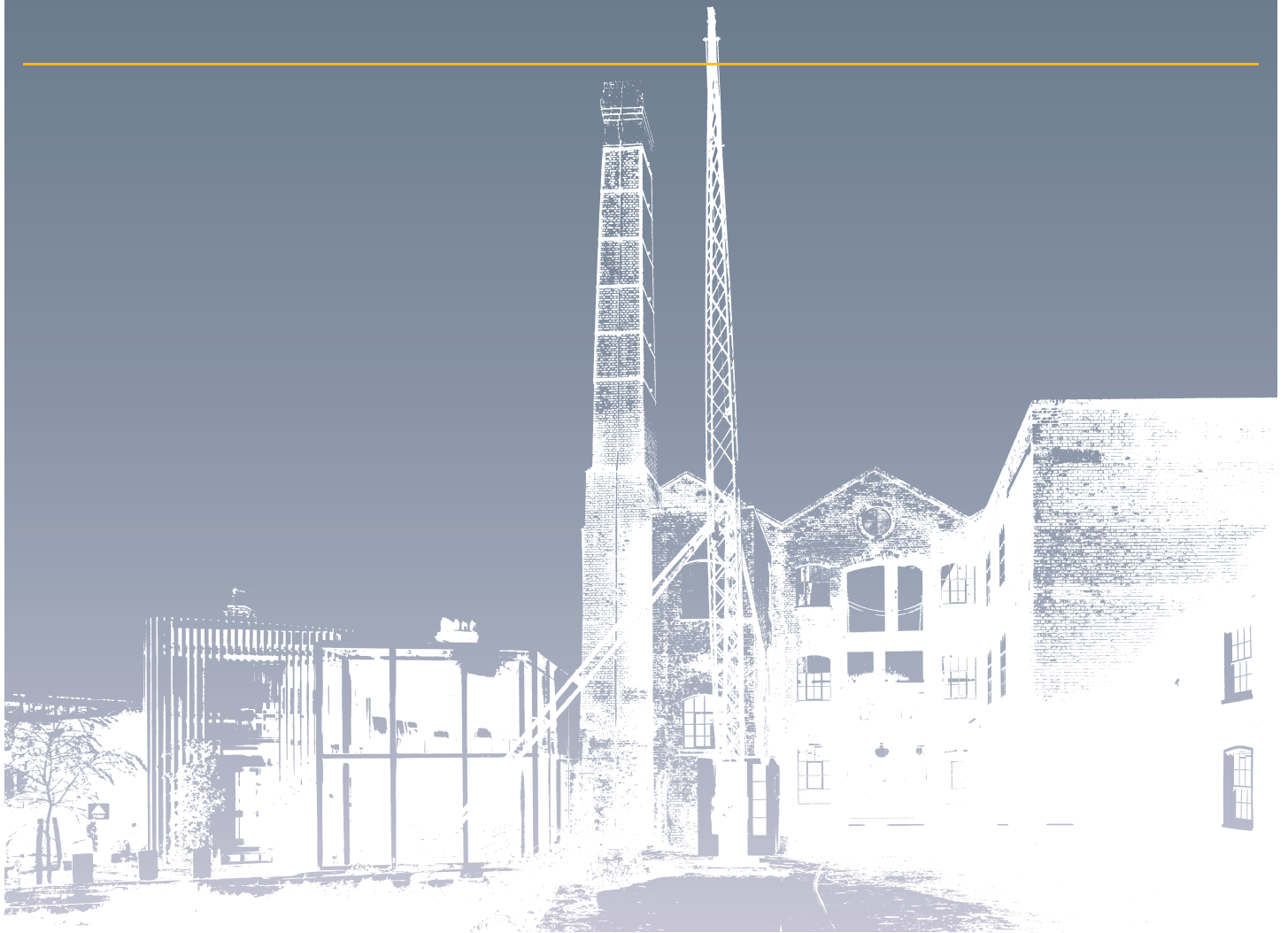




Our Environmental Policy

Pollard Thomas Edwards architects
2009





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1.00 Introduction

Pollard Thomas Edwards architects (PTEa) recognises that we have an impact on the environment, both through the buildings we design and through the way in which we manage our own offices. We believe that demonstration of commitment in the operation of our own offices is very important, and that the lessons learnt there can be replicated in many of the buildings we design. As well as reducing the environmental impact of our own offices the firm recognises that it is able to make a far more significant contribution through the buildings we design.

The directors are committed to improving the company's environmental sustainability performance in both these areas, and have produced this Environmental Policy and supporting Environmental Management System as the initial means of implementation. We recognise the importance of involving all staff in the process of implementing this policy; we will ensure that the policy is displayed in a prominent position, and that staff are aware of its aims and objectives, and how they are expected to deliver them in their day-to-day work.



2.00 Policy aim

The aim of this policy is to ensure that PTEa is responding to environmental pressures and concerns, from both within and outside the company, and is doing so in a positive and proactive manner that achieves gains and benefits not only in environmental performance but also in financial and social terms.

3.00 The policy

Generic issues

PTEa will:

- seek to, and work diligently to, comply with all relevant environmental legislation and prevention of pollution, Government guidelines and relevant codes of practice
- establish environmental standards, codes of practice and procedures of its own where necessary
- undertake to keep abreast of the environmental debate and of progress in environmental best practice, and will seek to ensure that we are able to access all relevant information and guidance; so as to be in a position to implement recognised good practice and continual improvement.

Office issues

PTEa will:

- seek to improve energy efficiency by regularly reviewing existing office management practices, including those of heating and cooling, reviewing the energy efficiency of equipment used, and encouraging staff to be aware of – and implement – the opportunities for saving energy
- endeavour to minimise waste by better specification and procurement, by ensuring maximum use of goods before they are disposed of, and by recycling where possible and appropriate
- endeavour to minimise water consumption
- promote environmental good practice through training and the provision of advice to staff, tenants and clients
- seek to use the most environmentally appropriate materials, equipment and products
- seek to encourage biodiversity in the garden.

Design issues

PTEa will, in consultation with our clients, suppliers and other stakeholders, ensure that the buildings and structures we design, where possible:

- ensure efficient use of energy and water by end users
- use materials in a way that minimises waste
- allow adequate space in buildings to enable end-users to store waste materials for reuse and recycling
- minimise the transport of goods, materials and equipment needed to construct the building or structure
- aim to specify the use of materials for which the environmental whole life impacts or costs are lower than those of alternatives
- endeavour to retain or enhance the biodiversity of any sites for which it is designing buildings or structures
- respect the built environment of any site or structures present on any site in which it has an involvement
- seek to gain a local community views about the design of schemes for which it is responsible.



4.00 Implementation

PTEa is committed to implementing this policy throughout its business by the application of our Environmental Management System (EMS), which incorporates appropriate targets, objectives, standards, and procedures and which is regularly reviewed and revised.

5.00 Continual improvement and development

PTEa is committed to continual improvement in the company's environmental performance. The directors review this performance at least annually, and this policy statement will be reviewed regularly.

As part of the process of continual improvement PTEa is now working to achieve ISO 14001 registration in April 2009.

6.00 Action plan

The following action plan outlines how PTEa implements our Environmental Policy, and achieves our goal of improved environmental performance year-on-year.

A1 Roles and responsibilities

The director with overall responsibility for the implementation of the Environmental Policy is Judith Marshall who will review the way it is incorporated into our design of buildings.

The General Manager is responsible for taking care of green issues relating to Diespeker Wharf.

All members of staff have their own responsibility for ensuring that this Environmental Policy is implemented through their work for PTEa.

A2 Design Issues

- 1. Project procedures**
An Environmental Checklist has been drawn up to ensure that the full range of PTEa's impacts on the environment are understood and that directors and project architects consider the relevant issues at key stages during the design of all our buildings.
- 2. Legal and other requirements**
A register of environmental legislation and regulation appropriate to all PTEa's activities and services has been established, and procedures laid down for keeping the register up to date.
- 3. Objectives and targets**
Specific Aims is a list of targets which have been prioritised because they have a significant environmental impact and because they are both appropriate to the majority of the company's work and realistic.
- 4. Training and Monitoring**
The Environmental Management System (EMS) sets out the training and monitoring procedures.

A3 Office Issues

- 1.** PTEa will seek to reduce paper consumption by the promotion of recycling and by setting measurable targets to be monitored, as set out in the Office Systems Green Strategy.
- 2.** PTEa will purchase recycled paper where possible.
- 3.** PTEa will consider options to reduce energy and water consumption in the building.
- 4.** PTEa will recognise the needs of particular species of local fauna and flora and consider opportunities to encourage natural diversity in the garden.

A4 Training

PTEa will continue to institute a programme of environmental training that will involve all staff members relevant to the subject of each event. This training programme will be supported by staff seminars and workshops. The directors will encourage the formation of small groups of staff to consider and progress action on specific environmental issues.

A5 Communication

The practice has procedures for ensuring the effective communication and implementation of the PTEa Environmental Policy and action plan:

- throughout the organisation
- for responding to relevant communication from third parties.

A6 Document control

Procedures have been established and maintained for controlling all documents associated with this action plan.