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ENVIRONMENTAL MANAGEMENT PROCEDURE

Introduction and Aim

The purpose of this Procedure is to support the Environmental Policy and its associated Statements, Commitments, supporting procedures/documents and to achieve the following aims:

- 1) To continually improve the Health Boards Environmental performance for all of its main operational activities where possible, ensuring patient care is delivered in the most environmentally conscious manner.
- 2) Reduce Carbon Emissions by 3% per annum.
- 3) To comply with all relevant and applicable Environmental Legislation.
- 4) To work towards and support the National and Welsh Government Carbon Targets of an 80% CO2 reduction by 2050 and decarbonisation by 2030.

Objectives

The Objectives of the procedure are to:-

- a) Comply fully with all environmental legal requirements, relevant codes of practice and regulations.
- b) Prevent pollution to land, air and water.
- c) Encourage efficient use of all energy, utilities and natural resources, especially where these are non-renewable
- d) Minimise consumption through the reduction, reuse or recycling of materials as much as possible.
- e) Minimise waste and increase recycling within the framework of our waste management policy.
- f) Ensure that services are sensitive to visual amenity, and encourage a positive sustainable ecological impact on natural habitats with a positive approach to tree planting or green areas where appropriate.
- g) Purchase products and services that do the least damage to the environment and encourage others to do the same.
- h) Provide suitable training to enable employees to deal with their specific areas of environmental control.
- i) Implement travel strategy that takes account of environmental issues as far as reasonably practical and encourages where possible the use of feasible

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alternative means of transport.

- j) Ensure that all employees and contractors understand our environmental policy and procedure and conform to the high standards required.
- k) Ensure the physical environment of buildings and grounds on health premises are continually improved, and that staff welfare, health and comfort are foremost in design of new builds or refurbishment.

Scope

This procedure applies to all activities of the UHB including operational, support services and Clinical and Healthcare activities where appropriate.

Equality Health Impact Assessment

An Equality and Health Impact Assessment (EHIA) has been completed and this found there to be either no impact or a positive impact.

Documents to read alongside this Procedure

- Environmental Management System Core Elements.
- Register of Environmental Aspects and Impacts.
- Register of Environmental Legislation.
- Environmental Management System Objectives and Targets.
- Environmental Management Internal and External audit.
- Documentation and Document Control.
- Compliance policies and procedures.
- Environmental Management System Steering Group.
- EUETS and CRC program and permits.

Approved by

Capital Estates and Facilities Health and Safety Group/
Environmental Management Steering Group/Health and Safety Committee.

Accountable Executive or Clinical Board Director

Director of Capital Estates and Facilities

Author(s)

Head of Energy and Performance

Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or the [Governance Directorate](#).

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Summary of reviews/amendments			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1		30/07/2019	New Procedure in line with new UHB Policy arrangements

Environmental Management Procedures

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1.0 INTRODUCTION

The UHB recognises its responsibilities towards protecting the environment as a promoter of quality healthcare in Cardiff and the Vale of Glamorgan. The UHB is one of the largest NHS Boards in the UK, with an annual budget circa £1 billion, employing over 14,000 staff. The delivery of healthcare services is provided from a diverse range of premises and buildings across the locality, including 2 multi service acute hospitals, 3 community hospitals, 1 specialist hospital and a significant number of community based premises such as health centres and clinics.

The Organisation shall address its activities and their impacts on the environment with a view to compliance with legislation, regulations and NHS guidance, which may be applied to the Organisation's activities, consistent with maintaining the Organisation's responsibility to provide high quality patient care, quality teaching and research.

The Organisation will adopt specific measures to enhance the quality of the environment for both staff and patients, and consequently the health of the local population, through a positive policy on safety in the workplace, control of pollution and care of the local environment.

The UHB operates the Environmental Management Standard ISO14001 and Clause 5.0 of ISO 14001 states:

Top management shall establish, implement and maintain an environmental policy that, within the defined scope of its environmental management system:

- a) is appropriate to the purpose and context of the organization, including the nature, scale and environmental impacts of its activities, products and services;
- b) provides a framework for setting environmental objectives;
- c) includes a commitment to the protection of the environment, including prevention of pollution and other specific commitment(s) relevant to the context of the organization;
- d) includes a commitment to fulfil its compliance obligations;
- e) includes a commitment to continual improvement of the environmental management system to enhance environmental performance.

The environmental procedure shall:

- be maintained as documented information;
- be communicated within the organization;
- be available to interested parties.

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This document aims to demonstrate compliance with this requirement.

2.0 PROCEDURE STATEMENT

Cardiff and Vale University Health Board recognises that the day-to-day operations of the Board can impact both directly and indirectly on the environment. We aim to protect and improve the environment by complying with all relevant legislation and Government guidance, through good innovative management and being pro-active in adopting best practice wherever operationally and practically possible. The UHB will work to integrate environmental considerations into our business decisions and adopt sustainable alternatives wherever possible, throughout our operations.

Cardiff and University Health Board are committed to environmental management and sustainable development demonstrated with the achievement of ISO14001 in 2003. This procedure covers Environmental Management, Sustainable Development and Energy Management under one procedure.

An Environmental Management Steering Group shall guide and influence the strategic/operational direction of environmental management within the Organisation and act as a focal point of contact for matters relating to environmental management. An organisational diagram showing reporting arrangements is shown in Appendix 1.0.

Waste management and Sustainable Procurement will continue to operate separate policy and procedure documents. As energy and utilities usage is the most significant Environmental impact within the UHB a separate section is included in appendix 2 of this Environmental Procedure. A sustainable development plan is also included in Appendix 3.

3.0 AIMS

The key aims of the Environmental Procedure are:

- To continually improve the Health Boards Environmental performance for all of its main operational activities where possible, ensuring patient care is delivered in the most environmentally conscious manner.
- Reduce Carbon Emissions by 3% per annum.
- To comply with all relevant and applicable Environmental Legislation.

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- To work towards and support the National and Welsh Government Carbon Targets of an 80% CO2 reduction by 2050 and decarbonisation by 2030.

4.0 OBJECTIVES

The principle objectives of this procedure are to:

- Comply fully with all environmental legal requirements, relevant codes of practice and regulations.
- Prevent pollution to land, air and water.
- Encourage efficient use of all energy, utilities and natural resources, especially where these are non-renewable
- Minimise consumption through the reduction, reuse or recycling of materials as much as possible.
- Minimise waste and increase recycling within the framework of our waste management policy.
- Ensure that services are sensitive to visual amenity, and encourage a positive sustainable ecological impact on natural habitats with a positive approach to tree planting or green areas where appropriate.
- Purchase products and services that do the least damage to the environment and encourage others to do the same.
- Provide suitable training to enable employees to deal with their specific areas of environmental control.
- Implement travel strategy that takes account of environmental issues as far as reasonably practical and encourages where possible the use of feasible alternative means of transport.
- Ensure that all employees and contractors understand our environmental policy and procedure and conform to the high standards required.
- Ensure the physical environment of buildings and grounds on health premises are continually improved, and that staff welfare, health and comfort are foremost in design of new builds or refurbishment.

5.0 RESPONSIBILITIES/IMPLEMENTATION

5.1 The Board

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To give corporate commitments, outline strategic objectives and agree major investment decisions.

5.2 **Director of Planning**

Executive responsibility and accountability for meeting Environmental Performance targets and compliance with Legislation and associated requirements.

5.3 **Director of Capital, Estates and Facilities**

Responsible for development and implementation of the Environmental Policy and Procedure. Accountable to the Director of Planning.

5.4 **Managers**

Ensure appropriate training is delivered to those involved. Share best practices with colleagues and demonstrate that this is being done. Actively participate in Environmental Management including Energy and Waste Management and other programs as necessary.

5.5 **Environmental and Energy Management Steering Group**

To guide and influence strategic/operational direction of environmental management within the Organisation, and for keeping the Board informed on progress in improving the Organisation's overall environmental performance. To act as a focal point of contact for matters relating to environmental management within the UHB including ISO 14001 accreditation.

5.6 **Members of Staff/Employees**

To act as Champions and to assist in the delivery of the Boards Environmental Management program, by adopting good practice (as appropriate) in the workplace to minimise environmental impact.

Good practice shall include:

- Appropriate waste segregation and disposal.
- Turning off energy consuming equipment when not in use and at the end of each working day.
- Engaging in Sustainable Transport Policies/procedures.
- Any other UHB Environmental Management procedure/protocol.

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6.0 RESOURCES

Resources for environmental management, requisite training, operation, monitoring and auditing of performance are in place. These include:

- A full time Energy manager will also focus on environmental management based in Capital, Estates and Facilities
- The potential for Private Sector investment will be pursued as appropriate, for major capital investment initiatives.
- The UHB will participate in the Welsh Health Environmental Forum administrated by Shared Services and other associated forums as required including the Energy Price Risk Management group.

7.0 TRAINING

The UHB will ensure through the managerial arrangements that all personnel engaged in energy management duties will have received appropriate training, and are competent to discharge their duties, delivered on an on-going basis as necessary. This will be delivered via the UHB's training and induction programme, augmented with specialist training such as tailored training sessions to suit individual needs of employees or departments.

8.0 IMPLEMENTATION

The implementation of this procedure uses ISO14001 as the management system. ISO14001 contains clear objectives and targets for the management of the environment.

9.0 FURTHER INFORMATION

- ISO14001 EMS Manual
- Shared Services Websites and Journals
- Welsh Assembly Government Environmental Strategy for Wales and associated publications

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10.0 EQUALITY

Cardiff and Vale University Local Health Board is committed to ensuring that, as far as is reasonably practicable, the way we provide services to the public and the way we treat our staff reflects their individual needs and does not discriminate, harass or victimise individuals or groups. These principles run throughout our work and are reflected in our core values, our staff employment policies, our service standards and our Strategic Equality Plan & Equality Objectives. The responsibility for implementing the scheme falls to all employees and UHB Board members, volunteers, agents or contractors delivering services or undertaking work on behalf of the UHB.

We have undertaken an Equality Impact Assessment and received feedback on the policy and procedure and the way it operates. We wanted to know of any possible or actual impact that this procedure may have on groups in respect of gender, maternity and pregnancy, carer status, marriage or civil partnership issues, race, disability, sexual orientation, Welsh language, religion or belief, transgender, age or other protected characteristics. The assessment found that there was either no impact or a positive impact to the equality groups mentioned.

11.0 AUDIT

Adherence to the requirements of this procedure will be monitored via a number of different methods, primarily the external ISO 14001 accreditation audits.

Progress on implementing this Procedure will be monitored by the Environmental Management Steering Group and the Health and Safety Committee with reports issued to the Director of Planning.

An annual written Sustainability report outlining performances and achievements for the year will be prepared and issued to the Assistant Director of Planning.

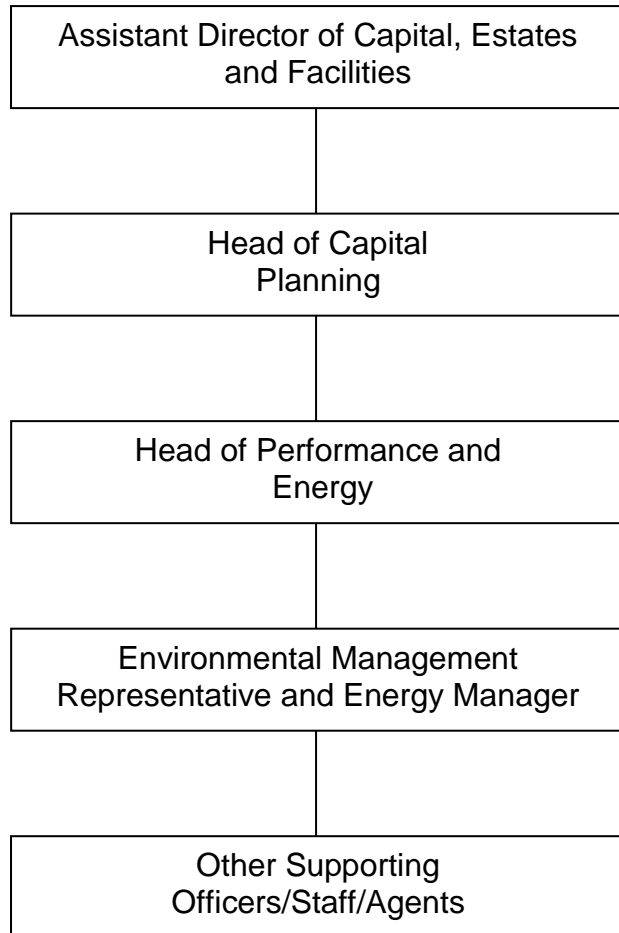
12.0 REVIEW

This Procedure will be reviewed on a three yearly basis.

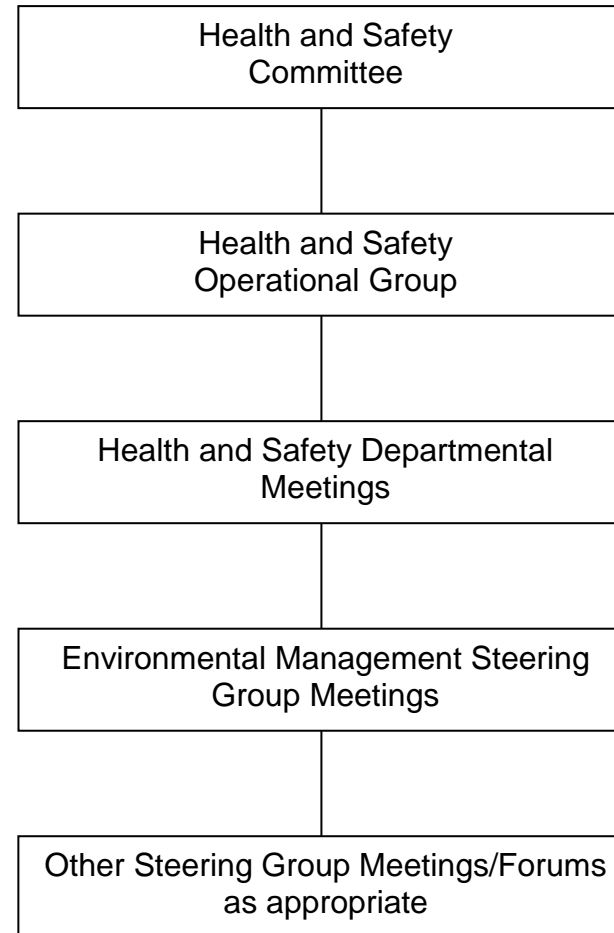
APPENDICES

Appendix 1 – Management and Organisational Structure

Managerial



Organisational



Appendix 2 – Energy/Carbon Management Plan

ENERGY AND CARBON MANAGEMENT PLAN

INTRODUCTION AND BACKGROUND

Energy and Utilities consumption within Cardiff and Vale University Health Board (UHB) is the most significant Environmental aspect and impact, resulting in nearly 40,000 tonnes of CO₂ emissions being released to the atmosphere per annum. Energy prices have escalated dramatically in the last 10 years and the UHB's utilities expenditure is now over £9 million per annum.

During the last 5 years the UHB has introduced a range of procurement and technical measures to ensure that utilities are acquired at the most economic level and to reduce consumption. These programs will be continued and enhanced including the introduction of new initiatives, technologies and strategies.

KEY ENERGY/CARBON OBJECTIVES

- 1) To reduce/minimise the Health Boards Energy/Carbon impact for all of its main operational activities where possible.
- 2) To comply with all relevant and applicable Energy Legislation.
- 3) To reduce/minimise where possible and appropriate the Health Boards resource/utilities consumption and costs by 3%.

ENERGY MANAGEMENT STRATEGY AND PROPOSED INITIATIVES

- 1) Operation of 4.4MWe CHP facility at University Hospital of Wales.
- 2) The UHB will develop an action plan for each financial year detailing the projects, capital costs and savings which will be implemented. The UHB will also explore other opportunities through third-party organisations.
- 3) Participation in the Governments Refit program whereby large scale strategic schemes are delivered through a third party contractor. Capital funding is provided through a Welsh Government program and repaid with no interest charges. The contractor develops, designs, implements, commissions, tests and operates the new plant, equipment and systems for an 8 year program. The energy savings released, repays all funding and charges and results in a net energy cost saving for the UHB.
- 4) Proactive monitoring and targeting programmes are in place to reduce energy and water consumption and cost.
- 5) Staff awareness initiatives implemented to promote energy awareness and provide advice on how to reduce energy and water consumption.
- 6) Feasibility studies and audits are conducted as appropriate, to identify opportunities for carbon emission and cost reductions.
- 7) Benchmarking to identify how the Health Board is performing in comparison to other Hospitals and norms and standards.

- 8) Regular energy and carbon management reviews and amending the plan in line with the outcome of the review.

Appendix 3 Sustainable Development Plan

INTRODUCTION AND BACKGROUND

Sustainable development is the process by which the UHB moves towards sustainability and is about shaping our own future in ways which ensure a better quality of life for everyone, now and in the future. It recognises that the quality of people's lives and our communities are affected by a combination of economic, social and environmental factors. Lasting solutions to global problems can only be achieved by making these linkages.

The inter-linked principles associated with sustainable development include:

- Living within environmental limits
- Ensuring a strong, healthy and just society
- Achieving a sustainable economy
- Using sound science responsibly
- Promoting good governance

SUSTAINBLE DEVELOPMENT STRATEGY AND PROPOSED INITIATVES

- 1) Respecting environmental limits so that resources are not irrecoverably depleted or the environment irreversibly damaged.
- 2) Maximising the awareness and potential of employees to contribute towards sustainable development.
- 3) Environmental policy and procedure and an accredited environmental management system - EMS in accordance with the international standard ISO 14001. The strategy will be in line with the requirements of the UHB's program to satisfy the requirements of the Well Being and Future Generations Act 2015, Environment (Wales) Act 2016 and associated principles.
- 4) Conserving energy, water, wood, paper and other resources – particularly those which are scarce or non-renewable – while still providing a safe and comfortable working environment.
- 5) Purchasing activity on behalf of the Board will be conducted in accordance with the sustainable elements of the Procurement Policy and Procedures.
- 6) Ensuring that all new buildings occupied by the UHB are designed, constructed and operated to improve their environmental performance, and to promote natural ventilation and light, when planning new or substantially refurbished buildings.
- 7) Reducing waste through re-use and recycling and by using refurbished and recycled products and materials where appropriate.
- 8) Encouraging more sustainable travel to work options via a Sustainable Travel Plan.
- 9) Communicate our action plans and progress on a regular basis