

Environmental Impact Assessment [version 1.0]



Proposal title: Hard FM Contract Procurement Project and Capital Programme		
Project stage and type: <input type="checkbox"/> Initial Idea Mandate <input type="checkbox"/> Outline Business Case <input type="checkbox"/> Full Business Case		
<input type="checkbox"/> Policy <input type="checkbox"/> Strategy <input checked="" type="checkbox"/> Function <input type="checkbox"/> Service	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Changing
<input type="checkbox"/> Other [please state]	<input type="checkbox"/> Already exists / review	
Directorate: Growth and Regeneration	Lead Officer name: David Martin	
Service Area: Corporate Landlord	Lead Officer role: Head of Corporate Landlord	

Step 1: What do we want to do?

The purpose of this Environmental Impact Assessment is to help you develop your proposal in a way that is compliant with the council’s policies and supports the council’s strategic objectives under the [One City Climate Strategy](#), the [One City Ecological Emergency Strategy](#) and the latest [Corporate Strategy](#).

This assessment should be started at the beginning of the project proposal process by someone with a good knowledge of the project, the service area that will deliver it, and sufficient influence over the proposal to make changes as needed.

It is good practice to take a team approach to completing the Environmental Impact Assessment. See further [guidance](#) on completing this document. Please email environmental.performance@bristol.gov.uk early for advice and feedback.

1.1 What are the aims and objectives/purpose of this proposal?

Briefly explain the purpose of the proposal and why it is needed. Please use plain English, avoiding jargon and acronyms.

<ol style="list-style-type: none">1- Continued arrangements to deliver Hard FM services up to new contract award2- Procurement and award of new contractual arrangements3- Approval of the Capital Health and Safety Programme

1.2 Will the proposal have an environmental impact?

Could the proposal have either a positive or negative effects for the environment now or in the future? If ‘No’ explain why you are sure there will be no environmental impact, then skip steps 2-3 and request review by sending this form to environmental.performance@bristol.gov.uk

If ‘Yes’ complete the rest of this assessment.

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [please select]

<p>A Hard FM contractor will have impacts on the environment and risks associated with their activities. Contractors will be working around climate harming substances / materials.</p> <p>The initial part of this process is for a 12 month extension using the existing contractor, which will be followed by a full tender for a five year contract, plus allowable 12 month extensions.</p>

1.3 If the proposal is part of an options appraisal, has the environmental impact of each option been assessed and included in the recommendation-making process?

If ‘Yes’ please ensure that the details of the environmental impacts of each option are made clear in the pros and cons section of the [project management options appraisal document](#).

Yes

 No

 Not applicable

 [please select]

If 'No' explain why environmental impacts have not been considered as part of the options appraisal process.

Step 2: What kinds of environmental impacts might the project have?

Analysis of impacts must be rigorous. Please demonstrate your analysis of any impacts of the proposal in this section, referring to evidence you have gathered. See detailed [guidance documents](#) for advice on identifying potential impacts.

Does the proposal create any benefits for the environment, or have any adverse impacts?

Outline any potential benefits of the proposal and how they can be maximised. Identify how the proposal will support our corporate environmental objectives and the wider [One City Climate and Ecological Emergency strategies](#).

Consider how the proposal creates environmental impacts in the following categories, both now and in the future. **Reasonable efforts should be made to quantify stated benefit or adverse impacts wherever possible.**

Where the proposal is likely to have a beneficial impact, consider what actions would enhance those impacts. Where the proposal is likely to have a harmful impact, consider whether actions would mitigate these impacts.

Enhancements or mitigation actions are only required when there is a likely impact identified. Remember that where enhancements or mitigation actions are listed, they should be assigned to staff and appropriately resourced.

GENERAL COMMENTS (highlight any potential issues that might impact all or many categories)		
<p>ENV1 Carbon neutral: Emissions of climate changing gases</p> <p>BCC has committed to achieving net zero emissions for its direct activities by 2025, and to support the city in achieving net zero by 2030.</p> <p>Will the proposal involve transport, or the use of energy in buildings? Will the proposal involve the purchase of goods or services? If the answer is yes to either of these questions, there will be a carbon impact.</p> <p>Consider the scale and timeframe of the impact, particularly if the proposal</p>	Benefits	<p>The existing contractor has an Environmental Management System to effectively manage these risks and impacts.</p> <p>Documentary evidence that the contractors have appropriate qualifications for relevant tasks is checked and available for review.</p> <p>While the capital works programme is mainly concerned with safety and maintaining what already exists, window replacements and insulation of new replacement roofs may make buildings may become more efficient.</p> <p>Existing contractor's sub-contractors are mainly based in Bristol.</p>
	Enhancing actions	<p>Emissions reductions may include efficiency, energy type, thermal performance, embodied emissions.</p>
Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

<p>will lead to ongoing emissions beyond the 2025 and 2030 target dates.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Adverse impacts</p>	
	<p>Mitigating actions</p>	<p>Contractors will be asked for details of how they propose to minimise their travel impacts, such as through locality, vehicle specifications, optimised stock and tools carried, combining routine maintenance and route planning, geographical area covered, driving efficiency.</p> <p>Contractors will be asked to measure and report their greenhouse gas emissions as a baseline for the tendering of future contracts.</p> <p>Contractors will be asked to provide information about how they propose to optimise thermal performance and efficiency, and minimise embodied greenhouse gas emissions associated with materials and products used.</p> <p>In consultation with Bristol City Leap, the feasibility of ground or air source heat pumps are to be considered instead of a like for like boiler replacement.</p> <p>Installation of Solar Panels is being considered.</p>
	<p>Persistence of effects: <input type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years</p>	
<p>ENV2 Ecological recovery: Wildlife and habitats BCC has committed to 30% of its land being managed for nature and to halve its use of pesticides by 2030.</p> <p>Consider how your proposal can support increased space for nature, reduced use of pesticides, reduce pollution to waterways, and reduce consumption of products that undermine ecosystems around the world.</p> <p>If your proposal will directly lead to a reduction in habitat within Bristol, then consider</p>	<p>Benefits</p>	<p>Contract is to renew existing arrangements and there are no plans to reduce the land used for nature.</p>
	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input checked="" type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	<p>Maintenance may be affected where protected species roost or nest in buildings.</p>

<p>how your proposed mitigation can lead to a biodiversity net gain. Be sure to refer to quantifiable changes wherever possible.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Mitigating actions</p>	<p>Contractors will be asked what they would do in the event of finding species in buildings when doing works. The existing provider is already aware of this.</p> <p>Renewal of contract is to re-new existing arrangements and there are no plans to reduce land used for nature.</p> <p>Full details of BCC's plans will be included within the tender process.</p>
<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>ENV3 A cleaner, low-waste city: Consumption of resources and generation of waste</p> <p>Consider what resources will be used as a result of the proposal, how they can be minimised or swapped for less impactful ones, where they will be sourced from, and what will happen to any waste generated</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	<p>The existing contractor is locally based, with locally based mechanics will reduce the transport of waste.</p> <p>The use of a portal that can show paperwork in an electronic form will ensure that paperwork needed for evidencing legal compliance is easy to access and readily available. The requirement to continue the move away from paper worksheets will reduce consumption of paper.</p>
<p>Enhancing actions</p>	<p>Introduction of KPI's as part of the contract offer provides a chance to integrate environmental targets into the KPI's.</p> <p>Contractors will be asked how they propose to minimise or eliminate hazardous waste through the procurement of safer products and materials.</p>	
<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Adverse impacts</p>	<p>Waste will inevitably arise from maintenance activities.</p>	
<p>Mitigating actions</p>	<p>Contractors will be asked about how they propose to maximise reuse and recycling without affecting performance and minimising the waste from their selection of products and their packaging.</p> <p>Ensure the contractor has the correct and knowledge of waste law and waste registrations for their activities (or that any sub-contractors in the control of the main contractor have the correct registration) when procuring for the contract to ensure legal compliance. Contractor to be using the waste hierarchy and minimising waste disposed.</p>	
<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		

<p>ENV4 Climate resilience: Bristol's resilience to the effects of climate change</p> <p>Bristol's climate is already changing, and increasingly frequent instances of extreme weather will become more likely over time.</p> <p>Consider how the proposal will perform during periods of extreme weather (particularly heat and flooding).</p> <p>Consider if the proposal will reduce or increase risk to people and assets during extreme weather events.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p> <p>The contractor will continue to support BCC's requirements for extreme weather via their sub-contractors who provide temporary heating and support when flooding occurs.</p> <p>Roofing, windows and heating projects can all help increase the resilience of buildings.</p>	
	<p>Enhancing actions</p> <p>Request that the Environmental Performance Team can gain access to maintenance records either through a portal system / or that docs are sent directly to the team, this will help ensure legal compliance.</p>	
	<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p>	
	<p>Mitigating actions</p> <p>Sub-contractor has already shown examples in 2023 of supporting flooding and temporary heating.</p> <p>Performance of insulation and materials efficiency will be reviewed when works that affect the building envelope are carried out, such as roof or window replacement.</p>	
<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>		
<p>Statutory duty: Prevention of Pollution to air, water, or land</p> <p>Consider how the proposal will change the likelihood of pollution occurring to air, water, or land and what steps will be taken to prevent pollution occurring.</p> <p>Further guidance</p> <p><input type="checkbox"/> No impact</p>	<p>Benefits</p>	
	<p>Enhancing actions</p>	
	<p>Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years</p>	
	<p>Adverse impacts</p> <p>Emissions from vehicles</p> <p>Contractors will be handling chemical and other hazardous materials as part of their role.</p>	
	<p>Mitigating actions</p> <p>Contractor uses telematics to monitor journey efficiency. Can also assess vehicle specification, looking for efficiency within the contractor fleet. Appointing a contractor with locally based mechanics will reduce travel impacts as well as improve response time for call outs.</p> <p>Contractors will be evaluated for training in spill prevention and how they will achieve COSHH compliance during tendering.</p>	

Persistence of effects: <input checked="" type="checkbox"/> 1 year or less <input type="checkbox"/> 1 – 5 years <input type="checkbox"/> 5+ years		

Step 3: Action Plan

Use this section summarise and assign responsibility for any actions you have identified to improve data, enhance beneficial, or mitigate negative impacts. Actions identified in section two can be grouped together if named responsibility is under the same person.

This action plan should be updated at each stage of the project. Please be aware that the Sustainable City and Climate Change Service may use this action plan as an audit checklist during the project’s implementation or operation.

Enhancing / mitigating action required	Responsible Officer	Timescale
Ensure improvement actions are included within the new tender specification.	Gary Goodwin	30/9/2024
ENV1 Contractors will be asked for details of how they propose to: 1. minimise their travel impacts during the delivery of the contract. 2. optimise the thermal performance and efficiency of the materials and products they use in the delivery of the contract. 3. minimise the embodied greenhouse gas emissions associated with materials and products used	Gary Goodwin	31/11/2024
ENV 1 Contractors will be asked to measure and report their greenhouse gas emissions as a baseline for the tendering of future contracts.	Gary Goodwin	31/11/2024
ENV1 The council and Bristol City Leap will consider the feasibility of: 1. ground, water or air source heat pumps instead of a like for like boiler replacement. 2. installing solar panels.	Gary Goodwin	31/11/2024
ENV2 Contractors will be asked what they would do in the event of finding species in buildings when doing works.	Gary Goodwin	31/11/2024
ENV3 Contractors will be asked how they propose to: 1. minimise or eliminate hazardous waste through the procurement of safer products and materials without affecting their performance. 2. to maximise reuse and recycling without affecting performance and minimising the waste from their selection of products and their packaging.	Gary Goodwin	31/11/2024
ENV3 Environmental key performance indicators will be introduced into the contract.	Gary Goodwin	31/11/2024
ENV4 Performance of insulation and materials efficiency will be reviewed when works that affect the building envelope are carried out, such as roof or window replacement.	Gary Goodwin	31/11/2024
ENV3 Ensure the contractor has the correct and knowledge of waste law and waste registrations for their activities (or that any sub-contractors in the control of the main contractor	Gary Goodwin	31/11/2024

Enhancing / mitigating action required	Responsible Officer	Timescale
have the correct registration) when procuring for the contract to ensure legal compliance. Contractor to be using the waste hierarchy and minimising waste disposed.		
ENV5 Contractors will be evaluated for training in spill prevention and how they will achieve COSHH compliance during tendering.	Gary Goodwin	31/11/2024

Step 4: Review

The Sustainable City and Climate Change Service need at least five working days to comment and feedback on your impact assessment. Assessments should only be marked as reviewed when they provide sufficient information for decision-makers on the environmental impact of the proposal.

Please seek feedback and review by emailing environmental.performance@bristol.gov.uk before final submission of your decision pathway documentation¹.

Where impacts identified in this assessment are deemed significant, they will be summarised here by the Sustainable City and Climate Change Service and must be included in the 'evidence base' section of the decision pathway cover sheet.

Summary of significant beneficial impacts and opportunities to support the Climate, Ecological and Corporate Strategies (ENV1,2,3,4):

The significant impacts of this proposal are through contractor activities such as chemical handling, resource use, waste production and travel. Many of these areas are also subject to legal compliance such as waste disposal. It is important to ensure the contractor is assessed on their compliance in this area during procurement. There is opportunity around travel and reducing impacts by looking at locality and vehicle specifications.

Summary of significant adverse impacts and how they can be mitigated:

Mitigation will be adaptations of those already used, with an additional requirement to supply emissions and travel data that can be used as a baseline for retendering.

The net environmental effects of the proposals may be slightly beneficial if additional or improved mitigations are effective, compared to current performance.

With respect to the Capital Programme, the significant impacts of this proposal are embodied emissions in the chosen materials and products, contractor handling of chemicals, resource use, waste production and travel. Waste disposal and F-Gas/ air conditioning maintenance are subject to particular regulation. After works have taken place, the significant ongoing impacts of this proposal include the thermal or energy efficiency, or emissions reductions from chosen materials and products. The potential addition of renewables to generate energy may add a beneficial impact.

The contract includes the following measures to mitigate the impacts: Competitively tendered contractors where the mitigation measures within this document have been considered in the tender process will help to manage environmental impacts.

The net environmental effects of the proposals are likely to be somewhat beneficial. These necessary works will generate greenhouse gas emissions and other impacts, but they are likely to be more

¹ Review by the Sustainable City and Climate Change Service confirms there is sufficient analysis for decision makers to consider the likely environmental impacts at this stage. This is not an endorsement or approval of the proposal.

effectively mitigated through working with Bristol City Leap and the tendering process impacts than with the current arrangements.

Environmental Performance Team Reviewer:
Giles Liddell, Environmental Performance Co-ordinator

Submitting author: - Gary Goodwin

Date:
24/01/2024

Date: - 22/01/24