

## Sustainability and Environmental Management Policy

**bpArchitecture** is a professional consultancy offering a range of services related to the built environment including Architecture, Urban Design, Interior Architecture, Architectural Conservation and External Works services. We also offer Town Planning and Landscape Architecture via linked consultants, and can also offer Quantity Surveying, Structural Engineering and M&E Consultancy as a One Stop Shop when appointed via Framework agreements.

The Practice is an RIBA Chartered practice and as such is committed to compliance with all relevant legal requirements, codes of practice and Code of Professional Conduct policies of both the RIBA, ARB and IHBC.

It is a requirement of the Practice's Professional Indemnity assurance that we abide by the codes of practice and conduct standards of our professional bodies, and that we also check that any sub consultant staff have PI Insurance equivalent to their registered profession, and design responsibility to specific projects.

The Practice is committed to improving Environmental Sustainability and to reducing negative environmental impact and pollution through design and the products it specifies. We aim to work in co-operation with our clients and professional colleagues and by the way it operates and provides its services.

The Practice will take account of relevant interested parties such as regulators, clients, built environment users, employees and the public.

The Practice will set objectives and targets to drive continual improvement and regularly review environmental performance to ensure success.

### **Environmental Responsibility Working within the Construction Sector**

**bpArchitecture** is a professional consultancy offering a range of services related to the built environment including Architecture, Interior Architecture, and Landscape Architecture Services.

We aim to improve Environmental Sustainability and to reduce negative environmental impact and pollution through the products we design and specify. We aim to work in co-operation with our clients and professional colleagues to improve environmental sustainability.

### **Responsibilities in Relation to The Wellbeing of Employees and Visitors**

The company is aware of its responsibilities in relation to the wellbeing of its employees in providing a suitable environment in which to work and operate. This policy reflects the importance of environmental concerns and issues relating to the workplace and the protection and welfare of its employees, visitors and other persons who may be affected.

To ensure that it complies with all statutory requirements, the practice will take steps.

- a) To ensure that effective environmental procedures are developed and maintained within the practice.
- b) To ensure that a positive environmentally responsible safety culture is developed and that each employee understands and recognises their responsibilities.
- c) To ensure that employees are aware of their responsibilities both within the concepts of good safety concerns but also in relation to the protection of the environment within which they work.



- d) To achieve continual improvement in the conditions for employees, visitors and others who may be affected by the company's activities.
- e) To work with employees, suppliers and contractors to minimise environmental impact.
- f) To encourage the protection of the environment and to work within acceptable guidelines to ensure the protection of employees.
- g) To encourage the responsible sourcing of products to reduce environmental impact and, wherever possible, to source materials locally.
- h) To encourage the development of business with local organisations and communities

### Working Environment

We are conscious that the working environment has an effect on the wellbeing of our employees. As such in setting out, purchasing furniture and equipment, selecting premises we consciously consider:- lighting – generally indirect lighting, uplighting and task lighting is preferred where daylight is insufficient, we also select and position furniture in relation to height, depth, surface, reflectance, seating comfort, support and adjustment, VDU screens height adjustment and specification, use of adjustable horizontal window blinds. Use of solar shading both passive and active.

We recognise the necessity of controlling and managing environmental impact through the operation of an Environmental Management System.

### Recycling and Reduction of Waste /Environmental Management Policy

As part of the process of developing our Environmental Management System, the practice has identified that one of the key impacts that we have on the environment is the level of waste stationary items and paper we could potentially generate, based on experience in former practices.

To this end we operate an office wide electronic policy:-

- All documents are to be filed electronically
- No documents will be printed when they arrive by email, PDF or other electronic means unless we absolutely have to.
- We will not actively request paper copies of literature or documents unless we absolutely have to.
- We do not encourage companies to send us transmissions by fax as this would mean printing a document out. We will only use the fax machine if we have no option (ie a company does not have or transmit documents by email). Generally our fax machine is left unplugged to prevent inadvertent use, and spam faxes.
- We will transmit all documents by email wherever possible. Only Quotations, Appointment Documents, Architects Instructions and Other important Certificates will be sent by post. Wherever possible we aim to issue such documents with an electronic signature in PDF via email.
- We will only print drawings for issue where they are needed for Contractual, Tender or Construction reasons, and wherever possible these will be transmitted via PDF and email. This policy is stated in our Terms of Appointment.
- All planning application will be made electronically via the Planning portal.
- Building Control Applications are submitted electronically.
- Wherever possible the paper we print will be recycled either to a paper recycling bin or shredding bin, or used as rough sketch and note paper.
- All paper and other recyclable materials will be recycled via an approved recycling source. We generally use a Local Authority recycling source, segregating our waste to suit local policy.



The use of segregated paper bins throughout the office allows waste to be separated at source. We also have a compost bin for organic waste.

The result of this policy is to significantly reduce the frequency and volume of waste collection.

### Implementation

In working to achieve our objectives, the company will:

- Periodically undertake a review of the policy and update where necessary.
- Monitor and review the environmental impacts of the business.
- Work with all employees to constantly attempt to improve the standards in place.
- Select suppliers and contractors having regard to their own environmental practices wherever possible.
- Educate employees on their safety and environmental responsibilities through suitable training and communication of information.
- Ensure that all employees work in a safe and decent environment with acceptable working conditions suitable to their employment.
- Work in partnership with others to improve environmental conditions and to achieve more sustainable business practices.

The company is committed to ensuring that this policy remains legally compliant and consistent with current practices. It will be subject to regular review and update where necessary.

We aim to drive continual improvement and regularly review environmental performance to ensure success.

We will continuously strive to improve the quality of all that we do. We will ensure that all employees are aware of this policy and provide training for staff to ensure the practice achieves minimum environmental impact.

**bpArchitecture** will ensure that all staff are aware of this policy and the environmental measures staff should undertake on a daily basis to ensure that the practices environmental impact is minimised, together with the impacts of the buildings it designs.

This policy will be made available to its staff via the practice intranet site, and to staff, visitors and clients via a hard copy within our reception and the public via its web site and promotional literature.

On request it will be made available to its clients and the wider community.

### Environmental Management System.

The practice recognises the necessity of controlling and managing environmental impact through the operation of an Environmental Management System.

This will be designed to meet the requirements of BS 8555.

Initially the practice is committed to achieving Level 3 within 12 months but intends to work towards meeting the requirements of BS EN ISO 14001:2004, by the time the practice has been established for three years and can support the financial commitment that formal accreditation entails.

