

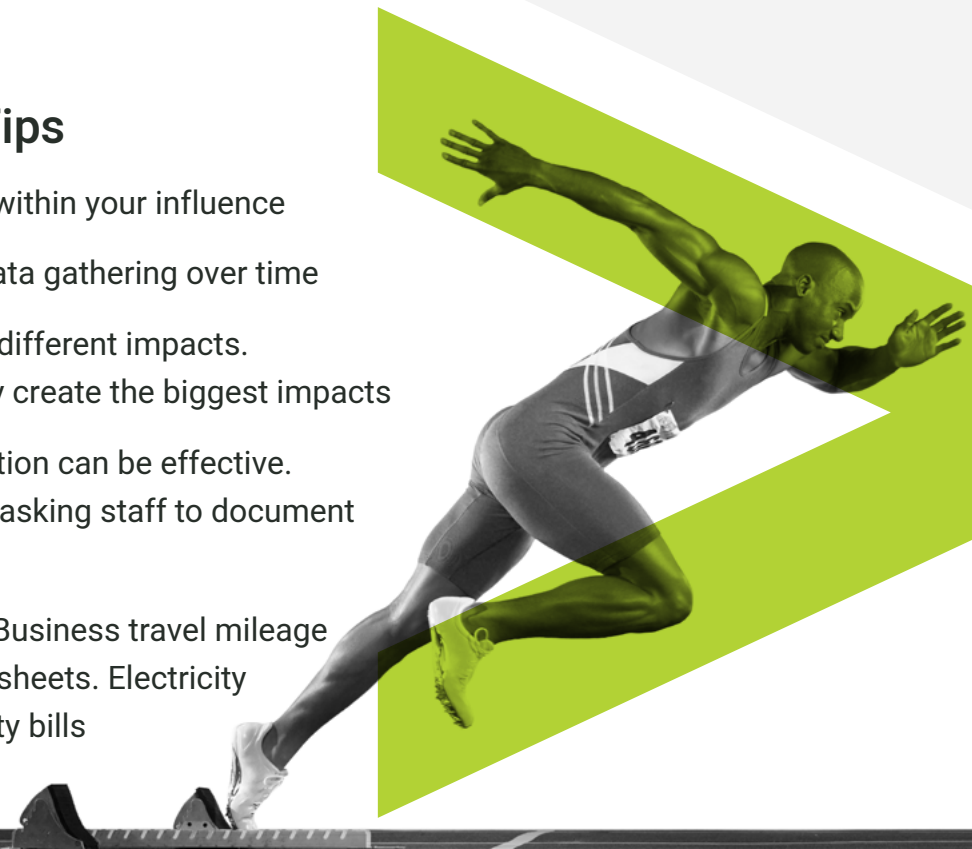
Carbon Emissions Action Ideas Checklist

Use this checklist as a guidance document to assess and improve your organisation's progress in reducing carbon emissions.


Every organisation is unique so there is no one-size-fits-all therefore not all actions will be relevant to every organisation. You can identify the actions which are relevant in the Relevance column.


Getting Started Quick Tips

- > Focus on what is material and within your influence
- > Start small and build up your data gathering over time
- > Every organisation will identify different impacts. Energy usage and travel usually create the biggest impacts
- > Simple systems for data collection can be effective. Creating a simple spreadsheet asking staff to document their commute to work
- > Data will usually already exist. Business travel mileage can be found through expense sheets. Electricity usage will be found in electricity bills





Level One: Starting

Internal 				
Basic Knowledge of Emissions				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Read the Sport England and/or BASIS guides to Calculating Carbon Emissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enroll staff on the BASIS Carbon Literacy training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy-saving actions in place				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Replace old bulbs with LED lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turn off lights and equipment when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erect signage to remind staff or venue users to turn off lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


External 				
Learning from others				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Look at the BASIS Resource Hub for System Partner case studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Level Two: Progressing

Internal 				
Assessed climate impacts				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Identify the activities that create carbon emissions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify the impacts you are going to include in your carbon footprint	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engage team members who have access to this data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect your data and record in a centralised document	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Targets and goals are set				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Identify the high impact areas which will inform reduction actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outline carbon reduction actions and include some simple KPIs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

External 				
Beginning to raise awareness				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Communicate key sustainability messages to your network. For example: key stakeholders, clubs, community groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share the BASIS Resource Hub with your network	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Level Three: Sustainable

Internal 				
Energy and Emissions				
Actions to reduce emissions	Relevance		Actioned	
	Yes	No	Yes	No
At least one year of data will be collected and recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Publish your carbon reduction plan online or via a report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A building management system (if it exists) is being used effectively to aid with managing energy reduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch to a renewable or green energy supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install motion sensors in offices, changing rooms and corridors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reduce use of fossil fuels such as diesel in generators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transport & Travel				
Actions to reduce emissions	Relevance		Actioned	
	Yes	No	Yes	No
Encourage car sharing, cycling, walking, or public transport to work, clubs or events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use electric or hybrid vehicles and ensure charging points are available for staff or venue users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule fixtures and training to minimise long-distance travel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hold meetings online when travel is not essential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Management				
Actions to reduce emissions	Relevance		Actioned	
	Yes	No	Yes	No
Provide clearly labelled recycling bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remove single-use items such as plastic cups, bottles and event tape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install refillable water stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food & Drink				
Actions to reduce emissions	Relevance		Actioned	
	Yes	No	Yes	No
Reduce meat in meals and menus and use more plant-based ingredients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buy local and seasonal food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify organisations where surplus food can be donated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use reusable or compostable food and drink containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procurement & Employment				
Actions to reduce emissions	Relevance		Actioned	
	Yes	No	Yes	No
Buy long-lasting, high-quality equipment and in the first instance look at refurbished equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Focus on repair rather than replacement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choose recycled or sustainable materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reuse, donate or recycle old kit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions to reduce emissions				
Action	Relevance		Actioned	
	Yes	No	Yes	No
A building management system (if it exists) is being used effectively to aid with managing water reduction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install low-flow taps and showers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement a system to monitor potential water leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collect rainwater for pitch or ground watering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

External



Involved in initiatives

Action

Relevance

Actioned

Yes

No

Yes

No

Collaborate with stakeholders to reduce carbon emissions in the local area

Level Four: Restorative

Internal



Demonstrating progress towards net zero and carbon neutrality

Action

Relevance

Actioned

Yes

No

Yes

No

Demonstrate year-on-year carbon reductions

External



Initiated and delivered projects

Action

Relevance

Actioned

Yes

No

Yes

No

Collaborate with a supplier or sector partner to reduce emissions

Sharing resources

Action

Relevance

Actioned

Yes

No


Yes


No

Share case studies and best practise from your organisation. Leading the sector with innovation

Advocate within your network or community to align with key stakeholders to drive strategic change

Level Five: Regenerative

Internal 				
Achieving operational net zero or carbon negative				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Net zero or carbon negative achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

External 				
Sector leadership and working in partnership; driving innovation and positive outcomes				
Action	Relevance		Actioned	
	Yes	No	Yes	No
Leading innovation in low- or zero-carbon sport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actions across carbon, nature, and social impact are fully connected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positive impacts measured, communicated, and replicated by others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>