

Environmental Policy and Management System



ENVIRONMENTAL POLICY AND MANAGEMENT SYSTEM

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Policy Review Table

Review Year	2016	2017	2018		
Frequency: (12 months)	✓	✓	6 Months		
Date:	01/07/2016	01/07/2017	01/01/2018		
By (Initials):	KJR	KJR	KJR/DEJR		

Environmental Policy and Management System

This Environmental Policy and Management System is based on the requirements of ISO 14001:2015.

T.A.D. Architects has earned respect as an efficient and conscientious architectural practice who willingly accepts its obligations, and will:

- a) abide by legal obligations
- b) promote environmental awareness within the Company, its employees (directly or indirectly employed) and all other parties working alongside the Company on external projects, particularly clients
- c) promote systems to reduce the environmental impact of all Company operations, whether office, design and site-based
- d) provide adequate resources to enable the obligations to be met
- e) commit to the prevention of pollution through a programme of continual improvement, specifically protecting the environment, with reference to aspects of work activities that are environmentally significant and will comply with all relevant environmental legislation and, where reasonable, exceed their requirements. In addition, due consideration will be taken of other standards; e.g. compliance and support with identified, applicable NHS standards, Codes of Practice, British Standards, industry best practice and where none exist, we will set our own.
- f) Ensure Environmental matters will be integrated into, and considered, in business decisions throughout the Company, in particular, the identified significant aspects and impacts through the use of products, materials, equipment and natural resources from purchase to disposal. The aim of the Company is to prevent and / or reduce pollution from our activities and minimise waste

and consider environmental criteria in design, improving processes and technical developments. T.A.D. Architects shall also specifically aim to minimise the environmental impact, for the life cycle; (including disposal), of equipment, and other physical assets under their control.

- g) We will commit to setting and monitoring environmental objectives.
- h) Ensure employees will be made aware of their environmental responsibilities relative to their position within the Company. Accordingly, measurable objectives, including targets and timescales, will be set and reviewed for continual improvement across T.A.D. Architects.
- i) Encourage the participation of employees because they are key to the success of the company's environmental performance and continual improvement. Therefore, the views of all are welcomed and encouraged which will improve systems, business performance, and compliance with legal, industry, Company and other standards.
- j) Ensure appropriate training, instruction and information will be provided to employees, as required, including suitable information to customers, sub-contractors and other stakeholders when implementing objectives and raising general awareness.
- k) Ensure adequate resources will be provisioned for in order to enable the obligations to be met.
- l) Ensure this policy will be made available to clients and interested parties upon request and will be reviewed annually.

The Environmental Policy and Management System is reviewed annually and circulated to all personnel as strictly **controlled documents**; amendments may be instigated and circulated as necessary within the framework of Company document control systems should changing Company or legislative circumstances dictate.

Achievement is monitored throughout the year by means of regular audits undertaken by internal personnel or the Company's Health & Safety Consultants.

Individual Responsibilities

It is the responsibility of the Directors and management at all levels to ensure that environmental requirements receive adequate consideration and resources, and to set a personal example.

All employees are expected to fully co-operate with management, nominated consultants and the enforcing agencies to enable the implementation of the Company Environmental Policy and legal responsibilities.

Director Responsible for Environmental Matters

Responsibility to ensure that:

- All necessary resources are made available to enable all Directors and Managers to carry out their functions effectively and with due regard for provisions of this Policy

Environmental Co-ordinator

The Environmental Co-ordinator is nominated from within existing T.A.D. Architects personnel to assist the Director for Environment with the day-to-day execution of his responsibilities within the Environmental Management System.

Accordingly, the Environmental Co-ordinator undertakes the following duties without assuming overall responsibility (which remains with the Director for Environment)

To ensure that:

- The Company complies with all relevant UK legislation – refer to the Environmental Register of Regulations at the end of this document
- The Company receives adequate advice and guidance to enable the Register to remain current and procedures to include best practice
- All necessary actions and interactions with other parties (particularly clients) are undertaken to enable the requirements of the Environmental Management System's current legislative duties, and the prevention of environmental damage (both in the short and long term, office and project-related) to be met so far as is reasonably practicable
- To encourage innovation and recycling, and the use of recycled and/or sustainable materials as appropriate
- The Environmental Management System is reviewed in its entirety at least annually (and intermittently as necessary)
- The Environmental Management System is circulated to all personnel in relevant forms, and sufficient training provided to ensure complete understanding of roles and responsibilities
- Adequate training (including project-specific as necessary) is given to all Company personnel – directly or indirectly employed – to ensure understanding and compliance with the Environmental Management System and current legislation
- Adequate monitoring is undertaken and discipline procedures enforced to uphold principles of this Environmental Policy and Management System in general
- There are efficient emergency procedures established throughout Company operations, particularly liaison as necessary with the Client and other enforcement bodies (as appropriate) to report, investigate and establish causes, effects and improvements as a result of environmental incidents or non-compliances
- Environmental information is produced to promote in-depth discussion throughout management concerning relevant issues and to identify target areas for further improvement

Project Directors

Responsibility to ensure that:

- Procedures and systems laid down in the Environmental Management System are implemented
- There is sufficient awareness of these procedures and personal responsibilities by Managers and all other employees (including sub-contract and indirect employees) under his control
- Adequate and appropriate consideration is given to environmental issues during tenders/bids, planning and execution of projects and all other Company operations
- Recycling and use of recycled and/or sustainable materials is encouraged as appropriate

- Sufficient personnel and equipment is requested and authorised to enable environmental procedures and considerations to be adequately addressed; the Environmental Co-ordinator is informed when resources fall short of adequate
- Any necessary documentation is distributed to client, principal contractor, and any other legitimate party before, during or following completion of the project
- Emergency procedures and contact telephone numbers are made available and displayed at each work location
- There is prompt reporting, investigation and monitoring of all environmental incidents or non-compliances to the Environmental Co-ordinator and client and/or enforcing agencies as appropriate; action is taken as appropriate to prevent a recurrence
- A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment so far as reasonably possible given the considerations necessary to complete the project and deliver the finished produce required by the Client

Project Architects and Office Managers

Responsibility to ensure that:

- The Environmental Management System is read, understood and followed throughout the Company's operations; the Director for Environment and/or Environmental Co-ordinator is contacted for further advice or guidance should circumstances compromise adherence
- Any local environmental restrictions or controls as laid down by the Client or local Conditions of Control are understood and adhered to, and liaison is established with local bodies as necessary
- There is sufficient awareness, instruction (project-specific if necessary) and supervision to ensure that these procedures and personal responsibilities are complied with by all personnel, directly or indirectly employed
- Enforcement or disciplinary measures are established and used as appropriate for non-compliance by employees (indirect employees)
- Co-operation and co-ordination is achieved between the Company and other parties associated with Company operations, particularly clients
- Sufficient resources (including time, personnel, finance and equipment) is being used to enable operations to be carried out efficiently and with least risk to the environment, in both the short and long term; the Director for Environment and/or Environmental Co-ordinator is informed when resources fall short of adequate
- All plant and equipment used within Company operations (whether directly or indirectly brought in) is checked regularly, and deemed safe, efficient and properly maintained; all defective or below-standard plant and equipment is removed from use immediately pending replacement or repair.
- The Director for Environment and/or Environmental Co-ordinator is notified of any situation compromising the high standards of environmental compliance expected by the Environmental Management System

- The Company will not be responsible for disturbing any aspect of the environment any more than absolutely necessary to enable the project to be undertaken
- All necessary environmental documentation is obtained, completed and filed as necessary, and the Environmental Co-ordinator is furnished with all appropriate or requested documentation in a timely manner
- Emergency procedures are established, including appropriate contact telephone numbers displayed at each work location
- The Director for Environment and/or Environmental Co-ordinator is notified immediately in the event of an incident or non-compliance, and suitable action taken to prevent recurrence
- Prompt and efficient action is taken to rectify any recommendations or notices served by an auditor, inspector or other environmental enforcement body
- A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment so far as is reasonably possible given the considerations necessary to complete the project and/or manage the office

All Other Employees (Directly and Indirectly Employed)

Responsibility to ensure that:

- All training and instructions relating to this Environmental Policy and Management System in general are understood and followed throughout Company operations; the Environmental Co-ordinator is contacted for further advice or guidance if it is felt there has been insufficient understanding or training, or procedures require modification.
- Under no circumstances is it permitted for employees to ignore environmental procedures without discussion with the Environmental Co-ordinator
- Full co-operation is expected and shall be given by all employees to assist the Company in carrying out its duties under this Environmental Policy and Management System and all applicable environmental legislation; non-compliance may result in disciplinary measures against the individual
- No employee should be responsible for disturbing any aspect of the environment any more than absolutely necessary to enable the project to be undertaken
- Only undamaged and fully functional plant and equipment is used at all work locations; any damaged or defective plant or equipment is withdrawn from use immediately and reported to the Project or Office Manager, particularly that which may result in spillage or leakage
- All environmental incidents or non-compliances of any nature are reported immediately to the Director for Environment or Environmental Co-ordinator; all related work to cease immediately pending further instruction from the Director for Environment or Environmental Co-ordinator.
- Any adverse or potentially damaging conditions or non-compliance with environmental procedures are reported to Director for Environment or Environmental Co-ordinator immediately, even if there is no immediate risk.
- A personal example is set to others, including the adoption of a responsible and caring attitude towards the environment so far as reasonably possible given the considerations necessary to complete the project and/or manage the office

Signature of Person Responsible for Policy

Name: Kevin J Rayworth

Position: Managing Director

Signed: -----

Date: 01 January 2018