

Environmental management.

Practice profile

Hoare Lea is an award-winning firm of mechanical, electrical and public health (MEP) consulting engineers. Founded in 1862, we have 11 offices throughout the UK and a growing international presence.

Our objective

To deliver a professional service of the highest standard, whilst promoting a consistently high standard of environmental performance in compliance with the applicable statutory and regulatory obligations.

Our commitment

- Make this policy available to all interested parties.
- Comply with environmental legislation in the delivery of our activities, products and services.
- Implement reasonable measures to: reduce the amount of resources consumed by the firm; reuse and recycle resources wherever possible; reduce pollution from our activities, products and services.
- Operate and continually develop a system of environmental management requirements, as set out in our Property Handbook, registered to BS EN ISO 14001.
- Communicate this Policy, the Property Handbook and associated guidance which collectively form the environmental management component of our Integrated Management System (IMS), to all staff.
- Provide training sufficient to ensure that all staff are competent to implement the requirements of this Policy and the Property Handbook.
- Set objectives and targets against which our firm's environmental performance can be monitored.

Our approach

We recognise that maintaining a healthy environment is a collective responsibility and that our operations as consulting engineers impact on the environment at local, regional and international levels.

Effective environmental management is an integral and fundamental part of our business activities and a mutual objective for staff and management at all levels.

Our firm believes that the greatest contribution we can make to environmental management is through our advice and design work; to that end, we place particular emphasis on early, proactive engagement in pursuit of the most appropriate low carbon solution commensurate with the client brief and this policy.

We take reasonable measures to monitor compliance with the above requirements in the delivery of our services, using objective evidence gathered through internal audit and review, as well as 3rd party audit undertaken by our UKAS accredited certification body.

Moreover, these internal and external compliance processes assist in the continual improvement of our Integrated Management System.

Management

In order to effectively meet our environmental commitments, we have established an Environmental Working Group comprising a Head of IMS, a full time Compliance Lead, and an Environmental Representative for each Office. The Working Group is responsible for setting the environmental agenda throughout the firm. Via the Head of IMS, the Working Group reports to the firm's Finance Board.

Within each office, responsibility for implementation of this policy lies with the Partner managing that office. The Partners managing offices appoint the Environmental Representatives to assist in delivering the local environmental agenda. Environmental Representatives act as the focal point for all environmental matters within their office, communicating to all staff the requirements for environmental management as set out in this Policy and in the Property Handbook.

The necessary financial resource required to operate and develop the Integrated Management System, and to maintain our registration to BS EN ISO 14001, is allocated annually by the Finance Board.

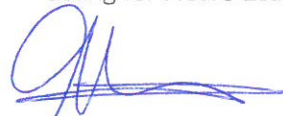
Issued:



Position:

Head of IMS,
acting for Hoare Lea LLP

Authorised:



Position:

Partner responsible for IMS,
acting for Hoare Lea LLP

Date:

May 2019

Review date:

May 2020

Health and safety management.

Practice profile

Hoare Lea is an award-winning firm of mechanical, electrical and public health (MEP) consulting engineers. Founded in 1862, we have 11 offices throughout the UK and a growing international presence.

Our objective

To deliver a professional service of the highest standard, whilst promoting a consistently high standard of health and safety performance consistent with the applicable statutory and regulatory obligations.

Our commitment

- Make this policy available to all interested parties.
- Provide a working environment that is safe and without risk of injury so far as is reasonably practicable.
- Operate and continually develop a system of health and safety requirements, as set out in our Property Handbook, registered to BS OHSAS 18001.
- Communicate this Policy, the Property Handbook and associated guidance which collectively form the health and safety component of our Integrated Management System (IMS), to all staff.
- Provide training sufficient to ensure that all staff are competent to implement the requirements of this Policy and the Property Handbook.

Our approach

We place the utmost emphasis on the health and safety of our staff and all those with whom we work in the delivery of our services.

Our firm regards the promotion of health and safety measures as a mutual objective for management and staff at all levels. In particular, we draw the attention of every member of staff to their duty under the Health and Safety at Work etc. Act 1974, Section 7 which requires every employee, whilst at work, to take reasonable care of their own health and safety and for the health and safety of all other persons who may be affected by their acts or omissions.

Our firm takes reasonable measures to monitor compliance with the above requirements, using objective evidence gathered through internal audit and review, as well as 3rd party audit by our UKAS accredited certification body.

Moreover, these internal and external compliance processes assist in the continual improvement of our Integrated Management System.

Management

In order to effectively meet our health and safety commitments, we have established a Health and Safety Working Group comprising the Head of IMS, a Competent Person / Health and Safety Advisor, full time Compliance Lead and a Health and Safety Representative for each office. The Working Group is responsible for setting the Health and Safety agenda throughout the firm. Via the Head of IMS, the Working Group reports to the firm's Executive Board.

Within each office, responsibility for implementation of this policy lies with the Partner managing that office. The Partners managing offices appoint the Health and Safety Representatives to assist in delivering the local health and safety agenda. Health and Safety Representatives act as the focal point for all health and safety matters within their office, communicating to all staff the requirements for health and safety as set out in this Policy and in the Property Handbook.

We retain the Competent Person / Health and Safety Advisor to provide specialist advice on health and safety legislation, and to assist in training, accident investigation and associated health and safety matters.

The necessary financial resource required to operate and develop our Integrated Management System, and to maintain our registration to BS OHSAS 18001, is allocated annually by the Finance Board.

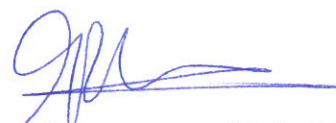
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May 2019

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Quality management.

Practice profile

Hoare Lea is an award-winning firm of mechanical, electrical and public health (MEP) consulting engineers. Founded in 1862, we have 11 offices throughout the UK and a growing international presence.

Our objective

To deliver a professional service of the highest standard, to share our experience and knowledge with others, and to continually collaborate in improving the total design and construction process.

Our commitment

- Make this Policy available to all interested parties.
- Provide service to our clients which fully meets our contractual and statutory obligations.
- Operate and continually develop a system of quality requirements, as set out in our Project Handbook, registered to BS EN ISO 9001.
- Communicate this Policy, the Project Handbook and associated guidance which collectively form the quality component of our Integrated Management System (IMS), to all staff.
- Provide training sufficient to ensure that all staff are competent to implement the requirements of this Policy and the Project Handbook.

Our approach

The reputation of the practice is exemplary, having been established through long-standing association with major projects and prestigious developments throughout all building sectors, including high technology.

We place particular emphasis on the skills, knowledge and experience of our staff, on our organisational capability and reliability, and on our ability to innovate and to manage quality in the delivery of services to our clients.

We require all staff to comply with the Project Handbook, all contractual, statutory and regulatory requirements, the relevant regulatory codes of practice and guidance notes, including those produced internally by the business, in the delivery of services to our clients.

Our firm takes reasonable measures to monitor compliance with the above requirements in the delivery of our services, using objective evidence gathered through internal audit, review and client

feedback, as well as 3rd party audit by our UKAS accredited certification body.

Moreover, these internal and external compliance processes assist in the continual improvement of our Integrated Management System.

Management

In order to effectively meet our quality commitments, we have established a Quality Management Working Group comprising the Head of IMS, full time Project Processes and Compliance Leads, and a Quality Management Representative for each office. The Working Group is responsible for setting the quality management agenda throughout the firm. Via the Head of IMS, the Working Group reports to the firm's Finance Board.

Within each office, responsibility for implementation of this policy lies with the Partner managing that office. The Partners managing offices appoint the Quality Management Representatives to assist in delivering the local quality agenda. Quality Management Representatives act as the focal point for all quality matters within their office, communicating to all staff the requirements for quality as set out in this Policy and in the Project Handbook.

The necessary financial resource required to operate and develop our Integrated Management System, and to maintain our registration to BS EN ISO 9001, is allocated annually by the Finance Board.


Issued:



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Head of IMS,
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Partner responsible for IMS,
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Date:

May 2019

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May 2020

Construction (Design and Management).

Practice profile

Hoare Lea is an award-winning firm of mechanical, electrical and public health (MEP) consulting engineers. Founded in 1862, we have 11 offices throughout the UK and a growing international presence.

This policy covers our approach to the Construction (Design and Management) Regulations 2015 (CDM 2015), which came into force on 6 April 2015.

Our commitment

We recognise CDM as a legislative requirement of the construction industry, and require all staff to comply with the regulatory requirements of CDM 2015 in the delivery of services to our clients.

As designers, Hoare Lea is committed to the aims of the CDM 2015 and correspondingly, we are committed to fully integrating and coordinating health and safety into our designs during the pre-construction phase of construction projects.

Our objective

Our aim is to deliver a professional service of the highest standard, to share our experience and knowledge with others, and to continually collaborate in improving the total design and construction process. With respect to CDM 2015, our aims are:

- To comply with the CDM 2015.
- To encourage liaison and communication between our designers and other CDM duty holders with a view to ensuring thorough planning and management of projects from conception to completion.
- To produce designs that are buildable and safe, so far as is reasonably practicable, and to manage the risks in the designs we produce by applying the general principles of prevention.

Our approach

We place particular emphasis on the skills, knowledge and experience of our staff, on our organisational capability and reliability, and on our ability to innovate and to manage health, safety and quality in the delivery of services to our clients.

Hoare Lea are committed to providing appropriate levels of training, support and guidance for all designers in respect of CDM 2015 and to that end, we have produced a CDM Handbook which is made available to all staff at the desktop.

Hoare Lea also support the CDM Handbook by providing focussed and direct training to all design offices throughout the UK in respect of CDM 2015. CDM and health and safety generally, is also a major feature of our induction process for new employees.

Compliance

Our firm takes reasonable measures to monitor compliance with the above requirements in the delivery of our services, using objective evidence gathered through internal audit, review and client feedback, as well as 3rd party audit by our UKAS accredited (ISO 9001 and BS OHSAS 18001) certification body. Moreover, these internal and external compliance processes assist in the continual improvement of our quality management system.

Principal Designer

Hoare Lea have an absolute obligation to comply with CDM 2015, which requires that all duty holders satisfy themselves that they possess the skills, knowledge and experience required to deliver the role in question.

As a result, we are unable to accept appointment as the 'Principal Designer' for projects where the scope is anything other than our core specialisms of mechanical, electrical, public health and / or specialist building services engineering design.

Moreover, requests to undertake the Principal Designer role will be considered on a case by case basis.

Should an appointment as Principal Designer be accepted, pursuant to the requirement for possession of the appropriate skills, knowledge and experience, Hoare Lea will sub-contract an appropriately competent Health and Safety Coordinator to assist in delivery of the role.

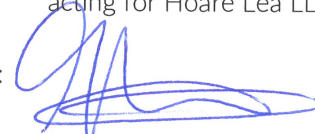
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Date:

November 2018

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November 2019