

Sustainability Policy



Signed:

A handwritten signature in black ink, appearing to be 'M. J. ...' with a horizontal line through it.

Dated: 20/05/2022

(This policy is reviewed annually in conjunction with the company's Business Plan)

Version history

Rev:	Date:	Change	Name	Description
11	17-11-22	Issued	Georgia Rose-Garside Admin Assistant	Reformatted with new brand colours
10	20-05-22	Annual Review - no text changes (version and dates updated)	Andy Avery Director	Review
9	21-05-21	Reviewed - no text changes (version and dates updated)	Andy Avery Director	Review
8	21-05-20	Re-formatted into InDesign	Grace Avery Studio Manager	Final edit
7	02-01-19	Reviewed - no text changes (version and dates updated)	Grant Prescott Associate	Revision
6	10-03-17	Updated as part of transition to ISO 9001:2015/ISO 14001:2015	Stephen Anderson Director	Revision
5	20-05-15	Reviewed - no text changes (version and dates updated)	Andy Avery Director	Revision
4	12-05-14	Re-formatted to suit Buttress re-brand	Andy Avery Director	Revision

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Buttress

Introduction

Buttress are committed to operating all aspects of their business in an environmentally sustainable manner.

As a business providing Architectural services to the built environment, there are two areas in which we seek to contribute:

1. Through minimising the impact that our day to day business operations might have on the environment.
2. Through informing and advising our clients and building these principles into our design work so that our realised projects have a minimal impact on the environment.

The Company will comply with all existing relevant legislation (Environmental Protection Act 1990) as a minimum and implement procedures to assist in the protection of the environment including the prevention of pollution to land, air or water.

Day to Day Operations

Our day to day business operations use energy and resources and create waste and pollution. We will therefore seek to minimise the above through the following measures:

Implement an ISO 14001:2015 compliant Environmental Management System which seeks to improve upon our environmental performance in the following areas:

- Staff training on sustainability issues
- Waste
- Transport
- Energy Usage within the office
- Use of resources
- Procurement of goods and services

Buttress will set measurable targets for improvements in the above areas of activity.

Architectural Services

As Designers, we recognise that we have the ability and responsibility to influence the sustainability of the wide range of projects with which we are involved.

We recognize the wider implications of sustainable architecture and aim to address all aspects including energy management, use of materials, health (in construction and operation) and the global environment within the design and delivery of our work.

As part of an ISO 14001:2015 compliant Environmental Management System:

- We will not knowingly specify or otherwise condone the use of materials (or products containing materials) which:
 - have been obtained from non-sustainable global resources
 - are incapable of safe removal and/or disposal at the end of their useful life
 - generate a disproportionate amount of waste in their manufacture
 - are a proven threat to the health of those who manufacture, install or are likely to have contact with the material
 - require a disproportionate amount of energy in their manufacture
- We work to reduce the environmental footprint of our projects, working with clients to review and utilise where possible sustainable forms of energy, e.g. biomass, heat source pumps, renewable energy sources.
- We enter into open discussions with clients and appraise all options available: their impact, employment and effectiveness.
- Whilst we aim to maximize the use of sustainable architectural design and practice we will only advise on options that are appropriate to the project, its projected use and to the client.
- We aim to provide training so that our staff continues to be well placed to offer advice on sustainable solutions.
- We aim to actively encourage our clients to construct buildings which exceed current standards for sustainability.

We will strive to ensure that our buildings are well designed, well built, perform as specified, and are robust. Our aim is always to provide architecture that inspires and delights, as well as functions in a sustainable manner.

Environmental Management System

The Integrated Management Standards

The basis for the Company's Integrated Management System (IMS) which applies to all projects and office procedures is the internationally adopted standards ISO 9001:2015 and ISO 14001:2015.

The Company will set and review measurable objectives and targets for continuous improvement through the Management System and the Management Review.

The procedures for implementing the EMS are incorporated in the Integrated Management System which controls all aspects of the Company's operations.

Day to Day Procedures

The Company has introduced an electronic Document Management System (DMS) in order to significantly reduce the amount of paper required to undertake the day to day running of the business. All records relating to the EMS are stored in electronic format only.

The procedures for the implementation of this policy are contained in the Company's IMS under the following procedures with key elements of the policies summarised in italics:

- P8 Internal communications

Internal memoranda will generally be in the form of internal e-mails or posted onto the Buttress Intranet.

Relevant information relating to telephone conversations should be recorded (within individual 'day books') and where appropriate through the Newforma DMS (Meeting Minutes Activity Centre).

Information relating to informal meetings should be recorded, circulated and copied to file using the Newforma DMS.

- P16 Purchasing Services and Products

Where possible and practical, Buttress will look to purchase environmentally friendly and environmental efficient materials, equipment and vehicles.

- P27 Consultation and Communication

The Company will ensure through co-ordination by the relevant Manager that Environmental and Health & Safety matters are communicated as appropriate both internally and externally.

- P28 Emergency Preparedness and Response

The Company will establish and monitor documented systems, which identify potential Environmental and Health & Safety emergencies and impacts on business continuity including the methods of responding to such accidents and incidents.

- P29 Environmental Aspects

In order to ensure that the Company complies with the requirements of BS EN ISO 14001, the Company has compiled a register of Environmental Aspects and Legislation applicable to the Company. To this end procedures have been implemented for assessing the significance of its Aspects.

The Register of Environmental Aspects and Impacts shall be the primary tool for identifying and evaluating the activities, products and services carried out by the company and their respective environmental aspects and impacts.

The register of Environmental Aspects can also contain details on other Aspects which are judged to be less Significant. These however, will not receive the same degree of attention as the significant ones.

In order to comply with these procedures the following forms are embedded in the IMS:

- E01 Register of Environmental Aspects & Impacts

Architectural Design

Whilst it is recognised that the Environmental and Sustainability levels achievable may be influenced by external factors (Client choice, Client budget, etc), the practice will strive to achieve the highest standards possible within these constraints.

Initially, the desired standards and objectives will be established with the Client at Briefing Stage (IMS Procedure P3) and recorded in the Project Brief and referenced to the Project IMS Plan.

These objectives will be formally reviewed throughout the design process in accordance with IMS Procedure P4.

In order to comply with these procedures the following forms are embedded in the IMS:

- IMS 01 Project Plan
- IMS 02 Project Brief
- IMS 03 Design Review
- IMS 05 Technical Review

Management and Review

The EMS is subject to internal audit, review and management as outlined in the following procedures of the IMS:

- PIMS1 Internal Auditing
- PIMS2 Management Reviews
- PIMS3 IMS Manual Procedures

Training & Resources

Appropriate training and resources will be made available to ensure that all staff members have the skills to implement the policy.

The Company arranges a programme of CPD events with environmental and sustainability issues as one of its core subjects.

Individual training needs for members of staff are discussed and identified at regular intervals and appropriate training provided.

Resources on environmental issues and sustainable design are maintained within the studio.

The Directors of the Company will monitor and review the operation of this policy on an annual basis to ensure that it remains relevant and appropriate to the company and will display the statement, organisation and arrangements sections of the policy in prominent positions in the workplace for inspection by all employees and other interested parties.

Buttress Architects Ltd has made a commitment to continual improvement to improve our environmental performance and management systems, effectively and efficiently, to meet changing business and regulatory needs.

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