

## **ENVIRONMENTAL POLICY JULY 2019**

As a firm of Landscape Architects, Arboriculturists and Ecologists working in the environmental realm we must follow as closely as possible a sound environmental policy. This extends from being mindful of the most environmentally friendly approach to design solutions, through to following an environmentally friendly course of action in the office.

We regard the protection of the environment and the minimisation of environmental impact to be a major consideration in the course of our work. Design and implementation activities can have a significant impact on the environment. We endeavour to identify solutions that are sustainable and provide environmental enhancement. Our services are performed in a manner that satisfies client's needs, environmental protection, relevant standards and prevailing statutory requirements.

### **Key Objectives**

Our key environmental objectives are to:

- meet and where appropriate exceed all relevant legislation and standards;
- incorporate environmental considerations into our business decisions;
- pursue a policy aimed at pollution prevention, minimising environmental impact and maximising opportunities for environmental enhancement;
- develop an environmentally aware workforce, to achieve our environmental standards;
- promote sustainability and reduce waste through the sustainable use of resources energy conservation, recycling and effective management systems; and,
- set and review specific objectives and targets to drive continuous improvement throughout JBA.

## Implementation of Objectives

The following actions are how we intend to meet the key objectives and improve our environmental credentials:

Aim	Current Situation	Further Work
<b>PAPER</b>		
We will minimise the use of paper in the office.	We send documents and drawings by email rather than post where appropriate. We only print off information where absolutely necessary. We maintain a digital library as well as a paper library.	Extend the digital library, especially in regards to supplier's information and slowly reduce the paper library to only books unavailable in a digital format.
We will reduce packaging as much as possible.	We do not normally have to package up goods as we provide a service, but where this is necessary (i.e. sending drawing packages) we limit the amount to an appropriate level.	No further work is necessary apart from sustaining the existing situation.
We will seek to buy recycled and recyclable paper products.	We buy mainly recycled paper in the office, where this is appropriate.	Only buy re-cycled paper. However, this is partly dependant on the quality of recycled paper available.
We will reuse and recycle all paper where possible.	We have special paper bins in the office so this can be taken to be recycled. We also reuse paper as notepads.	No further work is necessary apart from sustaining the existing situation.

## ENERGY AND WATER

We will seek to reduce the amount of energy used as much as possible.

We try and use as little energy as possible, and rely on natural ventilation as much as possible within the constraints of the building and we use low energy light bulbs where appropriate. We also keep out draughts where possible.

Continue to seek improvements in our use of energy efficient sources

Lights and electrical equipment will be switched off when not in use.

We have directed all TM's to switch off computers, printers, lights and other electrical equipment when not in use and at the end of the working day.

No further work is necessary apart from sustaining the existing situation.

Heating will be adjusted with energy consumption in mind.

We keep heating down to a minimum where possible and rooms only used on a temporary basis are only heated when required. Heaters (and electrical goods) are serviced on a regular basis.

No further work is necessary apart from sustaining the existing situation.

The energy consumption and efficiency of new products will be taken into account when purchasing.

When purchasing new products recently, we have been considering the energy consumption and efficiency, for example the kettle, microwave and new computers and monitors etc.

No further work is necessary apart from sustaining the existing situation.

## OFFICE SUPPLIES

We will evaluate if the need can be met in another way.	We assess whether the product is actually needed (also for cost purposes).	No further work is necessary apart from sustaining the existing situation.
We will evaluate if renting/sharing is an option before purchasing equipment.	At the moment there are no relevant tenants in our building and it is therefore difficult to consider sharing at this point in time.	We will always investigate leasing equipment and we shall re-assess the situation if our circumstances change.
We will evaluate the environmental impact of any new products we intend to purchase.	This is a consideration with new purchases.	No further work is necessary apart from sustaining the existing situation.
We will seek to buy more environmentally friendly and efficient products.	This is a consideration with new purchases.	No further work is necessary apart from sustaining the existing situation.
We will reuse and recycle everything we are able to.	We look to recycle where possible within the office, rather than buying new.	No further work is necessary apart from sustaining the existing situation.

## TRANSPORTATION

<p>We will reduce the need to travel, restricting to necessity trips only.</p>	<p>It is difficult for us to restrict travel as the nature of our work requires us to visit sites around the country. However, we do try to focus most of our time on obtaining work in our region.</p>	<p>No further work is necessary apart from sustaining the existing situation.</p>
<p>We will promote the use of travel alternatives such as e-mail or video/phone conferencing.</p>	<p>Where possible we look to replace visits with email and telephone correspondence.</p>	<p>Research the use of better remote video/telephone conferencing facilities.</p>
<p>We will make additional efforts to accommodate the needs of those using public transport or bicycles.</p>	<p>The office is centrally located in Lavenham. There is space to park cars and bicycles at the. We promote lift sharing where possible.</p>	<p>We will investigate installing secure bike parking and the governments Cycle share scheme. We shall also consider shower/changing facilities and look for other schemes and methods in which we can encourage the use of green transport.</p>
<p>We use pool cars and maintain them rigorously.</p>	<p>We currently have 3 pool cars.</p>	<p>For any new pool car or van leased or purchased we will ensure that it has the lowest emissions possible within our buying criteria.</p>

## MAINTENANCE AND CLEANING

Cleaning materials will be as environmentally friendly as possible.

Our cleaners currently supply their own products.

We shall endeavor encourage them to eliminate all products which are not environmentally friendly.

Materials used in office refurbishment will be as environmentally friendly as possible.

We try to purchase high quality materials where possible to ensure that they are long lasting. This is also more cost effective in the long term. We also minimise the use of disposable items.

We shall keep up-to-date with environmental solutions and question suppliers on their environmental credentials and products.

We will only use licensed and appropriate organisations to dispose of waste.

We have dedicated recycling bins which are taken to the local recycling centre. Other waste is collected by local approved service providers.

No further work is necessary apart from sustaining the existing situation.

## DESIGN

Ensure that our designs are as environmentally sustainable as possible.

A consideration of all of our projects is the sourcing of local materials and resources. We also look for sustainable solutions and promote the use of SUDs, ecological features and sustainably sourced materials. We also advise on ecology and landscape for BREEAM.

We provide TM training (internally and externally) in sustainable landscape methods, for example SUDs, green roofs, reed beds, ecological enhancements etc.

## MONITORING AND IMPROVEMENT

Comply with and exceed all relevant regulatory requirements.	At each annual renewal date we shall check that we are still complying with relevant requirements.	Maintain annual checks.
Continually improve and monitor environmental performance.	At each annual renewal date we shall check that the current situation has been maintained and further work has been carried out and targets met. We shall also look to see how further improvements can be made.	Maintain monitoring on an annual basis.
Increase TM awareness and training.	We organise internal and external training to increase the TM's knowledge and awareness of sustainable solutions. For example, SUDs is a current priority.	We shall identify useful courses and training opportunities.

## CULTURE

We will involve TM's in the implementation of this policy, for greater commitment and improved performance.	We engage the TM's in environmental decisions and ask for their input. We want to ensure that TM are involved with this process and are able to suggest improvements.	At the next annual review we could look to meet with TM's to discuss their thoughts and ideas.
We will update this policy annually in consultation with TM's and other stakeholders where necessary.	This policy is updated annually to encompass changes in our circumstances and improvements to sustainable technologies.	No further work is necessary apart from sustaining the existing situation.

We will work with suppliers, contractors and sub-contractors to improve their environmental performance.

We shall promote sustainable practices within JBA and amongst our clients, co-consultants, contractors and suppliers. This can be achieved through asking questions, obtaining information and understanding and passing on the benefits.

No further work is necessary apart from sustaining the existing situation.

Signed: \_\_\_\_\_



**James Blake**  
**Chairman**  
**31 July 2018**

Next review: 30 July 2019



