

**Sprunt**

The Quadrangle
180 War dour Street
London W1F 8FY
T +44 (0)20 7287 1153
F +44 (0)20 7287 3675
E help@sprunt.net
www.sprunt.net

ENVIRONMENTAL POLICY**INTRODUCTION**

Sprunt is a design-led consultancy that provides architectural and landscape design, strategic advice and project management services to organisations in the private and public sector. Over the past 20 years we have been delivering sustainable solutions that address social, economical and environmental issues as an integral part of our designs. The company recognises the significance of the impacts that arise from the management of the office and construction projects and the important role that professionals in this sector can play in reducing those impacts.

DESIGN VISION

Sprunt believes in creating value through design. Our aim is to provide sustainable architecture which contributes positively to the future of our communities. We support the Mayor of London's Sustainable Procurement Plan and refer to the Green Procurement Code as a basis for sustainable development in an urban context.

We safeguard our clients' interests by consistently creating and effectively delivering comprehensive accommodation solutions of quality and sustainable value.

We believe good design is created through collaboration, honesty, transparency, integrity and skill.

Our aim is to design sustainable buildings and communities which:

- Minimise and mitigate the negative impacts of construction on the planet's resources through clearly thought through and expertly advised design solutions.
- Incorporate sustainable practices into everyday working procedures so that they are an integral part of the design process.

COMMITMENT TO CONTINUAL IMPROVEMENT:

Sprunt prioritises three tangible research and development aspects when focusing on monitoring and controlling our impact on the environment. These form the basis of Sprunt's commitment to continual environmental improvement and the prevention of waste and pollution:

1. Intelligent design solutions based on a systematic approach
2. Regularly 'skilling-up' and communicating with staff
3. Living our social, ethical and responsible values

1. Intelligent design solutions based on a systematic approach

Sprunt is committed to designing sustainable buildings and environments through thoughtful design. This requires the company to take a broad, long term view of the environmental, economic and social impact of decisions to improve sustainability over the useful life of buildings as well as the process of construction. In order to facilitate this, Sprunt have adopted an in-house Sustainable Design Toolkit System which provides a comprehensive approach to the influence of environmental decisions through design.

Sprunt currently implements sustainable principles and practices from inception to completion on all projects:

- Sprunt's systematic Sustainable Design Toolkit identifies all the main impacts that a construction project has on the environment as well as incorporating measures to tackle those impacts. The system covers the following subject headings: Operational Energy, Embodied Energy, Renewable Energy, Climatic Design, Transport, Waste, Amenity / Community, Occupants, Safety / Management / Accessibility, Water, Biodiversity, Materials. Projects are regularly reviewed using this system, decisions are recorded and the environmental impact assessed at each design stage.
- Sprunt deploys in-house and external expert facilitators at feasibility and concept stage to ensure an appropriate environmental solution is devised for all new build and refurbishment projects based on their in-house design system. The monitoring of this process is recorded on appropriate ESD spreadsheets and illustrated on the Toolkit 'Rose diagrams'. These have a numerical scoring system which identifies the environmental impact of the design and is used to monitor its progress. Sprunt will strive towards 10 rating on all projects as set by their in-house sustainability assessment rating. Sprunt aims to influence client environmental decisions to achieve BREEAM Excellent or Outstanding with a minimum of Very Good on all new build projects and Code for Sustainable Homes Level 5 with a minimum of Code Level 3.
- Sprunt will ensure that design output complies with current legal and other requirements. Intrinsic to the company sustainability training are CPDs on relevant environmental legislation. Sprunt commits to providing a comprehensive list of legislation which will be reviewed each year by a suitably qualified consultant with relevant experience and the documentation in the office will be updated accordingly. Sprunt will take a full corporate and socially responsible approach to its design output through promoting the right design solution for social, economic and environmental impact.
- Sprunt will continue to ensure cost, value and quality are not sacrificed through unnecessary 'nice-to-have' environmental options which can be expensive for our clients. Sprunt will ensure that realistic design options are present throughout, taking account of whole life costing, long term maintenance strategies and flexibility in design.
- Sprunt will ensure that their sub contractors operate in accordance with this policy.
- To support our commitment to environmental design solutions the company will also use the Green Guide to the Architect's Job Book as a procedural guide in the

development of projects¹ and the Green Specification guide as well as following our corporate social responsibility policy.

- The practice maintains a list of proscribed materials which shall not be specified on any project. This will be kept under regular review and updated as required. The list includes potentially harmful material, such as asbestos and materials formed with CFCs and those whose use will have a detrimental long term effect on the environment such as endangered tropical hardwoods, woods from non-sustainable non-managed sources and PVC based materials.

2. Regularly 'skilling-up' and communicating with staff

Sprunt is dedicated to improving the quality of output through investing in our employees. Architects and Landscape designers, by their very nature, are passionate to deliver sustainable solutions – whether it is for economical, social or environmental reasons.

Sprunt will ensure that underlying sustainability principles and the latest government policies are clear to all staff through regular training sessions and use of the Sustainable Design Toolkit System.

Sprunt will commit to skilling up staff at all levels from office administration to key designers in major schemes. This includes the support of the following initiatives:

- Sprunt's in-house sustainability steering group research in leading edge thinking in environmental sustainability.
- Staff will attend appropriate CPD workshops to improve knowledge and understanding of the latest thinking and policy initiatives.
- Sprunt will invest in 'study tours', to ensure that designers get first-hand experience of sustainable developments.
- Sprunt will educate, train and motivate staff to work in an environmentally responsible manner and to play a full part in developing new ideas and initiatives.

3. Living our social, ethical and responsible values

Sprunt is committed to applying the same standards of sustainable design to their own workplace. The company's environmental policy for the office is described to all staff through staff inductions, team meetings and office meetings. It is available on the company intranet site SID and the public on request. An Office Environmental Initiatives document is also available which monitors progress of in-house environmental impact initiatives.

¹ The Green Guide to the Architect's Job Book: Sandy Halliday, RIBA Publications 2000

ENVIRONMENTAL OBJECTIVES REVIEW SYSTEM;

The company's Technical Board will regularly review their environmental objectives. The Board will review progress, audit results, communication from external parties, environmental performance of the company, the extent to which the objectives and targets have been met, corrective action needed and recommendations for improvement. Minutes of these meetings and their outcome can be viewed in the ISO 14001 file.

The Sustainability team manage a project review system which monitors the development of projects; this includes the continual monitoring of the environmental aspects of each project at each design stage.

The Office representative coordinates the Office Environment Management System which is reviewed regularly with senior management. The Office Initiatives table illustrates the progress of measures taken, aims and targets.

All development suggestions for the continuous improvement of Environmental Objectives must be presented to the Technical Board at the Technical Board Meeting. Ian Sang will be the Technical Director responsible for facilitating sign off in this process.

Final sign off of changes to the Environmental Objectives must be approved by the Executive Board, facilitated by Susan Anderton, Corporate Development Director.

DOCUMENTATION

ISO 14001 documentation covers the following areas and can be found in the appropriate e-files or intranet site SID:

- Design output monitor: The Sustainable Design Toolkit documents and Guidance Manual are on SID. Project architects will adapt the templates to record 'surgery session' decisions, design development and illustrate the overall environmental performance of a project at each design stage. Copies of these are held in the relevant project file.
- Environmental Policy: This document is continually reviewed and updated at management meetings. It is in the ISO 14001 file and on SID.
- Environmental Impact Assessment document: This document is continually reviewed and updated at management meetings. It is in the ISO 14001 file.
- Office Initiatives Table: This document is continually reviewed and updated at management meetings. It is in the ISO 14001 file.
- Documents are continually reviewed and improved as appropriate. Staff are encouraged to familiarise themselves with them and are informed where to view the documents.
- It is the role of the ISO 14001 project manager to arrange regular reviews and oversee the updating of the documents.

COMMUNICATION OF THE ENVIRONMENTAL POLICY:

Sprunt shall communicate their Environmental Policy to all parties having an interest in the organisation and in any way employed directly or indirectly by the company. The policy is available on request and a summary is offered to all visitors.

Staff is informed that the Environmental Policy is available on SID.

The Environmental Policy is available to the general public on request.

RESPONSIBILITY

The overall and final responsibility for the implementation and review of this environmental policy in The Practice is with Susan Anderton, Director, supported by Ian Sang, Technical Director.

KL/2008/ENVP/3