



Environmental Policy

Environmental Policy 2026

Produced by JHA Architecture



Statement of the Board of Directors

JHA Architecture Ltd recognises and accepts its legal and moral duties and responsibilities in conducting its business in such a way as to minimise harm to the environment and to promote a positive environmentalist culture amongst its own employees and all others with whom it interacts.

JHA Architecture Ltd will take all reasonable practicable steps within its power to meet this responsibility and will ensure that in particular it abides by the Environmental Protection Act and all other relevant Legislation pertaining to Environmental issues.

The Directors will require all levels to display a positive attitude and commitment towards environmental issues.

Directors and Staff have individual responsibility to ensure, through their respective roles, that methods of working encompass environmental best practice within all JHA Architecture Ltd premises and all other areas where they may work.

Each individual should ensure that they are familiar both with their own duties, the steps they should take to remedy any potential environmental hazards and the requirements of the JHA Architecture Ltd Environmental Policy.

Contractors working for JHA Architecture Ltd, whether on the premises or within the community must ensure that their activities cause minimal harm to the environment and that they are in accordance with the spirit of the JHA Architecture Ltd Environmental Policy.

The Directors recognise the importance of the co-operation of employees for the success of its Environmental Policy. It has, therefore, a strong commitment to involving employees in the development and implementation of its Environmental Policy as well as providing adequate facilities and information to enable them to perform this function.

The Directors will provide appropriate resources, training and information for all managers to assist them in implementing the JHA Architecture Ltd Environmental policy and to adhere to the relevant statutory requirements.

Name: John A O'Neil

Signed:

Position: Director

Date: 01-04-2026

General Statement of Intent

Planned prevention or reduction of pollution is cheaper than curing damage after the event. It is therefore in the interest of JHA Architecture Ltd to minimise waste and pollution so as to reduce the costs in the long-term.

This Environmental Policy Statement forms a code of ethics against which JHA Architecture Ltd is willing to be judged. It incorporates codes of good practice for all workers in which consideration and mitigation of the environmental impact of each job is implicit. Each worker should have in written form an explanation of the overall company policy and a list of their individual responsibilities within that plan, which should include suggesting ways of improving environmental protection and pollution control.

JHA Architecture Ltd is a part of the local and wider community and, as such has an impact on the environment in the local vicinity of its office and more widely by bringing in raw materials and energy, distributing its services and dealing with waste. Hence JHA Architecture Ltd is committed to:

1. Minimise any disturbance to the local and global environment and to the quality of life of the local communities in which JHA Architecture Ltd operates.
2. Comply fully with all relevant Statutes.
3. Take positive steps to conserve resources, particularly those, which are scarce or non-renewable.
4. Provide the necessary information to enable employees to operate properly with minimal effects on man or the environment.
5. Keep the public informed of major new projects in their locality.

The overall objective is to develop the business having full regard to the environment and taking into account the views of all affected interests.

These processes and procedures will be audited annually to show improvement by:

1. Increasing employee awareness
2. Increasing operational efficiency
3. Increasing management awareness
4. Increasing operational effectiveness

JHA Architecture Ltd sets out its environmental strategy in order to achieve the objectives of its environmental policy, which is set out as follows, it will:

- (A) Take into account all activities, including those parts of the operation, which are already considered to be efficient.
- (B) Create a benchmark to enable improvements to be evaluated, determining what Regulations and Standards are relevant and what technological developments have occurred recently.
- (C) Record raw material and energy usage and wastes, etc.
- (D) Seek opportunities to turn waste into profitable by-products or to recycle and explore the possibility of more effective and economic methods of waste disposal.
- (E) Encourage employees to provide suggestions for improvement.

- (F) Explore whether energy and raw material usage and the production of waste could be further reduced.
- (G) Ensure contractors perform to JHA Architecture Ltd satisfaction.
- (H) Set up the means to enable JHA Architecture Ltd to maintain good links with the local and global community, press and the media.
- (I) Monitor performance and review on a regular basis.

Particulars of the Arrangements to Implement the Policy

The Managing Director has overall responsibility for the implementation of the policy, and should be supported by all employees who should:

- (A) Monitor and review the policy on a regular basis in conjunction with Management to take into account changes in the business of JHA Architecture Ltd and Legislative change or current guidance and best practice.
- (B) Develop an audit process in detail and set environmental performance targets.
- (C) Identify persons within the line management structure and allocate specific responsibilities. Oversee training of such persons in conjunction with the environmental policy.
- (D) Integrate the policy into other strategic plans.
- (E) Integrate the policy with health & safety, security and quality assurance.
- (F) Liaise with employee representatives and include environmental matters in Management and safety committee meetings.
- (G) Run a suggestion scheme.
- (H) Appoint specified persons to environmental roles within their work area/sphere of operations.

Energy Management

- (A) Appointed persons at the office should be given the responsibility to ensure that energy use is minimised by carrying out routine checks on room temperatures, heating, electrical equipment, running water and lighting etc are switched off in unoccupied areas - i.e. to optimise the working environment. Signage to be strategically placed to encourage the above actions, together with reminders being given in staff meetings.
- (B) Purchasing policy should include matters such as replacement of lighting for low-energy bulbs where practicable, use of screen savers, draught excluder's etc.
- (C) Purchasing policy should also include scrutiny of suppliers' environmental policies.
- (D) Maintenance, refurbishment or alterations should include environmental considerations such as insulation and sustainable products.

Waste Management

The persons overseeing environmental concerns at the offices of JHA Architecture Ltd should also oversee all waste licensing arrangements and should act in accordance with the current waste management code of practice, which requires that an audit trail be established for all wastes arising. In particular the management of trade waste should be optimised in conjunction with the adjacent Local Authority Waste Disposal facility.

(A) Low-density waste should be compacted before disposal (cardboard boxes etc).

(B) Packaging waste should be managed in accordance with government guidelines.

It is also understood that the management of waste can be improved by:

(A) The continuation of electronic issue of all tender documentation for building projects.

(B) Only printing documentation where absolutely necessary for the management of building contracts.

(C) Re-use and recycling of all surplus paper and equipment waste.

(D) Removal of non-recyclable waste to appropriate tip.

Use of Motor Vehicles

The use of employee's private motor vehicles is essential for staff to travel to and from building sites under our control, however, where possible staff are encouraged to:

A) Minimise the number of visits to site without compromising their administration / supervisory duties.

B) Car share when travelling to the office only i.e. when no site visits are to be made that day.

C) Encourage the use of other means of transport to the office when they are to be office bound for the working day.

Sustainable Design

The specification of environmentally friendly products and building techniques is continually at the forefront of the design process when planning building projects, and staff will:

A) Carry out sustainability appraisals on relevant projects.

B) Implement processes to achieve reductions in greenhouse gas emissions.

C) Look to implement the use of energy from renewable sources.

Management of Building Sites

JHA Architecture Ltd have a direct impact on site waste by working closely with building contractors and encouraging good site set up and management throughout the building process. Contractors will be encouraged to:

A) Undertake the activities in an environmentally friendly manner.

B) Keep a clean and tidy site and deal with waste in an appropriate and timely manner.

C) Keep deliveries and vehicular movements appropriate to the project size.

D) Implement SWMP where appropriate.

The persons listed below are responsible for the arrangements at the site named:

Name: J O'Neill

Signed:

Position: Managing Director

Date: 01-04-2026

Relevant Codes and Statutes

Air Quality Regs 2000 , Chip Regs 1994 , Clean Air Act 1993 , Controlled Waste Regs 1992 , Environmental Protection Act 1990 , Environmental Information Regs 1992 , Environmental Protection (Duty Of Care) 1991 , Environmental And Safety Information Regs 1988 , Environmental Act 1995 , Noise And Statutory Nuisance Act 1993 , Oil Storage Regs 2001 , Ppc Regs 2000 , Surface Water Regs Special Waste Regs 1996 , Town And County Planning Act 1990 , Trade Effluent Regs 1992 , Water Resources Act 1991 , Water Industry Act 1991 , Waste Management Regs 1994.

Notes on Waste Disposal and Emission Control

Waste Disposal

All waste other than special waste must be disposed of in a manner required by the Environmental Protection (Duty of Care) Regulations 1991.

Identify And Describe The Waste

A transfer note must be completed, signed and kept by the parties to the transfer if waste is transferred; this is a requirement of the Environmental Protection(Duty of Care) Regulations 1991, and any breach of those regulations is an offence. This note must state the quantity of waste transferred and how it is packed – whether loose or in a container and, if in a container, the kind of container. There must also be a description of the waste, either separately or combined as a single document with a transfer note. It is good practice to label drums or similar closed containers with a description of the waste. Under the regulations the parties must keep the transfer note and the description for two years. The description should always mention any problems, requirements or knowledge.

In addition it should include a combination of:-

- ☐ The type of premises or business which the waste comes from;
- ☐ The name of the substance or substances;
- ☐ The process that produced the waste;
- ☐ A chemical and physical analysis. Containers must only contain the waste described in the transfer note.

Keeping Waste Safely

All waste holders must keep waste safe against:-

- ☐ Corrosion or wear of containers;
- ☐ Accidental spilling or leaking;
- ☐ Accident or weather breaking contained waste open and allowing it to escape;
- ☐ Waste blowing away or falling while being stored or transported;
- ☐ Scavenging of waste by vandals, thieves, children, trespassers or wild animals

Transfer Of Waste

Waste may only be handed on to authorised persons or to persons for authorised transport purposes. A copy of the waste carrier's registration normally covers a 3 year period and must be retained.

Special Waste

No special waste from the site

Emission Control

No emissions from the site.

Name: Mr J A O'Neill

Position: Managing Director

Signed:

Date: 01-04-2026