

<b>DOCUMENT CONTROL</b>	
<b>Title:</b>	<b>Environmental Policy</b>
<b>Version:</b>	<b>3</b>
<b>Reference Number:</b>	<b>CO086</b>
<b>Scope:</b>	
This policy applies to all staff employed by Pennine Care NHS Foundation Trust including bank and agency staff.	
<b>Purpose:</b>	
The purpose of this document is to provide a set of principles of conservation and care for the environment which apply to Pennine Care NHS Foundation Trust and its employees, and to ensure its activities comply with the relevant legislation on environmental matters and minimise the environmental impact for the activities of the Trust.	
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Head of Operation Estate Services – Steven Palmer	
<b>Individual(s) &amp; group(s) involved in the Development:</b>	
This document has been developed in collaboration with the following interested parties: <ul style="list-style-type: none"> <li>• Steven Palmer</li> </ul>	
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The document has been circulated for consultation and comments have been taken into consideration and the document amended accordingly: <ul style="list-style-type: none"> <li>• Environmental Management Group</li> </ul>	

<b>Equality Impact Analysis:</b>	
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<b>Responsibility of:</b>	Head of Operation Estate Services
<b>Other Trust documentation to which this policy relates (and when appropriate should be read in conjunction with):</b>	
CO045	Waste Management Policy
<b>Policy Associated Documents:</b>	
TAD_CO086_01	<a href="#">Glossary of Documentation</a>
TAD_CO086_02	<a href="#">Energy and Water Management Procedure</a>
<b>Other external documentation/resources to which this policy relates:</b>	
	NG70 Air Pollution: outdoor air quality and health <a href="https://www.nice.org.uk/guidance/ng70">https://www.nice.org.uk/guidance/ng70</a>
	QS181 Air Pollution: outdoor air quality and health <a href="https://www.nice.org.uk/guidance/qs181">https://www.nice.org.uk/guidance/qs181</a>
	NG90 Physical activity and the environment <a href="https://www.nice.org.uk/guidance/ng90">https://www.nice.org.uk/guidance/ng90</a>

**CQC Regulations****This guideline supports the following CQC regulations:**

Regulation 17	Good Governance

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## **1. INTRODUCTION**

Pennine Care NHS Foundation Trust (the Trust) believes in the principle of conservation and care for the environment and will promote this principle wherever it finds the opportunity to do so. The Trust's policy is to manage its activities so as to avoid causing unnecessary or unacceptable risks to employees, patients, clients, contractors and members of the public and to reduce adverse effects on the environment. This is an "enabling policy" from which will be developed operational procedures to take forward the environmental agenda.

To this end the Trust, in the course of its business activities, will seek, so far as is reasonably practicable, to conserve vital resources and reduce damage to the earth's ecosystems by implementing procedures and working methods that lead to:

- Reduction in the use of raw materials and energy;
- Prevention of the release of harmful products into the atmosphere;
- Recycling of waste products where practicable.
- Reduce the proportion of plastic waste.

The Trust will in particular ensure that its activities comply with The Environmental Protection Act 1990, and all other domestic legislation concerned with the protection of natural resources and the external environment. In addition the Trust will ensure they comply with other relevant enactments arising from European Community directives, as they are applicable within the United Kingdom.

To achieve this, the Trust will:

- Introduce systems and monitoring procedures, which meet the requirements of this policy.
- Ensure the provision of advice, communications and training facilities as required.
- Encourage the training of the workforce in current methods, practice and awareness of the need for environmental protection.
- Conduct regular internal audits of the systems and monitoring procedures.
- Encourage its employees to put these principles into practice both within the workplace and within the community at large.

## **2. RESPONSIBILITIES**

The Chief Executive has the ultimate responsibility for ensuring that environmental issues are effectively implemented within the Trust.

Director of Capital Investment and Estates Services has delegated responsibility from the Chief Executive for environmental management within the Trust.

Environmental Management Group - under the chair of the Director of Capital Investment and Estates Services (or his nominated deputy) has the responsibility for the implementation of the Environment Policy and the formation and implementation of all related policies.

This group reports to the Trust Board via the Director of Capital Investment and Estates Services.

Trust Staff - All staff will be expected to respond to the Trust policy on the environment and comply with identified practices and procedures. It is important that staff develop an awareness of the environmental impact of their activities.

### **3. GENERAL APPROACH**

An Environmental Management System will be developed around the requirements laid down in ISO 14001. The management systems in this standard are based on the dynamic cyclic process of plan, implement, check and review. This process will provide the framework for the Environment Policy in support of Control Standards for environmental management.

#### Environmental Aspects

The following aspects of the Environmental Management System are considered to impact on the Trust:

- Materials handling and storage
- Site activities
- Energy usage and efficiency
- Emission to air
- Water usage and effluent discharges
- Waste generation and a disposal
- Health and Safety
- Purchasing and supplies
- Packaging
- Transport
- Radiation protection

#### Environmental Standards

It is recognised that not all the Trust's environmental aspects are supported by a Board approved policy. However, departmental policies and procedures will be developed to reflect the environmental risk to the Trust. Each aspect will be supported by the environmental standards derived from respective policies or procedures. The Energy and Water Management Procedure is shown in TAD\_CO086\_02 e.g. Environmental heating and cooling standards – general areas to be heated to 21°C, wards 21-22°C and no areas to be cooled lower than 24°C (with the exception of computer server rooms).

### Register of Regulations

The relevant legislation identified in the Appendix and their application to the Trust is outlined in a register of regulations as required by ISO 14001.

NG70 Air Pollution: outdoor air quality and health <https://www.nice.org.uk/guidance/ng70>

QS181 Air Pollution: outdoor air quality and health <https://www.nice.org.uk/guidance/qs181>

NG90 Physical activity and the environment <https://www.nice.org.uk/guidance/ng90>

The register will be included within an Environmental Manual.

### Register of Environmental Effects

A register of environmental effects will be maintained to provide a comprehensive list of relevant direct and indirect environmental effects arising from the processes and activities undertaken by the Trust. The register will be included within an Environmental Manual.

### Environmental Plan

An environmental plan will be developed defining the Trusts environmental priorities. The environmental plan will also support the Trust's CSR Strategy.

## **4. AUDIT & MONITORING**

Progress on meeting objectives and targets will be regularly reviewed at the Environment Management Group.

Audits will be undertaken every year in accordance with the audit standards contained within the Environmental Plan by Capital Investment and Estate Services.

A review of the Environmental Management System will be undertaken every 2 years. The review will include:

- Results from audits;
- The extent to which objectives and targets have been met;
- Advice on how the Environmental Management System should be adjusted to reflect changing conditions and information.

An annual Environmental Report will be submitted to the Trust Board as part of the CSR report.

## **5. EQUALITY IMPACT ANALYSIS**

As part of its development, this document was analysed to consider / challenge and address any detrimental impact the policy may have on individuals and or groups protected by the Equality Act 2010. This analysis has been undertaken and recorded using the Trust's analysis tool, and appropriate measures will be taken to remove barriers and advance equality of opportunity in the delivery of this policy / procedure

## **6. FREEDOM OF INFORMATION EXEMPTION ASSESSMENT**

Under the Freedom of Information Act (2000) we are obliged to publish our policies on the Trust's website, unless an exemption from disclosure applies. As part of its development, this policy was assessed to establish if it was suitable for publication under this legislation. The assessment aims to establish if disclosure of the policy could cause prejudice or harm to the Trust, or its staff, patients, or partners. This assessment has been undertaken using the Trust's Freedom of Information Exemption Guide, and will be reviewed upon each policy review.

## **7. INFORMATION GOVERNANCE ASSESSMENT**

This Policy has been analysed to ensure it is compliant with relevant information law and standards as in place at the time of approval, and are consistent with the Trust's interpretation and implementation of information governance components such as data protection, confidentiality, consent, information risk, and records management.

Compliance will be reviewed against any changes to legislation / standards or at the next review of this document.

## **8. SAFEGUARDING**

All staff have a responsibility to promote the welfare of any child, young person or vulnerable adult they come into contact with and in cases where there are safeguarding concerns, to act upon them and protect the individual from harm.

All staff should refer any safeguarding issues to their manager and escalate accordingly in line with the Trust Safeguarding Families Policy and Local Safeguarding Children/Adult Board processes.

## **9. REVIEW**

This policy will be reviewed three-yearly unless there is a need to do so prior to this; e.g. change in national guidance.

## **10. REFERENCES**

Equality Act 2010

Freedom of Information Act 2000