

Sustainability and Environmental Management Policy

Lead Executive Director	Graham Thomas
Name of Originator / author and job title:	Martin Mizen, Head of Estates Community Services
Policy Approved by:	Executive Management Team
Date Policy Approved:	13 March 2014
Implementation Date:	13 March 2014
Review Date:	3 Years
Date equality impact assessment carried out:	December 2013

Document Control Sheet

Policy title	Sustainability and Environmental Management Policy					
Policy number	TW/HS0024/v001					
Assurance statement	The aim of the policy is to ensure the Trust's commitment to sustainable development is reflected in management structure and accountability					
Target audience (policy relevant to)						
Links to other policies	<p>This policy should be read in conjunction with the following Trust polices;-</p> <ul style="list-style-type: none"> • Health & Safety Policy. • Legionella Policy • Cycle to Work Policy • Waste Management (Segregation & Handling) Policy • Energy Policy 					
Version control	Status	Version	Stored By	Stored at	Last access by	Last access date
	Final	V001	A Noll	13.3.14		

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1. Introduction

North East London NHS Foundation Trust recognises that sustainable business practices will benefit the NHS and the people in the area the Trust serves by ensuring the best use of resources and minimising any adverse impact on the environment. The Trust will ensure that sustainable development becomes an integral part of the Trust's commissioning and provision of services.

The NHS Carbon Reduction Strategy for England sets an ambition for the NHS to help drive change towards a low carbon society. The strategy shows the scale of reduction in carbon required for the NHS to progress towards the Climate Change Act requirements and recommends key actions for the NHS to become a leading sustainable and low carbon organisation.

The NHS has a carbon footprint of 18 million tonnes CO₂ per annum. This is composed of energy (22%), travel (18%) and procurement (60%). Despite an increase in efficiency, the NHS has increased its carbon footprint by 40% since 1990. This means that meeting the Climate Change Act targets of 26% reduction by 2020 from the 1990 baseline and 80% reduction by 2050 will be a huge challenge. This strategy establishes that the NHS should have a target of reducing its 2007 carbon footprint by at least 10% by 2015. This will require the current level of growth of emissions to not only be curbed, but the trend to be reversed and absolute emissions reduced. Interim NHS targets will be needed to meet the government targets.

'Saving Carbon, Improving Health: NHS Carbon Reduction Strategy for England' focuses delivery on the following key areas:

1.1 Energy and carbon management:

A low carbon quality healthcare environment that is sustainable, resilient, and safeguards high quality patient care.

1.2 Procurement and food:

An NHS which works in partnership with its suppliers to take into account the whole lifecycle carbon of its products, and considers carbon as part of the tender, commissioning and decision making process.

1.3 Low carbon travel, transport and access:

NHS organisations are exemplar in leading the population-wide shift to more active and low carbon travel such as public transport, cycling and walking.

1.4 Water:

The NHS values water as a precious resource and measures, monitors and reports on its consumption annually to staff, patients and the public.

1.5 Waste:

In a low carbon NHS, waste is minimised, and managed to consistently comply with legislation, and is recycled or composted routinely.

1.6 Designing the built environment:

Built environments are designed to encourage sustainable development and low carbon usage in every aspect of their fabric and function.

1.7 Organisational and workforce development:

All NHS staff are informed, empowered and motivated to take action to deliver high quality care today that does not compromise our ability to deliver care in the future.

1.8 Role of partnership and networks:

An NHS recognised for and working in strong partnerships to promote and ensure the changes required for a low carbon society.

1.9 Governance:

Carbon and sustainable development should be explicit and accounted for in every aspect of NHS life.

1.10 Finance:

All NHS organisations are carbon literate and reduce carbon as a long term investment in a quality healthcare system.

2. Aims and objectives

- Comply with all relevant legislation
- Adopt a leadership role in the health and social care community on sustainable development in the Trust
- Monitor and reduce the Trust's carbon impact/footprint in respect of procurement, energy use and waste production and increase recycling and reuse
- Minimise the environmental impact of staff/patient/visitor travel in respect of Trust business
- Raise awareness and actively engage and enthuse staff in sustainable behaviours and idea generation through 'Carbon Champions'
- Work in partnership to promote and achieve sustainable development throughout the Trust
- Ensure appropriate governance of sustainable development
- Seek opportunities to invest to save in sustainable technologies and practices
- Ensure all new developments are subject to a sustainability impact

- assessment
- Ensure that all new North East London NHS Foundation Trust buildings meet the appropriate BREEAM standard
- Ensure preparedness for environmental incidents through the Major Incident Plan
- Promote environmental education and training to appropriate staff

3. Roles and responsibilities

3.1 Chief executive

Chief Executive Officer as the accountable officer for the Trust, delegates responsibility for this policy to the Estates Director

3.2 Estates Director

Estates Director is responsible for ensuring the Trust's commitment to sustainable development is reflected in management structure and accountability.

3.3 Executive Management Team

Executive Management Team are responsible for working with local partners and networks within their spheres of responsibility to embed sustainable development and lead by example and to work with local partnerships and community groups to encourage sustainable choices and promote good corporate citizenship

3.4 Director of Human Resources and Organisational Development

Director of Human Resources and Organisational Development is responsible for management of Staff training to ensure that all levels of staff have the appropriate understanding, skills, and accountability for support of and engagement with sustainability strategy; ensuring a coordinated approach to encouraging low carbon alternatives for all travel associated with the Trust's staff, patients, visitors, and suppliers

3.5 Director of Finance is responsible

Director of Finance is responsible for embedding 'Carbon Literacy' and analysis into finance models and business plans.

3.6 Head(s) of Estates

Head(s) of Estates are responsible for ensuring full compliance with all applicable environmental legislation and other requirements; reducing energy consumption and carbon footprint, normalised against m² of occupied area, and in absolute terms where practical; reduction of waste produced, waste sent to landfill, and water consumption; capturing opportunities for reduced carbon intensity and improved energy efficiency as well as other sustainability benefits arising from waste, water, transport, and procurement management.

3.7 Head of Procurement and Contract

Head of Procurement and Contracts is responsible for embedding sustainability procurement principles in specifications and procurement of goods and services on behalf of the Trust

3.8 Head of Communications

Head of Communications is responsible for formalising the carbon champions' network, communications strategy, and energy awareness campaigns.

3.9 Carbon Champions

Carbon Champions are responsible for co-ordinating and taking forward any initiatives in their area of responsibility and for collating and presenting as needed any ideas/initiatives to the Sustainability Steering Group.

3.10 NELFT employees

NELFT employees are responsible for adopting sustainable behaviours and working practices and develop and maintain an awareness of sustainability issues. Staff will be encouraged to participate and generate initiatives with feedback through carbon champions

4. Main sustainability targets

4.1 Energy and carbon management

In line with targets set out by the NHS Sustainability Development Unit, the Trust will plan to achieve an 80% reduction in carbon emissions by 2050 beginning with at least a 10% reduction by 2015 against the 2007 baseline.

4.2 Built environment

The Trust will incorporate within all construction, demolition and decommissioning contracts a requirement to reduce the environmental impact of materials and landfill waste used and generated.

All new buildings and major refurbishment projects will aim to be 'low carbon' and designed to withstand the impacts of climate change and extreme weather.

Energy consumption and costs will be monitored.

The Trust will strive to maximise energy efficiency in existing buildings, renovations and new construction, using best practice such as BREAM targets where applicable and required.

4.3 Transport and travel

The Trust will seek to minimise the impact of carbon emissions arising from staff travel to and around the workplace; staff travel on Trust

business; patient and visitor travel to Trust sites

4.4 Waste

The Trust's Procurement Strategy will incorporate and seek to promote environmental impact/carbon reduction in the Trusts procurement activities.

The Trust will endeavour to make environmentally and financially responsible choices that consider life-cycle costs long term implications, and relative environmental harm of products.

The Trust will endeavour where possible to ensure that its suppliers are aware of its environmentally responsible purchasing policies and that it's major suppliers e.g .NHS Supplies have adopted an environmental policy.

4.5 Procurement

The Trust's Procurement Strategy will incorporate and seek to promote environmental impact/carbon reduction in the Trusts procurement activities.

The Trust will endeavour to make environmentally and financially responsible choices that consider life-cycle costs long term implications, and relative environmental harm of products.

The Trust will endeavour where possible to ensure that its suppliers are aware of its environmentally responsible purchasing policies and that it's major suppliers e.g .NHS Supplies have adopted an environmental policy.

4.6 Specific Initiatives

- 4.6.1 Routine purchasing of bottled water policy to be reviewed against the use of potable tap water where this is appropriate in trust buildings.
- 4.6.2 Government initiatives which seek to renew inefficient heating/water plant by way of grant funding or loans will be monitored and engaged with wherever possible and appropriate.
- 4.6.3 The separation of food waste from general land fill will be investigated.
- 4.6.4 The Trust will investigate the promotion of non-motorised forms of transport by way of the cycle to work policy, the potential to improve cycle and showering/changing facilities for staff and communal Trust cycle arrangement.
- 4.6.5 The Trust will encourage mobile working and teleconferencing to reduce the environmental impact of travel.
- 4.6.6 The Trust will seek to reduce its reliability on paper and encourage the use of electronic means of communication.

5. Implementation

- 5.1 The Trust will ensure that staff has an appropriate means to participate and feedback environmental and sustainable development ideas, initiatives and projects.
- 5.2 The Trust will participate in sustainability related issues through the

- Local Partnership arrangements and the Carbon Champions Network.
- 5.3 The Sustainability Steering Group will review and promote and support ideas, Initiatives and projects

6. Monitoring arrangements

The effectiveness of this policy will be monitored and reported through

- An Annual Sustainability report identifying progress from baseline targets. The energy performance of buildings will form part of the Estates Strategy.
- Monitoring of the levels of compliance with carbon reduction targets through the Performance committee and Finance and Investment Committee
- Quarterly energy reports to the Estates Monitoring group(s) for each Borough

Monitoring arrangements table

Lead	Tool	Frequency	Reporting arrangements	Acting on recommendations and Lead(s)	Change in practice and lessons to be shared
Graham Thomas	Annual reports	Annual	Performance committee Finance and investment Committee	Exception reports	Estates Directorate will be responsible for notifying/implementing any changes to the policy within a specified time frame via the policy approval process. Lessons will be shared with all relevant stakeholders.
Head of Estates	Quarterly Energy reports	Quarterly	Estates Monitoring meetings	Exception reports to Estates Director	Estates Directorate will be responsible for notifying/implementing any changes to the policy within a specified time frame via the policy approval process. Lessons will be shared with all relevant stakeholders

7. Equality statement

This policy reflects the organisation's determination to ensure that all parts of our community have equality of access to services and that everyone receives a high standard of service as a service user, a carer or employee. This policy anticipates and encompasses the Trust's commitment to prevent discrimination on any illegal or inappropriate basis and recognise and respond to the needs of individuals based on good communication and best practice. We recognise that some groups of the population are more at risk of discrimination or less able to access to services than others and that services can often unintentionally put barriers in place that can limit or prevent access. The organisation is continually working to prevent this from happening.

8. Training

The Trust will seek to incorporate Sustainability awareness into the Trust's induction programme.

Sustainability awareness training will be delivered face-to-face or using an e-learning course approved by the Estates Director every two years.

Line managers must ensure that a record of training is kept for all staff under their supervision.

Communicate sustainability policy and specific actions to all staff via the Intranet

9. External references

'Saving Carbon, Improving Health' NHS Sustainable Development Unit 2009
http://www.climateandhealthcare.org/uploads/docs/200901_UK_NHS_carbon_education.pdf

'Saving Carbon, Improving Health' NHS Sustainable Development Unit 2010 Update
[http://www.sdu.nhs.uk/documents/publications/UPDATE_NHS_Carbon_Reduction_Strategy_\(web\).pd](http://www.sdu.nhs.uk/documents/publications/UPDATE_NHS_Carbon_Reduction_Strategy_(web).pd)

List of all stakeholders consulted

Date sent to Stakeholders: ___/___/___		Stakeholder response date: ___/___/___		
Stakeholder name (for Trustwide policies)	Stakeholder title	Comments received	Returned, no comments	No response
AD QPS				
Arthur Philomena				
Bansal Harjit				
Boon Sue				
Bridger Stephanie				
Bright Chris				
Carpenter Beccy				
Chaloner Jill				
Chester Lee				
Currie Mary				
Devsu Pavanjit				
Dorney Adrian				
Doyle Carolyn				
Edwards Bob				
El-Baze Frances				
Ellsmore Nicola				
Feast Steve				
Hart Shelley				
Hayes Carole				
Horne David				
Jo Lindo				
Johnson Brid				
Kavanagh Jackie				
Kris Khambhaita Kris				
Kimmett Ian				
Maryon Beth				
Jo McCann				
Mills Gill				
Munro Martin				

Noll Alison				
Obeng Rex				
O'Conner Stephen				
O'Donnell Caroline				
Price Julie				
Roberts Sarah				
Rossouw Trudie				
Sealy Angela				
Searle Diane				
Shelley Sharon				
Smith Debbie				
Smyth Susan				
Sole Kevin				
Srikumar Sivasubramaniam				
Stapleton Michelle				
Stock Fiona				
Thomas Graham				
Thomas Peter				
Thorn Maria				
Townsend Gary				
Tustin Bridget				
Van Rossum Jacqui				
Vile John				
Walker Heather				
Ward Caroline				
Ward Pippa				
Webb Catherine				
Weir Fiona				
White Carol				
Williams Melody				
Williams Pete				
Williams Vaughan				
Young Malcolm				

Specialist meetings

Meeting name	Date	Chair's name and title

NORTH EAST LONDON FOUNDATION TRUST

INITIAL SCREENING EQUALITY IMPACT ASSESSMENT FORM

Directorate/Department	Estates
Name of Policy/Service/Function	Sustainability Policy
New or Existing Policy/Service/Function?	New
Name and role of Person completing the EQIA	Martin Mizen Head of Estates, Community Services
Date of Assessment	November 2013

Please complete the following questions

		Yes/No	What/Where is the Evidence to suggest this?
1	Does the Policy/Service/Function effect one group less or more favourably than another on the basis of:		
	• Race, Ethnic origins (including, gypsies and travellers) and Nationality	No	
	• Gender (males and females)	No	
	• Age	No	
	• Religion, Belief or Culture	No	
	• Disability – mental, physical disability and Learning difficulties	No	
	• Sexual orientation including lesbian, gay and bisexual people	No	
	• Married/or in civil partnership	No	
	• Pregnant/maternity leave	No	
	• Transgender reassignment	No	
2	Is there any evidence that some groups are affected differently? Is the impact of the policy/Guideline likely to be negative?	No	
3	Is there a need for additional consultation e.g. with external organisations, service Users and carers, or other voluntary sector groups?	No	National guidelines
4	If you have identified potential	No	

	discrimination, are any exceptions valid, legal and/or justifiable?		
5	Can we reduce the impact by taking different actions?	No	

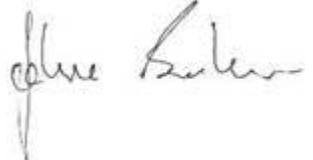
Assessor's Name: Martin Mizen	Date: December 2013
Name of Director: Graham Thomas	
This section to be agreed and signed by the Equality and Diversity Manager in agreement with the Equality and Diversity Team	
Recommendation	
Full Equality Impact Assessment required:	NO <input type="checkbox"/> YES <input type="checkbox"/>
Assessment authorised by: Name: Michael Beackon	Date: 26/2/2014

Appendix 1 – training needs analysis

Staff Group	Training topic	Frequency	Mandatory / Non-mandatory / In-house	Included in Trust induction (tick)
All staff	Sustainability awareness	2 years	In-house	√

EMT / SENIOR LEADERSHIP TEAM APPROVAL SHEET

Policy title:	Sustainability and Environmental Management Policy
Author:	Martin Mizen, Head of Estates Community Services

Meeting	Date of meeting	Chair name and title	Signature of Lead Director/ EMT Chair	Approved? Y/N	Reason for non-approval
Senior Leadership Team	11.03.14	Jacqui Van Rossum		Y	
EMT	13.03.14	John Brouder		Y	

Once the form has been agreed/not agreed for ratification by the Lead Director or Chair of Executive Management Team please send back to policies@nelft.nhs.uk as confirmation of this via email

Addendum

Date	Section	Change	Agreed by
09.01.2014	Approval process	Following the Health Economy restructure on 1 December 2013 all policies and procedures (after the required consultation period and any required changes being made by the author) will be presented at the Senior Leadership Team meeting for approval. Approved standing operating procedures will then be logged and placed on the Trust website and trust policies will be forwarded to the Executive Management Team for final ratification. The approval sheet has been amended to reflect this change.	Alison Garrett Associate Director of Nursing for Quality & Patient Safety North East London NHS Foundation Trust