

## SUSTAINABILITY POLICY

***Solent NHS Trust policies can only be considered to be valid and up-to-date if viewed on the intranet. Please visit the intranet for the latest version.***

Purpose of Agreement	<i>To direct the organisation in the way it does business, cognisant of the impact on the community and environment in which it operates, promoting the principles of good citizenship.</i>
Document Type	<input type="checkbox"/> SOP <input checked="" type="checkbox"/> Policy <input type="checkbox"/> Guideline
Reference Number	SNHS/Policy/ESF001
Version	4
Name of Approving Committees/Groups	<i>Estates, Facilities and Sustainability Group</i>
Operational Date	September 2018
Document Review Date	September 2021
Document Sponsor (Name & Job Title)	Director of Finance, Performance & Estates
Document Manager (Name & Job Title)	Associate Director of Estates and Facilities
Document developed in consultation with	Estates, Facilities and Sustainability Group
Intranet Location	Business Zone> Policies SOPs and Clinical Guidelines
Website Location	FOI Publication Scheme
Keywords (for website/intranet uploading)	Sustainability/Carbon/Environment/Corporate Citizen

## Review Log

Version Number	Review Date	Name of Reviewer	Ratification Process	Reason for Amendments
1	December 2013	Sub Committee membership	Sustainability Sub Committee	Document revisions
2	January 2014	Sub Committee membership	Estates and Facilities Sub Committee	Drafting revisions
3	February 2014	Policy Steering Group membership	Approval for dissemination	Content and drafting revisions
4	February 2018	Group membership	Estates, Facilities and Sustainability Group	Update review
4	August 2018	Policy Steering Group Membership	Assurance Committee	Update review including comments from PSG

### SUMMARY

This policy sets out the commitment from Solent NHS Trust to meet the challenges set down for the NHS in terms of sustainability and its impact on the environment.

The policy sets out guidance on how the Trust will achieve delivery of the challenges through a reduction in our carbon footprint and by minimising our impact on the environment, this will be achieved by addressing nine key areas, these are energy and carbon management, procurement and food, travel and transport, water, waste, building design, organisational and workforce development, partnerships and networks, governance and finance.

To deliver these challenges the Trust will set objectives and targets for each area that will be regularly monitored and reviewed annually.

## CONTENTS

<b>SUMMARY .....</b>	<b>2</b>
<b>1.0 INTRODUCTION &amp; PURPOSE .....</b>	<b>4</b>
<b>2.0 SCOPE .....</b>	<b>4</b>
<b>3.0 POLICY STATEMENT .....</b>	<b>4</b>
<b>4.0 PROCESS/REQUIREMENTS .....</b>	<b>4</b>
<b>5.0 ROLES &amp; RESPONSIBILITIES .....</b>	<b>6</b>
<b>6.0 INFORMATIVE GUIDANCE.....</b>	<b>6</b>
<b>7.0 EQUALITY IMPACT ASSESSMENT AND MENTAL CAPACITY .....</b>	<b>6</b>
<b>8.0 SUCCESS CRITERIA / MONITORING EFFECTIVENESS.....</b>	<b>6</b>
<b>9.0 REVIEW.....</b>	<b>7</b>
<b>10.0 REFERENCES AND LINKS TO OTHER DOCUMENTS .....</b>	<b>7</b>
<b>Appendix 1: Equality Impact Assessment .....</b>	<b>8</b>

## **Sustainability Policy**

### **1.0 INTRODUCTION & PURPOSE**

- 1.1. This policy establishes Solent NHS Trust's commitment to sustainability and sets out the general aims and principles of what is an extensive agenda for continuous development.
- 1.2. Sustainable development is about meeting society's needs today without compromising the ability of future generations to meet their needs – often referred to as good corporate citizenship or corporate social responsibility. With climate change clearly the most serious global environmental threat, sustainability and carbon reduction are becoming key corporate responsibilities for all organisations.
- 1.3. The NHS is the largest employer in Europe and as a provider of healthcare is viewed as a socially responsible organisation, but it has the highest rate of carbon emissions in the public sector in England.
- 1.4. The challenge has been set for the NHS to lead on all aspects of sustainable development, particularly carbon reduction, and promote the good citizenship model. The NHS Carbon Reduction Strategy for England published by the NHS Sustainable Development Unit sets out the vision, responsibilities and key actions for all NHS organisations.
- 1.5. The key areas for action are energy and carbon management, procurement and food, travel and transport, water, waste, building design, organisational and workforce development, partnerships and networks, governance and finance. The NHS Sustainable Development Unit provides leadership and support to NHS organisations to meet the challenges set.

### **2.0 SCOPE**

- 2.1 This policy applies to bank, locum, permanent and fixed term contract employees (including apprentices) who hold a contract of employment or engagement with the Trust, and secondees (including students), volunteers (including Associate Hospital Managers), Non-Executive Directors, governors and those undertaking research working within Solent NHS Trust, in line with Solent NHS Trust's Equality, Diversity and Human Rights Policy. It also applies to external contractors, Agency workers, and other workers who are assigned to Solent NHS Trust.

### **3.0 POLICY STATEMENT**

- 3.1 The Trust recognises that in delivering healthcare services its sites may have adverse impacts on the environment and it is essential that these are minimised and maintained as such through continuous monitoring. The Trust is committed to preventing pollution and reducing the environmental impact of its activities, and where reasonably practicable will comply with all relevant environmental legislation. To this end the Trust will carry out a detailed assessment of its activities and develop a set of objectives and targets to manage the aspects associated with those activities. These objectives and targets will be reviewed annually to ensure their effectiveness.
- 3.2 The Trust will do all that is reasonably practicable, and considers it essential that all staff should work together positively to enable the Trust to comply with Statutory Regulations and other guidance relating to energy, the environment and sustainability.

### **4.0 PROCESS/REQUIREMENTS**

- 4.1 The Trust is committed to continuous improvement in minimising the impact of its activities on the environment and becoming a good corporate citizen.

4.2 The objectives of the policy are to:

- Comply with relevant legislation, and develop a structured and systematic approach to the management of the environment.
- Achieve the carbon reductions targets established by the NHS Carbon Reduction Strategy of, 10% by 2015 using 2007 baseline, 34% by 2020, 64% by 2030 and 80% by 2050 using 1990 baseline.
- Establish baselines for all relevant activities and set measurable objectives and targets using national systems where available.
- Establish a carbon/sustainability weighting to all investment and procurement options
- Where we have significant climate change risks include in the Trusts risk register
- Help to preserve natural resources by developing and implementing policies and strategies to:
  - Reduce the unnecessary and wasteful use of energy and water.
  - Make more economical and effective use of products such as paper, glass, plastic, cans, batteries and other similar products.
  - Develop strategies and controls to protect the environment including discharges to drains, emissions to atmosphere and land management.
  - Promote employee enthusiasm to ensure environmental improvements.
  - Implement and promote recycling.
  - Encourage staff to promote their health and wellbeing, whilst reducing their carbon footprint through the implementation of a travel plan to include walking, cycling, use of public transport, car sharing initiatives and home working.
- Work with partners especially NHS organisations and local authorities in developing whole community solutions to carbon emissions.
- Deliver the actions as set out in the Trusts Sustainability and Carbon Management Strategy incorporating the Sustainable Development Management Plan.

4.3 The Trust will achieve the objectives of the policy by

Always	Where economically viable
Annually update and display a Display Energy Certificate (DEC) in each of our owned / managed buildings.	Upgrade heating controls and systems
Carry out an Energy Performance Certificate (EPC) assessment in each of our owned / managed buildings.	Upgrade lighting controls and modules
Annually Complete Estates Returns Information Collection (ERIC) and Sustainability Development Unit (SDU) reports	Install renewable energy generation equipment
Upgrade lighting to LED type within existing refurbishment plans	Keep all waste processing within the UK
Complete Good Corporate citizen each year	Lease cars for staff travelling over 3,500 business miles per annum
All rail, air and sea travel to be booked through Solent travel desk to ensure more cost effective and environmentally sustainable routes	Pool cars will be provided at key sites for use by staff to minimise the use of personal vehicles

are taken.	
All items and services will be procured using procurement environmental best practices and NHS Standards	

## 5.0 ROLES & RESPONSIBILITIES

- 5.1 **The Chief Executive** has overall responsibility for ensuring compliance with statutory regulations, guidance and good corporate citizenship related to environmental and sustainability within the Trust and for ensuring the organisation has processes and systems in place in ensure implementation of the policy.
- 5.2 **The Trust Board** will ensure that sustainability becomes integrated into all the Trust's business activities and support and promote the policy throughout the organisation.
- 5.3 **Director of Finance, Performance & Estates** is the Trusts Executive lead on sustainability and carbon reduction and chairs the Trusts Sustainability Committee.
- 5.4 **The Associate Director of Estates and Facilities** is responsible for the development and communication of the policy and shaping of the Sustainability Strategy.
- 5.5 **Trust Sustainability Lead** is responsible for implementation and delivery of the Trusts Policy and Strategy and in particular the measurement, reporting and reduction of carbon and associated action plans.
- 5.6 **All Managers and Team Leaders** should make staff aware of the policy and their contribution to sustainable issues.
- 5.7 **All staff** have a responsibility to protect the environment and be sustainable in their actions at work.
- 5.8 **The Estates, Facilities and Sustainability Sub Group will** drive and shape the delivery of the policy objectives and work plan as set out in the strategy and management plan.

## 6.0 INFORMATIVE GUIDANCE

- 6.1 The Trust will provide awareness of and guidance for employees, partners and contractors especially in terms of sustainability, climate change and carbon literacy.
- 6.2 An active communications initiative will be pursued to engage all staff, patients, visitors and others who visit or use our facilities.

## 7.0 EQUALITY IMPACT ASSESSMENT AND MENTAL CAPACITY

- 7.1 An Equality and Diversity Impact Assessment (EDIA) has been carried out on this document using the Trust approved Equality Impact Assessment (EIA). No adverse impact was identified and therefore a full EDIA was deemed not necessary.

## 8.0 SUCCESS CRITERIA / MONITORING EFFECTIVENESS

- 8.1 The Estates, Facilities and Sustainability group will regularly review progress, conduct reviews and updates of the policy.
- 8.2 Updates and escalations will be provided to the Trust Management Team
- 8.3 An Annual Sustainability report will be provided to the Trust Management Team and Trust Board where appropriate.

- 8.4 The Good Corporate Citizenship Assessment Model will be used to measure, monitor and access the Trusts performance against an action plan.
- 8.5 The Trust will benchmark its performance annually against other Trusts, Public Bodies and Businesses. Non-compliance will be reported via the risk register and the Estates Return Information Collection system (ERIC).

## **9.0 REVIEW**

- 9.1 This document may be reviewed at any time at the request of either staff side or management, but will automatically be reviewed 3 years from the initial approval and thereafter on a triennial basis unless organisational changes, legislation, guidance or non-compliance prompt an earlier review.

## **10.0 REFERENCES AND LINKS TO OTHER DOCUMENTS**

- 10.1 Sustainable Development Strategy for the NHS, Public Health and Social Care system – January 2014
- 10.2 NHS Carbon Reduction Strategy for England. This provides information and tools to help NHS organisations reduce carbon emissions and become more sustainable.
- 10.3 Saving Carbon – Improving Healthcare 2009 – NHS Sustainable Development Unit
- 10.4 Good Corporate Citizenship – Sustainable Development Commission
- 10.5 Trust Sustainability and Carbon Management Strategy Incorporating Sustainable Development Management Plan 2013/14 – 2018/19
- 10.6 Energy and Water policy
- 10.7 European Union Energy Performance of Buildings Directive June 2008
- 10.8 European Union Emissions Trading scheme (EU ETS) – Nov 2006
- 10.9 HTM 03-01 B Specialised ventilation for healthcare premises: Operational management and performance verification
- 10.10 HTM 07-01 Safe management of healthcare waste
- 10.11 HTM 07-02 Encode 2015 - making energy work in healthcare
- 10.12 HTM 07-03 NHS car-parking management: environment and sustainability
- 10.13 HTM 07-04 Water management and water efficiency - best practice advice for the healthcare sector
- 10.14 HTM 07-07 Sustainable health and social care buildings

## Appendix 1: Equality Impact Assessment

Step 1 – Scoping; identify the policies aims	Answer
1. What are the main aims and objectives of the document?	To ensure Solent NHS Trust is committed in improving its sustainability by minimising the impact on the environment in its day to day activities.
2. Who will be affected by it?	Staff and patients alike
3. What are the existing performance indicators/measures for this? What are the outcomes you want to achieve?	On-going updated data entry showing that we are actively minimising our impact on the environment
4. What information do you already have on the equality impact of this document?	Dashboard of current achievements
5. Are there demographic changes or trends locally to be considered?	Yes
6. What other information do you need?	None

Step 2 - Assessing the Impact; consider the data and research	Yes	No	Answer (Evidence)
1. Could the document unlawfully discriminate against any group?		X	Any data collected or actions implemented have been discussed and agreed at appropriate levels before actions have been taken.
2. Can any group benefit or be excluded?		X	This will have no impact on any group.
3. Can any group be denied fair & equal access to or treatment as a result of this document?		X	This will have no impact on any group.
4. Can this actively promote good relations with and between different groups?	X		Multi-agency working promoting sustainability e.g. sustainability day, energy saving tips and posters
5. Have you carried out any consultation internally/externally with relevant individual groups?		X	This will have no impact on any group.
6. Have you used a variety of different methods of consultation/involvement	X		Communication team making staff aware via posters and information. NHS sustainability day held annually in March.
<b>Mental Capacity Act implications</b>			
7. Will this document require a decision to be made by or about a service user? (Refer to the Mental Capacity Act document for further information)		X	There is no evidence of this requirement
<b>External Considerations</b>			
8. What external factors have been considered in the development of this policy?		X	
9. Are there any external implications in relation to this policy?		X	
10. Which external groups may be affected positively or adversely as a consequence of this policy being implemented?		X	

If there is no negative impact – end the Impact Assessment here



**\*\*Retain a copy and also include as an appendix to the document\*\***