

Burwell Architects
Environmental Policy
Version 12
20th March 2023

Version	Date	By	Notes:
1	Dec 2011	EA	First version
2	Feb 2013	EA	Edited and signed
3	Dec 2013	EA/NB	Updated and signed
4	Dec 2014	EA/NB	Updated and signed
5	May 2016	RM/SP/NB	Reviewed for 2016 and signed
6	May 2017	RM/SP/NB	Reviewed for 2017 and signed
7	May 2018	RM/SP/ND	Reviewed for 2018 and signed
8	Jan 2019	CL/HM	Updated to reflect change in ownership and to company name change
9	April 2020	CL/HM	Updated to incorporate the increased use of video conference calling, offsetting and management change.
10	March 2021	CL/HM	Addition of secure cycle storage.
11	Jan 2022	CL/HM	Updated and reviewed to reflecting company rebranding.
12	Mar 2023	CL/CF	Updated policy wording in line with government guidelines

Environmental Policy

As architects we have an opportunity to define not only our own environment, but also that of building occupants and the general public. We recognize that the buildings, landscapes and infrastructures created by our industry make significant impact upon the environment at local, regional and global levels. Therefore, it is fundamental that a sustainable approach is applied to the design of the projects produced by Burwell Architects. We believe this philosophy should also be carried through to the general running of the business.

We therefore commit to compliance with all environmental legislation and regulations, relating to our design work and office activities. We regard these as minimum standards of performance and strive to do more.

Nicholas Burwell is responsible for the implementation and monitoring of this policy, ensuring it is applied to our projects.

Environmental Policy 1: Burwell Architects Office

Burwell Architects have an efficiently scaled operation in South East, London. We are nevertheless committed to minimising the impact of our workplace and working practices on the environment. We strive to make our environmental commitments an integral part of day-to-day activities. We commit to providing a quality service in a manner that ensures a safe and healthy workplace for our employees and visitors.

We aim to ensure that all of our staff understand this Policy and are able to implement the aspects relevant to their work. All employees are directed to this document and our Environmental Management System (EMS), which forms an integral part of our Business Management System.

We are committed to continuous improvements in environmental performance and the prevention of pollution, social impact and damage of our activities. To benefit from the greatest knowledge base we encourage our team to suggest improvements to our environmental systems.

To these ends we will:

- Consider environmental impact in all of our decision-making and activities.
- Promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner (for example by working electronically wherever safe and secure, ensuring key information is backed up).
- Reduce waste through re-use and recycling. Our equipment and consumables should be recycled, recyclable or refurbished where available, economical and suitable.
- Include energy efficiency as a primary selection criterion when purchasing new equipment.
- Promote efficient use of space heating/lighting, equipment, materials and resources including water, electricity, raw materials and other resources, particularly those that are non-renewable.
- Purchase and use environmentally responsible products accordingly.
- Avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect health and environment when such must be used.
- Ensure responsible disposal of unavoidable waste.
- Communicate our environmental commitment to clients and public to encourage their support.
- Use green means of transport in preference to car travel wherever possible and effective.

- Use suppliers who meet or exceed the requirements of our policy.
- Promote the use of video conferencing facilities in order to reduce travel and associated pollution.
- To continue to offset our carbon footprint to retain our carbon neutral status.

We currently have the below measures in place within the office to improve the companies environmental impact and the office environment

- We implement measures to help the business and its employees and visitors to the office to use green transport. We provide changing, showering and storage facilities for cyclists, encourage car sharing and the use of public transport by providing information on local routes.
- We offer state of the art video conferencing in two of our meeting rooms. This reduces the use of public and personal transport as meetings can be undertaken within the office.
- We periodically review our energy, water, materials and other services providers to ensure that; firstly, our sources products are the most ecologically sound we are able to utilize; and secondly, that the providers' own environmental policies are sound and up to date.
- We have installed within our own offices a heat transfer system that significantly reduce the energy required to maintain an acceptable working environment.
- Paper is to be used sensibly, and increased use of electronic communication is encouraged to reduce the need for paper use.
- We attempt to reduce waste as much as possible. Recycling facilities are located within the office in locations adjacent to the primary generators of recyclable waste.
- We dispose of all waste in a responsible manner, ensuring we comply with Duty of Care Regulations. Services used for storage or disposal of waste are checked to ensure appropriate licenses are held.
- We endeavor to use suppliers who are willing to take away packaging for re-use or recycling. We consider the environmental impact of any purchases.
- We ensure that we are good neighbours and that our activities in no way cause a nuisance to the community surrounding the place of business or any location in which we are working.
- We recycle redundant electrical goods in accordance with WEEE legislation.
- We aim to reduce the energy and water consumption of the business and minimize CO2 emissions. We invest in the improved energy efficiency of products we use and investigate environmentally safe and sustainable energy sources.
- We use low energy lighting throughout the office.
- Burwell Architects are committed to continuous improvement. The company's environmental performance is constantly reviewed to ensure this.
- We have a newly installed ventilation system which offers the maximum amount of natural air flow into the office.
- We first achieved ISO14001 accreditation in March 2012.

Environmental Policy 2: Burwell Architects Projects

The greatest positive effect that Burwell Architects can make upon the environment is through the output of our professional services. We recognize that the products of our designs will have far greater environmental impact than our own operations and aim to keep this impact to a minimum. This is through careful consideration of the energy used in a building's construction, embodied in its materials, used throughout its occupation and beyond. At Burwell Architects we look to integrate these principles into the overall concept and philosophy of a building, for example using passive cooling and day-lighting strategy as key driver of form. In this way we can minimize the environmental impact and attempt to inspire others to do so too; through built environments that are improved as a result.

Current environmental regulations, and codes of practice will be regarded as minimum standards of performance. We seek to improve upon these standards wherever possible, and to place legislation within specific project context to ensure that the less-regulated aspects of the built environment also receive thorough consideration. This is particularly pertinent to works upon existing and historic structures.

Burwell Architects encourage adoption of recognized environmental accreditation and assessment systems (for example BREEAM and SKA) for appropriate projects. These methodologies help the project team monitor and understand a design and their decisions.

As a practice we endeavor to:

- Raise awareness of clients about sustainability and environment protection and help the members of the design team to develop a shared vision of environmental aspirations.
- Encourage clients and other members of the design team to review and adopt building forms that are intrinsically low carbon; and to balance the cost of production against long-term carbon output.
- Strive to create projects that require minimal energy use to regulate the internal environment. Use of natural ventilation and design of building facades appropriate to orientation are essential to this approach, as is creation of thermally stable conditions.
- Assess sites for microclimate, and ensure buildings make use of natural features including sun, wind and landscape; ascertaining potential for local power generation from renewable sources.
- Promote use of locally sourced materials. This minimizes the energy consumed in transportation and helps to sustain local economies, many of which contribute to the husbandry of local environment.
- Encourage the re-use of materials and building elements; utilizing existing structures where possible.
- Minimise the use of construction materials and specify materials and components with the optimum balance between environmental impact and performance in use.
- Ensure that building services are inherently efficient and controllable.
- Ensure buildings are fully commissioned before handover, full operating manuals are provided, and optimisation assessments are carried out ensuring environmental systems achieve their potential.
- Wherever possible building projects should be designed to have a positive impact on the bio-diversity of the locale. Therefore, the design of our projects needs to be seen within the context of its immediate natural environment and the impact upon the local flora and fauna considered.
- Ensure as far as possible that building projects are supported by a travel plan that promotes sustainable travel choices through public transport and cycling provision.
- We strive to operate a 'right-first-time' culture in order to avoid wasteful site reworking.

- Specify timber from sustainable managed sources, preferably local to individual projects.



Signed: Charles Leadlay (Director, Environmental Manager)
Dated: 20th March 2023