

ARC:CDM



HSE Report

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This document was compiled to offer a quick reference guide to ARC:MC's ongoing HSE objectives, targets and compliance obligations.

Document Approval:

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Version	Description	Date of Issue
1	HSE Stats to date	07.04.2021
2	Update to targets and new initiatives	18.07.2022
3	Historical Energy Usage added	10.08.2022
4	Cycle to Work and AIPP added	05.09.2022



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Introduction

At ARC:MC we are committed to monitoring and measuring all health, safety and environmental aspects of our business. By doing so we are able to not only implement the most effective policies and procedures but also reduce risks and our environmental impacts. Our 'objectives and targets' are reviewed at each 6 Monthly Management review meeting. The aim of this report is to aid us in our monitoring processes and to provide a clear method of communicating our progress.

Boris Johnson's foreword to the Net Zero Strategy : Build Back Greener publication contained some inspiring words which we as a business aim to not only embrace but put into action. As part of the 'Green Industrial Revolution', we shall continue to research in our sector and educate our team to help enable "the unique creative power of capitalism to drive the innovation that will bring down the costs of going green, so we make net zero a net win for people, for industry, for the UK and for the planet".

1. Energy

1.1 Electricity

Our office electricity switched from a non-renewable plan with Engie, to a 100% renewable plan with Good Energy, on 31st October 2020. Electricity generation will now be zero carbon after switching to renewables. This does not account for the costs of installing pipes, windmills etc. but the actual generation of electricity is free from carbon emissions.

Attempting to measure our usage based on cost is not accurate, therefore units of use are to be used as are unit of measure, providing us with true data to analyse and set our objectives and targets from. Before October 2020 we used to emit 1,928.23 KgCO₂ a month (figure taken from February 2021 bill). The same as driving 6,875 miles in an average petrol car.

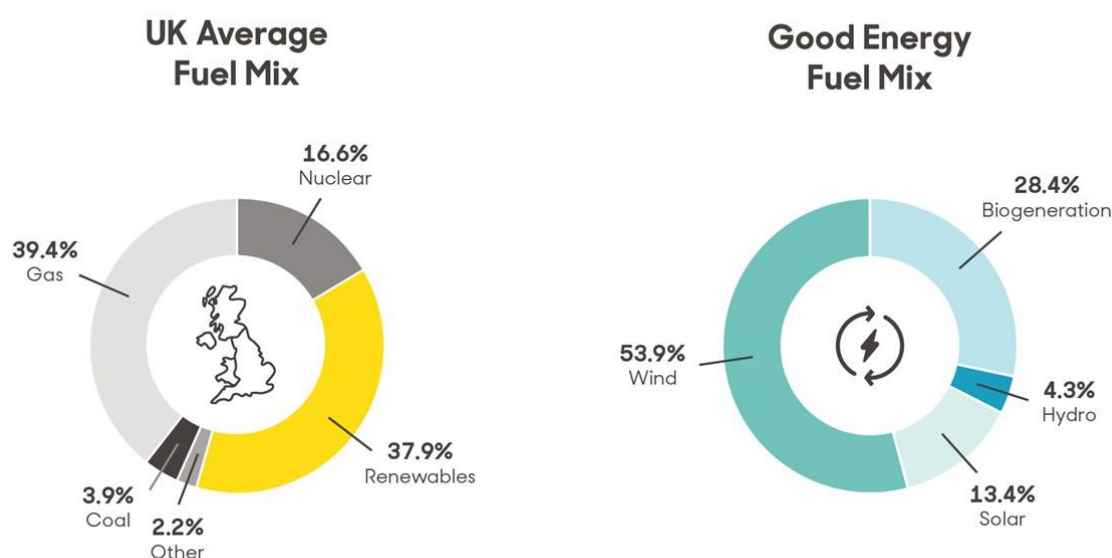
Our annual usage in 2021 was 38,100kwh x 0.256 (average UK fossil fuel tariff Co2 per kWh) = 9,753.6 KgCo₂e saved per year. Same as 4.7 flights from London to Singapore.

During 2022 the cost of energy has significantly increased. Wholesale gas shortages around the world are affecting the energy suppliers ability to meet the demand. The price cap introduced by Ofgem on 1st April 2022 was originally put into place to stop providers making excessive profits. The recent 54% increase is seeing the consumer absorb some of the increased costs affecting the suppliers. There is therefore a further need to reduce our business energy uses to save costs as well as our environmental impact.

We are fortunate to work in a continually evolving sector which typically stays at the forefront of advanced technological solutions. In regards to the use of electricity in the DC environment Microgrids, which may be powered via renewable sources, are becoming a more feasible alternative to traditional diesel generators. Microgrids are decentralised groups of electricity sources that can operate connected to the traditional grid, but can also be disconnected and switched to "island mode". Thus allowing them to function autonomously as physical or economic conditions dictate. Microgrids keep the power flowing when the central grid may fail.



Microgrid Knowledge, industry analyst, Bill Kleyman explains “Microgrids can actively leverage a wide array of green power technologies, including solar, wind, fuel cells, renewable natural gas, combined heat and power (CHP) plants, and energy storage technologies. Even natural gas generators have far lower emissions than traditional diesel backup generators. Microgrids also can intelligently integrate renewable energy into the energy mix.” More information valuable about this technology can be found here <https://microgridknowledge.com/>



1.2 Gas

The office gas supply switched from Gazprom to Ecotricity on 9th November 2020.

The gas switch is not going to directly equal a reduction in our carbon emissions. However, it is a 'carbon neutral' plan which means Ecotricity is investing funds from every unit of non-green gas they supply, and at the end of the financial year they will offset it by investing in carbon reduction projects.

Currently only 1% their gas comes from green gas mills -they are working towards supplying 100% green gas in the future by building their own green gas mills. With an aim to replace all fossil fuel natural gas with sustainable green gas.

Ecotricity's construction of their first green gas mill began in Reading in 2021. At the mill locally harvested grass and straw will be broken down through a process of anaerobic digestion, producing sustainable biomethane. This will then be supplied to the UK's gas grid and then on to Ecotricity gas customers. Their current plan for the mill at Reading is to produce enough green gas to supply 4,000 homes saving up to 4,000 tonnes of carbon dioxide annually. When the gas burns, carbon will go into the atmosphere, but it will be reabsorbed when the grass grows back creating a sustainable natural cycle. If they were to

grow grass on all the marginal land in Britain, they could be able to make enough green gas to supply the entire country.

The big benefits of Green Gas are that it is a fuel source that will never run out, it's low carbon, it reduces the need to import fossil fuels from overseas or frack the countryside, and it uses existing infrastructure such as the gas grid (there is no need to upgrade the gas grid to stop hydrogen leaking from the old pipe network) and household heating systems.

The Environmental Permitting Regulations 2018 were published in January 2018, was released in reference to the control of emissions by Specified Generators which are a major source of air pollution - and in turn can damage the environment and the health of human beings. The Medium Combustion Plant Directive (MCPD) and Specified Generator regulations set out rules to control emissions of sulphur dioxide (SO₂), nitrogen oxides (NO_x) and dust into the air. Diesel generators for the data centre industry ensure that mission critical applications never go offline. In order to ensure that generators shall be able to do their job in the event of power failure, they are tested on a regular basis. This is typically for two hours per month, which equates to 24 hours per year. Although that does not sound like a huge amount, the actual volume of diesel consumed during a two hour test can reach 1,000 litres of mineral diesel. Which when burnt produces circa 3.6 tonnes of carbon dioxide (the equivalent to a car driving 25,400km or a return trip from London to Cape Town!). For the test periods alone it is therefore worth a move to traditional power-hungry generators to be fuelled by sustainable fuels such as HVO – Hydrotreated Vegetable Oil. HVO is a 'drop in' bio-fuel replacement for diesel. It is claimed that by using HVO you can reduce generator emissions by up to a massive 90%. It is also manufactured using 100% recycled waste product, nor does it require any additional equipment or modifications to be made to a generator.

"Sustainable fuels offer one of the fastest and most economically viable routes to reducing greenhouse gas emissions; because they require little to no modification to engines or equipment, fuel users can switch now, rather than waiting for new technology to catch up with the climate crisis." (Source: <https://www.crownoil.co.uk/environment/sustainable-fuel-solutions/>)

We have also recently been involved in a project which upgraded the generators with an IMS-eco SCR System (Selective catalytic reduction system) to reduce NO_x emissions in line with the MCPD Regulations. The data centre contains 17 engines over 3 floors, each having a SCR Reactor installed. These have an upfront AdBlue Mixer Pipe attached which houses the AdBlue Injectors. AdBlue (a type of urea) Droplets is injected into an ammonia gas before entering the SCR Reactor. When AdBlue passes over the SCR catalyst, a chemical reaction then converts nitrogen oxide into less harmful nitrogen, water and carbon dioxide, which is expelled through the exhaust. It is predicted that a SCR system alone can achieve a 99.8% reduction of NO_x emissions which is a staggeringly positive statistic. With figures like these and the education of our team we hope to ensure our clients utilise these progressive technologies on future DC projects.



1.3 Air Conditioning

It is predicted that by 2050, about 13% of all electricity worldwide will be used to power air conditioning as the planet warms to higher levels. This in turn creates a cycle – hot environments need more air con, and more air con creates more warming.

Whilst being mindful of the server remaining cool, it should be a target of the office to use the air conditioning more sparingly, especially in winter when it is cooler anyway.

The below article is very useful at explaining the problems with air conditioning:

[The air conditioning trap: how cold air is heating the world | Energy | The Guardian](#)

In October 2021 we had new Toshiba RAV-GM801ATR-E air conditioning units installed in the office space. Our previous units were in a state of disrepair and parts unfortunately has become unavailable. The new units installed were selected for their efficiency levels based on the level of use we require. The new units also utilise R32 Refrigerant Gas. R32 is a refrigerant used in air conditioning, it was developed primarily to reduce the impact of hydrocarbons on the environment.



2. Travel

2.1 Staff Commutes

Staff were asked how they usually get to work. This is the average distance/emissions caused by each method of transport. Figures are for a one way journey.

Transport	Distance (km)	Emissions (KgCo ₂ e)	Number of staff
Car	49.29	8.59	4
Tube	9.10	0.25	10
Train	44.93	1.65	11
DLR	0.00	0.00	0
Bus	4.02	0.41	3
Motorbike	10.78	0.89	3
Bike	4.52	0.00	1
Walk	3.54	0.00	2
Flight *	518.00	126.55	2

* journey is twice weekly rather than daily

Since the introduction of remote working, we have seen a number of staff move further away from the office. This has led to an increase in staff travelling on trains, as well as in cars. However, the frequency of these journeys is less as a result of home working.

Our staff count has also increased overall, meaning a greater number of people are commuting to London.

It is of course always better to walk or cycle where possible as these are carbon neutral transport methods, and staff are encouraged to do this if their journey permits. We are encouraging more staff to cycle to work through our Cycle to Work scheme which has been recently set up. We will particularly encourage staff members that currently drive to a train station to consider cycling instead.

Flying generates the most carbon per passenger kilometre, however this journey is made less frequently than the daily commutes of most staff members.

2.2 Flights

Below is a table of commonly taken flight routes within the company and their carbon emissions:

London to	Distance (km)	Emissions (KgCo ₂ e)
Belfast	518.00	126.55
Dublin	463.00	113.11
Singapore	10,855.47	2,071.77
Dubai	5,471.96	1,044.32
Manila	10,728.00	2,047.44

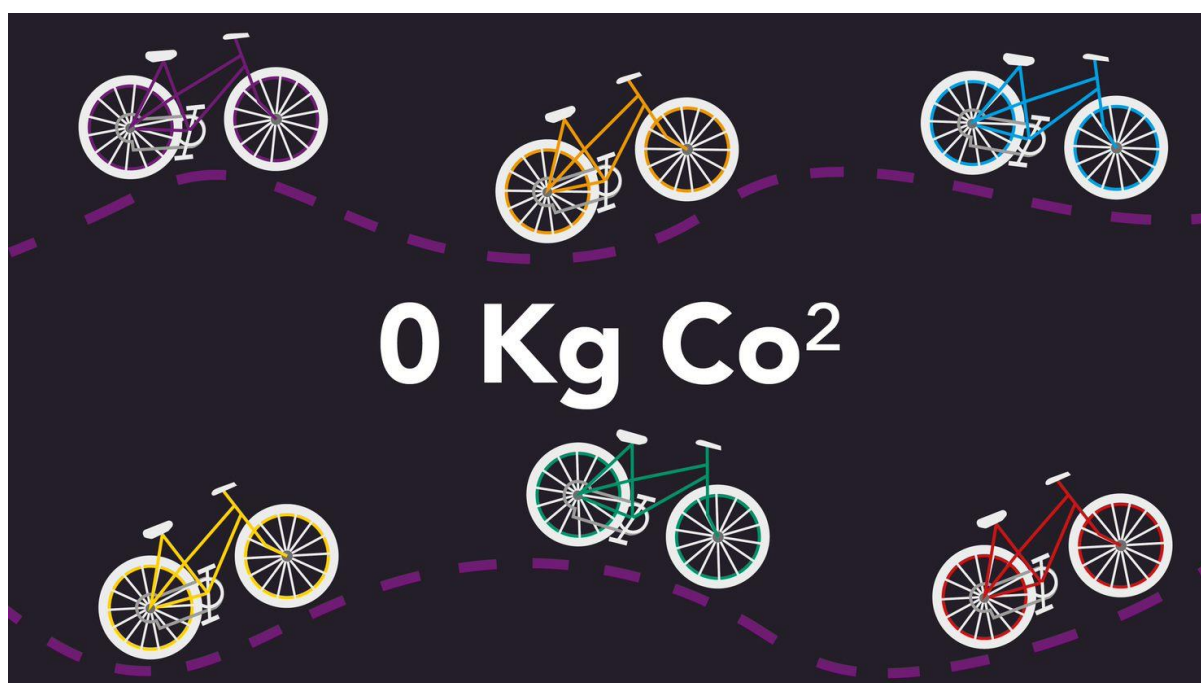
The company recognises that this is an on-going major contributor to our carbon footprint as a business. ARC:MC are in the process of registering a new office in Ireland which will allow us to deliver projects on the ground with a team based locally, minimizing travel.



We will also continue to look into various possibilities of offsetting as much of our carbon as possible, as well as using alternative greener methods of transport where possible such as cycling.

2.3 Cycle to Work

We are now registered with Cyclescheme, enabling the team to purchase bikes through the Cycle to Work scheme. Employees can choose a bike, hire it for an agreed length of time, then buy it for a fraction of its original value. This is done by 'salary sacrifice' employee benefit. Through the scheme the team can save between 26-40% on a bike and accessories. Not only is cycling a cheaper mode of transport with major health benefits it also has minimal environmental impact, so this scheme has far more pros to it than just a good financial deal.

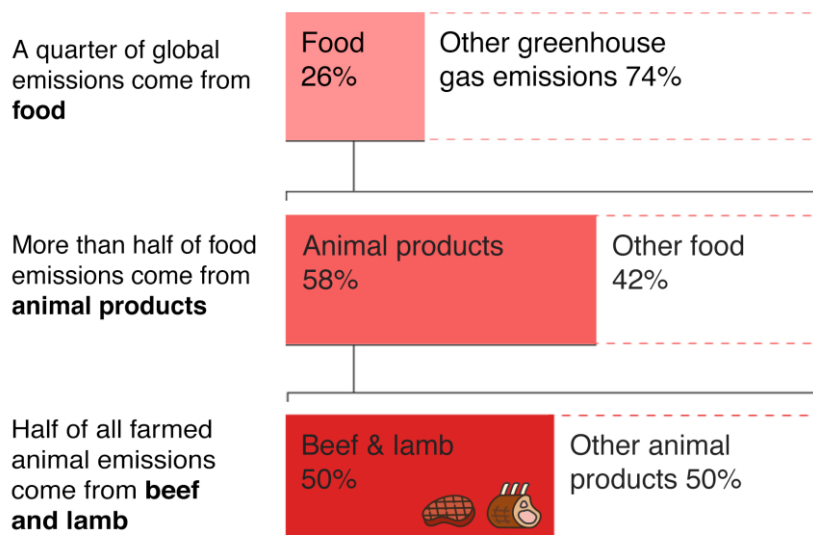


3. Office consumables

3.1 Food and Drink

How much impact does food have?

Proportion of total greenhouse gas emissions from food



Source: Poore & Nemecek (2018), Science

BBC

Food and Drink

We helped to raise awareness of staff food choices by sharing vegan and vegetarian recipe ideas in our staff newsletter. In April 2022 we did a vegan week where we shared recipes and Ellie also brought in some vegan cakes for the team – which was delicious!

Below is a table of commonly drunk items in the office and their corresponding carbon emissions.

Drink	Units (litres)	Emissions (KgCo ₂ e)
Dairy milk	1	3
Soy milk	1	1
Oat milk	1	0.9
Beer (UK produced – average of lager and ale)	1	1.351
Tea	1	0.12
Coffee	1	1.21

We will be trying to raise staff awareness of the impact that their drink choices make on the environment by sharing useful statistics and encouraging plant based options where possible. It has been noted that consumption of dairy milk has reduced and plant based options are being utilised in the office environment.

Replacing dairy with soy = 4.54 KgCo₂e saved per day. Enough for the average single tube commute of 7 staff.



Replacing dairy with oat = 4.767 KgCO₂e saved per day. Enough for the average single train commute of 4 staff.

Vegan Day

For Earth Day 2022 we promoted staff to try vegan food for the day. All week we encouraged sustainable food choices by sharing our breakfast, lunch and dinner recipe cards. A vegan diet represents a significant carbon saving compared to one including animal products, so encouraging staff to try this food and cut down where possible is really important.



3.2 Cleaning Supplies

We continue to use our cleaning products which are a more eco-friendly than our previous alternatives. As well as a positive impact on our carbon footprint, there is also a big benefit in the reduction of plastic with our switches as many are refillable, or plastic free options.





Ocean Saver Cleaning Drops

These drops remove the need for single use plastic as you can place them into an old cleaning bottle, then fill up with water. We have switched to these drops for our anti-bacterial cleaner, glass cleaner and floor cleaner. There are also options available for other types of cleaner should they be required.

Smol Dishwasher Tablets

For every pack of smol bought instead of the big brands, we'll be:

- saving 168 grams of chemicals
- saving 60 grams of plastic
- reducing our carbon footprint
- ensuring less laundry products are tested on animals

3.3 Paper Usage

Our old white paper has been replaced by 100% recycled paper, and staff are encouraged not to print where possible. Manufacturing one tonne of 100% recycled paper emits 38% less CO₂ than paper produced from virgin fibres. The emissions saved is the equivalent to driving from Paris to Moscow in the average European car.

For every one tonne of 100% recycled paper purchased instead of non-recycled we save 3,799 kWh electricity. This is enough energy to power a standard light bulb continuously for nearly 5 years.

The Uniflow printer system means that all members of the team must physically request the machine to print when a document has been sent to the printer. This allows people to



consider if something definitely needs printing and also helps prevent printing of documents accidentally sent.

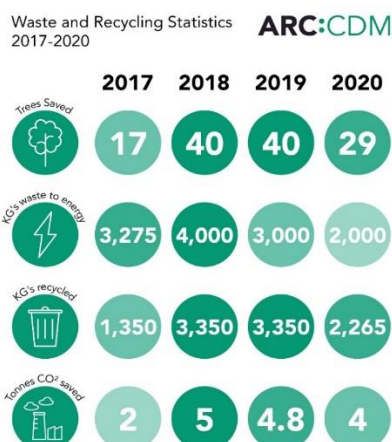
3.4 Reusable bottles

We have introduced personalised reusable water bottles for all our team members. These are made by FOSH. Their mission is to help people reduce their single-use plastic footprint and stop the 7.7 billion single-use water bottles bought each year in the UK alone.

The bottles also had individual names to reduce the likelihood of someone using someone else's bottle. This was in part linked to our ongoing mission to reduce the spread of illnesses in the office environment..



4. Waste



Our office waste is managed by First Mile, who ensure that none of our waste ends up in landfill. In the year from March 2018 – March 2019, we saved 4.88 tonnes (4,880 kg) of CO₂ by recycling and converting waste to energy. One area for improvement that has been identified is our recycling rate, which was only 53% in 2021 but is now at 66%.

There have been persistent efforts to encourage staff to properly recycle in the office and the fact we have improved by 13% is a great start. We will aim to further increase this % this year.

Due to Covid and WFH the additional statistics given by First Mile regarding trees saved, Waste to Energy, etc are unfortunately not an accurate measurable. We will endeavour to get these figures for next year and regardless of these figures keep striving to improve our environmental impact where we can.

Reuse before recycle

Team will be encouraged to think about the environment and adopt reusable products such as coffee cups and bottles to further cut down on single use plastic waste. All staff now have their own reusable water bottle which has seen a decrease in the amount of plastic bottles being thrown away in the office.



5. Future plans

There are many initiatives out there which are working towards reducing the environmental impact our industry has, that includes 'DCs for Bees'. Around 80% of all flowering plants are specialised by animals, typically insects such as bees. Our food plants and crops rely upon fertilisation and the majority of crops used to feed our livestock also requires pollination. Without it our food supplies would be low and the process of implementing artificial pollination would be extremely costly to both the agricultural industry and in turn the end user customer.

While there are other methods of pollination, including by other animals and wind, wild bees can pollinate on a much bigger scale. In March 2022 we expressed our interest in the DCs for Bees program and became a business supporter. This is an environmental enterprise being run by the National Biodiversity Data Centre and Host Ireland. Their objectives are:

.... bringing an industry together in a way that has never been done before. Host In Ireland and its data centre industry partners are uniting to make a difference with the DCs for Bees Pollinator Plan. We have pledged to deliver on actions to make Ireland more pollinator friendly and ensure the survival of our pollinators for future generations. This blueprint will help the largest and smallest of companies in the Irish data centre ecosystem to take long-term action and provide guidance on how to make a bigger impact within their global organisations.

.... Anyone who has some responsibility for a piece of land can make small changes to help provide food, shelter and safety for bees.

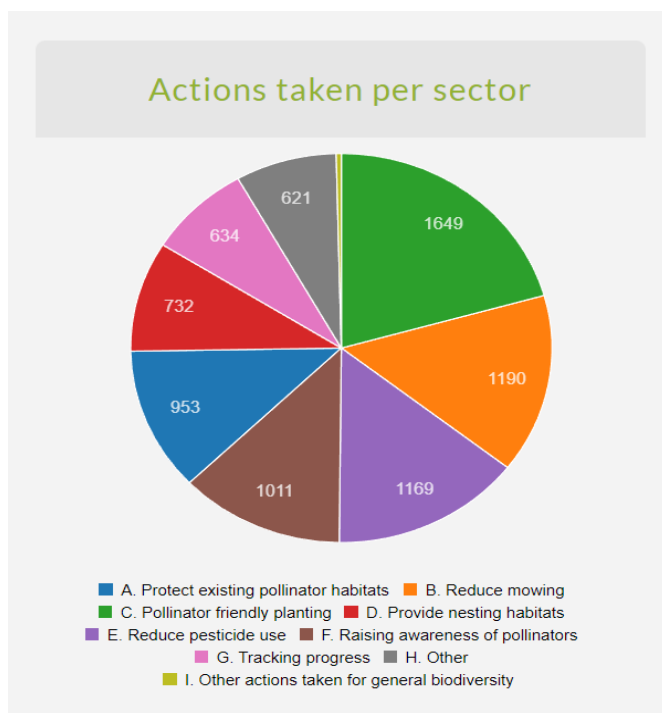
Ways we can help:

We can protect what we have. What is already on the sites we are looking at? What plants/areas do we need to focus on protecting and how could we position our buildings to aid in the conservation of pollinator friendly areas including nesting sites. Can we encourage our clients to have meadow landscaping rather than mowing?

We can include space for pollinator plants on roof spaces around site machinery etc. This can be done by adding space for bee hotels and green roofs/walls promoting native pollinator friendly plants.

As part of the initiative we are submitting information about our projects and the actions we have taken to Bio Diversity Ireland. This is to help track progress and to aid industry experts in their aim to improve biodiversity.





(Image taken from BioDiversity Ireland)

For more information on the Biodiversity Ireland policy and future plans please check out **[Business for Biodiversity Ireland - National business and biodiversity platform](#)**

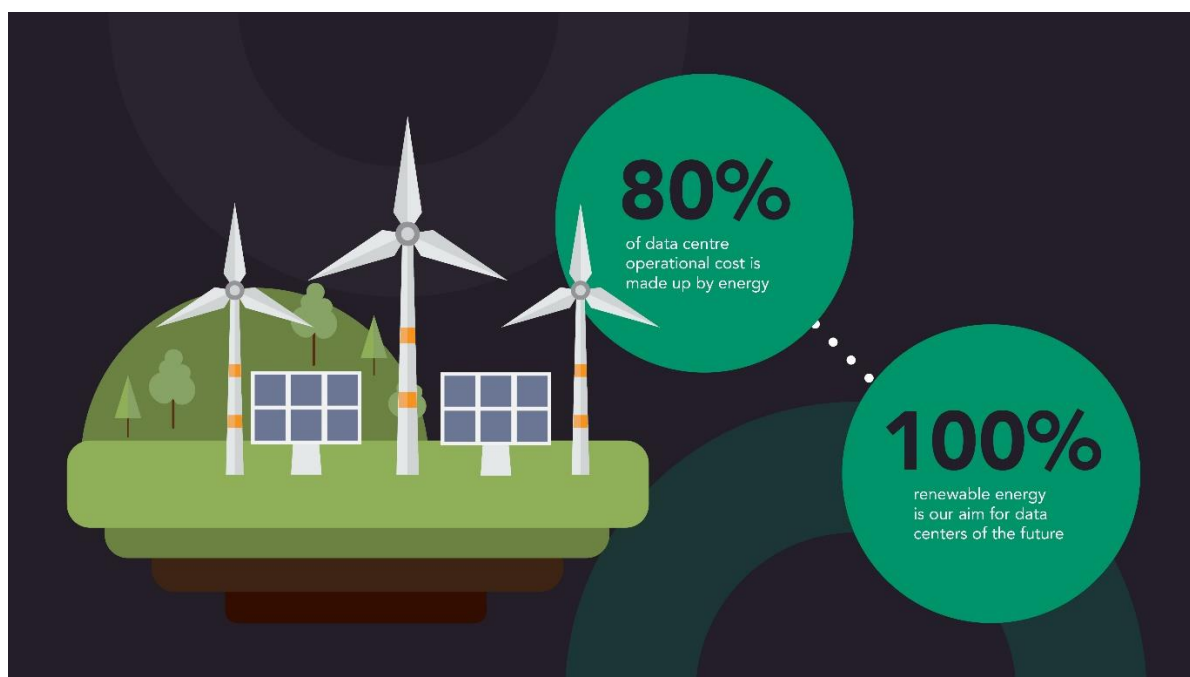
Sustainable Design

In response to The Paris Climate Agreement the World Green Building Council (WorldGBC) launched the global Advancing Net Zero campaign which aims to promote and support the acceleration of net zero carbon buildings to 100% by 2050. UKGBC launched its Advancing Net Zero programme in 2018 to help drive the transition in the UK. The aim is to deliver the emissions reductions required specifically from the construction and property sectors. According to the Technology Strategy Board, the construction, operation and maintenance of the built environment accounts for 45% of total UK carbon emissions. As designers in this sector and as members of the UKGBC we are committed to aiding in the global challenge of working towards Net Zero.

There is now a new Net Zero Carbon Building Standard launching in the UK. 'The Standard will set out metrics by which net zero carbon performance is evaluated, as well as performance targets, or limits, that need to be met. These are likely to include energy use, upfront embodied carbon, and lifecycle embodied carbon, with other metrics – such as space heating/cooling demand and peak load – also to be considered. It will also cover the approach to carbon accounting, procuring renewable energy, and the treatment of residual emissions, including carbon 'offsetting'. However, the scope and output of the Standard may evolve throughout the development process. (<https://www.nzcbbuildings.co.uk/>)

CPDs

In line with the RIBA core curriculum, we will be ensuring that the correct number of sustainability focussed CPDs are carried out along with encouraging the design team to get involved with learning more about this vital area. This year we have implemented a rota to get the team involved in the selection of which CPDs we have in the office, this is to ensure that the subjects are of interest and to aid everyone is maintaining good working relationships with potential relevant suppliers in our sector.



Clothes swap / book swap

The book swap is in operation and has plenty of books for the team to choose. Location of where to put them for the best utilisation is still in discussion.

A workshop on clothes upcycling & repair to help the team learn more about textile waste is planned for Q4 2022. This will include an embroidery lesson.

Sustainable PPE provider

When PPE next needs replacing we will be sourcing a sustainable PPE provider. This may also come in the form of wise investment in high quality PPE designed to last for a longer time than a cheaper alternative. Thus far we have not needed to replace any PEE.

ARC:MC

Book Swap

As part of our ongoing mission to become more environmentally friendly we are launching a new Book Swap in the office!

There are two ways to take part:

1. Bring in your pre-loved books to Ellie for 'quarantine' before they will be placed on the Book Swap shelf.
2. Take home a book donated by one of your teammates to enjoy!

Swapping books is great for the planet. Did you know each book produced in the UK produces 3kgCO₂? That's about the same as driving 20km in an average petrol car. Heavier books such as textbooks can produce up to 10.2kgCO₂ or driving 60km, which is about the same distance between London and Reading.



6. Accident Reporting

We are delighted to still be maintaining a zero accidents workplace for the last three years plus to report that a significant number of our team have undergone First Aid and also Fire Warden Training. This can only aid us in our preventative actions towards accidents and fire. Thank you to all those who have done the training and for continuing to make health and safety a priority for yourself and your colleagues.

	2020	2021	2022
Specified Injury (see below list)	0	0	0
Over 7 Days Incapacitation	0	0	0
Over 3 Days Incapacitation	0	0	0
Non-Fatal accident to non-worker	0	0	0
Occupational Disease	0	0	0
Dangerous Occurrences	0	0	0

Specified injuries are:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
- covers more than 10% of the body
- causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
- leads to hypothermia or heat-induced illness
- requires resuscitation or admittance to hospital for more than 24 hours

Should you need to report an accident or near miss please use the relevant forms and guidance available to you on ARC:DOCS.

All of the team should now have provided a most recent emergency contact form. This is to help us provide the best care and be able to get in touch with a friend/family member quickly should it be necessary.

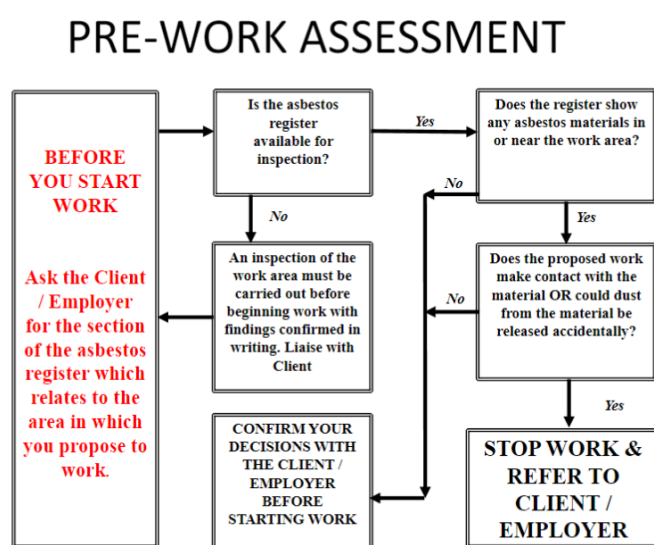
Should it be required we are able to assist team members with a first aid bubble for any specific medical conditions. Extra training can then be provided for the bubble and an action plan of personal preferences held securely.



7. HSE Training

We have been conducting various in-house training sessions alongside running external CPDs. The most recent being an Asbestos Awareness Refresher. If you missed this session and would like to watch the recording please contact Emily for a link.

We have been actively encouraging staff to do First Aider training as well as additional Fire Marshall. This is to help us ensure that we have proper coverage within the office with teams working in bubbles.



If you suspect any asbestos during your work avoid it or stop immediately and refer to your employer or client

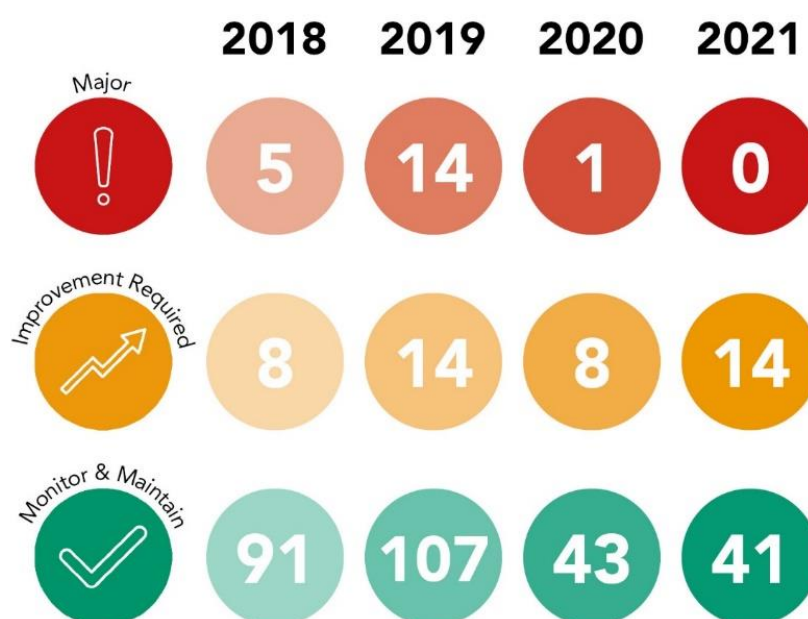
Image from HSE Asbestos Training

8. Health & Safety Standards

Our health and safety obligations are regularly reviewed by our external auditor Kingfisher Professional Services. The table below outlines our 4 last years of reviews including our most recent 2021 report which highlighted zero major failings. Our next audit is due in November 2022 so look out for our new stats which should be issued in the next newsletter.

Health and Safety Reports 2017-2021

ARC:CDM



9. Staff Wellbeing

Staff mental health and physical wellbeing is of the upmost importance to us. To ensure the team stays in touch and healthy we have set up the following activities:

- A monthly staff social including go karting, darts and next month is bingo!.
- Creative activities designed to get the team away from their screens and focused on mindful tasks
- A company newsletter to keep the team updated with any ongoing developments and achievements
- Cycle to work scheme to encourage both physical and mental wellbeing

If you have any suggestions for 'wellbeing' challenges and activities please speak to Ellie or Emily. We would welcome your views and input into keeping us all happy and healthy.



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[Cycle to work scheme implementation guidance for employers - GOV.UK \(www.gov.uk\)](#)

[Business for Biodiversity Ireland - National business and biodiversity platform](#)

