

# Environmental & Sustainability Policy Statement

Design Engine Architects understand the impacts that the practice could have upon the environment during the course of our work. We are committed to achieving good environmental performance at all times, regardless of the size or type of work that we undertake, which means:

- Designing and delivering projects to BREEAM level “Excellent” and to the equivalent of Code for Sustainable Homes level 5 (in the case of housing projects) unless required otherwise by the client.
- Assessing our environmental impacts for significance and implementing an Environmental Management System to manage those impacts;
- Developing objectives and targets annually to manage our environmental impacts and implementing site practices based upon these objectives;
- Complying with all relevant legal requirements and other requirements such as industry standards. We also look to work in accordance with accepted best practice and implement solutions to improve the environments we operate in;
- Preventing pollution that arises from our activities or those we operate with. We seek to minimise the impacts of our operations on the environmental and local community, in particular those impacts associated with noise, dust, vibration and public nuisance;
- Maintaining commitment from our staff and partners to reduce environmental impacts. We will provide training to those having an influence or control on environmental control measures, and in addition raise awareness across our business, encouraging others to come forward with new ideas;
- Monitoring our works and measuring performance. We are committed to ensuring that controls set down in our working procedures are implemented at the operational interface;
- Identifying opportunities for continually improving our methods and materials in order to reduce both environmental impacts and to improve our expenditure. We recognise that there is room for improvement in all of our operations;
- Implementing changes to our system and applying new innovations to realise identified improvements.

The Practice will, to support this policy, operate an Environmental Management System developed to meet the requirements of International Standard BS EN ISO 14001:2004

The Directors have made a commitment to review and improve all practices within the organisation, in line with the requirements of ISO 14001:2004. Design Engine Architects will ensure that legislative compliance is maintained at all times. Ensuring good environmental practice is promoted throughout the business.



**Rodney Graham**  
Director responsible for Environmental Policy

## **SUSTAINABILITY STATEMENT**

### **Introduction**

Design Engine Architects recognises that buildings have an enormous impact on the environment. The practice recognises this impact and accepts its responsibilities to the environment in pursuit of its own business activities and in the professional advice given to clients.

We recognise our responsibility to promote the sustainable use of the world's valuable natural resources.

### **Statement**

Design Engine Architects will pursue policies, practices and design solutions to help create a more sustainable environment. The contribution of all members of the Practice is considered to be essential to the achievement of improved sustainability and environmental performance.

The practice is committed to briefing the client on sustainable and environmental issues and working to enhance the quality of the built environment.

### **Objectives**

We have developed Sustainable Design Aspirations based on the following key sustainable priorities, which are aligned with government principles. By applying these principles it helps us to manage our environmental, social and economic responsibilities and bring added-value to our clients.

- Sustainable site planning including reducing the impact on ecology
- Water efficiency
- Minimising energy use
- Specifying sustainable materials and reducing waste.
- Improving the quality of the internal and external environments

This Policy is a working document, which reflects the current practice with regard to sustainability and environmental issues; it is reviewed annually to reflect current initiatives.

All directors and staff are expected to follow the guidelines and to contribute to their development and implementation. The Practice aims to continuously improve its environmental performance.

## SUSTAINABILITY STATEMENT DESIGN ASPIRATIONS

### Sustainable Site Planning

- Consider building location and orientation
- Consider the density of the development and connections to the local community
- Encourage use of sustainable transport through provision of appropriate facilities such as good cycle storage and provision of changing facilities/showering etc.
- Protect existing trees and habitat and consider setting aside wildlife areas for the future
- Considered design of open space to improve amenity.
- Encourage the use of SUDS where possible and reduce the areas of hard impermeable paving.
- Consider light pollution from the site when considering/affecting lighting design.
- Minimise water run off by limiting the extent of 'hard' landscaping
- Consider the use of ponds/ lakes to improve amenity.
- Be aware of the pollution likely to be produced from building operations. Find out about local watercourses and make the contractor aware of chemical pollution i.e. run off from compound, etc
- Limit extent of the construction site; protect existing trees and areas of site not used directly by the contractor/ finished development
- Create external environments with both visual and environmental benefits e.g. deciduous trees for summer shading
- Developments should invest in landscaping, environmental amenity and respect neighbouring sites.
- Ensure space is available for the collection and recycling of waste

### Sustainable Use of Water

- Water efficient soft landscaping. Use low maintenance design and drought resistant species.
- Reduce use of water by considering rainwater harvesting and grey water systems.
- Reduce the need for water by incorporating low water usage appliances.

### Energy Use

- Maximise the use of natural daylighting and positive solar gain.
- Make best use of passive strategies such as thermal mass and solar shading.
- Exploit the potential for natural ventilation
- Avoid air-conditioning where possible
- Exceed insulation standards required by Building Regulations
- Specify low energy lighting
- Encourage and support the client in the use of renewable energy.

### Sustainable Materials and Minimising Waste

- Where possible exploit the potential of existing buildings / structures on site
- Designers should aim for 'lean' construction by avoiding over-specification
- Make best use of possible re-cycled building materials
- Consider using building materials/forms of construction that lend themselves to re-use once the building is obsolete
- Consider the cost/energy consumption of construction, e.g. excessive excavation/ removal of spoil from site, transport energy, etc
- Use sustainable materials with embodied energy (See Green Building handbook in Technical for material energy advice).
- Avoid ozone-depleting chemicals in manufacture and operation of the building
- Ensure that wherever possible timber is obtained from sustainable sources as set out by CITES (Commission on Independent Trade in Endangered Species) The government have confirmed through DEFRA that four certification schemes demonstrate timber and wood products come from legal and sustainable sources. These are:
  - FSC - Forest Stewardship Council
  - CSA - Canadian Standards Association
  - PEFC- Programme for Endorsement of Forest Certification schemes
  - SFI- North American Sustainable Forest Initiative

### Indoor Environmental Quality

- Controllable and flexible natural ventilation- a range of window sizes and opening options available to users.
  - Maximise the use of low VOC emitting materials – Areas where you might look for alternatives are adhesives, sealants, paints, carpets and smooth sheet flooring and composite wood products.
  - Controllability of natural and artificial lighting (eg blinds and switching)
  - Maximise both daylight and views within the building.
- Avoid overheating through solar gain (consider brise-soliel)

## **ENVIRONMENTAL MANAGEMENT STATEMENT**

### **Introduction**

Design Engine Architects recognises that its business activities have an impact on the environment. The practice recognises this impact and accepts its responsibilities to reduce the negative impact of these activities on the environment.

### **Process**

The practice will pursue policies to reduce its negative impact on the environment. The contribution of all members of the practice is considered to be essential to the achievement of improved environmental performance.

#### **The Company is committed to:**

- Continuous improvement.
- Education of employees in environmental issues and the effect of our activities on the environment.
- The monitoring of progress and the regular review of environmental performance.
- Recognition of relevant environmental legislation as a minimum standard.

#### **Objectives**

The practice's overall environmental objectives can be summarised as: -

- Reduce carbon emissions from transport
- Increase recycling
- Minimise waste
- Minimise use of water
- Minimise use of energy for heating, lighting and office equipment
- Use biodegradable chemicals
- Source sustainable products for office fixtures and fittings

The Policy is a working document, which reflects the current practice with regard to environmental issues; it is reviewed annually to reflect current initiatives. All directors and staff are expected to follow the guidelines and to contribute to their development and implementation. The practice aims to continuously improve its environmental performance. This Policy is a published document and forms the basis for our Environmental Management System.



**Rodney Graham**

Director

## **Process**

- **Continuous improvement**

- Undertake to improve performance in each of the objective areas.

- **Education of employees**

- Undertake environment training as part of our training policy.

- **The monitoring of progress**

- Undertake an annual review of performance in each of the objective areas.

- **Recognition of relevant environmental legislation as a minimum standard**

- Monitor environmental legislation and record required performance to ensure it is being met.

## **Objectives**

- **Reduce carbon emissions from transport**

- Encourage cycling, car sharing and use of public transport for journeys to and from work and site
- Carbon offsetting for business flights.

- **Increase recycling**

- Recycle paper, cardboard, plastic, glass, metal, batteries, toner cartridges.

- **Minimise waste**

- Reduce the use of disposable commodities e.g. paper plates, cups, excessive paper copying.

- **Minimise use of water**

- Offices to reduce WC cistern capacities.

- **Minimise use of energy for heating, lighting and office equipment**

- Implement emerging efficiency measures for premises including turning off equipment at night, improving efficiency of heating systems, increasing insulation.

- **Use biodegradable chemicals**

- Cleaning materials to be sourced which have low impact on the environment.

- **Source sustainable products for office fixtures and fittings.**

- Consider environmental impact of purchases such as paper, paint, carpet, chairs, desks etc and choose less damaging products.

## ENVIRONMENTAL MANAGEMENT STATEMENT AUDIT

### Introduction

In line with the requirements of our Environmental Management Policy Design Engine Architects Limited will undertake to monitor performance in realising the objectives stated in our policy.

The audit process makes recommendations for increased performance in relation the Environmental Management Policy Specific Actions and monitors the success of the past period in meeting those recommendations.

### Specific Actions

#### Process

##### **• Continuous improvement**

- Undertake to improve performance in each of the objective areas.

*Current Period – Move from 2no. separated office spaces to single studios (refurbished workshops). Carry out audit and publish on intranet with completion by 1<sup>st</sup> September 2011. Join and participate in WINACC activities. Sign up to WINACC Pledge to undertake Carbon Footprint of practice within 6 months of joining.*

*Future Actions – Next audit 1<sup>st</sup> October 2012.*

##### **• Education of employees**

- Undertake environment training as part of our training policy.

*Current Period – Policy explained to all staff at Feedback in September 2010. Undertake training of 2 no. members of staff to become Code for Sustainable Homes Assessors before 2011.*

*Future Actions – Refresh staff knowledge of policy and audit. Email to all staff with link to intranet.*

##### **• The monitoring of progress**

- Undertake an annual review of performance in each of the objective areas.

*Current Period – Carry out audit and publish on intranet.*

*Future Actions – Next audit 8<sup>th</sup> October 2011.*

##### **• Recognition of relevant environmental legislation as a minimum standard**

- Monitor environmental legislation and record required performance to ensure it is being met.

*Current Period – Director in Charge to monitor legislation – Currently no systematic approach.*

*Future Actions – Create systematic approach to monitoring legislation and implement.*

### Objectives

##### **• Reduce carbon emissions from transport**

- Encourage cycling, car sharing and use of public transport for journeys to and from work and site. Alternatives to flying to be given priority.

*Current Period – Bike Purchase Scheme implemented.*

*Future Actions – Distribute information on car sharing, bike routes and public transport to partners and staff. Improve cycle storage facilities at work. Implement cycle mileage scheme associated with travel for work activity. Withdraw opportunity for staff parking at offices and promote train use with purchase of Network Railcard for those staff committed to train use.*

##### **• Increase recycling**

- Recycle paper, cardboard, plastic, glass, metal, batteries, toner cartridges.

*Current Period – Paper, cardboard, plastic, glass, metal, batteries, toner cartridges all recycled. Calculation of % recycling currently under way.*

*Future Actions – Studio monitors, responsible for maintaining high levels of recycling to be nominated. Identify alternative products to those where packaging cannot be recycled.*

##### **• Minimise waste**

- Reduce the use of disposable commodities e.g. paper plates, cups, excessive paper copying.

*Current Period – Contract with local company providing made-to-order sandwiches delivered on re-useable platters for large meetings etc. instead of pre-packaged sandwiches.*

*Future Actions – Remove plastic cups for drinking water. Reliance on washable glassware only.*

- Minimise use of water**

- Offices to reduce WC cistern capacities.
- Removal of pre-bottled delivered potable water contract.

*Current Period – Sensor flow taps introduced to wc basins. Short-flush cisterns.*

*Actions – Break existing contract on delivered pre-bottled potable water.*

- Minimise use of energy for heating, lighting and office equipment**

- Implement emerging efficiency measures for premises including turning off equipment at night, improving efficiency of heating systems, increasing insulation.

*Current Period – New gas-efficient heating boilers fitted. All lighting on movement sensors (PIR). All radiators thermostatically controlled. Room air temperature thermostats included. Blown cavity insulation to walls (Green Guide Rated B). New double glazed screens and doors to ground floor.*

*Future Actions – Identify studio monitors to ensure electrical equipment is not left on standby. Undertake re-roof of studios to significantly increase thermal insulation.*

- Use biodegradable chemicals**

- Cleaning materials to be sourced which have low impact on the environment.

*Current Period – No actions taken in last period.*

*Future Actions – Director in Charge to discuss with cleaning company.*

- Source sustainable products for office fixtures and fittings**

- Consider environmental impact of purchases such as paper, paint, carpet, chairs, desks etc and choose less damaging products.

*Current Period – Administrative staff undertaking full audit of all product supply chains for further consideration.*

*Future Actions – Director in Charge to develop schedule of products with more sustainable options identified. Establish original sources of products and try to buy more locally from source.*