



Northern Ireland Ambulance Service
Health and Social Care Trust



NORTHERN IRELAND AMBULANCE SERVICE

ENVIRONMENTAL MANAGEMENT POLICY

April 2014

Version 2.0



Title:	Environmental Management Policy		
Purpose of Policy:	To set out NIAS policy on Environmental Management across the trust in all its activities.		
Directorate Responsible for Policy:	Operations Directorate		
Name and Title of Author:	Bryan Snoddy, Assistant Director of Operations		
Staff Side Consultation	11/10/2011 for consideration		
Equality Screened:	May 2011		
Date Presented to:	No Comm		
	SEMT	13 Sept 2011 & 18 Oct 2011	
	Assurance Comm	12 March 2012	
	Trust Board	17 November 2011	
Publication Date:		Review: 12 March 2013	Reviewed: 2 April 2014
Version:	Version 1.0 Minor amendments required by Trust Board. Assurance Committee confirmed changes on 12 March 2012.		
(01)	Version 2.0 Circulated for review in NIAS. No amendments as at 2/04/2014		
(02)			

Circulation List:

This Policy was circulated to the following groups for consultation.

- Staffside
- Executive Directors and Senior Managers

Following approval, this policy document was circulated to the following staff and groups of staff.

- All Trust Staff
- Trust Internet Site/ Intranet Site

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1.0 **Introduction**

- 1.1 This policy sets out the Northern Ireland Ambulance Service Trust's (hereafter referred to as 'The Trust') plan for the management of the environment.
- 1.2 This policy identifies the Trust commitment to environmental issues in all its activities.
- 1.3 This policy gives guidance on managing the environment, including: incident investigation, minimising risk and promoting a culture of continuous improvement.
- 1.4 The policy should be read in conjunction with the Trust's procedural arrangements for environmental management.
- 1.5 This policy has been developed in consultation with internal stakeholders.

2.0 **Policy Statement**

- 2.1 The Trust promotes a pro-active approach to the management of the environment.
- 2.2 The Trust will endeavour to minimise risks to patients, clients, staff, visitors, contractors and others through the effective environmental management.
- 2.3 The environmental management policy is a declaration of the NIAS's overall aims and principles with respect to avoiding environmental harm, managing utilities and resources to reduce NIAS impact and to preserve and enhance the environment in line with best practice. It includes a commitment to the continual improvement of the management of the environment and to compliance with environmental, legal and other requirements.

3.0 **Definition**

The term “Environmental Management” will encompass the following actions within the Trust:

- Avoiding or minimising activities that cause, or could cause environmental harm through contamination of air, watercourses, sewers or land.
- The management of utilities, transport and waste in order to reduce the environmental impact of the Trusts activities.
- The management of staff, suppliers, contractors and others in a manner that reduces or minimises their environmental impact, or the environmental impact of the products / services.
- The management of land use and ecology at our properties in a manner that preserves or enhances natural ecological features or heritage features.
- Ensuring that protection of the environment is considered under all circumstances.

4.0 **Scope of the Policy**

- 4.1 This Policy must be applied to all sites across the Trust. It applies to all activities related to the use of energy, water, chemicals, or other processes that result in emissions or discharges to the atmosphere, land or water. It will also apply to transport and procurement, including sustainable new buildings and the reduction and disposal of waste.
- 4.2 Where practicable Trust land will be used and maintained to encourage biodiversity. Natural habitats will be protected to support a wide range of flora and fauna. This policy shall apply to all premises and land under the control of the Trust and will be applied by all Trust staff.
- 4.3 This Policy must be adhered to by all Trust employees. It will also apply to those who carry out work for the Trust such as contractors and agency staff. It includes a commitment to the continual improvement of environmental performance and to compliance with environmental, legal and other requirements.

5.0 Policy Objectives

- 5.1 To ensure that the Trust has in place suitable and robust governance arrangements to support the management of the environment.
- 5.2 To ensure that environmental targets and goals are set to enable monitoring of progress and to assist in improving environmental performance.
- 5.3 To ensure that environmental performance is reported annually to the Trust.
- 5.4 To support the development and management of processes associated with Trust-wide environmental issues and ensure the development of procedures affecting Environmental Management.
- 5.5 To seek independent assurance that an appropriate and effective system of managing environmental risks is in place and that the necessary level of controls and monitoring are being implemented.

6.0 Roles and Responsibilities

- 6.1 The Trust's Chief Executive, as "Accountable Officer" has overall responsibility for ensuring the objectives of this policy are met and resources are made available to implement the policy.

The Chief Executive will delegate responsibility for establishing and monitoring the implementation of this policy to the Directors.

The Chief Executive is responsible for ensuring a periodic review of the Trust's Environmental Management policy.

- 6.2 The Director of Operations is the designated Executive Director with lead responsibility for the management of the environment.
- 6.3 The Director of Operations will report to the Trust's Assurance Committee and Trust Board on matters relating to environmental management.
- 6.4 The Assistant Director or his nominee will Chair the Trust's Environmental Group, which will be responsible for policy operational issues.
- 6.5 All NIAS Trust Directors, Assistant Directors, and Senior Managers have responsibility for environmental management issues within the areas of their remit and control. They need to ensure that procedures are fully implemented and monitored as part of the Trust's integrated governance requirements.

- 6.6 The Trust have responsibility to ensure that information required in relation to this policy is provided in an accurate and timely manner.
- 6.7 All Directors are responsible for developing and implementing local arrangements and for monitoring those arrangements to ensure effective management of the environment.
- 6.8 The Environmental Group is responsible for the implementation of the Environmental Management Policy and the establishment of supporting procedures, guidelines and arrangements.
- 6.9 The Group is responsible for recommending that there are appropriate and sufficient resources to implement environmental issues throughout the Trust.
- 6.10 The Group is responsible for ensuring the periodic review of the Controls Assurance Standards for Environmental Management and Waste Management.
- 6.11 The Infection Prevention and Control Group is responsible for the prevention, surveillance, investigation, management and control of infection across the Trust.
- 6.12 The Infection Prevention and Control Committee will provide guidance to the group on the infection risk of all environmental procedural arrangements.
- 6.13 The Assurance Committee will provide strategic direction, information and advice on all aspects of risk management in relation to Environmental Management.
- 6.14 All Trust staff have a responsibility to adhere to the principles and aims of this policy and ensure that they operate in accordance with its supporting procedural arrangements.

7.0 **Context of Environmental Management in NIAS**

- 7.1 Energy use: the Trust will seek to promote the efficient use of energy with energy saving technology and management. The Trust will inform and encourage staff to reduce energy consumption. It will continue to invest in improving the energy performance of its assets.
- 7.2 Premises: the Trust will provide a safe and environmentally friendly environment for staff and will employ an environmentally sustainable approach to all new developments and refurbishments.
- 7.3 Resource consumption: the Trust will minimise its impact on the environment by adopting a sustainable procurement policy.
- 7.4 Targets and objectives: the Trust will develop environmental targets and goals to monitor progress and to assist in improving environmental performance.
- 7.5 Training and awareness: the Trust will use appropriate training and provide guidance to ensure that all staff understand the environmental impact of their actions. The Trust's environmental policy and associated guidance will be made available to staff via the Trust intranet site.
- 7.6 Travel: the Trust will seek to minimise the effects of operational travel by the management of logistics and where possible through journey efficiencies. It will seek to develop and further implement its green transport plan. It will also support staff in making use of environmentally sound travel opportunities where appropriate.
- 7.7 Vehicles: the Trust will investigate the use of environmentally friendly fuels and the use of sustainable vehicle energy sources. All new vehicles will comply with current environmental standards and will be properly maintained to ensure optimum performance and minimise environmental impact.
- 7.8 Waste management: the Trust will put in place comprehensive arrangements for reducing waste and for reusing and recycling of waste material.
- 7.9 Environment: The Trust will seek, where practicable, to reduce pollution to air, land and water by surveying existing emissions and taking appropriate action to control them.

8.0 **Risk Management**

- 8.1 Significant environmental management matters within the Trust will be risk assessed in accordance with the Management of Health and Safety at Work (Regulations) Northern Ireland 2006 and the Trust Risk Management Strategy.
- 8.2 Sensitive or high risk issues will be managed by the risk owner and monitored by the Facilities and Support Group.
- 8.3 The Untoward Incident reporting system will be used to report on environmental incidents. This will allow the Trust to be informed of the risks facing the organisation and to take appropriate action to avoid, minimise or significantly reduce the occurrence or repetition of these incidents.
- 8.4 These incidents will be monitored and reviewed by the Facilities & Support Group and reported through to the Assurance Committee. (See Appendix 2 for the Committee Structure)
- 8.5 Staff should participate in any environmental management related training and should be able to respond in an appropriate manner.
- 8.6 All Managers must ensure that their staff have access to this policy, have reviewed its content, and are aware of its aims and purpose immediately upon its release.
- 8.7 All Trust staff must comply with this Policy.

9.0 **Equality and Human Rights Considerations**

- 9.1 This policy has been screened for equality implications as required by Section 75, Schedule 9, of the Northern Ireland Act, 1998. Equality Commission for Northern Ireland guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be targeted at them.
- 9.2 This policy has also been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention Rights contained in that Act.
- 9.3 This policy embraces Diversity, Dignity and Inclusion in line with emerging Human Rights guidance. We recognise, acknowledge and value difference across all people and their backgrounds. We will treat everyone with courtesy and consideration and ensure that no-one is belittled, excluded or disadvantaged in any way, shape or form.
- 9.4 Using the Equality Commission's screening criteria; no significant equality implications have been identified. This Policy will therefore not be subject to an equality impact assessment.
- 9.5 This Policy will be included in the Trust's register of screening documentation and maintained for inspection whilst it remains in force.
- 9.6 This document can be made available on request in alternative formats, e.g. Braille, disc, audio cassette and in other languages to meet the needs of those who are not fluent in English.

10.0 **Policy Review**

- 10.1 The Trust is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation.
- 10.2 This Policy will be reviewed by the Assistant Director of Operations annually, or earlier if relevant guidance is issued. That review will be noted on a subsequent version of this policy, even where there are no substantive changes made or required.

11.0 **Legal and Statutory requirements**

- 11.1 Legislative compliance, relevant policies, procedures, statutes, guidance, circulars and other publications relevant to this Policy are listed in the HPSS Controls Assurance Standard (CAS) for Environmental Management, and is located on the DHSSPSNI website under 'Governance in the HPSS' at the current link below:-

<http://www.dhsspsni.gov.uk/index/hss/governance/governance-controls.htm>

NIAS policies and procedures can be found using the NIAS Intranet link below:-

http://nias-sp:81/policies_procedures/policy.htm

- 11.2 Other relevant documents, legislation, statute and guidance can be found at Appendix 1. Relevant related documents can also be found by following the links supplied above to the DHSSPSNI and NIAS websites and intranet.

Related relevant documents

- Management of Health and Safety at Work (Regulations) Northern Ireland 2006
- Section 75, Schedule 9, of the Northern Ireland Act, 1998
- Human Rights Act, 1998
- www.netregs.gov.uk/netregs/legislation/current/63546.aspx
- HTM07-02 EnCO2de

**Committee and Group Structure
September 2013**

