3 emissions  Scope 2 emissions  Exclusions  Report Year Scope 1 emissions  Heating  Transport  Fuel Source  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 2 emissions  Scope 1 Subsport Year Scope 2 emissions  Exclusions  Scope 1 Subsport Year Scope 2 emissions  Electricity	ors for Co	Volume 5,700,889.00 793,420.35 267,826.38	Unit kWh kWh	TCO e 1,048.22 154.03 64.43	Emissions change v Base Year  0%
Type of Reporting Organisation  Methodology used  Emissions factors used  UK Government conversion fact Included Scope 3 emissions  Scope 2 emissions  Location Based Power,  Exclusions  None  Report Year Scope 1 emissions  Heating  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 2 emissions  Scope 1 Subsections  Electricity	ors for Co	Volume 5,700,889.00 793,420.35 267,826.38	Unit kWh kWh	1,048.22 154.03 64.43	Emissions change v Base Year  0%
Methodology used  Emissions factors used  UK Government conversion factors used Scope 3 emissions  Scope 2 emissions  Exclusions  Report Year Scope 1 emissions  Heating  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 2 emissions  Scope 1 Subspace Scope 2 Electricity	ors for Co	Volume 5,700,889.00 793,420.35 267,826.38	Unit kWh kWh	1,048.22 154.03 64.43	0% 0%
Emissions factors used  Included Scope 3 emissions  Scope 2 emissions  Location Based Power,  Exclusions  Report Year Scope 1 emissions  Heating  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 1 Subsections  Report Year Scope 2 emissions  Electricity	ors for Co	Volume 5,700,889.00 793,420.35 267,826.38	Unit kWh kWh	1,048.22 154.03 64.43	0% 0%
Included Scope 3 emissions  Scope 2 emissions  Location Based Power,  Exclusions  None  Report Year Scope 1 emissions  Fuel Source  Heating  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 1 Sub  Report Year Scope 2 emissions  Location Based Power  Electricity		Volume 5,700,889.00 793,420.35 267,826.38	kWh kWh	1,048.22 154.03 64.43	0% 0%
Scope 2 emissions  Location Based Power,  Exclusions  None  Report Year Scope 1 emissions  Heating  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 1 Sub  Report Year Scope 2 emissions  Location Based Power  Electricity	ı-Total	5,700,889.00 793,420.35 267,826.38	kWh kWh	1,048.22 154.03 64.43	0% 0%
Exclusions  Report Year Scope 1 emissions  Fuel Source  Heating  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 1 Sub  Report Year Scope 2 emissions  Location Based Power  None  Fuel Source  Story  Scope 1 Sub  Report Year Scope 2 emissions  Electricity	ı-Total	5,700,889.00 793,420.35 267,826.38	kWh kWh	1,048.22 154.03 64.43	0% 0%
Report Year Scope 1 emissions  Fuel Source  Natural Gas  Other  Transport  Diesel  Fugitive Emissions  Scope 1 Sub  Report Year Scope 2 emissions  Location Based Power  Electricity	-Total	5,700,889.00 793,420.35 267,826.38	kWh kWh	1,048.22 154.03 64.43	0% 0%
Heating Natural Gas Other  Transport Diesel  Fugitive Emissions Scope 1 Subseport Year Scope 2 emissions Location Based Power Electricity	ı-Total	5,700,889.00 793,420.35 267,826.38	kWh kWh	1,048.22 154.03 64.43	0% 0%
Other  Transport Diesel  Fugitive Emissions  Scope 1 Subscious  Report Year Scope 2 emissions  Location Based Power Electricity	-Total	793,420.35 267,826.38	kWh kWh	154.03 64.43 -	0%
Other  Transport Diesel  Fugitive Emissions  Scope 1 Subscience  Report Year Scope 2 emissions  Location Based Power Electricity	ı-Total	267,826.38	kWh	64.43	0%
Fugitive Emissions  Scope 1 Subsequence 2 emissions  Location Based Power  Electricity	-Total	-		-	0%
Scope 1 Sub- Report Year Scope 2 emissions Location Based Power Electricity	-Total				
Scope 1 Sub Report Year Scope 2 emissions Location Based Power Electricity	-Total	-		-	
Scope 1 Sub Report Year Scope 2 emissions Location Based Power Electricity	-Total				
Location Based Power Electricity				1,266.68	0%
, ,					
		2,915,922.00	kWh	679.82	2 0%
Self Generated Rewnewable Power Scope 2 Sub	Total	-	kWh	679.82	2 0%
Report Year Scope 3 emissions		- - -			-
		-		-	
		-			-
		-			- -
		-		-	
Gross TCO₂e pre	offset			1,946.50	0%
Offsets		-			_
		-			-
		-		·	
No.	500 -			4.040.50	00/
Report Year	ГСО е	Repor	t Year	1,946.50	0%
Energy Intensity Ratios (S1&2) Quantity		Wh's / Unit	TCO₂e / Unit 0.03255		
Floor area 5 Staff FTE	9,794	161.86 23,952.62	4.81747		0% 0%
Student FTE	3,187	3,036.73	0.61076		0%
Number of Staff	544	17,790.55	3.57812		0%
Transport Intensity Ratios (S1&2) Quantity Miles	- k	Wh's / Unit	TCO₂e / Unit		
Per Vehicle	18	14,879.24	3.579500		0%
Context					V.



