

# Zero Carbon Execution Plan

A step-by-step guide on how to get your school buildings to Net Zero Carbon

This template resource is issued alongside the Church of England's *Routemap to Net Zero Carbon by 2030*. It is intended to help schools understand what they can do to start implementing the Routemap.

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- 1 General guidance and how to use this resource
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### General guidance

The Zero Carbon Execution Plan gives an **overview of activity**.

It lists **key documents and actions** on the path to net zero and shows how different elements inter-relate.

It therefore provides you with a **project management template**, hoping to support schools to **start taking action**.

However, it is well recognised that **this can all feel overwhelming**, with unfamiliar elements. In response, this resource aims to give you a practical step-by-step guide.

Critically, it aims to show that:




- ✓ Some action **can start now**
- ✓ Actions can fall into **different phases**
- ✓ Starting by **gathering information and planning** will help to:
  - ✓ Identify **'Easy Wins'** that you could do immediately
  - ✓ Put you in a **good position to plan ahead for harder capital works and be ready to jump on funding**

Finally, it is indicative only, not definitive or exhaustive, designed to guide you in developing your own plans whatever your circumstances.

### How to use

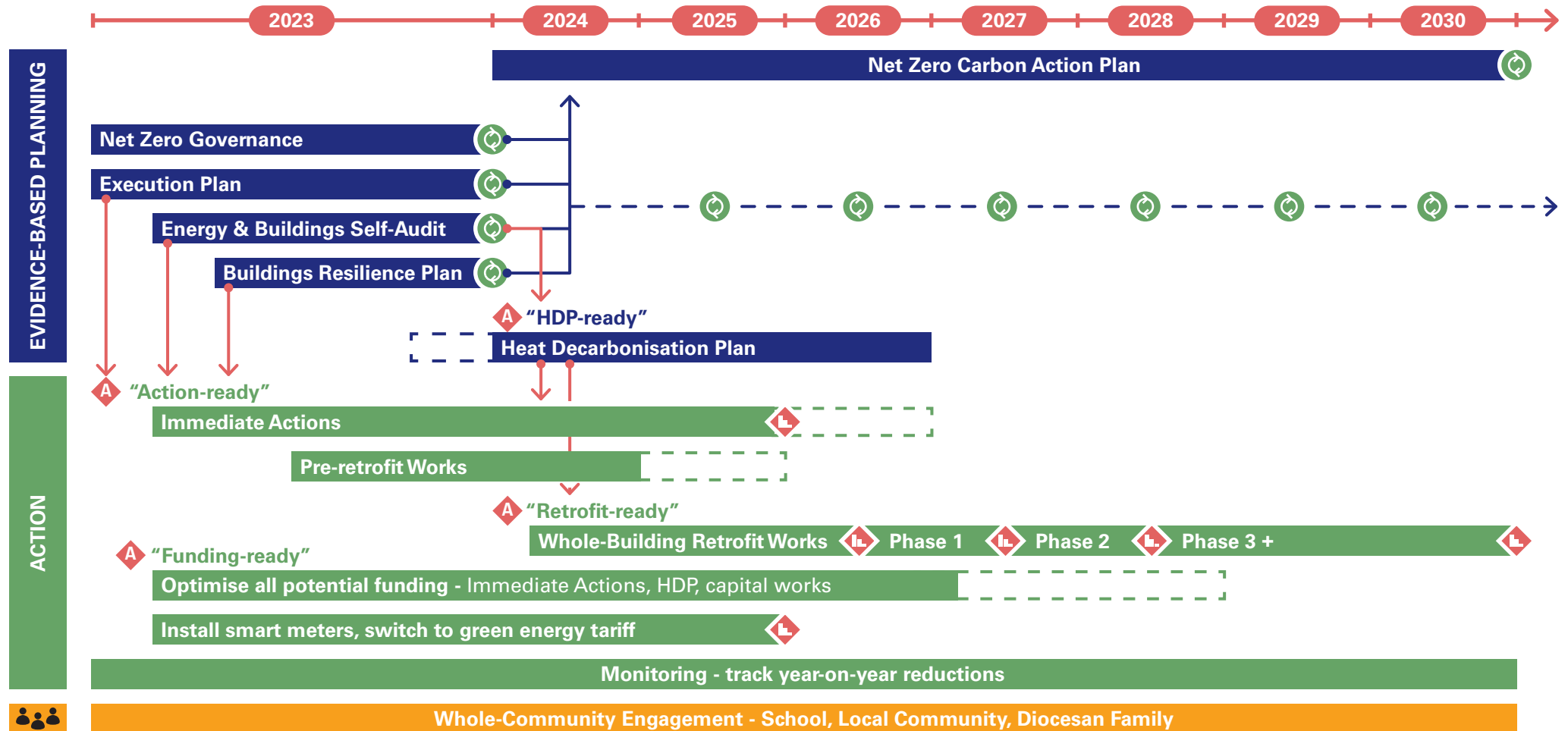
1. Review the plan together with the Glossary before starting to map out your school actions.
2. Familiarise yourself with the Routemap and other related Environment Programme resources designed to complement this document.
3. Involve your **Diocesan Building Officer and Diocesan Environmental Officer**. They may also provide further guidance materials and training.
4. Ensure you have the backing of your **board of governors**.
5. **Start to work through** the initial steps and create your own plan of action.

### Once you're moving forward, don't forget to ...

-  Include your **school community** in planning and action where possible.
-  **Share knowledge** and understanding.
-  **Update annually**, to maintain momentum and to ensure that plans continue to be relevant and known.

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- Key:**
- Update to reflect decisions and action, with annual review
  - Action Milestone
  - Decarbonisation Milestone

**Notes**

This aims to align with language and documents currently used by schools, however your school may need to adapt to your individual circumstances. All schools will need to adapt to future changes.

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## Glossary & Further guidance

### Buildings Resilience Plan

A plan to manage major risks to net zero action (heating systems, electrical load, building fabric) & climate resilience. The Energy & Buildings Self-Audit will help identify risks.

### Energy & Buildings Audit

Essential data collection on your buildings and energy use, for informed planning. A template will help you do an assessment yourself, rather than wait on funding for an external audit. Pupils & teachers can also be involved, to engage the school in understanding buildings, energy use & pathway to zero carbon.

This audit is a core action to: understand current energy efficiency, heating and fabric condition; develop your Immediate Actions, Buildings Resilience Plan & Execution Plan; be prepared for funding streams, facilitate procurement & pricing of your HDP; and supply data for annual governance & reporting.

### Heat Decarbonisation Plan / HDP

A whole-building heat decarbonization plan for school buildings as defined in current Low Carbon Skills Fund (LCSF) scope. If outside LCSF deeper retrofits to reduce demand further can be planned.

### Immediate Actions

The wide range of potential actions which your school can consider acting on straight away, while developing your plans and funding for major capital works. The goal is to help schools identify & act holistically to reduce energy demand & carbon emissions. Immediate Actions can be viewed as:

## Glossary & Further guidance continued ...

**Short Term:** Simple low-cost actions affordable within existing budgets, also called 'Easy Wins', 'Quick Wins', 'Low-hanging fruit'.

**Medium Term:** Minor works or individual measures incurring maintenance or capital cost, but which either qualify within existing school capital funding and/or a relatively short payback period.

### Net Zero Carbon Action Plan / NZCAP

The school's overarching plan across its buildings & operations, in accordance with the Routemap. Key elements are an: Execution Plan, Buildings Resilience Plan, HDP, & your green governance declarations & statements.

### Net Zero Governance

A broad term reflecting important governance activity supporting net zero action. Template declarations & an annual statement should help, demonstrating oversight & implementation of the Routemap.

### Pre-retrofit Preparation Works

Essential building works to get the school estate ready to carry out planned capital works, to resolve any issues or barriers. Also called 'enabling work'.

### Routemap

The Church of England's *Routemap to Net Zero Carbon by 2030*.

### Whole-building Retrofit

A broad term covering all building performance improvements that can be made to existing building fabric and services with the aim of reducing energy and achieving net zero carbon for the building as a whole. Works on

## Glossary & Further guidance continued ...

individual measures should evaluate whole-building implications before going ahead.

### Zero Carbon Execution Plan

A step by step outline guiding you on how to achieve a net zero carbon school by 2030.

## Milestones

### Action-ready

Ready to take all relevant actions, as soon as action is possible.

### Funding-ready

Ready to identify relevant funding or collaborate to develop funding. Understanding your heating systems and buildings, plus identifying and planning your actions, will help you to be "Funding-ready", and to have information to hand to determine eligibility and act rapidly on funding applications.

### HDP-ready

Ready for an HDP. The Energy & Buildings Self-Audit improves readiness to:

- scope and procure, once funded
- improve efficiency and cost of HDP
- do any pre-HDP actions

### Retrofit-ready

Ready to carry out retrofit works, once funding is in place. This entails having a detailed site-specific whole-building HDP, with any feasibility studies & investment grade audits then required. Being Retrofit-ready also indicates completion of any pre-retrofit preparation works needed.