



PRE-CONSTRUCT ARCHAEOLOGY ENVIRONMENTAL MISSION STATEMENT

Revised 15th of august 2017

1. INTRODUCTION

- 1.1** Pre-Construct Archaeology Limited is a well-established independent archaeological company specialising in providing appropriate solutions to archaeological problems.
- 1.2** Projects cover a wide variety of sites, both green and brown-field, and range from housing development to shop refurbishment, infrastructure improvement projects, quarrying to environmental management schemes and leisure complexes to industrial facilities.
- 1.3** Our main area of expertise lies in our archaeological mitigation work and we deal with a wide range of archaeological remains from the Palaeolithic through to our recent industrial past and achieve our goals while maintaining the highest professional standards.

2. AIMS

2.1 General

- 2.1.1** Pre-Construct Archaeology Ltd recognises the importance of environmental protection which is fundamental to our values and principles. Care for the environment and our historical heritage is one of our key responsibilities of the Company and an important part of the way in which we do business.
- 2.1.2** Pre-Construct Archaeology Ltd aims to ensure that its operational standards are maintained and wherever possible improved in order to ensure protection of the environment and all practical measures are implemented to meet this aim.
- 2.1.3** PCA Ltd will ensure that its operations comply with all relevant environmental legislation, regulations and approved codes of practice.
- 2.1.4** Pre-Construct Archaeology Ltd is a responsible consumer of natural resources and the aim of this mission statement is to ensure that as far as is reasonably practicable no natural resource is consumed without regard to its replenishment and proper maintenance.

2.1.5 Our responsibility to help protect the environment will be met by our striving to prevent and minimise our contribution to pollution of land, air, and water and ensuring our vehicles undergo the relevant annual tests to ensure that they run efficiently and clean and that any environmental impact as a result of their use is minimised.

2.1.6 Through this mission statement Pre-Construct Archaeology Ltd aims to develop our management processes to ensure that all relevant environmental factors are considered during planning and implementation and monitoring of our activities.

2.1.7 Pre-Construct Archaeology Ltd will monitor and continuously improve our environmental performance.

2.2 Energy, Plant and Transport

2.2.1 Pre-Construction Archaeology Ltd office premises will be adequately insulated and energy usage will be monitored to ensure efficiency and reduce wastage.

2.2.2 Pre-Construction Archaeology Ltd will:-

- endeavour to conserve energy and water within the Company's activities
- check lighting equipment regularly and use low energy appliances where safe and possible to do so
- adhere to the control of noise pollution regulations.

2.2.3 PCA Ltd seeks to keep emissions from its vehicles to a minimum which will be achieved by:-

- using public transport in preference to motor vehicles wherever possible
- keeping the numbers of journeys as low as possible
- ensuring that the vehicles are well maintained
- complying with all legislation on vehicle emissions and ensuring that visible changes in such emissions are monitored and appropriately dealt with
- ensuring that all vehicles have regular safety inspections and are serviced and maintain a valid MOT certificate
- using the cleanest fuels when re-fuelling, phasing out company vehicles which are inefficient in fuel consumption to be replaced by environmentally friendlier ones.
- requiring drivers to switch off engines whilst waiting in order to minimize harmful emissions.
- Monitoring energy consumption across the company and establishing where more environmentally friendly energy usage might be achieved by changes in procedures and practices.

2.2.4 With respect to plant hire, emission standards will be a material consideration when plant is hired for site work on our behalf.

2.2.5 PCA Ltd will encourage use of cycling and public transport by its staff.

2.3 Waste Contamination and Recycling

- 2.3.1** Pre-Construct Archaeology Ltd will seek to keep wastage to a minimum and maximise the efficient use of materials and resources. The quantities and nature of the waste produced by PCA Ltd will be regularly assessed (at least once yearly) to ensure waste produced is kept to a minimum and that it is disposed of responsibly, appropriately and safely.
- 2.3.2** Re-using and recycling rather than disposal to landfill of waste products and materials will be our preferred procedure.
- 2.3.3** The waste produced by PCA Ltd principally comprises general office (paper, printing and packaging materials), silt and water and human waste. PCA Ltd will ensure that all waste is kept to a minimum and managed and disposed of in a responsible manner and where disposed of by sub-contractors on our behalf done so safely and properly.
- 2.3.4** Whenever PCA Ltd is engaged in work on contaminated sites this will be done to a high standard and measures will be put in place to ensure that our activities do not lead to contamination spreading. PCA Ltd will ensure that where decontamination is part of site works that its activities, wherever possible, support the decontamination effort.
- 2.3.5** Where appropriate PCA Ltd will provide suitable storage facilities for hazardous waste, ensuring that any spillages are cleaned up immediately and discarded in line with the appropriate regulations and procedures.

2.4 Procurement

2.4.1 Wherever relevant Pre-Construction Archaeology Ltd will:-

- strive constantly to purchase environmentally friendly products
- seek to obtain materials for its use from sustainable sources and use an environmentally friendly supply chain
- consider the carbon footprint in the selection of our energy supplier.
- take account of emissions in purchasing decisions along with the carbon footprint involved in the production of the means of transport.

2.5 Resources

2.5.1 PCA Ltd will ensure that adequate specialist advice and financial and physical resources will be provided to assist with the implementation of the Policy.

3. RESPONSIBILITY

3.1 The Managing Director is responsible for and fully committed to the implementation of the Environmental Policy and this mission statement.

- 3.2 Directors and Managers are responsible for ensuring that all our activities and operational decisions reflect the requirements of the Environmental Policy and this mission statement.
- 3.3 All employees are required to observe the terms and requirements of the Environmental Policy and this mission statement.
- 3.4 PCA has a dedicated director and member of staff who will on a day to day basis monitor and ensure that the standards of the Environmental Policy and this mission statement are maintained and implemented.
- 3.5 PCA has a management committee which will meet regularly, at least once every 3 months to ensure maintenance of standards and continued improvement.
- 3.6 PCA's staff management committee will meet regularly, at least once every 3 months to ensure full communication and discussion of all issues and maintenance and continued improvement of standards.

4. Aspects, Impacts and inspections

- 4.1 All projects will in the 'Health and Safety and Environmental impact method statement' have a section which will cover the expected aspects and impacts of the project on the environment as well as the explicit consideration on how to minimise the impact of our activities.
- 4.2 The responsible site supervisor or director will inspect any new site with respect to all aspects and impacts using the provided designated proforma for this purpose. At the end of the fieldwork the completed paperwork will be handed over to PCA's designated Environmental officer.
- 4.3 It is the responsibility of PCA's project managers on their regular site visits to monitor compliance with PCA's Environmental Policy, mission statement and site specific method statement and aspect and impact assessment.

5. TRAINING AND ADVICE

- 5.1 The Policy and mission statements will be regularly communicated to all employees, as part of their Company induction and throughout their employment, as well as to other significant stakeholders.
- 5.2 The Company will provide relevant advice and training for our employees so that we all work in accordance with the Policy and mission statement and within an environmentally aware culture.

5.3 On a site and project specific basis all staff will be provided at the induction stage with all relevant information to ensure that the environmental impact of their activities is a material consideration in all they do and that they will follow the site specific rules to ensure that impacts are minimised.

6. Reporting

6.1 Any environmental incident will be reported as soon as practicable to the responsible site supervisor or director. The details of the incident will be noted in the site diary. Where the impact can be defined as greater than 'minor' PCA's responsible director will be notified as soon as is practicable and the incident will be fully investigated to establish its nature and causes and how to ensure no further recurrence.

6.2 Where an incident requires reporting to the Environment Agency PCA's responsible director will ensure that the Agency is informed and will ensure that all possible co-operation is provided.

7. REVIEW

7.1 The Environmental Policy and mission statement will be reviewed annually, or as legal change requires, by the Management Team to ensure its continuing suitability for purpose and assess its effectiveness and any appropriate changes implemented.

7.2 The Company Environmental Committee, which includes employee representatives, it will server to consider implementation of the company's environmental measures, resolving issues and concerns and help monitor the effectiveness of the Policy and mission statement and recommend actions to continually maintain and improve our performance.

7.3 PCA will ensure legal compliance and awareness of all current issues by regular consultation by PCA's responsible director and designated Environmental officer of the available online resources for this purpose including: <http://www.netregs.gov.uk> ; www.lrga.co.uk/standards-and-schemes/iso-14001/help-and-guidance/ <http://www.ukconversionfactorscarbonsmart.co.uk/> <http://www.bathnes.gov.uk/services/business/business-waste-and-recycling-services/business-waste-guidance-and-legislation> ; <https://www.gov.uk/measuring-and-reporting-environmental-impacts-guidance-for-businesses> ; <http://www.carbontrust.com/resources/guides> . The results of these consultations and their implications will be discussed at the company environmental committee and staff management liaison committee's at which implementation strategies will be formulated and implemented.

7.4 The Management Team will also regularly review and assess (at least once yearly) our environmental performance and activities and mitigation measures to ensure continued maintenance and relevance of our environmental standards and efficiency in maintaining them.

7.5 Improvements will be outlined for implementation in the Pre-Construction Archaeology Ltd annually Environmental Aspect Assessment Action Plan.

A handwritten signature in black ink, appearing to read 'Gary Brown', with a large, stylized initial 'G' and 'B'.

Signed:

Date:

**Gary Brown
Managing Director
Pre-Construct Archaeology Ltd**

August 2017