

TRUST-WIDE NON-CLINICAL POLICY DOCUMENT

ENVIRONMENTAL POLICY

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Lead Executive Director:	Executive Director of Finance
Lead Author(s):	Estates Systems Manager

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2016 – Version 4

Quality, recovery and
wellbeing at the heart
of everything we do

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Further information about this document:

Document name	SA34 Environmental Policy
Document summary	This document contains the trust's policy on the management of its environmental aspects and establishes key policy commitments on the environment. It sets out how the trust can deliver significant benefits, including cost savings, by adopting a more environmentally considered approach to activities and services.
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To be read in conjunction with	SA22 Waste Management Policy Sustainability Development Management Plan (SDMP) Environmental Management System local procedures (these documents can be located on the Trust website and the SharePoint system)
This document can be made available in a range of alternative formats including various languages, large print and braille etc	
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Version Control:

Version History:		
Version 1	Presented to the Integrated Governance Committee for approval	March 2011
Version 2	Presented to the Corporate Document Review Group for approval	April 2012
Version 3	Presented to the Corporate Document Review Group for approval	December 2013
Version 4	Presented to the Corporate Document Review Group for approval	December 2016

SUPPORTING STATEMENTS

This document should be read in conjunction with the following statements:

SAFEGUARDING IS EVERYBODY'S BUSINESS

All Mersey Care NHS Foundation Trust employees have a statutory duty to safeguard and promote the welfare of children and vulnerable adults, including:

- being alert to the possibility of child/vulnerable adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child/vulnerable adult;
- knowing how to deal with a disclosure or allegation of child/adult abuse;
- undertaking training as appropriate for their role and keeping themselves updated;
- being aware of and following the local policies and procedures they need to follow if they have a child/vulnerable adult concern;
- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- participating in multi-agency working to safeguard the child or vulnerable adult (if appropriate to your role);
- ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Foundation Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

EQUALITY AND HUMAN RIGHTS

Mersey Care NHS Foundation Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Foundation Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Foundation Trust is committed to carrying out its functions and service delivery in line with a Human Rights based approach and the FREDA principles of **Fairness, Respect, Equality Dignity, and Autonomy**

Contents

Index	Page No
1. PURPOSE AND RATIONALE	5
2. OUTCOME FOCUSED AIMS AND OBJECTIVES	6
3. SCOPE	6
4. DEFINITIONS (Glossary of Terms).....	7
5. DUTIES	7
6. PROCESS	9
7. CONSULTATION	9
8. TRAINING AND SUPPORT	10
9. MONITORING	10
10. EQUALITY AND HUMAN RIGHTS ANALYSIS	10
11. IMPLEMENTATION PLAN.....	15
12. APPENDIX 1 – REFERENCES.....	15

1. PURPOSE AND RATIONALE

- 1.1 The purpose of this policy is to establish and implement the key environmental policy principles and commitments of the Trust. These are as follows:
- a) Setting clear environmental objectives and regularly monitoring progress against them
 - b) Striving to continually improve its environmental performance
 - c) Recognising that the minimum acceptable level of environmental performance is that stipulated in environmental legislation and maintaining compliance with this
 - d) Complying with all other requirements and guidance of relevance to the health care sector
 - e) Seeking to prevent the pollution of air, water and land that may result as a consequence of the activities of the Trust wherever practicable, and ensuring the application of best practicable environmental technologies to minimise pollution in all other cases
 - f) Facilitating the responsible management and efficient use of energy and water
 - g) Promoting the minimisation of waste and reducing any environmental impact associated with its disposal
 - h) Adopting a purchasing policy that takes account of the environmental performance of suppliers, goods and services
 - i) Preserving natural resources and, wherever practicable, utilising supplies from sustainable resources
 - j) Ensuring that service and building developments are sensitive to visual amenity and their ecological impact on natural wildlife habitats and the local community considered
 - k) Providing suitable environmental training for relevant personnel and promoting the general environmental awareness of all staff
- 1.2 The policy has been developed with the intention of providing a clear definition of responsibilities in relation to environmental management. Improved use of resources and the correct segregation, recycling and disposal of waste will ensure the Trust complies with environmental legislation and guidance whilst reducing its impact on the environment.
- 1.3 This document contains the trust's policy on the management of its environmental aspects and establishes key policy commitments on the environment. It sets out how the trust can deliver significant benefits, including cost savings, by adopting a more environmentally considered approach to activities and services.
- 1.4 Strategic responsibility for the management control of the environment and energy within the trust lies with Estates and Facilities. The department is currently responsible for maintaining the trust's environmental management system (EMS). The EMS brings a formal structure and systematic approach to environmental management. This involves a process of continuous improvement which in turns leads to a capability for the targeted introduction of environmental objectives, targets and improvement programmes and activities.
- 1.5 A central part to maintaining an environmental management system is the implementation and documentation of a Corporate Environmental Policy.

2. OUTCOME FOCUSED AIMS AND OBJECTIVES

2.1 Mersey Care NHS Trust is committed to:

- a) Compliance with all relevant environmental legislation and other requirements to which the trust subscribes;
- b) Strive to continually improve its environmental performance through the setting of clear environmental objectives and regularly monitoring progress against them;
- c) Seek to prevent the pollution of air, water and land that may result as a consequence of its activities wherever practicable, and ensure the application of best practicable environmental technologies to minimise pollution in all other cases;
- d) Provide appropriate environmental training for relevant personnel and promote general environmental awareness amongst its staff.

2.2 The outcomes of the defined standards and requirements of this policy will be:

- a) Compliance with relevant legislation and other guidance to which the trust subscribes;
- b) Maintenance of a formal environmental management system;
- c) Implementation of environmental improvement programmes;
- d) Continual improvement in environmental performance;
- e) Carbon reductions;
- f) Pollution prevention control;
- g) Clear accountability arrangements;
- h) Environmental training and awareness raising;
- i) Audit and management review of all environmental aspects and controls.

3. SCOPE

3.1 This policy applies to all the activities and services of the trust which can have an impact upon the environment. It therefore applies to all staff members and contractors in the performance of their duties.

3.2 The procedures which support the implementation of this policy throughout the trust are set out within the trust's documented environmental management system (EMS).

3.3 The Trust standards for the development, ratification, implementation, review and achievement of its Environmental Policy namely that:

3.4 The defined scope of the trusts environmental management system shall include;

- a) Is appropriate to the nature, scale and environmental impacts of its activities, products and services,
- b) Includes a commitment to continual improvement and prevention of pollution

- c) Includes a commitment to comply with applicable legal requirements and with other requirements to which the organisation subscribes which relate to its environmental aspects
- d) Provides the framework for setting and reviewing environmental objectives and targets
- e) Is documented, implemented and maintained
- f) Is communicated to all persons working for or on behalf of the organisation, and
- g) Is available to the public

4. DEFINITIONS (Glossary of Terms)

Glossary of Terms	Definition
Environmental Management System	That part of an organisation's management system used to develop and implement its environmental policy and manage its environmental aspects.
Environmental Policy	The overall intentions and direction of an organisation related to its environmental performance as formally expressed by top management.
Environmental Aspects	Those elements of an organisation's activities, products or services that can interact with the environment.
Good Corporate Citizen Assessment	An assessment tool produced by the Sustainable Development Commission in 2006, in conjunction with the NHS Sustainable Development Unit, to aid NHS organisations in contributing to sustainable development.
Stakeholder	A person, group, or organisation that has a direct or indirect stake in an organisation because it can affect or be affected by the organisation's actions, objectives and policies.
Internal Environmental Audit	A systematic, independent and document process for obtaining audit evidence and evaluating it objectively to determine the extent to which the environmental management system audit criteria set by the organisation are fulfilled.

5. DUTIES

5.1 Chief Executive

The Chief Executive has overall responsibility for ensuring compliance with all statutory regulations and guidance related to environmental management. This responsibility can be devolved to Directors, Heads of Department and Managers.

5.2 Board of Directors

The Board of Directors has a duty to ensure a management regime is in place to effectively

manage environmental legislation requirements.

5.3 **Accountable Director (Executive Director of Finance)**

The Accountable Director is responsible for ensuring sufficient resources are made available for the trust to achieve its environmental management obligations and targets.

5.4 **Director of Estates**

The Director is responsible for the development of the trust's Environmental Policy and will also chair meetings of the Sustainable Development Management Group to ensure the appropriate management of all environmental aspects, programmes and incidents.

5.5 **Estates Systems Manager**

The Estates Systems Manager is responsible for the overall management of the trust's EMS, including:

- a) Identifying the strategic direction of the EMS;
- b) Legislative compliance updates;
- c) Supervision of the performance of environmental audits;
- d) Environmental aspects and impacts assessment;
- e) Identification and management of environmental training needs;
- f) Environmental performance reporting.

5.6 **Environmental Manager**

The Environmental Manager is responsible for maintaining the trust's environmental management system documentation on a day to day basis, providing information to and raising awareness amongst staff of their environmental responsibilities and conducting internal environmental audits.

5.7 **Sustainable Development Management Group (SDMG)**

The Sustainable Development Management Group will be the enabler of policy, procedures and projects with regard to the environmental management system. The SDMG will also act as the executive team responsible for the monitoring and review of the environmental management system.

5.8 **Departmental Heads/Managers**

Departmental heads/managers will be responsible for ensuring the requirements of this policy are met in their respective areas of responsibility, including providing adequate resources for implementing and maintaining the trust's environmental management system, where applicable, on a day to day basis.

5.9 **All Staff**

All staff are responsible for complying with the requirements of the trust's environmental management system including the requirements of the Environmental Policy, environmental

objectives, targets and legal requirements.

6. PROCESS

- 6.1 The trust's Environmental Policy will be implemented by way of the on-going maintenance of the trust's formal, documented environmental management system. This system consists of a set of local procedures, environmental records and other associated documentation.
- 6.2 The implementation, maintenance and review of the trust's environmental management system are undertaken through the Sustainable Development Management Group.
- 6.3 The core elements of the trust's environmental management system are as follows:
- a) A register of assessments of environmental aspects of the trust's activities, operations and services;
 - b) Environmental improvement programmes with clearly defined objectives and targets;
 - c) A register of applicable environmental legislation and other requirements to which the trust subscribes and procedures to regularly evaluate compliance;
 - d) A procedure for identifying training needs and allocating responsibilities to employees whose activities impact on the environment;
 - e) Written procedures to control activities that have significant environmental impacts;
 - f) An environmental communications implementation plan to raise awareness amongst staff of their contribution to minimising the environmental impact of the trust's activities and their role in improving energy performance;
 - g) A controlled system of recording and monitoring environmental performance to assess progress against targets;
 - h) Regular, quarterly, auditing of the system to ensure it is being operated correctly;
 - i) Regular, quarterly, management reviews (through the 'Sustainable Development Management Group') will be produced to assess the performance and effectiveness of the system.

7. CONSULTATION

- 7.1 The Environmental Policy was developed by the Sustainable Development Management Group and recommended for approval to the Executive Committee.
- 7.2 Implementation of the commitments within the trust's Environmental Policy, as well as the implementation of the wider environmental management system, requires consultation and communication with all trust stakeholders (e.g. staff, contractors, suppliers, service users and members of the public) in order to be effective.
- 7.3 An 'Environmental Communications Implementation Plan' is produced on an annual basis as part of the trust's environmental management system in order to achieve this. The actions set out in the annual plan will utilise existing communication channels, staff suggestion schemes and training sessions to engage with stakeholders on meeting the trust's environmental commitments.

8. TRAINING AND SUPPORT

- 8.1 It is planned that suitable and appropriate job related environmental training shall be provided to relevant key personnel.
- 8.2 Advice on suitable training shall be provided on request to the Environmental Manager.

9. MONITORING

- 9.1 The monitoring of compliance with, and the effectiveness of, the trust's environmental management system (including this Environmental Policy) will be achieved through the programming of quarterly systematic and documented internal environmental audits.
- 9.2 Documentation relating to the scheduling, conducting and recording of these audits is maintained within the trust's documented environmental management system.
- 9.3 Audits will be scheduled and performed by the Environmental Manager and the outcomes presented to the Sustainable Development Management.

10. EQUALITY AND HUMAN RIGHTS ANALYSIS

10 Equality and Human Rights Analysis

Title: Environmental Policy
Area covered: All Trust premises.

What are the intended outcomes of this work? <i>Include outline of objectives and function aims</i> Provide a policy to manage the trusts environmental impacts.
Who will be affected? <i>e.g. staff, patients, service users etc</i> All staff, patients, service users, visitors will be affected.

Evidence
What evidence have you considered? The policy
Disability (including learning disability) Not engaged
Sex Not engaged
Race Not engaged
Age. Not engaged
Gender reassignment (including transgender). Not engaged
Sexual orientation. Not engaged
Religion or belief Not engaged
Pregnancy and maternity. Not engaged
Carers. Not engaged
Other identified Not engaged
Cross Cutting Not engaged

Human Rights	Is there an impact? How this right could be protected?
Right to life (Article 2)	Not engaged
Right of freedom from inhuman	Not engaged

and degrading treatment (Article 3)	
Right to liberty (Article 5)	Not engaged
Right to a fair trial (Article 6)	Not engaged
Right to private and family life (Article 8)	Not engaged
Right of freedom of religion or belief (Article 9)	Not engaged
Right to freedom of expression Note: this does not include insulting language such as racism (Article 10)	Not engaged
Right freedom from discrimination (Article 14)	Not engaged

Engagement and Involvement *detail any engagement and involvement that was completed inputting this together.*

Summary of Analysis *This highlights specific areas which indicate whether the whole of the document supports the trust to meet general duties of the Equality Act 2010*

Eliminate discrimination, harassment and victimisation

Advance equality of opportunity

Promote good relations between groups

What is the overall impact? None

Addressing the impact on equalities

There needs to be greater consideration re health inequalities and the impact of each individual development /change in relation to the protected characteristics and vulnerable groups

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Action planning for improvement
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N/A

For the record

Name of persons who carried out this assessment: Andrew Pople/George Sullivan

Date assessment completed: 25 th October 2016
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Name of responsible Director: Alison Jordan / Neil Smith
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Date assessment was signed: October 2016

Action plan template

This part of the template is to help you develop your action plan. You might want to change the categories in the first column to reflect the actions needed for your policy.

Category	Actions	Target date	Person responsible and their area of responsibility
Monitoring	Not applicable		
Engagement	Not applicable		
Increasing accessibility	Not applicable		

11. IMPLEMENTATION PLAN

Not applicable

12. APPENDIX 1 – REFERENCES

12.1 External Documents:

- NHS 'Good Corporate Citizen Assessment Model'
<http://www.corporatecitizen.nhs.uk>

12.2 Internal Documents:

Environmental management system (EMS) documentation comprising the following procedural documents:

PART I – ENVIRONMENTAL MANUAL

- EM1 Introduction, Scope & Core Elements
- EM2 Environmental Policy
- EM3 Structure & Responsibility
- EM4 EMS Document Register
- EM5 EMS Amendment Register

PART 2 – ENVIRONMENTAL PROCEDURES

- EP1 Emergency & Pollution Incident Response Procedure
- EP2 Management of the Estate
- EP3 Waste Management & Operational Procedures
- EP4 Transport & Travel Procedure
- EP5 Energy Management
- EP6 Contractor Management On Site
- EP7 Sustainable Procurement & Resource Use
- EP8 Water Management
- EP9 Environmental Complaints
- EP10 Spillage Response Procedure

PART III – SYSTEMS PROCEDURES

- SP1 Maintenance of Register of Environmental Aspects & Impacts
- SP2 Maintenance of Register of Applicable Legislation
- SP3 Maintenance of Objectives, Targets & Management Programmes
- SP4 Training
- SP5 Communications
- SP6 EMS Documentation & Control of Records
- SP7 Non-Conformance & Corrective Action
- SP8 EMS Audits
- SP9 Management Review
- SP10 Regulatory Compliance

PART IV – ENVIRONMENTAL RECORDS

- ER1 Environmental Aspects Evaluation
- ER2 Register of Significant Environmental Aspects & Impacts
- ER3 Environmental Objectives, Targets & Management Programmes
- ER4 Register of Applicable Legislation
- ER5 Records of Environmental Audits
- ER6 Records of Management Reviews
- ER7 Training Needs Analysis
- ER8 EMS Audit Schedule
- ER9 Records of Compliance Review
- ER10 Records of Non-Conformance & Corrective Action