



SUSTAINABILITY
SYSTEMS
MANAGEMENT
REGISTER 2017

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Sustainability Policy Statement

...our commitment to the Environment, Economy and Society

Aquatic Control Engineering Ltd (ACE) is a market leading supplier of products and services in assisting flood prevention, water level management, fish migration and watercourse maintenance equipment for the UK & Ireland's water industry. We are committed in developing innovative solutions with a strong belief that our products and service can make a major contribution to a more sustainable world. Therefore Aquatic Control Engineering Limited (ACE) is committed to proactive environmental management through its own operations as well as positively influencing key stakeholders, customers and our supply chain with this approach.

Aquatic Control Engineering Limited (ACE) is committed to minimising its impact upon the environment by means of continual innovation and improvement **by involving our staff, subcontractors and suppliers**. ACE will continue to carry out measures to meet, develop and exceed the requirements laid out by law, policy and internal goals to improve its environmental performance year on year.

ACE recognises the importance of environmental protection; it operates responsibly and in compliance with all environmental regulations, legislation and approved codes of practice. It is an objective of ACE to operate with, and to maintain good relations with all regulatory bodies.

Key measures at the core of our current Sustainability Policy include:

1. The regular assessment of the impacts from organisational aspects to the Environment, Economy and Society
2. Minimising the production of waste
3. Minimising energy and water consumption
4. Promoting the use of recyclable and renewable materials
5. Reducing and/or limiting the production of pollutants to water, land and air
6. Controlling noise emissions from operations on and off-site
7. Minimising environmental risks to the general public and employees
8. Minimising risks to ecosystems and supporting biodiversity
9. **Raising sustainability awareness training of all staff**
10. **Raising CSR awareness training of all staff**
11. **Raising awareness of employees on economy, finance and cash flow.**

ACE aims to improve and extend its range of products and services with sustainable considerations; to provide products and services with low environmental impacts and high environmental benefits to our customers where possible.

Reporting on sustainability is filtered through all managerial levels at quarterly management reviews and features strongly in the heart of all our internal and external operations. An annual sustainability plan sets goals and time frames for their achievements which are continually monitored by the Sustainability Manager. Adequate financial and physical resources will be allocated to achieve ACE's sustainability goals.

ACE will continue to carry out measures to meet, develop and exceed the requirements laid out by law, policy and internal goals to improve its sustainability performance year on year. This is endorsed by management and policy is formulated by the Sustainability Manager. However, it is the joint responsibility of the Sustainability Manager and all ACE employees to implement as a team.

Date:

12 February 2017

Bas van Nieuwenhuyzen
Managing Director (Sales)

Marjon van Nieuwenhuyzen
Managing Director (Business Services)

Last Review :	12/02/2017	Sustainability Policy Statement 1pg
Next Review:	January 2018	



Sustainability Responsibilities Tree

...our commitment to the Environment,
Economy and Society

Last Review: 12/02/2017	Environmental Management Tree 1pg
Next Review: January 2018	

Sustainability Manager: Dafydd Roberts

- Sustainability policy development, review and formulation
- Legislative and legal knowledge, communication and compliance
- Staff training and communications
- Sustainability monitoring and reporting
- Production of Environmental / Sustainability Risk Assessments
- Sustainability document control and systems maintenance
- Management review updates
- Sustainability awareness and adherence to company policy

Managing Directors: Bas and Marjon van Nieuwenhuyzen

- Lead Management Review
- Sustainability policy review , vetting and approval
- Legislative and legal knowledge, communication and compliance
- Approval and vetting of Environmental / Sustainability Risk Assessments
- Formulation and approval of Sustainability staff training
- Sustainability awareness and adherence to company policy

Technical Director: James Cherrill

- Staff training and communications
- Sustainable product and material design
- Legislative and legal knowledge, communication and compliance
- Management review
- Sustainability awareness and adherence to company policy

General Manager: Marcus Widdison

- Legislative and legal knowledge, communication and compliance
- Management Review
- Sustainability awareness and adherence to company policy
- Attendance to training sessions

Health and Safety Manager: Mark Kirby

Facilities Manager and Health and Safety Compliance Manager: Andy Townsend

- Sustainability awareness and adherence to company policy
- COSHH and Workplace Inspections
- Aid the Sustainability manager with tasks and audits

All other ACE employees:

- Sustainability awareness and adherence to company policy
- Attendance to training sessions

All ACE subcontractors:

- Sustainability awareness and adherence to company policy
- Submission of Sustainability requirements for vetting in PQQ



Sustainability Management System

Overview and Scope

Aquatic Control Engineering Limited (ACE) is committed to minimising its impact upon the environment by means of continual innovation and improvement across all the organisations levels. ACE will continue to carry out measures to meet, develop and exceed the requirements laid out by law, policy and internal goals to improve its sustainability performance year on year.

To achieve this, a number of reviews, policies, procedures and plans are in place to monitor and record progress. All of these are summarised in this section to highlight the scope of our Sustainability Management System.

Documentation

Environmental Manual

This living document demonstrates the level of commitment we strive to demonstrate in our Environmental Management Systems. This is used in our internal and external audits for ISO14001:2004 and to continually improve upon our current systems.

Sustainability Management Systems Register

- **Overview and Scope of SMS and documents**
- **Managerial Accountabilities Organogram**
- **Policies**
 - o Policy Statement
 - o General Sustainability Policies
 - o Specific Sustainability Procedures and Plans
- **Annual Sustainability Plan and Reports**
 - o Annual Improvement Plan
 - o Report on previous years Sustainability Systems

This document contains comprehensive documentation demonstrating the scope of our Sustainability Management Systems integrated into one document.

Aspects and Impacts Log

- List of aspects and their impacts

The company's generic sustainability aspects and their impacts are identified and listed on a chart which is reviewed and updated on a 3 monthly basis during the management review. Measures to control and influence their impacts are also identified on this chart. Aspects and impacts targeted for specific improvement or monitoring are listed in the company's Sustainability Improvement Plan.

Sustainability Libraries

- Legislation List including website links to the legislation and Guidance, impact to ACE, Controls and Compliance Evaluation Method, and the date of last changes
- Relevant publications
- Sustainability Communications (e.g. newsletters, e-mails sent)

Sustainability Assessments

- A list of current initiatives in place to monitor and record progress of sustainability improvement.
- Updated at least annually pending results from monitoring.
- Quarterly updates of monitoring against these assessments is given in Management review
- Annual reports on the monitoring of these assessments is found in the SMS- Annual Report

Reviews

Sustainability Management Reviews (quarterly)

- Review of Sustainability Aspects and their impacts to management
- Progress update and review of Sustainability Improvement Plan and a quarterly report
- Other important notifications relating to SMS.

Quarterly management reviews provide the platform to report on all sustainability initiatives, updates and progress for consideration amongst management. They also provide an opportunity to filter down relevant communications including training days and new legislation. The minutes of these reviews, therefore, act as a catalogue of our sustainability communications, decisions and improvements.

Sustainability Communications and Training

- E-mails and other communications are ad hoc and regular to promote any sustainability aspect of the environment to staff or to our customers.
- Archive of all help sheets and notices relevant to the training and information of employees.
- Review and evidence of any other Sustainability communication in any other form.
- Evidence and listing of relevant staff training.

Workplace Inspections

- Review of facilities in our office to ensure they meet environmental requirements
- Identification of necessary additional/replacement facilities to improve sustainability goals
- Where necessary, environmental site inspections.
- These are documented in the Sustainability Management review and in site specific RAMS and folders, past workplace inspection sheets are saved by the facilities Manager.

Sustainability Audits

- Annual Internal audit of compliance to ISO14001 Environmental manual
Annual Internal Audit on CSR and economic impact
- Annual external audit by QMS International to ISO14001



General Sustainability Policies

*...our commitment to the Environment,
Economy and Society*

1. It is the responsibility of the Sustainability Manager to review, monitor and update and enforce Aquatic Control Engineering's Sustainability Management systems utilising the collaboration of the Managing Director of Business Services, Technical Director and Facilities Manager. The Sustainability Manager is responsible for identifying changes in legislation to adhere to this task.
2. All sustainability information and correspondence will filter through ACE's Sustainability Manager.
3. A sustainability review within the management review occurs quarterly and is reported in the minutes of the management review. All other sustainability correspondence to staff will filter down to e-mails and informal internal meetings. Evidence of this is collected in the communications folder and kept up to date.
4. All employees and appointed subcontractors have a duty to report potential hazards that were not accounted for in Risk assessments or methodologies to the Sustainability Manager where appropriate.
5. All incidents including accidents, dangerous occurrences or near misses arising out of or in connection with work should be reported to the Managing Director (Business Services). All environmental incidents will be recorded and where necessary, investigated by the Sustainability Manager.
6. Risk assessments and method statements from all the organisations activities will all reflect sustainability impacts and ways in which to reduce risk to the Environment, Economy or Society. This includes the identification of hazardous substances. The magnitude and nature of all impacts are registered in the aspects and impacts log. Updates of this occur with the Sustainability Manager, Technical Director, Managing Directors and Facilities Manager when necessary.
7. Environmental consents should be obtained, where necessary, in all cases. Reviews of consents will be given to employees by the Sustainability manager by any means of communication or review.
8. Aquatic Control Engineering will provide all necessary training to its employees for all their sustainability related aspects of work. This training will be recorded in personnel files and reviewed. It is the duty of all ACE employees to mention any training needs of themselves or others to the Sustainability Manager or Managing Directors. Quarterly 1:1 meetings with employees provide a platform for identifying skills gaps which will be communicated to the Sustainability Manager is relevant.

INTERNAL TRAINING:

- Induction training
- Emergency response training
- Informal staff training at Hall Farm
- Toolbox talks on working sites

EXTERNAL TRAINING:

- Where appropriate our staff will attend induction training on working sites
- External training courses for all staff as appropriate

9. Aquatic Control Engineering Ltd is committed to the assessment of all its subcontractors and supply chain for adequate sustainable systems which reflect our own achievements and goals. This assessment is in the form of a PQQ mandatory to all new subcontractors and updated by the Manager of Business Services. Reviews of the PQQ form are annual and include the Managing Directors and the Sustainability Manager.

10. On-site Sustainability Risks are identified and minimised by:

- Liaison with customers, suppliers, designers, principle designers, principal contractors and other contractors and stakeholders on site
- Consultation of local nature and environmental groups and invasive aquatic specialists where appropriate
- Consulting documents such as environmental / sustainability assessments
- Where appropriate, visiting the site prior to the works commencing
- Preparation of Risk Assessments prior construction / installation projects

11. Standard safe systems of work we use

a. Pollution Prevention

Plan - As part of our overall environmental responsibilities we plan before any of our work starts on site to reduce the risk of pollution incidents. As part of this, we will evaluate how we will manage a pollution incident, if one occurs, with reference to relevant legislation & good practice.

Prepare – We document the site requirements by way of a **Pollution Prevention Planning Checklist**, recording how we will manage the pollution risks identified. Each specific pollution prevention requirement is captured in our **Pollution Incident Response Plan**, by way of a method statement for the activity.

Prevent – Having identified the activities, appropriate control measures are put in place. These may include secondary containment, designated areas procedures, screening, drainage separation, silt traps & settlement tanks.

A designated 'responsible person' will monitor our activities on site and will have sufficient authority, and training to enable them to act to prevent a pollution incident and follow relevant site procedures.

Appropriate spill equipment for the activities will be available and regular site inspections by the 'responsible person' will be carried out as part of the **Pollution Incident Response Plan**. A regular site inspection process will be set up to make sure that as the job progresses the response plan is relevant and each operative is aware of his/ her responsibilities, the risks and actions required.

The above systems of work will be initially conveyed as part of the overall site induction and toolbox talk process.

- b. Reduce Reuse Recycle Think Procedure
- c. Construction Phase Waste Strategy
- d. Biosecurity - Check Clean Dry Procedures
- e. Environmental audits, inspections and reviews
- f. Environmental Consent Checklist
- g. Is your site right check list
- h. Site Survey checklist
- i. Environmental Incident Emergency Plan
- j. Reporting, recording and investigation of environmental incidents
- k. Supplier and (Sub)Contractor selection and monitoring

12. All emergency and evacuation plans will be reviewed annually with the Managing Directors and the Sustainability manager. The plans are the responsibility of the Managing Director of Business Services under Health and Safety.
13. The Sustainability Manager, Facilities Manager and Managing Directors are to ensure that product information including recycling, COSHH data sheets and other environmental information are on product manuals to our customers.
14. The Technical Director is committed to ensuring the reduction of materials and wastage in design and installation. This will be reviewed and reported to the Sustainability Manager in Sustainability Reviews.
15. Aquatic Control Engineering will purchase low emission and fuel efficient fleet vehicles wherever possible. We encourage planning of travel to help reduce the environmental impact of our business activities.
16. ACE will maintain their facilities and grounds in a manner that avoids adverse impacts to the environment, economy or society. All employees are given facilities and reminders to reduce-reuse-recycle wherever reasonably possible. The Sustainability Manager and Facilities manager review this when necessary to improve performance.
17. Site waste management plans for projects over £300K where ACE is the principle Contractor will be produced by the Technical Director and Sustainability Manager.
18. In the unlikely event of ACE having to dispose of:
 - Empty or part empty paint, thinner and other protective coating tins.
 - Unused chemicals, chemical containers or sacks containing chemicals.
 - Used fluorescent tubes and sodium light bulbs
 - Oils and soluble oil cutting fluids
 - Substances classed as hazardous
 - Other environmentally unfriendly products

The Sustainability Manager is responsible for organising safe and thoughtful disposal.

19. It is at the discretion of the Sustainability Manager to produce specific policy documents in conjunction with these statements to better address the key issues and core functions of the current Sustainability Plan. These additional policies will be indexed and updated in the Sustainability Systems Register and integrated into general policy if necessary through a review process.
20. Controlled documents for Sustainability related information will be monitored up dated and held securely for open access by all employees. Other documentation not controlled is filed in a central folder with security to prevent tampering.

*Please see our specific procedures and plans in conjunction with this document.
These are indexed in the Sustainability Systems Register.*

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Next Review:	January 2018	



Reduce, Re-use, Recycle, Think Procedure

*...our commitment to the Environment
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Aquatic Control Engineering Limited (ACE) is committed to sustainable practice by means of continual innovation and improvement across all the organisations levels.

All ACE employees and guests are responsible for the reduction of energy, waste and the safe recycling of it. You are expected to:

Reduce

- Think about whether you need to print a document and aim to reduce your printing.
- Try to minimise the use of colour when printing.
- Always try to print your documents double sided.
- Use low grade recycled paper for internal documents which have a much lower carbon footprint.
- Try to package products carefully to minimise the use of plastic and cardboard materials.

Re-Use

- Use their discarded paper for notes if possible.
- Store all good condition cardboard boxes in the warehouse for re-use in packaging.

Recycle

- Inform the Sustainability manager if you do not have the facilities to meet your obligations in this policy or have unsafe disposal areas.
- Return all un-used and old mobile phones and printer cartridges for recycling.
- Recycle paper and cardboard in the bins provided.
- Segregate glass and metal in the bins provided for disposal.

Think

- Switch off lights, heating and your computers when possible.
- Close windows when the heating is on.
- Keep your bins neat, tidy and regularly empty to improve working environment.
- Ensure your guests operate in the same manner as this policy.
- Opt for car share to sites, fit in multiple appointments or take public transport.
- Use the lowest carbon vehicle appropriate for every visit where possible.

Please do not dispose of any chemical materials, construction materials or other materials you are unsure of without seeking the advice of the Sustainability Manager.



Bio-Security Plan

*...our commitment to the Environment,
Economy or Society*

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1. Definitions

1.1 What is Biosecurity?

Biosecurity literally means 'safe life'. It refers to taking action in order to minimise the risk or prevent the movement or transmission of invasive non-native species and diseases.

1.2 What are Invasive Non-Native Species?

Invasive non-native species (INNS) are those that have been transported outside of their natural range and that can damage our environment, environmental services, the economy, our health and the way we live. Impacts of INNS are so significant, they are considered to be one of the greatest threats to biodiversity worldwide. They threaten the survival of rare native species and damage sensitive ecosystems and habitats.

2. Summary

This biosecurity plan addresses freshwater and riparian INNS. Introduction of either new plant material or animal species could have devastating effects.

The actions will be achieved through the realisation of objectives which are in accordance with the [Invasive Non Native Species Framework Strategy for Great Britain](#)¹ and established protocols for notifiable fish diseases:

- Prevention;
- Early detection, surveillance, monitoring and rapid response;
- Mitigation, control and eradication.

The actions in this plan also follow national advisory guidelines for bio-security.

¹ www.nonnativespecies.org

3. Objective and Outputs

Objective: Reduce the risk of the introduction and spread of INNS to any work sites.

Output 1.1 – All staff working on the site are aware of the ecological and economic impact of INNS, means of introduction and spread.

Output 1.2 – All vehicles, machinery and equipment used on the site to be cleaned, disinfected and dried pre and post works.

4. The Context

4.1 Freshwater Invasive Non-Native Species: the Nature of the Problem

Freshwater INNS are of increasing ecological and economic significance. Natural barriers to the movement of species such as oceans and mountains have meant that unique ecosystems have developed throughout the world. The modern phenomenon of globalisation has expanded the possibilities, extent and complexity of world trade which along with the growth of tourism has expanded hugely the movements of people, commodities and products. This has increased unintentional and intentional introductions of species outside their natural range, and establishment of INNS away from their co-evolved competitors and predators.

In this plan, biosecurity issues are considered in relation to the potential introduction and spread of a priority list of INNS, diseases and parasites.

There are thousands of non-native species in the UK, only a minority of which are invasive. It is this small but significant number of INNS that have a major impact on the native flora and fauna.

According to the [Convention on Biological Diversity \(2006\)](#), INNS are the second greatest threat to biodiversity, being capable of colonising a wide range of habitats and excluding the native flora and fauna. Furthermore, over the last 400 years INNS have contributed to 40% of those animal extinctions where the cause of extinction is known. As water is an excellent transport medium for the dispersal of many of these species, rivers and lakes and their banks and shorelines are among the most vulnerable areas for the introduction, spread and impact of these species. The ecological changes wrought by Freshwater INNS can further threaten already endangered native species and reduce the natural productivity and amenity value of affected habitats.

The threat from Freshwater INNS is growing at an increasing rate exacerbated by climate change, pollution and habitat disturbance with a correspondingly greater socio-economic, health and ecological cost. Many countries including the UK are now facing complex and costly problems associated with invasive species:

- The estimate in 2008 for the whole country for the control, management and disposal of floating pennywort was £1.93 million.

Many freshwater INNS are incredibly well adapted to survival, and therefore easily transferred between sites:

- The killer shrimp (*Dikerogammarus villosus*) can survive for 48 hours in dry conditions and 15 day in damp conditions;
- Floating pennywort (*Hydrocotyle ranunculoides*) can reproduce from a tiny fragment and can grow up to 20cm a day;
- Japanese knotweed (*Fallopia japonica*) can reproduce and spread from a piece of root/rhizome only 0.6 grams;
- A single plant of Himalayan balsam (*Impatiens glandulifera*) produces up to 800 seeds;
- The crayfish plague (*Aphanomyces astaci*) is a fungus which can survive between 6-22 days without a host under damp conditions.

Without some form of coordinated and systematic approach to the prevention of introduction of INNS, diseases and parasites, it is inevitable that the ecological, social and economic impacts and the costs for mitigation, control and eradication of these species and diseases will continue to increase. This plan is to set out such an approach for Aquatic Control Engineering.

Given the high cost estimates for the mitigation, control and eradication of freshwater INNS and diseases once they are established, this plan emphasises the need for prevention of the introduction of INNS **before** they become established.

5. Policy and Legislation

The UK has international obligations to address INNS issues, principally through the Water Framework Directive; the EU Habitats and Birds Directives; the Convention of Biological Diversity including the International Plant Protection Convention and the Bern Convention on Conservation of European Wildlife and Habitats.

The actions presented in this plan conform to, and are supported by UK Government legislation associated with the prevention, management and treatment of INNS, diseases and parasites:

- Section 14 of [The Wildlife and Countryside Act](#) makes it an offence to allow any animal (including hybrids) which is not ordinarily resident in Great Britain, to escape into the wild; or release it into the wild; or to release or to allow to escape from captivity, any animals that are listed on Schedule 9 of the Act. It is also an offence to plant or otherwise cause to grow in the wild any plant listed on Schedule 9 of the Act.
- The [Environmental Protection Act](#) contains a number of legal provisions concerning “controlled waste”, which are set out in Part II. Any soil contaminated with Japanese knotweed or giant hogweed or plant material discarded is classified as controlled waste. This means that it is an offence to deposit, treat, keep or dispose of controlled waste without a licence.
- The [Waste Management Licensing Regulations](#) define the licensing requirements which include “waste relevant objectives”. These require that waste is recovered or disposed of “without endangering human health and without using processes or methods which could harm the environment”.
- [Controlled Waste \(Registration of Carriers and Seizure of Vehicles\) Regulations](#) and [the Environmental Protection \(Duty of Care\) Regulations](#) provide guidance for the handling and transfer of controlled waste.
- [The Import of Live Fish Act and the Prohibition of Keeping Live Fish \(crayfish\) Order](#). The former restricts in England and Wales the import, keeping or release of live fish or shellfish or the live eggs or milt of fish or shellfish of certain species. Under the Crayfish Order it is an offence to keep any crayfish in England and Wales, except under license with the exception of the Signal crayfish in specified areas of the country with established feral populations. A license is required to keep signal crayfish in those parts of England and Wales where extensive feral populations do not currently exist.
- Local authorities also have some relevant powers in Section 215 of the [Town and Country Planning Act](#). This provides the authority with a discretionary power to require landowners to clean up ‘land adversely affecting the amenity of the neighbourhood’ which may be relevant to control of INNS such as Japanese knotweed.
- [Biodiversity 2020: A Strategy for England’s wildlife and ecosystem services](#) This Strategy lists invasive non-native species as one of the direct environmental pressures on biodiversity and has a priority action.
- The Non Native Species Secretariat website <http://www.nonnativespecies.org> contains useful guidance on INNS and their control

The procedures for the detection, notification and control of fish diseases are already well defined by fisheries legislation. They provide a system of screening fish farms and fisheries for notifiable diseases as well as regulating live fish movements. CEFAS on behalf of the Government organises and coordinates the response to any suspected outbreak.

Biosecurity advisory notes have been produced by the Environment Agency following the first outbreak of the killer shrimp (*Dikerogammarus villosus*) in 2010.

6. Biosecurity measures

The works Aquatic Control Engineering carry out involve using a range of equipment and machinery. The following actions must be implemented in order to significantly reduce the risks of any INNS or biological matter being introduced to the site during any in river works.

6.1 Pre-works

Action	Requirements
All previously used (i.e.- not new) equipment to be used must be thoroughly cleaned and dried to the touch PRIOR to site access at the store at Head Office.	<ul style="list-style-type: none"> Remove as much soil and organic matter as possible before disinfecting (using Virkon S) Particular attention must be paid to areas that retain water, remain damp or are hard to inspect Clean with water, or disinfectant² at the store BEFORE transported to site. Boat bio fouling must be thoroughly removed Crevices on an outboard engine or any equipment or machinery need to be washed out Washings should be DRIED OUT on a surface (such as gravel/hard-standing or grass), and NOT able to enter any watercourse or drainage system Dry out totally before access onto new site. See 'Check Clean Dry'
Cleaning station / kit to be set up at each work site.	<ul style="list-style-type: none"> Must be readily accessible Must be well away from a watercourse and drainage into sewers prevented. Wash down facilities (buckets, scrubbing brushes, disinfectant, hand pump pressure sprayer etc) installed Must have a surface (such as gravel/ hard-standing / grass) where washings should be contained, DRIED OUT, and NOT able to enter any watercourse or drainage system. See 'Check Clean Dry'
Staff training and awareness	<ul style="list-style-type: none"> All staff working on site to be trained to identify specific INNS. Are aware of the ecological and economic impact of INNS, means of introduction and spread.

6.2 During works

Action	Requirements
Cleaning station / kit to be used before leaving the site each day.	<ul style="list-style-type: none"> Must be readily accessible Must be well away from a watercourse and drainage into sewers prevented. Wash down facilities (buckets, scrubbing brushes, disinfectant, hand pump pressure sprayer etc) installed Remove as much soil and organic matter as possible before disinfecting (using Fam 30) Boat bio fouling must be thoroughly removed Crevices on an outboard engine or any equipment or machinery need to be washed out Must have a surface (such as gravel/ hard-standing / grass) where washings should be contained, DRIED OUT, and NOT able to enter any watercourse or drainage system.

² Recommended disinfectant is Fam 30

6.3 Post works

Action	Requirements
All equipment must be thoroughly cleaned before leaving the site if practicable, or when returned to the store at Head Office.	<ul style="list-style-type: none"> • Must be readily accessible. • Must be well away from a watercourse and drainage into sewers prevented. • Must have a surface (such as gravel/ hard-standing / grass) where washings should be contained and DRIED OUT, and NOT able to enter any watercourse or drainage system. • Wash down facilities (buckets, scrubbing brushes, disinfectant, hi-pressure hose etc) installed. • Boat bio fouling must be thoroughly removed. • Crevices on an outboard engine or any equipment or machinery need to be washed out. • Dried out totally to the touch before use elsewhere.

7. Objective realised

Objective: Reduce the risk of the introduction and spread of INNS to any work sites.

Output 1.1 – All staff working on the site are aware of the ecological and economic impact of INNS, means of introduction and spread.

Action in place – Tool-box talk, staff training and awareness

Output 1.2 – All vehicles, machinery and equipment used on the site to be or are cleaned, disinfected and dried pre and post works.

Action in place – Cleaning stations installed and only clean and dry, or new equipment used

Due diligence will be required to avoid any biological pollution of freshwater. On completion, the aim is that any work sites will be returned as close to its “as found” condition as possible.

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Next Review:	January 2018	



Document Management Procedure

*...our commitment to the Environment,
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Maintaining up to date and relevant documentation is of key importance and central to the Environmental objectives. Documents are controlled and made available to a number of audiences using the procedure highlighted below. All controlled documents are listed in the controlled document register.

Controlled: Available to the Public

- Public documents are submitted to the Marketing Manager and placed on the website for download in PDF format.
- It is the responsibility of the Sustainability Manager to renew the documents.

Controlled: Available to ALL ACE employees

- These are saved in a PDF format in the SHARED Environmental File.
- These will be noted with a footer containing the last date of review and next review date.
- It is the responsibility of the Sustainability Manager to renew documents in the SHARED folder and to allow new controlled documents to be submitted for ACE employees.
- All changes, updates and new additions should also be communicated through e-mail to all staff.
- All changes and updates of these documents will be noted in the Sustainability Improvement Log.
- Relevant controlled documents not under the supervision of the Sustainability Manager are listed in the Controlled Documents Register also.

Non Controlled: Available to Sustainability Manager

- These documents are saved in an editable format and are password protected and kept separately from controlled documents
- It is the responsibility of the Sustainability Manager to ensure documents are stored safely and backed up.
- These documents included working formats for the Sustainability systems register, aspects and Impacts Log in excel, Sustainability assessments and improvement logs.

OFF-SITE ACCESS

All controlled documents for the public and staff/subcontractors of ACE are available in CD format from the Sustainability Manager at any time. It is the responsibility of the Site Manager to ensure these documents are available on site and that subcontractors are appropriately briefed on their content and location.



Controlled Document Register

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P: Computer – Company – Controlled Business Services

Document/ Folder Name	Summary	Updated
Sustainability Systems Register	A manual of all the Environmental, plans policies and procedures relevant to staff and subcontractors of ACE.	At least annually
Aspects and Impacts Log	A register of the companies aspects and impacts with information regarding their risk and assessment	Reviewed quarterly
Sustainability Manual	The manual to which our SMS system is designed to address for ISO14001:2004	At least annually
Certifications	ISO 14001 and 9001, OHSAS 18001, Achilles UVDB and Constructionline certificates	When replacements are available

Other available resources in this folder are:

Document/Folder Name	Description/Purpose	Updated
Libraries	Store of all the last e-mails and leaflets sent to staff for back reference and a register of digitally available legislation	As new communications are sent
On site Resources	Helpful source of legislation/ on site resources	Reviewed annually
Training Folder	Contains training records and help sheets, quizzes and materials for keeping employees up to date on Environmental awareness	Reviewed quarterly

Many Environmentally relevant documents are saved elsewhere as they are primary responsibilities for different departments, but still well worth a look...

Document/Folder Name	Summary	Updated
Management Reviews	Quarterly management reviews are performed, agenda and minutes found here	Quarterly
CV/ Job Descriptions	Good overview of your responsibilities for sustainable performance at ACE	At least annually
Health and Safety and Quality Plans and Reports	Health, Safety and Sustainability are intricately linked; a good overview of those plans is useful.	At least annually
Accident and near Miss Reports	These are integrated and include health, safety and sustainability	Continual
RAMS Templates	These documents form the basis of our risk assessment methodology statements and detail sustainability considerations on site	At least annually

Last Review : 12 February 2017	Controlled Document Register 1pg
Next Review: Jan 2018	



Legislation Review Procedure

*...our commitment to the Environment,
Economy and Society*

ACE recognises the importance of environmental protection; it operates responsibly and in compliance with all environmental regulations, legislation and approved codes of practice. It is an objective of ACE to operate with, and to maintain good relations with all regulatory bodies.

Legislation review can be relatively complex, thus it is important that regular external communications are filtered by the Sustainability Manager. Where appropriate external advice from a suitably qualified professional can be sought and additional training identified. This is the responsibility of the Sustainability Manager to report to the Managing Directors. Reviews of legislation are all reported to the management review.

Annual:

- Relevant training course/Seminar or Workshop addressing new or improved legislation

Quarterly:

- Review of current legislation in library for updates using external resources list and any other appropriate site.

On-going:

- Receipt of e-mails from registered associations (see external resources list)

Any changes identified in legislation or review are used to update documentation systems and then notified to senior employees at Quarterly Management Review meetings. Following a Management Review a process for informing additional staff is formulated and rolled out. This can include:

- E-mails and updating of controlled documents.
- Staff help sheets and information leaflets and posters provided.
- Training sessions provided.
- External training and/or courses provided.
- Changes in organisation of facilities; office movements, removal or addition of a facility etc.
- Additional meetings and changes in company policy/ job descriptions or similar.
- Additions, removal or updates of the legislation library.

A list of current external resources is maintained in the external resources list which is reviewed annually.

Last Review: 12 February 2017	Legislation Review Procedure 1pg
Next Review: January 2018	



External Resources List

*...our commitment to the Environment,
Economy and Society*

This list is non-exclusive but highlights a number of the regularly used references for updating the legislation, legal requirements and good practice into our Sustainability System.

Source	Summary
FSB Financial and Legal Magazine	Magazine for small businesses providing good information on office carbon reduction and energy efficiency as well as ISO14001:2004 best practice, 14 editions per year
ADA gazette	New legislations sometimes available regarding our customer systems and agricultural land management
HSE	E-mails contain information regarding health, safety and the environment specific to on-site
Natural England	Great resource for information regarding wildlife country act and considerations and consents for protected sites
Environment Agency	Great information of fish passage, good practice for screening at outtake's and in-falls and lots of helpful information on waste hierarchy updates
IEMA Environmental Management Handbook	Latest edition of the hardcopy handbook providing practical advice on current legislative positions related to an Environmental Manager
DEFRA	Defra Website provides great advice on a number of issues regarding flood management in local regions and EU water framework Directive
Legislation.gov	This website is a working document of everything. It has been particularly integral to the writing of the biosecurity plan.
Supplychainschool.co.uk	This site is an online learning forum designed to help the construction sector assess and improve their knowledge of sustainability issues facing our industry.
Foundation of Water Research (FWR)	www.fwr.org www.eufwd.com
European Water Framework Directive	The EU Water Framework Directive - integrated river basin management for Europe http://ec.europa.eu/environment/water/water-framework/index_en.html

Last Review:	12 February 2017	External Resources List 1pg
Next Review:	January 2018	



Annual Sustainability Report 2016

...our commitment to the Environment

Executive Summary

Our slogan “For Innovation and Sustainability” was clearly reflected in many ACE activities and projects in 2016. From a very innovative water siphon able to lower the water level at a controlled rate without the need for heavy duty diesel pumps at the Yorkshire Sculpture Park, to an inline WaStop at Hornsey which solved a longstanding back flow problem at greatly reduced cost compared with traditional solutions, to the ongoing implementation of the Wildlife Landscape Plan on our field, to many Flood Defence without compromising Fish Migration projects, to the Environment Agency Project Excellence Award for managing Health, Safety and Environmental Risk at the Morpeth Flood Alleviation Scheme project, where ACE supplied a full MEICA package to the Principle Contractor Balfour Beatty, we can safely say that in terms of Innovation and Sustainability we have had a very successful year.

Training completed in 2016

Stephen Randall is studying for an Engineering Degree at the Open University.

➤ Environmental Science (level two university module) covering:

- water (including water quality and river systems)
- air (including atmospheric pollution)
- earth (weathering/corrosion, geological processes)
- life (competition, coexistence, conservation)
- biochemical cycles (water,carbon,nitrogen, phosphorus and sulphur)
- ecosystem services

➤ Renewable Energy (level 3 university module) covering:

- current energy supply/demand
- environmental impacts
- development of new technologies
- study of existing renewables and the future usage of these (wind, solar, tidal, hydro, geothermal, biofuels)

Stephen’s initial ideas for his final project are based on the usage of renewable energy sources in the UK a study of the most viable and beneficial from an environmental impact and financial perspective.

Other Courses

23-25 February 2016

Dafydd Roberts, Paul Brennan, Martin van Nieuwenhuyzen

Bas and Marjon van Nieuwenhuyzen

Flood & Coast Conference and Exhibition

Telford International Centre

13 and 14 April 2016

ACE Team – In house training presented by Dafydd Roberts (Environmental Manager)

Management of Environmental Incidents and Prevention (Pollution Prevention Guidelines)

19 April 2016

Vaki-ACE Fish Monitoring and Migration Workshop

Mansfield House Hotel

Tain, Inverness-shire

Presented by MagnusThor Asgeirsson of Vaki
and Dan Levy and Martin van Nieuwenhuyzen of ACE

18, 19 May 2016

Paul Brennan, Martin van Nieuwenhuyzen, Bas van Nieuwenhuyzen, Marjon van Nieuwenhuyzen, Marcus Widdison,
Dan Levy, Adam Harrison, Ryan Bruinsma, Mark Kirby, Graeme Stocks, Stephen Randall, Andy Townsend

Floodex Exhibition and Seminar, Peterborough Arena

Association of Drainage Authorities.

17 September 2016

Bas van Nieuwenhuyzen, Joshua Broadhead

Drop-in Event to raise Flood Awareness

St Margarets With St Nicholas Ward Forum

Kings Lynn

11 and 12 October 2016

Dafydd Roberts, Martin van Nieuwenhuyzen

10th European Waste Water Management Conference & Exhibition

part of this is the Constructed Wetland Association Conference

Manchester

12 and 13 October 2016

Joshua Broadhead, Emma van Nieuwenhuyzen, Bas van Nieuwenhuyzen

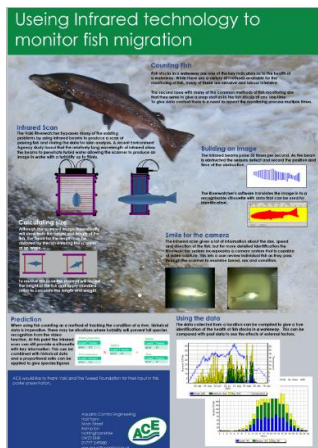
Flood Expo

Excell, London



Interactive in- house training covering our core Values INSPIRES was presented throughout 2016 by various ACE staff
Signed posters have been framed and are now on display in the workplace

Two samples below:



Martin van Nieuwenhuyzen and Dan Levy presented a well attended Fish Monitoring and Migration Workshop in Scotland with MagnusThor Asgeirsson of Vaki in April.

Vaki have supplied an improved eel/elver counter prototype for Eastmills in 2016. This should facilitate maintenance and cleaning. Vaki is monitoring this counter together with the Environment Agency and hopes to improve this counter further over 2017.

Our Technical Director James has started work on developing a silt friendly design for our Reset type of Fish Friendly Flapvalve.

Wind water pump to assist land drainage pump in Kent

In the summer of 2015 ACE installed a Bosman wind water pump to assist a land drainage Archimedean screw pump with the purpose of reducing the number of stops and starts of the land drainage pump. This should increase the efficiency of the land drainage pump by lowering energy consumption and by reducing wear and tear of the main pump. The Environment Agency has monitored the progress over 2015 and 2016 and after some staff changes of the Environment Agency responsible for this project we are hoping for further positive feedback in 2017

The Bretton Water Siphon Project won the ACE 2016 Innovation Award

When looking for a way of lowering the water levels for maintenance purposes the obvious solution was to pump from the lake directly into the river and whilst this solution minimalised the need for civil engineering it did have some inherent drawbacks. Mobile diesel pumps require diesel....a lot of diesel! An alternative to over pumping was found by means of siphoning. Once the design and construction of the 84 meter long 450mm composite siphon was completed off site, it was buried within the reservoir bank keeping it hidden from sight and preserve the aesthetics of the landscape. An innovative sustainable solution to an old problem!

The Hornsey Project won the ACE 2016 Sustainability Award

In Hornsey, north London, the sewer network sometimes struggled to cope with the demands of a modern society. Surcharges overwhelmed the existing pipes and were flowing up through manholes, causing flooding to roads and properties. The traditional solution would have been the installation of an anti-flooding device (FLIP) or a new pumping station and while this would resolve the flooding problem, the cost would have run to around £300,000 to protect what, in practice, was a small number of homes. Paul Brennan approached Thames Water to offer an alternative solution – the WaStop inline check valve. ACE supplied a valve that fitted snugly inside a DN225 pipe and this offered outstanding protection from back flow saving our customer and the environment costly works.

Carbon Management

Carbon Management has this year been looked at in terms of the use of our car and van fleet.



	08/09	09/10	10/11	11/12	12/13	13/14 Without installation vans purchased in October 2013	14/15 Without installation vans purchased in October 2013	15/16 Without installation vans purchased in October 2013	15/16 Including installation vans Annual mileage 47301 miles
Average mpg per vehicle	42.5	44.5	57.9	54.1	56.43	54.77	55.6	56.2	56.2
Average CO2 emissions per vehicle	172	152	137.3	157.5	150.63	152.45	151	142.73	142.73
Company mileage per employee	74274/6= 12379	58254/7= 8322	75004/9= 8334	82549/10= 8255	93171/12= 7764	97384/15= 6492	116203/16= 7263	108392/18= 6022	155693/18= 8650
Company mileage per company car	74274/5= 14855	58254/5= 11651	75004/6.25 = 12001	82549/7= 11793	93171/8= 11646	97384/9= 10820	116203/9= 12911	108392/9= 12043	108392/9= 12043
Company mileage per company van									47301/2= 23650.5
Company mileage per M turn over	74274/2.3 =32293	58254/1.5 =38836	75004/2.0 =37502	82549/2.6 =31750	93171/2.5 =37268	97384/2.4 =40577	116203/2.9 =40070	108392/3.7 =29295	155693/3.7 =42079

For many fish passes we have been able to replace concrete, aluminium or steel parts by HDPE, which has a lower material carbon foot print.

All our products are low maintenance and durable which further enhances carbon management in general.

We continuously promote assessment of life cost of products or solutions.

Waste

We have increased mixed recycling waste resulting from:

- Increased staffing levels
- Local manufacturing by ACE in the UK since 2010
- Significantly increased Stock Levels of ACE since 2010

Over the past 5 years our total waste per person has reduced.

In 2014-2015 and 2015-2016 also the total waste per million turnover significantly reduced

Per person less waste is going to landfill and per million turnover also less waste is going to landfill

We are actively implementing our Reduce-Reuse-Recycle-Think Policy.



Year	Number of FTE staff based at Hall Farm	Turnover M	Max Litres waste for Recycling	Max Litres waste for Recycling per person based at Hall Farm	Max Litres waste for Recycling per million TO	Max Litres waste for Landfill	Max Litres waste for Landfill per person based at Hall Farm	Max Litres waste for Landfill per million TO	Total Waste Litres	Total Waste per person based at Hall Farm	Total Waste per million Turn Over
2006-2007	6	1.2	6240	1040	5200	6240	1040	5200	12480	2080	10400
2007-2008	6	1.3	6240	1040	4800	6240	1040	4800	12480	2080	9600
2008-2009	7	2.3	6240	891	2713	6240	891	2713	12480	1783	5426
2009-2010	9	1.5	12480	1387	8320	6240	693	4160	18720	2080	12480
2010-2011	10	2	34840	3484	17420	6240	624	3120	41080	4108	20540
2011-2012	11	2.6	34840	3167	13400	6240	567	2400	41080	3735	15800
2012-2013	12	2.5	34840	2903	13936	6240	520	2496	41080	3423	16432
2013-2014	12	2.4	34840	2903	14517	6240	520	2600	41080	3423	17117
2014-2015	14	3.0	34840	2489	11613	6240	446	2080	41080	2934	13693
2015-2016	16	3.7	34840	2178	9416	6240	390	1686	41080	2568	11103

Water

Anglian Water Invoices									
From	To	Volume used in cubic metres	volume Charge	no FTE staff	FTE staff based at Hall Farm	TO year end	Volume used in cubic meters per staff based at Hall Farm per half year	Volume used in cubic meters per M Turnover per half year	
Aug-09	Feb-10	94	120.92	9	9	1.5M	10.4	62.67	
Feb-10	Aug-10	173	219.67	10	10	2.0M	17.3	86.50	
Aug-10	Feb-11	130	164.32	10	10	2.0M	13.0	65.00	
Feb-11	Aug-11	147	197.07	11	11	2.6M	13.4	56.54	
Aug-11	Jan-12	137	187.59	11	11	2.6M	12.5	52.69	
Feb-12	Aug-12	109	155.06	12	12	2.5M	9.1	43.60	
Aug-12	Aug-13	241	354.63	12	11	2.5M	11.0	48.20	
Aug-13	Aug-14	247	408.43	15	13	2.0 M	9.5	61.75	
Aug-14	Aug-15	247	408.91	16	14	3.0M	8.8	41.17	
Aug-15	Aug-16	189	279.68	18	16	3.7M	5.9	25.54	

Water minimisation efforts continued in 2016. In particular we have encouraged where practical the washing of our company vans with water from our rainwater butts.

Paper use

Website developments have enabled us to promote our environmental systems to the greater public and have greatly reduced our need for leaflets in house. As a result paper used for marketing has reduced. Promotion of our sales literature online (over 90%) which is downloadable from our website has further reduced the need for printing.



PAPER USE AT HALL FARM

Year start August / Year end July	Number of FTE staff based at Hall Farm	Total Paper Use In reams	Average reams of paper per person per month	
07/08	6	41	0.57	
08/09	6	30	0.42	
09/10	7	54	0.64	
10/11	10	71	0.59	
11/12	11	72	0.55	
12/13	12	70	0.49	
13/14	13	48	0.31	
14/15	14	122	0.73	New KWT catalogues printed in-house
15/16	16	70	0.36	

August 2016

Memberships

In 2016 ACE continued their corporate memberships to support the RSPB and the Nottinghamshire Wildlife Trust. ACE also continued their professional memberships to the Association of Drainage Authorities, the Institute of Fisheries Management and the River Restoration Centre. The Directors are members of the National Trust and the World Wide Fund for Nature.

CSR

ACE is assisting with the setting up of a community emergency plan for Rampton. ACE also makes time available for James Cherrill to fulfil his duties as governor of the local village school. James has also actively contributed to the school playground by reusing ACE materials for items such as a mudbath.

Apart from contributing through memberships as above ACE has made donations to the following charities:

Yorkshire Wildlife Park Foundation

Water Aid donation to buy 1metre of borehole drilling

Local charities as below via sponsoring the Charity Whist Drives in our village

Aquatic Control Engineering
Hall Farm
Main Street
Rampton
Retford
Notts
DN22 0HR

I would like to take this opportunity to thank you for helping raise money for local charities by being one of our sponsors for the charity Whist Drives in 2016.

In total we raised £1723.94, this will be distributed as follows:-

Local Branch N.R.S. for the Blind	£100.00
" " Age UK	£100.00
" " N.S.P.C.C.	£100.00
" " Macmillan Nurse	£100.00
" " Cancer Research	£100.00
Bluebell Wood Children's Hospice	£100.00
Alzheimer's Society Bassetlaw	£100.00
Bassetlaw Hospital Stroke Unit	£100.00
Bassetlaw Hospice of Good Shepherd	£461.97
Lincolnshire & Nottinghamshire Air Ambulance	£461.97

Thank you very much for your support, hoping that we can all do the same for 2017.

Regards



Stuart Dixon

Sustainable Development and Construction of additional premises at Hall Farm

This development includes a wildlife landscape plan whereby ACE aim to maximise the aesthetic and ecological value, as well as the practical value, of this development, and in doing so to minimise any negative environmental impact. The creation of a varied landscape incorporating water, wild flowers and a wide variety of native plant species will provide both habitat for wildlife and amenity for employees and neighbours, as well as chime with the ethos of our customers.

The original design of the plan has this year been amended following a visit from the Nottinghamshire Wildlife Trust from whom we have since received a very helpful guidance and advice report. The access road has been moved a few metres in Northern direction to safeguard the root system of 2 large old trees near the entrance. Instead of one large wildlife pond we have now created 2 ponds also on recommendation of the Wildlife Trust.

Sustainability will also be part of the focus of the construction planning of the new building which we hope to complete in 2017.

PROPOSED LANDSCAPE SCHEME

AQUATIC CONTROL ENGINEERING
HALL FARM, RAMPTON

25TH NOVEMBER 2013
1:500 @ A3
(BASED ON DRAWING NO.
ACE/SF/12/02 BY JOHN ADAMS)

GENERAL STATEMENT

The applicants are keen to maximise the aesthetic and ecological value, as well as the practical value, of this development, and in doing so to minimise any negative visual impact. The creation of a varied landscape incorporating water, meadow and a wide variety of native plant species will provide both habitat for wildlife and amenity for employees and neighbours, as well as chime with the ethos of their customers.

1 ENTRANCE

AIM: As the entrance to the site is on a main route into the village, to provide an attractive and appropriate access that is reflective of the setting.

- Gate set back from road to allow HGVs safe exit & egress
- Flanked by brick wall & pillars, good quality fencing or hedging
- Consideration given to drainage of any hardstanding to avoid pooling on road.

2 POND & MEADOW

AIM: To provide habitat for wildlife

- Large pond to act as magnet for wildlife, and planted with native aquatic & marginal plant species such as marsh marigold (*Caltha palustris*), water mint (*Menyanthes aquatica*), flag iris (*Iris pseudacorus*) and common cottongrass (*Eriophorum angustifolium*)
- Areas of this paddock, around pond and on periphery to be managed as a meadow, cutting two or three times a year and encouraging native grassland species such as buttercups (*Ranunculus acris*), yellow rattle (*Rhinanthus minor*), Ox-eye daisy (*Leucanthemum vulgare*) and common knapweed (*Centaurea nigra*)

3 Paddock

AIM: To provide grazing for horses as an amenity for local residents and to retain a rural feel.

- Area available for grazing secured using movable electric fencing
- Within paddock area, and contained within a perimeter of permanent timber fencing, small copses of native trees such as alder (*Alnus glutinosa*), field maple (*Acer campestre*) and wild cherry (*Prunus avium*)

4 MOUND

AIM: To partially screen new storage unit and reduce its visual impact on the landscape

- Using the spoil from the excavations associated with construction of both the new store and the pond an attractive grassed mound will be created.
- The mound will further provide screening by being planted with native tree species such as birch (*Betula pendula*), common hawthorn (*Crataegus monogyna*) and holly (*Ilex aquifolium*)

5 GARDEN

AIM: To provide attractive amenity space for employees

- A levelled grassed area will provide space for employees to sit during break times and improve the quality of the work environment

6 Paddock

AIM: To provide grazing for horses as an amenity for local residents.

- Area available for grazing secured using movable electric fencing
- Within paddock area, and contained within a perimeter of permanent timber fencing, small copses of native trees such as alder (*Alnus glutinosa*), field maple (*Acer campestre*) and wild cherry (*Prunus avium*)

7 LAWN

AIM: To maintain open views for residents of Bramley Oak Lodge and to maintain their privacy.

- At the request of these neighbours, this space will largely be left to open lawn, so as to maintain their existing views.
- The side of the new store will be partially screened by planting a native mixed hedge including hawthorn (*Crataegus monogyna*), dog rose (*Rosa canina*), hazel (*Corylus avellana*), Guelder rose (*Viburnum opulus*) and hornbeam (*Carpinus betulus*)

11 BOUNDARIES

AIM: To ensure an appropriate and effective delineation of the site

- Existing boundary hedges will be improved by infilling with native hedge species (see 7 below)
- Some additional native trees, such as varieties of apple (*Malus*) may also be planted in the hedges to enhance views

10 SCENTED PATH

AIM: To provide an attractive and stimulating link between the new development and offices at Hall Farm

- Whilst this area is not strictly within the development area, the applicants consider it important to maximise the aesthetic value of this link, for the benefit of employees and visitors
- A wide, hard wearing and wheelchair friendly path will be flanked by scented shrubs and seating.

9 SCREENING

AIM: To provide screening for neighbours and to maintain their privacy

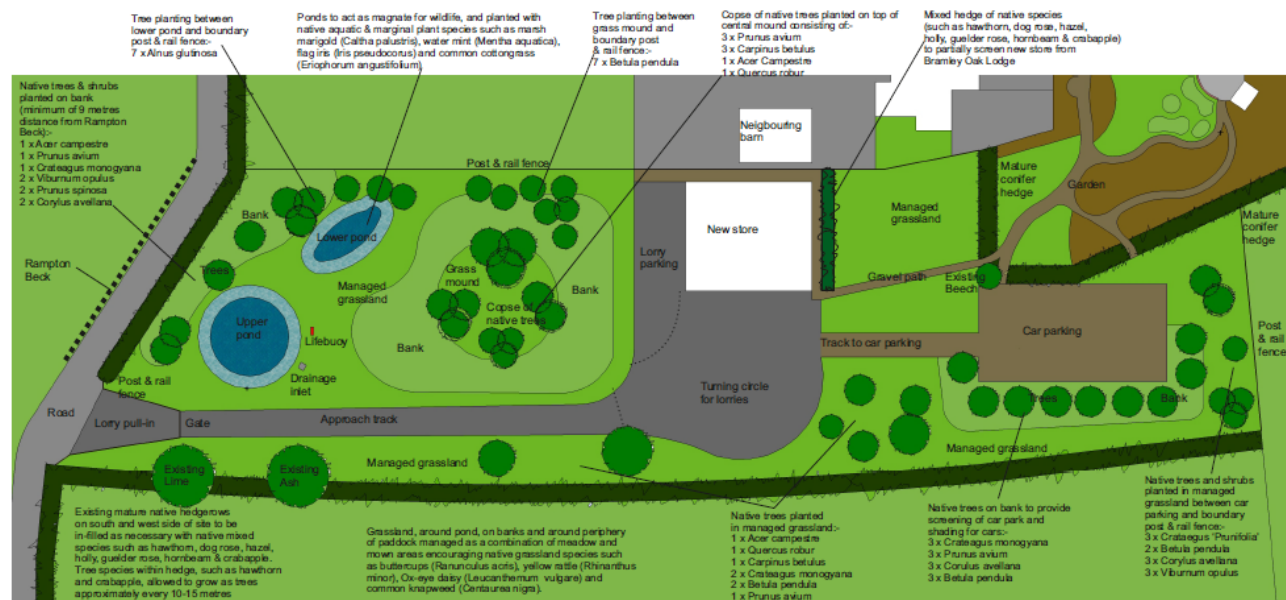
- The zone between the parking area and the eastern boundary will be planted in a layered manner to provide a subtle and naturalistic, but not solid, screen for the neighbours overlooking the development.
- Native tree and shrub species mixed with some ornamental tree and shrub species will provide an attractive visual outlook.

8 CAR PARKING

AIM: To provide parking for employees and visitors

- This will be constructed using grass-crete to minimise the visual impact (The approach from the store will also be made using grass-crete)
- Some screening of the cars will be provided by planting shrubs and small trees similar to those referred to in notes 3, 4 & 7

guy petheram
garden design



Notes:-

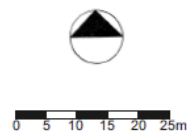
- 1) All vehicular areas to be edged with concrete kerb stones.
- 2) The lorry pull-in, approach track and lorry parking area will be constructed using porous tarmac to allow free drainage.
- 3) The turning circle for lorries will be constructed using reinforced tarmac.
- 4) The track to car parking and the car parking area will have a cosmetic gravel surface, applied to either a porous tarmac base or a compacted hardcore base, to allow free drainage.
- 5) Grassed areas to be a mixture of mown grass and meadow.
- 6) Planting groups on banks to be a mixture of native tree and shrub species.
- 7) Ponds will be fed by drainage system laid between ponds and the new store.
- 8) Pond levels will fluctuate naturally and will be planted with native marginal plants.
- 9) Overall management of the site will, as far as possible, be undertaken in accordance with written advice obtained from the Nottinghamshire Wildlife Trust following a consultation on 3 July 2014.

Approximate areas:-

Gravelled vehicular area - 600 sqm.
i.e. track to car parking and car parking

Porous tarmac - 700 sqm
i.e. Lorry pull-in (115 sqm),
Approach track (350 sqm) &
Lorry parking (235 sqm).

Reinforced tarmac - 700 sqm
i.e. Lorry turning circle



Project Paddock at Aquatic Control Engineering Rampton	
Title Revised Landscape Scheme	
Drawing No.	Date
N/A	10/11/15
Scale	
guy petheram landscape architect 01930 810000	garden design 01930 810000
All drawings to be submitted on A3 paper. The design is copyright and must not be reproduced without the written permission of the design team.	

Raising awareness of employees on economy, finance and cash flow.

The directors have started to involve the management team and senior staff in finance and cash flow.

Regular reports are sent to all staff in relation to our progress with order intake and turnover targets

For almost every project the gross margin is calculated

ACE has made the project managers responsible for the project finance.

Published: 26/02/2017	Environmental Report 2016 7pg
Next Review: Sustainability Report 2017 Due by January 2018	



Annual Sustainability Plan 2017

...our commitment to the Environment, Economy and Society

Executive Summary

Sustainable performance is at the core of Aquatic Control Engineering and this plan is set to focus on maintaining high standards already achieved.

Core overarching objectives for Sustainability Management and Improvement in 2017 are:

1. Increase internal and external communications on sustainability related work within ACE.
2. Maintain good environmental indices including no. incidents and accidents recorded.
3. Include installations teams, engineers and sales managers in the evolution of Good Sustainable practice at ACE
4. Improve upon its network for legislation and consent changes in the UK and Ireland
5. Minimisation progress and improvement to be continual and spanning the entire range of ACE activities and assets
6. Ensuring sustainability of the development and construction of additional premises at Hall Farm for workshop, stores and assembly use.
7. Ongoing Training to support our sustainability efforts.

The emphasis in 2017 will be on the standard safe systems of work we use:

- a. Pollution Prevention
- b. Reduce Reuse Recycle Think Procedure
- c. Biosecurity Check Clean Dry Procedures

Specifically the following initiatives are at the core focus of Sustainability Management and Improvement for 2017:

Waste

In 2017 we are aiming to further improve our waste segregation, this to include segregation of waste for compost. Compost bins to be located in the offices. These are to be emptied at least weekly. A brown container to be located on the yard for garden waste for composting.

We are also aiming for improved segregation of recyclable and non- recyclable waste at Hall Farm as mistakes are made on a regular basis.

All COSHH waste to be segregated in blue bags in yellow containers.

After awareness refresher training strict check and control procedures will be in place.

Biosecurity Plan

Further in-house training in the form of a quiz is planned for 2017

Website and PR Utilisation

Our sustainability systems win ACE orders and framework contracts and promotion of our successes is important. The Sustainability Manager will be working with Marketing to produce tweets, press releases and other items of this nature.

Integrated Working

Increased focus in 2017 is to be paid on how best to work together with all staff to efficiently review all areas of quality, health and safety, environment, economy and society.

We are aiming to have more shorter meetings to improve efficient two- way communication within our team. Where relevant subcontractors will also be invited.

We will be promoting increased use of our HSEQ checklists to ensure that nothing is overseen and we are planning increased check and control procedures for our installation projects. Not only by means of site inspections but in particular by photo reporting of the installation projects to the relevant project manager or director.

Water

All company vans to be washed with rain water from our water butts where possible.

Water minimisation and water use measurement to continue in 2017.

Sustainable Development and Construction of additional premises at Hall Farm

This development includes a landscape plan whereby ACE aim to maximise the aesthetic and ecological value, as well as the practical value, of this development, and in doing so to minimise any negative environmental impact. The creation of a varied landscape incorporating water, wild flower meadow and a wide variety of native plant species will provide both habitat for wildlife and amenity for employees and neighbours, as well as chime with the ethos of our customers. Sustainability will also be part of the focus of the construction planning of the new building which we hope to complete in 2017.

CSR

If and when required ACE will assist with the Village Emergency Plan.

Where appropriate ACE will supply materials and learning opportunities for local school children.

Where appropriate and desired ACE aims to involve local communities in their projects.

ACE will continue to support charities such as the RSPB and the Nottinghamshire Wildlife Trust and sponsor a variety of charity fund raising events.

The Directors of ACE continue to support the National Trust, World Wide Fund for Nature and Unicef.

Car Fleet /Travel

In 2017 we will be looking into further lowering the average Emissions of our car fleet in combination with increased fuel efficiency.

We encourage travel by train and bicycle wherever practical

Tele Conferences

We increasingly organise tele-conferences (with or without video link) to effectively reduce travel. Tele conferences are not only environment friendly, they are also a more efficient and safe way of working as less time is spend on travel.

Checklists

In 2017 we will continue to promote use of the ACE Survey Checklist and the "Is your site right?" checklist to ensure good environmental practise.

Targets

Each year a number of on-going assessments are target focused and monitored throughout the year. By the end of 2017 we would like to have achieved:

1. 3% reduction in water use per FTE ACE staff
2. 3% reduction in the use of paper per FTE ACE staff
3. Increased awareness of sustainability, in particular our safe systems of work:
Pollution Prevention
Reduce Reuse Recycle Think Procedure
Biosecurity Check Clean Dry Procedures
4. Increased awareness of economy, finance and cash flow under our staff

Environmental Calendar 2017

Jan	Feb	March	April	May	June
Check-Clean-Dry PR planned	Further native tree and bushes planting on our field	Project spot-check	Project spot-check	COSHH inspection Further native pond planting on our field	Pollution Prevention And Waste Segregation Training
July	Aug	Sept	Oct	Nov	Dec
Biosecurity Quiz	Workplace inspection	Project spot-check	COSHH inspection In house training on PPGs	Project Spot-check	Plan for 2018 Workplace inspection new stores!

This plan is subject to constant review and additional objectives and plans are encouraged throughout the year. These changes are discussed in the management review and updated into the Environmental Improvement Log. Where necessary, additional plans to support this may be created which will be communicated and listed in the Environmental Systems Register.

Date Published: 15/02/2017	Sustainability Plan 2018 2pg
Next Review: New report Due by Jan 2018	