<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Sustainability Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Policy:</td>
<td>To articulate how the Trust will, strategically meet its obligations in respect of sustainability issues (the main areas covered are energy conservation and management, waste generation and management, water efficiency and management)</td>
</tr>
<tr>
<td></td>
<td>Ensure that the Trust has in place suitable and robust governance arrangements to support Sustainability issues. This includes the establishment of a Trust Sustainability Steering Group and Directorate Sustainability Groups to fulfil the requirements of the policy.</td>
</tr>
<tr>
<td></td>
<td>Ensure development and maintenance of robust systems/procedures (in line with Best Practice) to support Sustainability.</td>
</tr>
<tr>
<td></td>
<td>Support the development and management of appropriate systems to manage Sustainability issues.</td>
</tr>
<tr>
<td>Directorate Responsible for Policy</td>
<td>Paula Clarke</td>
</tr>
<tr>
<td>Name &amp; Title of Author:</td>
<td>Alan Metcalfe Assistant Director of Estate Services</td>
</tr>
<tr>
<td>Does this Meet Criteria of a Policy?</td>
<td>Yes</td>
</tr>
<tr>
<td>Staff side Consultation?</td>
<td>Yes</td>
</tr>
<tr>
<td>Equality Screened by:</td>
<td>Alan Metcalfe Assistant Director of Estate Services</td>
</tr>
<tr>
<td>Date Policy Submitted to RM&amp;PC:</td>
<td>15th December 2014</td>
</tr>
<tr>
<td>Members of RM&amp;PC in Attendance:</td>
<td></td>
</tr>
<tr>
<td>Policy Approved/Rejected/Amended</td>
<td>Approved</td>
</tr>
<tr>
<td>Communication Plan Required?</td>
<td></td>
</tr>
<tr>
<td>Training Plan Required?</td>
<td></td>
</tr>
<tr>
<td>Implementation Plan Required?</td>
<td></td>
</tr>
<tr>
<td>Any Other Comments:</td>
<td></td>
</tr>
<tr>
<td>Date Presented to SMT</td>
<td></td>
</tr>
<tr>
<td>Director Responsible</td>
<td></td>
</tr>
<tr>
<td>SMT Approved/Rejected/Amended</td>
<td></td>
</tr>
<tr>
<td>SMT Comments</td>
<td></td>
</tr>
<tr>
<td>Date Returned to Directorate Lead for Implementation (Board Secretary)</td>
<td></td>
</tr>
<tr>
<td>Date received by Office Manager (HQ) for Database/Intranet</td>
<td></td>
</tr>
<tr>
<td>Date for Further Review</td>
<td>2 year default</td>
</tr>
<tr>
<td>Circulation List:</td>
<td></td>
</tr>
</tbody>
</table>
| **Title** | Title: Sustainability Policy  
Version: 1.0  
Reference Number/Document Name: |
| --- | --- |
| **Supersedes** | Supersedes:  
Environmental Policy – Version 5.0 – Southern Trust  
Energy Policy – Version 2.0 – Southern Trust  
Waste Policy – Version 5.0 – Southern Trust  
Description of Amendments(s)/Previous Policy or Version:  
All Other Legacy Trust Policies relating to the Management of Environment |
| **Originator** | Name of Author: Alan Metcalfe  
Title: Assistant Director of Estate Services |
| **RM/Policy Committee & SMT Approval** | Referred for Approval by: Alan Metcalfe  
Date of Referral:  
RM/Policy Committee Approval (Date): 15th December 2014  
SMT Approval (Date): |
| **Circulation** | Issue Date:  
Circulated By:  
Issued To: As per Circulation List (details below) |
| **Review** | Review Date: 2 Years from Approval Date  
Responsibility of (Name): Alan Metcalfe  
Title: Assistant Director of Estate Services |
## SUSTAINABILITY POLICY

<table>
<thead>
<tr>
<th>POLICY TITLE:</th>
<th>Sustainability Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTABLE DIRECTOR:</td>
<td></td>
</tr>
<tr>
<td>POLICY AUTHOR:</td>
<td>Alan Metcalfe</td>
</tr>
<tr>
<td>CO-ORDINATOR FOR IMPLEMENTATION PLAN:</td>
<td>Alan Metcalfe</td>
</tr>
<tr>
<td>DATE APPROVED BY POLICY SCRUTINY COMMITTEE:</td>
<td>15th December 2014</td>
</tr>
<tr>
<td>DATE APPROVED BY SMT:</td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
</tr>
<tr>
<td>1.0</td>
<td>Introduction</td>
</tr>
<tr>
<td>2.0</td>
<td>Purpose &amp; Aims</td>
</tr>
<tr>
<td>3.0</td>
<td>Scope of Policy</td>
</tr>
<tr>
<td>4.0</td>
<td>Policy Statement</td>
</tr>
<tr>
<td>5.0</td>
<td>Responsibilities</td>
</tr>
<tr>
<td>6.0</td>
<td>Legislative Compliance, Relevant Policies, Procedures and Guidance</td>
</tr>
<tr>
<td>7.0</td>
<td>Equality and Human Rights Considerations</td>
</tr>
<tr>
<td>8.0</td>
<td>Policy Approval</td>
</tr>
<tr>
<td>9.0</td>
<td>Policy Implementation, Training and Education</td>
</tr>
<tr>
<td>10.0</td>
<td>Review of Policy</td>
</tr>
<tr>
<td>11.0</td>
<td>Sources of Advice and Further Information</td>
</tr>
<tr>
<td>12.0</td>
<td>Alternative Formats</td>
</tr>
<tr>
<td>13.0</td>
<td>Records Management</td>
</tr>
</tbody>
</table>
1.0 **INTRODUCTION TO POLICY**

The Southern Health and Social Care Trust considers that its environmental impact is of significant importance and an integral part of its commitment to ensure the health and well-being of the community which it serves.

This Sustainability Policy incorporates the Trusts responsibilities in respect of Environmental Management, Waste Management, Water Efficiency and Energy Efficiency.

In support of this Policy, the Trust will establish and maintain a Sustainability Strategy in order to promote best practice in sustainability. In so doing it will endeavour to be as efficient as possible in the use of environmental resources - therefore maximising the resources available for the provision of high quality healthcare.

The Southern Health and Social Care Trust recognises environmental performance is laid down by statutory legislation. It will maintain compliance with this legislation and utilise the Controls Assurance Standard (CAS) for Environmental Management, CAS for Waste Management and future guidance to improve environmental performance and sustainability.

In the absence of relevant existing legislation the Trust will establish credible standards of its own.

2.0 **PURPOSE AND AIMS**

**PURPOSE**

- To articulate how the Trust will strategically meet its obligations in respect of the promotion of sustainability.

**AIMS**

The aims of this policy are set out below:

**Sustainability – Board commitment**

- This policy aims to articulate the Chief Executive and Trust Board commitment to eliminate or minimise, insofar as reasonably practical, the risks to the environment arising from management of the Estate.

- Ensure the Trust has in place suitable and robust governance arrangements to support the management of the environment including, the establishment of a Trust Sustainability Steering Group and Sustainability Working Group(s) as deemed necessary.

- Ensure Board level responsibility for Sustainability is clearly defined and that there are clear lines of accountability across the Trust.
• To ensure the organisation has an effective Sustainability Policy and Strategy which has been endorsed by Trust Board and adopted throughout the organisation.

• The system is in place for Sustainability, including risk management, which is monitored and reviewed by Trust Senior Management Team and the Board in order to make system improvements.

• The Board seeks independent assurance that an appropriate and effective system of managing Sustainability risks is in place and that the necessary level of controls and monitoring are being implemented.

**Energy conservation and Management**

• Continue to promote the efficient use of energy in an economic and environmentally sensitive manner by promoting conservation and, where economically viable, invest in energy saving technology. The Trust will review, on an annual basis, the measures in place for energy conservation. It will be the responsibility of Estate Services to ensure that investment in energy conservation schemes is carried out in such a manner as to maximise benefit to the Trust.

• Erect Display Energy Certificates (DEC’s) and provide as appropriate guidance to managers on how the grading of the building can be improved.

• The Trust will use energy monitoring and targeting software to assist in working towards nationally recognised standards. To ensure an effective monitoring system is in operation, due consideration will be given to providing metering to departments that are high energy users.

• The Trust will take the opportunity to use in-house publications to make staff aware of the need to conserve energy. ‘Success Stories’ should be used to promote the Trust’s commitment to sustainability.

**Contract – Conditions / Purchasing**

• Have regard for both sustainability and value for money in the procurement of goods and services thus promoting, where appropriate, the use of products and services of suppliers whose environmental policies are in accordance with its own.

**Building Design / Construction**

• Ensure the Sustainable Development Design Brief (SDDDB) and BREEAM standards are applied as appropriate to qualifying projects as set out in PEL (12) 15.

**Training**

• Provide training appropriate to staff awareness level for the Sustainability Policy and advise how they can contribute to the Trust’s overall environmental performance.
Waste Management
- Promote waste minimisation by reuse and recycling and reduce its environmental impact through safe disposal of the residue.
- The Trust is committed to the safe segregation, handling, transport, treatment and/or disposal of waste.
- All waste is categorised in accordance with current legislation and/or guidance.

Continual Improvement
- Continual improvement in promoting sustainability and prevention of pollution in all activities across the Trust.
- Comply with relevant environmental, waste, energy and water legislation, government targets and regulations, and with other requirements to which the HPSS subscribes.

3.0 SUSTAINABILITY POLICY STATEMENT

The Trust recognises its duties to eliminate or minimise, insofar as reasonably practical, the risks to the environment arising both from its activities and from the installation, maintenance and operation of its Estate. The Trust will discharge these duties by timely provision, insofar as is reasonably practical, of the resources to implement the relevant Health Technical Memoranda (HTM), Health Building Notes (HBN), appropriate standards and codes of practice in line with the requirements of the Controls Assurance Standard (CAS) for environmental management, CAS for Waste Management and other guidance provided on Sustainability.

The Southern Health and Social Care Trust recognizes that energy consumption is necessary for the provision of healthcare services, but it has a responsibility to be energy and resource efficient by minimising unnecessary energy consumption.

The Trust is committed to meeting the demands of the Carbon Reduction Commitment and aims to reduce carbon emissions where possible through efficient use of resources and if necessary through investment in energy saving technologies.

As far as is practical and consistent with the operational needs the Southern Health and Social Care Trust shall commit to:

- Operating in an energy efficient way to reduce consumption and emissions
- Achieve local energy efficiency measures.
- Investing in energy/carbon efficiency projects
- Informing and motivating staff to reduce energy, water consumption and waste generated.
• Promote, within available resources, compliance with all statutory legislation, guidance and good practice across the Estate including any “new build” or refurbishment projects.
• Increase staff awareness and encourage the adoption of good housekeeping practices, by providing information and training to staff.

4.0 SCOPE OF POLICY

This policy applies to all activities related to sustainability in terms of the use of energy, water, chemicals, or other processes that result in consumption of natural resources and/or emissions or discharges to the atmosphere, land or water.

This policy will also apply to transport, procurement (including sustainable new buildings), waste generation, management and water efficiency. Where appropriate, Trust land will be used and maintained to encourage biodiversity and natural habitats will be protected in order 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 must be applied by all Trust staff.

5.0 RESPONSIBILITIES

A management structure (Appendix 1) has been prepared in conjunction with this policy giving clear guidance on roles and responsibilities for Sustainability which links the Trust Board to the operational management of the environment, waste, energy and water.

Responsibility of the Chief Executive

• The Chief Executive, as “Accountable Officer” has overall responsibility for ensuring the aims of this Policy are met and resources are made available to implement the Policy.

• The Chief Executive is responsible for ensuring there are sufficient resources to implement Sustainability issues throughout the Trust.

• The Chief Executive delegates the day to day responsibility for establishing and monitoring the implementation of this Policy to Trust Directors.

• The Chief Executive is responsible for ensuring periodic review of the Trust management of Sustainability.

Director With Responsibility for the Estate

The Chief Executive has appointed the Director of Performance and Reform as the Executive Director with responsibility for the management of the Estate.
• The Director will have lead responsibility for the management of Sustainability within the Trust.

• The Director will report to the Trust Governance Committee and Trust Board on matters relating to Sustainability.

• The Director will be responsible for the overall prioritisation of the resources made available by the organisation for the implementation of this policy.

• The Assistant Director of Estates or his representative will assist with the implementation of this policy and will Chair the Sustainability Steering Group.

Responsibility of Senior Management

• All Trust Directors, Assistant Directors, Heads of Service and Senior Managers have responsibility for the management of Sustainability within the areas of their remit and control and for ensuring that procedures are fully implemented and monitored as part of integrated governance requirements and that resources are used efficiently and effectively.

• All Trust Directors, Assistant Directors, Heads of Service and Senior Managers have responsibility to ensure that information required in relation to this policy is provided in an accurate and timely manner.

• All Directors are responsible for developing and implementing local arrangements and for the implementation (management and monitoring) of the sustainability policy within their Directorate, including the establishment of Sustainability Working Group(s) as necessary.

Responsibility of the Specialist Estates Officer (Environment)

• The Specialist Estates Officer (Environment) has the responsibility for the monitoring of Sustainability issues throughout the Trust and ensuring procedures are adhered to.

• The Specialist Estates Officer (Environment) has the responsibility to ensure that information required in relation to Sustainability issues is provided in an accurate and timely manner.

• The Specialist Estates Officer (Environment) is responsible for developing and advising on the implementation of the Trust Sustainability Policy and associated procedures.

Responsibility of Sustainability Steering Group

• The Sustainability Steering Group is responsible for the implementation of the Sustainability Policy and establishment of supporting procedures, guidelines and arrangements.
• The Sustainability Steering Group is responsible for ensuring periodic review of the Controls Assurance Standards for environmental management and waste management.

**Responsibility of Sustainability Working Group(s)**

• The Sustainability Working Groups are responsible for the implementation of the Sustainability Policy and action plan within their area.

**Responsibility of the Strategic Healthcare Acquired Infection Forum**

• The forum is responsible for the prevention, surveillance, investigation, management and control of infection across the Trust.

• The forum will provide guidance on the infection risk of all environmental procedural arrangements.

**Responsibility of the Trust Senior Management Team**

• The Trust SMT will provide a strategic direction, information and advice on all aspects of Governance and Risk Management in relation to sustainability.

**Responsibility of Trust Staff**

• 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.

6.0 **LEGISLATIVE COMPLIANCE, RELEVANT POLICIES, PROCEDURES AND GUIDANCE**

Implementation of this policy will be achieved through strong management commitment and the development, implementation and review of documented Sustainability procedures.

The Sustainability Steering Group will lead the implementation of the policy throughout the Trust.

The Trust will openly communicate the organisation’s Sustainability performance to staff, patients, government departments and other interested parties upon request.

The Trust will support relevant environmental initiatives in the community, and support research and development activities aimed at improving the organisation’s overall performance.

Statutes, guidance, circulars and other publications relevant to this Policy are listed in the HPSS Controls Assurance Standard for environmental management, and can be located at
7.0 **EQUALITY AND HUMAN RIGHTS CONSIDERATIONS**

This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Equality Commission 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 devoted to these.

Using the Equality Commission's screening criteria, no significant equality implications have been identified. The policy will therefore not be subject to an equality impact assessment.

Similarly, this policy has been considered under the terms of the Human Rights Act 1998, and was deemed compatible with the European Convention Rights contained in the Act.

8.0 **POLICY APPROVAL**

During development, this policy was considered in draft form by:

Head of Specialist Estate Services,
Director of Human Resources and Organisational Development and circulated for consultation to Trust Directors, Assistant Directors and Heads of Service.

This Policy was presented in final draft to the Trust Policy Committee and subsequently approved on 2014.

9.0 **POLICY IMPLEMENTATION, TRAINING AND EDUCATION**

Following approval by the Trust Board, this Policy was circulated to all Trust staff by

Head of Specialist Estate Services,
Director with responsibility for the Estate in December 2014.

The Head of Specialist Estate Services will arrange the provision of any necessary training with regard to this Policy with the Human Resources Organisational Development team.

A copy of this Policy was placed on the Trust's intranet on 2014.

All Trust Managers must ensure that their staff have access to this Policy, understand its content, and are aware of its aims and purpose upon its release.

All Trust staff must comply with this Policy.
10.0 REVIEW OF POLICY

The Trust is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation.

This Policy will be reviewed by the Head of Specialist Estate Services, Assistant Director of Estate Services and Director with responsibility for the Estate in 2016/2017, or earlier if deemed necessary. That review will be noted on a subsequent version of this policy, even where there are no substantive changes made or required.

11.0 SOURCES OF ADVICE AND FURTHER INFORMATION

Line Managers should be contacted in the first instance, in relation to any specific queries on Policy content. Line Managers should then escalate queries which they are unable to address, to the Policy Author.

12.0 ALTERNATIVE FORMATS

This document can be made available on request in alternative formats, e.g. plain English, Braille, disc, audiocassette and in other languages to meet the needs of those who are not fluent in English.

13.0 RECORDS MANAGEMENT

Copyright

The supply of information under the Freedom of Information does not give the recipient or organisation that receives it the automatic right to re-use it in any way that would infringe copyright. This includes, for example, making multiple copies, publishing and issuing copies to the public. Permission to re-use the information must be obtained in advance from the Trust.
APPENDIX 1 – MANAGEMENT STRUCTURE

DIRECTOR WITH RESPONSIBILITY FOR THE ESTATE

ASSISTANT DIRECTOR OF ESTATES
SUSTAINABILITY STEERING GROUP (CHAIR)

AD/HoS
CYPS DIRECTORATE SUSTAINABILITY WORKING GROUP(S)

AD/HoS
ACUTE SERVICES DIRECTORATE SUSTAINABILITY WORKING GROUP(S)

AD/HoS
MENTAL HEALTH AND LEARNING DISABILITY DIRECTORATE SUSTAINABILITY WORKING GROUP(S)

AD/HoS
OLDER PEOPLES AND PRIMARY CARE DIRECTORATE SUSTAINABILITY WORKING GROUP(S)

AD/HoS
CORPORATE DIRECTORATES SUSTAINABILITY WORKING GROUP(S)