



# CEADA

Environmental Services  
and  
Consultancy



You're in safe hands



## CEADA

CEADA is an independent company which has developed in many directions under the environmental sustainability and energy efficiency umbrella.

Since our inception we have established ourselves as a company that prides itself on reputation and service and have taken this ethos forward into other environmental areas. In September 2009 we were delighted to meet with representatives of Singapore's Buildings and Construction authority to share information and experiential advice regarding the implementation of their Green Mark Environmental Standards.

We only employ fully trained and accredited assessors and advisers, who produce BREEAM, BREEAM In-Use, Code for Sustainable Homes, EPCs, DEC's and ISO for all types of property, as well as specific consultancies including H-Vac/air conditioning, Health & Safety and asbestos surveys. This, along with our nationwide presence, guarantees that we are able to fulfil your business requirements.

All of our staff are rigorously vetted and have undergone security checks in order to work in these fields. Furthermore, to ensure our continuing high standards all assessors and staff adhere to our comprehensive Method Statement, Risk Assessment and Health & Safety Policy.

If you think we may be able to assist your company, please get in touch with our team for more information and assistance. We aim to provide straightforward, clear advice in order to ensure all our clients are fully compliant with the law.



**Our nationwide team of assessors**



## WHAT IS BREEAM?

BREEAM (BRE Environmental Assessment Method) is the leading and most widely used environmental assessment method for buildings. It sets the standard for best practice in sustainable design and has become the de facto measure used to describe a building's environmental performance.

BREEAM provides clients, developers, designers and others with

- market recognition for low environmental impact buildings
- assurance that best environmental practice is incorporated into a building
- inspiration to find innovative solutions that minimise the environmental impact
- a benchmark that is higher than regulation
- a tool to help reduce running costs, improve working and living environments
- a standard that demonstrates progress towards corporate and organisational environmental objectives

BREEAM addresses wide-ranging environmental and sustainability issues and enables developers and designers to prove the environmental credentials of their buildings to planners and clients. It :

- uses a straightforward scoring system that is transparent, easy to understand and supported by evidence-based research
- has a positive influence on the design, construction and management of buildings
- sets and maintains a robust technical standard with rigorous quality assurance and certification



## BREEAM In-Use

**BREEAM (BRE Environmental Assessment Method) In-Use** can be used by property and management agents to promote the environmental credentials and benefits of a building, so making it more attractive to potential purchasers and tenants whilst also of course, having very real positive implications for our global environment.

The scheme will help Building Managers reduce the running costs and improve the environmental performance of existing buildings and consists of a standard, an assessment methodology and a third party certification process providing a clear and credible route towards improving sustainability.

### **BREEAM In-Use is designed to:**

1. Reduce operational costs
2. Enhance the value and marketability of property assets
3. Give a transparent platform for negotiating building improvements with landlords and owners
4. Provide a route to compliance with environmental legislation and standards, such as energy labelling and **ISO 14001**
5. Give greater engagement with staff in implementing sustainable business practices
6. Provide opportunities to improve staff satisfaction with the working environment with the potential for significant improvements in productivity
7. Demonstrate your commitment to **Corporate Social Responsibility** (CSR)
8. Improve organisational effectiveness
9. Provide a genuine badge of proven sustainability



## CODE FOR SUSTAINABLE HOMES

The Code for Sustainable Homes is the national standard for the sustainable design and construction of new homes. The Code aims to reduce carbon emissions and create homes that are more sustainable.

The Code measures the sustainability of a new home against nine categories of sustainable design, rating the 'whole home' as a complete package. The Code uses a one to six star rating system to communicate the overall sustainability performance of a new home. The Code sets minimum standards for energy and water use at each level and, within England, replaces the EcoHomes scheme, developed by the Building Research Establishment (BRE).

The Code will provide valuable information to home buyers, and offers builders a tool with which to differentiate themselves in sustainability terms.

The Code is closely linked to Building Regulations, which are the minimum standards required by law. The Code is intended to show the future direction of Building Regulations and provide greater regulatory certainty for the home building industry.

### How can CEADA help?

CEADA provides accredited 'Code for Sustainable Homes' assessors and as such can produce both 'Design Stage' and 'As Built' Code assessments. It is beneficial to involve your Code assessor as early in the design process as possible, so as many of the credit-earning issues as possible can be included in the design. CEADA also offers a free seminar on Code for Sustainable Homes for developers and architects which can help to increase your knowledge of the Code and covers the 'Issues', including an analysis of which are the easiest (and/or cheapest) to achieve.



## **ENERGY PERFORMANCE CERTIFICATES (EPCs)**

Failure to commission an **Energy Performance Certificate** on a **commercial property** that is being marketed for sale or lease means owners are liable for fines of between £500 and £5000 based upon the rateable value of the property, and will still need to pay for the EPC to be produced.

The **Energy Performance of Buildings (Certificates and Inspections)** (England and Wales) Regulations 2007 states that sellers and landlords are required to make EPCs available to all prospective buyers and tenants at the earliest opportunity and that the EPC must be commissioned 14 days prior to marketing.

The EPC must be available when the building is viewed by prospective tenants or purchasers **or** when any written information about the building is provided as the result of a request by a prospective purchaser or tenant.

If you think your commercial property may need an EPC please get in touch with our team for more information and assistance. We aim to provide straightforward, clear advice in order to ensure all our clients are fully compliant with the law.

**CEADA** only employ fully trained and accredited assessors, who produce EPCs for all types of property. This, along with our nationwide presence, guarantees that we are able to fulfill your business requirements.

**Remember, although the fines are capped at £5,000 per non-compliance, this is multiplied by every time a prospective purchaser or tenant is contacted without an EPC being in place!**



## **DISPLAY ENERGY CERTIFICATES (DECs) and ADVISORY REPORTS (ARs)**

If you are a public authority or an institution providing a public service to a large number of persons and therefore visited by those persons and / or your building has a total useful floor area over 1,000m<sup>2</sup>, then you will require a DEC and AR.

With energy efficiency increasingly at the top of company agendas, many who do not require DECs by law are nonetheless carrying them out voluntarily, to enable them to monitor and target reductions in their energy use.

### **How can CEADA help with DECs?**

CEADA is fully accredited to provide both DECs and ARs and offer a quick, reliable and competitive service. All DECs are carried out by our own in-house assessors, offering you the best value and assured expertise.

### **What is a Display Energy Certificate and Advisory Report?**

Display Energy Certificates (DECs) show the actual energy usage of a building, (the 'Operational Rating'), and help the occupier and the public see the energy efficiency of a building. This is based on the energy consumption of the building as recorded by gas, electricity and other meters. The DEC should be clearly displayed at all times and clearly visible to the public.

A DEC is always accompanied by an Advisory Report (AR) that lists cost effective measures to improve the energy rating of the building. More information can be obtained at the [Communities Government website](#)



## **CEADA SHARES UK ENERGY LABELLING EXPERIENCE WITH BUILDING AND CONSTRUCTION AUTHORITY OF SINGAPORE**

In September 2009 CEADA was pleased to meet with representatives of Singapore's Building and Construction Authority on the implementation of Energy Performance Certificates (EPCs) and Display Energy Certificates (DECs) as required under the EU Directive 2002/91/EC. The meeting was part of the delegation's objective in its visit to the UK in order to understand the various ways the Directive is implemented among the EU member states.

The Building and Construction Authority of Singapore is the regulatory body for building control in Singapore. As well as building safety, they are responsible for setting the statutory requirements on environmental sustainability in buildings.

In 2008, the Singapore Parliament passed a new law requiring any new building with an area of more than 2,000sqm to be designed such that it complies with a minimum "Green Mark" score. The "Green Mark" is an environmental sustainability rating scheme developed by Building and Construction Authority of Singapore and is a scheme similar to BREEAM in the UK.

Issues concerning the training of assessors and the conduct of EPC/DEC assessments for non-domestic buildings were shared along with information relating to the various assessments levels 3, 4 and 5, with illustrations from projects already undertaken by CEADA.

CEADA's experience in the UK market enabled them to offer advice and information concerning administration of the law on EPCs and DECs, as well as data collection and analysis before the implementation of this law.

CEADA's Managing Director, Dave Cadwallader commented, "We were honoured to have been able to share our experience with the Building and Construction Authority of Singapore and delighted that this meeting was viewed as a success by all parties concerned. It continues to strengthen the trend by which CEADA is viewed as a partner of trust and expertise."



### **About the Building and Construction Authority (BCA)**

The Building and Construction Authority (BCA) of Singapore champions the development of an excellent built environment for Singapore. At BCA, our mission is to shape a safe, high quality, sustainable and friendly built environment, as these are four key elements where BCA has a significant influence. In doing so, we aim to differentiate Singapore's built environment from those of other cities and contribute to a better quality of life for everyone in Singapore. Hence, our vision is to have "the best built environment for Singapore, our distinctive global city". Together with our education and research hub, the BCA Academy of the Built Environment, BCA works closely with its industry partners to develop skills and expertise that help shape the best built environment for Singapore.

Please visit [www.bca.gov.sg](http://www.bca.gov.sg) for more information.



## CORPORATE SOCIAL RESPONSIBILITY

**José Manuel Barroso, President of the European Commission** speaking at CSR Europe's General Assembly in Brussels on 11 June 2009 said: *'We need a new culture of ethics and responsibility...in the current exceptional circumstances, corporate social responsibility is even more crucial than ever.'* He continued, *'The crisis (current global) resulted, in part at least, from a failure by some businesses to understand their broader ethical responsibilities. Now all businesses must rise to the challenge'*.

### **So what exactly defines Corporate Social Responsibility (CSR)?**

CSR is viewed as a system of self-regulation by corporations, integrated into their business model. It monitors and ensures compliance to law and ethical standards. Businesses take responsibility for the impact of their activities on the environment, consumers, employees, stakeholders and all other public interests. Furthermore, businesses encourage growth and development whilst working voluntarily to eliminate environmentally damaging practices, regardless of legality.

**In a nutshell, practising CSR refers to the inclusion of public and environmental interest into corporate decision-making and the honouring of people, planet and profit.**

The European Commission defines CSR as 'A concept whereby companies decide voluntarily to contribute to a better society and a cleaner environment. A concept whereby companies integrate social and environmental concerns in their business operations and in their interaction with their stakeholders on a voluntary basis.'

But as well as being considered by many as 'the right thing to do', CSR provides real business benefits:

- Building a reputation as a responsible business sets you apart
- Companies often favour suppliers who demonstrate responsible policies
- CSR helps ensure you comply with regulatory requirements
- Reducing waste and emissions helps the environment & saves you money



## **ISO**

**Generic standards can be applied to any organization.**

## **ISO9001**

What is ISO9001 all about? It is about the way your company runs its business. Policies, procedures and administration all contribute to how you would achieve an ISO9001 accreditation. These elements are often not efficiently integrated and ISO9001 is a standard which enables the resolution of such gaps. Clients and customers look at ISO9001 certified businesses in a different light; many quotations ask if your company ISO9001 accredited as this is a recognised mark of quality.

At CEADA our consultants are experienced in designing procedures, policies and administration systems agreed by the British Standards Institute enabling your company to become registered. We are so confident about our work that if we are tasked from the beginning of the registration, you the customer will not be charged until you are registered.

At CEADA we are confident that you will not be disappointed in our methodology, tailor-made towards your company's achievement of ISO9001 registration.

## **ISO14001**

ISO 14001 is one of the most up and coming international standards in the world which was developed mainly as a result of the Rio Summit on the Environment held in 1992. It is an Environment Management System (EMS), providing a framework for managing the impacts of an organisation's activities on the environment along with a supporting audit programme. It is a pro-active approach, and allows business to consider environmental issues before they become a problem.

ISO 14001 exists to allow businesses to establish those operations that have a negative impact on the environment and to minimise these as determined necessary. As such, it is viewed as a powerful tool for businesses to both improve their environmental performance and enhance their business efficiency.



## **WHAT CAN ISO140001 BRING TO YOU AND YOUR CLIENTS?**

- It is cost effective, reducing utility bills and waste streams
- Higher control of risk and better planning
- Ensures compliance with environmental legislation
- Builds awareness of environmental concern amongst employees
- Improves corporate image with customers and the public
- Reduces environmental liability

Not having ISO 14001 may be a barrier to working with certain businesses e.g. Government bodies, local authorities and some commercial businesses who will prefer their suppliers to be ISO 14001 registered.

### **TO WHOM IS IT RELEVANT?**

Environmental impact is becoming an increasingly important issue across the globe, with pressure to minimize that impact coming from a number of sources: local and national governments, regulators, trade associations, customers, employees and shareholders. Social pressures are also building up from a growing array of interested parties, such as consumer, environmental and minority non-governmental organizations (NGOs), academia and neighbours. Accordingly, ISO 14001 is relevant to every organization, from single site to large multi-national companies, high risk companies and low risk service organizations, manufacturing, process and service industries (including local government), all public and private industry sectors and manufacturers and their suppliers.



## **CEADA AND ISO14001**

ISO14001 certification is the environmental section of the ISO standards and may be of extreme importance to potential clients and customers in making a decision to appoint your company. To many companies the process of working towards ISO14001 is a daunting, confusing and costly exercise.

At CEADA our first point of reference is to identify and clarify your company's motivation and initiative for working towards the standard. Where are you now ? What do you hope to achieve and why?

If you wish to proceed we will create a bespoke programme to enable successful delivery. Our dedicated consultancy team have wide experience of company procedures, policies and administration systems and are confident that we can assist your company achieve the required standard.



## **HEALTH & SAFETY**

The mention of the words health and safety make most employers run for cover. We pride ourselves on thinking outside the box to comply with the health and safety laws, generating cost effective ways of making your company compliant.

### **HEALTH & SAFETY MANUALS ARE A LEGAL REQUIREMENT**

There are a number of key legal points to which an employer must conform. A Health and Safety Policy along with a detailed manual to back up your Health and Safety Policy must be in place. A Health & Safety Manual should be presented as a legally binding contract - a contract between you and your employees to make sure you have done everything in your power to keep them safe while they are at work.

### **COMMON SENSE**

Anybody that tells you otherwise does not know or understand Health & Safety Manuals. However there is a lot of work writing a Health & Safety Manual even though it is in most cases, common sense.

Our Health and Safety consultants are NEBOSH trained and offer our services in throughout the UK.

CEADA will write you a legally compliant Health & Safety Manual which explains in simple terms your responsibilities to your staff whilst they are at work..

We can also implement all other Health & Safety procedures including appointing a Health & Safety Manager and Health & Safety Representatives.

Furthermore, we can include first aid staff and training. We believe there is nothing that our customers would require concerning health and safety that we cannot offer.



## **RISK ASSESSMENTS**

### **YOUR COMPANY'S HEALTH & SAFETY POLICY IS BASED UPON RISK ASSESSMENTS.**

Risk Assessments may reveal problems with current working or implementation procedures. In many cases reductions in Risk Assessment Results can be achieved by simple observation, logical thought processes and planning.

Risk Assessments may be one of the most important things your company does – costly mistakes can be made by rushing a Risk Assessment and rushing to solve the results.

CEADA produces clear and concise Risk Assessments which can be used as a cost effective tool in the implementation of Health & Safety procedures. We are able to advise on any remedial work required enabling your company to conform to legal obligations and to reduce any high risk areas identified.



## WHAT NEXT?

At CEADA we take our responsibility towards sustainability and the protection of the environment seriously and as such are committed to an ongoing, continual development of our business, services and practices such as best serve our ethical principles.

Our desire to be a market leader at the forefront of the environmental industries, both in providing EPCs and in our advisory/consultancy roles involves us in continual research and awareness of new developments or products which may benefit the environment as a whole, people and our clients' businesses.

We are currently working together with a number of forward thinkers on energy saving, carbon reducing products which, whilst in the early stages, we hope will have far reaching benefits both in considerably reducing energy consumption in buildings and therefore energy costs - consequently benefiting the environment as a whole as well as the building owner.

For news, updates, current legislation and opinions from CEADA and others in related industries, please visit our website [www.ceada.co.uk](http://www.ceada.co.uk) .

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