

OFFICE MANUAL, SECTION 3

ENVIRONMENTAL POLICY

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CONTENTS

REVISION TABLE	3
1. ENVIRONMENTAL POLICY STATEMENT	4
2. REVIEW OF ENVIRONMENTAL ASPECTS ASSOCIATED WITH COMPANY ACTIVITIES	5
3. ROLES AND RESPONSIBILITIES	6
4. ENVIRONMENTAL LEGISLATION UPDATE	6
5. INCIDENTS/ACCIDENTS	7
6. SUB-CONSULTANTS	7
7. WASTE AND RECYCLING	7
8. GREENHOUSE GAS EMISSIONS AND MONITORING	7

KEY

[A31] = Electronic Folder Reference

REVISION TABLE

Revision*	Date	Comments
A	NA	-
B	18/09/2007	-
C	20/10/2009	-
D	20/10/2010	-
E	19/10/2012	-
1	25/07/2014	-
2	09/09/2014	Incidents/accidents section added.
3	19/05/2015	Environmental Aspects and Impacts assessment added.
4	23/05/2016	Environmental legislation updates.
5	19/05/2017	Update for greenhouse gas emissions, waste, and responsibilities
6	23/07/2018	Policy statement update
7	02/09/2019	Update to greenhouse gas emissions monitoring
8	26/10/2020	Added Roles and Responsibilities section
9	22/02/2022	Update Mitigation measures in section 2
10	10/03/2023	Updated section 1, 4 ,7 and 8
11	12/03/2024	New item 5 in Table 1, update to section 4
12	12/03/2025	Update to section 7, new logo added

*Following re-formatting and consolidation in July 2014 revision naming was changed from letters to numbers.

1. ENVIRONMENTAL POLICY STATEMENT

Robert Walpole and Partners considers the impact of its work on the environment and regards good environmental management as part of the operation of its business.

Robert Walpole and Partners, where practical, seeks to implement the latest environmental standards and practices and to comply with all current environmental legislation and regulations. In addition, we seek to design and prepare specifications with regard to impact on the environment and ensure environmental, including climate change, criteria are taken into account in the procurement of goods and services.

Robert Walpole and Partners is committed to:

- a) increase awareness of environmental responsibilities among staff, supply chain and customers where possible.
- b) protect the environment by minimising waste and pollution and operating environmentally sound waste management procedures.
- c) minimising the environmental impact by reduction in consumption of unnecessary resources and power.
- d) avoid wherever practicable the use of environmentally damaging substances, materials and processes.
- e) consider environmental factors in respect of the growth of the business, seeking as far as possible to reduce harmful environmental impacts.
- f) consider and mitigate environmental hazards in our delivered work through assessing risks and working closely with clients.
- g) set annual environmental objectives to help meet our commitments.
- h) and continual improvement in our environmental performance wherever practicable.

Progress in implementing this policy will be reviewed annually by the partners.

Signed: M. J. Walpole

M. J. Walpole
Partner

Date: 18-03-2025

2. REVIEW OF ENVIRONMENTAL ASPECTS ASSOCIATED WITH COMPANY ACTIVITIES

Table 1 summarises the measures Robert Walpole and Partners utilises to mitigate its environmental impact.

Table 1: Mitigation measures of environmental impact

No.	Aspect	Impact	Mitigation
1.	Waste Generation	Disposal of waste to landfill	Food waste is to be separated from other waste prior to disposal. Printer cartridges are to be collected separately and sent for refurbishment. Any electrical equipment is taken to appropriate collection centre. Used batteries are collected and taken to recycling points.
2.	Electricity Consumption	Global warming	All electrical equipment and lights are switched off when not in use. Old IT equipment is to be replaced with modern and more energy efficient.
3.	Water Consumption	Depleting natural resources	Water usage is limited to Public Health purposes.
4.	Vehicle Emissions	Global warming	Replace company vehicles with smaller engine vehicles. Encourage travel on public transport and shared car travel. Virtual meetings with clients where possible.
5.	Heating	Global warming	Staff are encouraged to close windows and external doors when the heating is on.
6.	Office Consumables	Depleting natural resources and global warming	Office consumables are ordered as and when required with minimal stocks stored and sourced as locally as possible provided the requirements for value for money and quality are met. Most design submissions are made electronically minimising requirement for paper and packaging. Staff are encouraged to utilise double-sided printing where possible. Reduce/eliminate the use of plastic packages.
7.	Protected Species	Reduced biodiversity	A desktop study should be undertaken prior to any site visit in order to identify the possibility of encountering any protected species. This information should be further passed onto construction teams as part of design deliverables.
8.	Invasive Species	Degradation of habitat	A desktop study should be undertaken prior to any site visit in order to identify the possibility of encountering any invasive species. This information should be further passed onto construction teams as part of design deliverables.
9.	Site Surveys	Environmental noise and global warming	No loud conversations are to take place when surveys are undertaken during night. Engines of stationery vehicles should be switched off. Regulations must be followed to avoid contaminating drinking water. Careful planning to minimise the number of journeys.

3. ROLES AND RESPONSIBILITIES

General responsibilities based on staff roles are noted in the Quality Assurance policy [A44.01]. All employees are responsible for complying with provisions of this policy.

Typical environmental issues that can be encountered on managed infrastructure (for instance protected or invasive species) are covered during basic safety training. This is supplemented by site specific risk assessment prepared in advance of site activities.

Health, safety and environmental risks specific to individual projects are identified during the design process in the form of a Designer's Risk Assessment. The responsibility for identifying and reducing environmental risks falls with the Project Engineer. Should an advice from a specialist be needed, a suitable external consultant will be engaged based on environmental issue identified. Minimum competence requirements of consultant providing rail-specific advice shall be:

- a) Relevant training,
- b) Membership of relevant professional institution,
- c) Knowledge of the relevant legislation and standards,
- d) Suitable experience in providing advice and tactical support.

4. ENVIRONMENTAL LEGISLATION

The business receives information and updates about environmental legislation in a variety of ways:

- a) Government websites (Environment Agency, Department for Environment Food & Rural Affairs)
- b) Journals and magazine subscriptions (ICE New Civil Engineer (NCE), CIWEM Environment Magazine)
- c) Environmental bulletins
- d) Resources made available by our clients (standards, guidance notes, infrastructure databases)
- e) Best practice guides by industry groups, institutes or associations
- f) External consultants (for site specific requirements).

5. INCIDENTS/ACCIDENTS

Any environmental incidents/accidents need to be reported using the Accident Report form (located within Health and Safety policy A44.02).

Any environment related queries should be forwarded to one of the partners for review and further action.

6. SUB-CONSULTANTS

Any appointed suppliers will be required to comply with this policy in addition to any environmental controls that they might already have in place. Through our Supplier's Questionnaire [A46] we ensure that our suppliers have put in place adequate environmental management procedures.

7. WASTE AND RECYCLING

Office waste is separated by use of two types of bins (general and recycling bins), as well as separate disposal and recycling of empty batteries, plotter ink cartridges, and electronic equipment as noted in section 2.

Food waste bins have been introduced in the office to ensure food waste is separated from general waste and disposed of responsibly. Employees are encouraged to use the designated food waste bins correctly.

Waste is removed from the office premises by the landlord.

On site, waste is disposed of through means provided and approved by the client. Where this is not available waste is to be returned to the office where it can be disposed of or recycled as appropriate.

8. GREENHOUSE GAS EMISSIONS AND MONITORING

'Rising levels of carbon dioxide and other greenhouse gases, such as methane, in the atmosphere create a 'greenhouse effect', trapping the Sun's energy and causing the Earth, and in particular the oceans, to warm. Recent climate change is happening largely as a result of this warming, with smaller contributions from natural influences like variations in the Sun's output.

Carbon dioxide levels have increased by about 45% since before the industrial revolution. Other greenhouse gases have increased by similarly large amounts. All the evidence shows that this increase in greenhouse gases is almost entirely due to human activity.

The increase is mainly caused by:

- burning of fossil fuels for energy

- agriculture and deforestation
- the manufacture of cement, chemicals and metals' (source: [gov.uk](https://www.gov.uk)).

Robert Walpole and Partners aims to reduce greenhouse gas emissions through the mitigations in section 2 and action plans described in the Annual Environmental Objectives [A44.09].

Robert Walpole and Partners has tested and assessed the usefulness of Greenhouse Gas emission calculation and monitoring within the business. During this process it was determined that such monitoring was of minimal use to the business as emissions fluctuated too greatly depending on site location and site visit requirements. Both of these factors are client driven and are outside of our control. Emissions monitoring remains the responsibility of the Quality Manager who will review the need for future monitoring as required.