

Environmental Policy

1. Scope of this policy

As a company we are aiming towards reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods.

We are committed to:

- Continuous improvement,
- Recognition of compliance with relevant environmental legislation and approved codes of practice,
- Reducing pollution, emissions and waste
- Reducing the use of energy
- Encouraging our own suppliers to commit in a similar way
- Monitoring of progress on an annual basis
- Involving our own staff raising their awareness and helping them to develop new skills

This policy is available to the public, business partners and staff.

2. Environmental Awareness

We will ensure that all our staff are aware of our environmental policy statement and are committed to its implementation.

We will ensure that environmental matters are discussed at Directors and Office meetings and encourage our staff to participate in our policy.

We will encourage our staff to use / monitor best practice and robust details to minimize the impact of design on the environment.

We will encourage a culture of “Plan - Do - Check - Review”

3. Design

We will consider the following in designs reviewed:

- Site layout and ecology
- Building fabric and insulation
- Heating, lighting and ventilation strategies
- Water use
- Sustainable and recycled materials
- Energy management and metering controls

We comply with the latest guidelines and regulations with regard to energy efficiency.

We will try to ensure that our clients are aware of our commitment towards the environment, to encourage that they purchase recycled materials or materials from sustainable sources.

Our approach to reviewing designs follow similar principles of using less before resorting to the addition of renewable technologies. We consider the waste of materials as well as the energy performance and we endeavour to consider future adaptability to avoid the largest waste of energy - early obsolescence of the completed building.

4. Energy

As a company, we will:

- ensure that lights are switched off when not required.
- try to ensure that the landlord doesn't heat our offices unless necessary.
- try to ensure that our radiator valves are correctly set.
- use low energy light fittings where possible.
- try to ensure that equipment purchased has an Energy rating.
- close windows in cold weather.
- try to ensure that staff turn off their monitors when not in use and set their controls to power shut downs.

As our offices are rented, there is little that we can do to improve the general energy performance of the building, although we have tried to encourage the landlord to invest and purchase utilities from suppliers using alternative sources of fuel.

5. Transport

We have arranged for secure areas for staff cycles.

We review our parking arrangements on a regular basis (at least annually) to minimize the need to bring cars to work.

All staff are encouraged to minimise unnecessary transport through the use of co-ordinated telephone conversations where realistic. Where meetings take place and transport is essential, staff are firstly encouraged to use public transport. If public transport is not an option, then car sharing is considered with other consultants.

6. Waste

As a company, we will:

- aim to reduce or eliminate waste and increase the re-use of materials.
- try to ensure that our purchasing needs are minimized and the packaging is also minimised and recycled.
- discourage the use of disposable catering products and avoid over ordering catering food.
- hold regular stationery amnesties, to ensure drawing pens / pencils are fully used.
- try to ensure that low specification computers are re-used for less demanding jobs.
- endeavour to purchase used products such as desks, if possible.

Our initial approach in terms of environmental operations is simply to use less.

Staff are encouraged to be aware of their use of resources, for example in terms of paper usage the following hierarchy applies:

- Does the document need to be printed?
- If so, can it be printed on scrap paper?

- If scrap paper is not acceptable, can it be printed double sided onto recycled paper?
- If the document is not to be retained then it is collected for recycling by our contracted waste management company.

7. Water

As a company, we will:

- report leaking taps or appliances to our landlord immediately.
- ensure that we do not leave taps running.
- encourage the minimisation of water in kettles.

8. Paper

As a company, we will:

- encourage the use of recycled paper for general use throughout the office. We will always try to ensure that our paper is used on both sides where appropriate
- ensure that draft copies are printed on waste paper first.
- regularly review our contact databases to minimise over production.
- encourage our staff to communicate via e-mail, only printing necessary information.
- encourage the re-use envelopes where appropriate
- collect all unwanted paper and card in recycling bins around the offices.

9. Recycling

As a company, we will:

- always try to ensure that the paper we purchase is from managed sources or has been recycled and ask suppliers this question.
- always try to ensure that our paper is printed on both sides where appropriate.
- provide separate bins for the collection of used paper and card, plastic and aluminium products.
- recycle used toner cartridges.
- ensure that mobile phone batteries are recycled.

All waste paper and cardboard is collected by a waste management company. No commercial recycling facility is available in the city centre for aluminium cans, plastic and glass bottles. However, these are all recycled by appointed staff.

Where applicable, used toner cartridges are returned to manufacturers

1 May 2019

Lee Cantrill

Director

