![NHS Shetland]

Sustainability & Environmental Management Policy

Date: April 2015

Version number: 2

Author: Head of Estates and Facilities

Review Date: April 2018

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NHS SHETLAND DOCUMENT DEVELOPMENT COVERSHEET*

Name of document	Sustainability &Environmental Management Policy		
Registration Reference Number	**CEPOL005**	**New** ☐	**Review** ☒
Author	**Lawson Bisset**		
Executive Lead	**Ralph Roberts**		

Proposed groups to present document to:	
Sustainability & Environmental Group	EMT
Staff Governance Committee	

DATE	VERSION	GROUP	REASON	OUTCOME
12 June 2015	2	Sustainability & Environmental Group	PO	Approved
27 August 2015	2	Staff Governance Committee	PO	Approved
14 October 2015	2	Executive Management Team	PO	Approved

Examples of reasons for presenting to the group	Examples of outcomes following meeting
• Professional input required re: content (PI)	• Significant changes to content required – refer to Executive Lead for guidance (SC)
• Professional opinion on content (PO)	• To amend content & re-submit to group (AC&R)
• General comments/suggestions (C/S)	• For minor revisions (e.g. format/layout) – no need to re-submit to group (MR)
• For information only (FIO)	• Recommend proceeding to next stage (PRO)

DATE	CHANGES MADE TO DOCUMENT
17 Apr 15	Updated Policy

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SHETLAND NHS BOARD

SUSTAINABILITY & ENVIRONMENTAL MANAGEMENT POLICY

1   INTRODUCTION & CONTEXT

1.0   In 2007, the Scottish Government set out its purpose of creating a more successful country, with opportunities for all to flourish through increasing sustainable economic growth. The government's approach to sustainable development is underpinned by five strategic objectives: i.e. a Scotland that is *wealthier and fairer; smarter; healthier; safer and stronger, and greener*.

The inextricable links between health improvement, healthcare provision and sustainable development are well understood, within which access to, and the condition of, the environment have fundamental roles. A healthy natural environment has a beneficial effect on both mental and physical human health. Conversely, many long-term illnesses are related, at least in part, to environmental triggers and to economic and social factors. Issues of social justice profoundly influence public health concerns, which are central to sustainable development. Social, economic, environmental and health inequalities often coincide, resulting in disadvantaged communities being disproportionately affected by pollution, poor air quality, and limited or no access to safe outdoor green spaces.

1.1   The scope of the 2012 sustainable development policy - CEL 2 (2012) - issued by the SGHSC to NHSScotland body Chief Executives focuses mainly on estates, property and asset management, although it draws attention to the need for effective consideration of the wider sustainability requirements.

Secondly, the Climate Change (Scotland) Act 2009 places three main duties on public bodies. In exercising their functions, NHSScotland bodies must act in the way that is:

- best calculated to contribute to delivery of the Act's greenhouse gas emissions reduction targets (referred to as mitigation);
- best calculated to deliver any statutory adaptation programme,
- considered most sustainable.

Finally, under the Nature Conservation (Scotland) Act 2004, it is the duty of every public body and office-holder, in exercising their functions, to further the conservation of biodiversity so far as is consistent with the proper exercise of those functions. For the NHS in Scotland, this means it needs to protect and enhance wildlife species and habitats on its estate.

1.2   Present rates of resource and energy consumption cannot be sustained. Global population levels and demand for resources are increasing, and it is inevitable that future resources will be available at increased cost.

1.3 Everyone working for the NHS in Scotland has a responsibility to manage resources effectively and efficiently. This is why working to improve the sustainability of NHSScotland's activities will involve action at national, NHS body and site level.

2 POLICY STATEMENT

The purpose of this policy is to establish a clear approach to meeting our legal obligations including the requirements of CEL 2 (2012) and to describe how NHS Shetland will coordinate its responses and activities within the specific asset management context (including estates, property and land).

The specific aims of the policy are:

- To ensure a holistic approach to the implementation of all Scottish Government policies impacting on the sustainability of Scotland's NHS.

- To ensure that NHS Shetland, as an integral part of our commitment to the health and well being of the community, ensures that its activities are consistent with Best Value legislation which places a duty on the public sector to contribute to the achievement of sustainable development.

- to demonstrate that NHS Shetland has assessed, considered the risks, and has a formal plan to comply with or exceed the requirements of all legislation.

- to ensure that NHS Shetland has a clear and active approach to sustainable development, including a strategic Sustainable Development Policy Statement which commits to compliance with all sustainable development obligations and is consistent with, and supportive of, the Scottish Government's Purpose.

- To ensure compliance with guidance provided by the Scottish Government Health and Social Care Directorates (SGHSC).

- To continually improve our performance in sustainable development from an established baseline through effective monitoring and reporting by SGHSC

3. ACTIVITIES

3.0 The mandatory requirements for the Sustainable & Environmental Management Policy set out here are intended to promote cultural change such that the principles of sustainable and environmental management are fully integrated in all planning, management decisions and operational practice. This will ensure they are successfully mainstreamed by becoming automatic everyday considerations within NHS Shetland.

3.1 NHS Shetland will have in place an appropriate management structure that:

- Places emphasis on securing the desired outcomes and deliverables, covering the breadth of sustainable development priorities relevant to national and local circumstances.

- Ensures legal compliance as a minimum standard through access to the environmental management system Corporate GREENCODE.

- Ensures coordination and avoids duplication between different parties, both internal and external to NHS Shetland.

- Includes the key roles of Champion for Sustainability and Environmental Management and

- Ensures the consideration of the health and financial impact of NHS Shetland's actions.

3.2 The Good Corporate Citizenship Assessment Model for NHSScotland sets out **six key areas of action**. Utilising the GCCAM tool, and implementing Sustainable Development Action Plans, will help NHS Shetland to achieve enhanced sustainability and environmental outcomes, improve environmental performance, and make important and direct contributions to the strategic objectives of the Scottish Government.

The six key areas are:

3.2.1 Travel

- NHS Shetland will engage and work in partnership with the Regional Transport Partnerships – ZETTRANS, Community Planning Partnerships, Local Authorities, Shetland Islands Council and external providers to minimise transport requirements and reduce harmful emissions.

- NHS Shetland will co-operate with the planning and implementation of local transport strategies thus ensuring that through integrated transport policies sites will be accessible to all walking, cycling and public transport routes.

- Promote opportunities for healthy, active and sustainable travel and encourage staff to walk, cycle or use accessible public transport to reduce private car dependency.

- NHS Shetland will invest in technology to reduce business travel through the provision of Video and Telephone Conferencing.

- Ensure NHS Shetland's vehicle fleet where possible, operates fuel efficient and low and zero emissions vehicles and through its replacement programme ensures continued reduction in CO2 emissions.

- NHS Shetland will promote fuel efficient driving through the provision of training for its commercial drivers and the fitting of speed limiters and telematics to vehicles.

- NHS Shetland will endeavour to reduce the extent of usage of transport to the mainland.

3.2.2 Procurement

- NHS Shetland will support the Government's sustainable development objectives and will reflect this through its procurement policy.

- NHS Shetland will promote the use of recycled and recyclable products and ensure that goods purchased are made, used and disposed of in an environmentally sustainable way.

- Encourage NHS Shetland contractors and suppliers to improve their environmental performance, adopt sound environmental practices and achieve sustainable procurement.

- NHS Shetland will support Ethical Procurement & Fair Trade options in procurement matters.

3.2.3 Facilities Management

Energy
- NHS Shetland is committed to continuous improvement in the efficiency in which energy is used and the avoidance of energy waste.

- NHS Shetland undertakes to provide the resources to plan and supervise the necessary projects and programmes.

- NHS Shetland will reduce the consumption of energy and fossil fuels in our properties in line with Government HEAT and other targets and reduce CO_2 emissions in response to wider climate change obligations.

- NHS Shetland will utilise $EnCO_2de$ (SHTM07-02) to promote energy efficiency systems and explore innovative energy technologies that increase the proportion of energy from renewable sources.

- NHS Shetland will participate in the Carbon Reduction Commitment Energy Efficiency (CRC) scheme.

Water
- NHS Shetland will conduct regular water efficiency audits to determine leakage and the scope for savings in water use.

- NHS Shetland will seek to reduce water consumption.

Waste Management
- NHS Shetland has appointed a senior member of staff as its Waste Management Officer to act as a single point of contact for all aspects of waste management

- NHS Shetland will comply with all environmental legislation relating to waste and adopt best practice management arrangements for the segregation and safe handling and disposal of all waste.
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- NHS Shetland will abide by the principles set out in the document "Scotland's Zero Waste Plan" and implement the necessary measures to ensure compliance with waste targets.

- NHS Shetland will comply with the requirements of "Waste Regulations Scotland 2012" legislation.

- NHS Shetland will comply with and adopt the recommendations contained in "Waste Management in NHS Scotland Action Plan."

- Promote sustainable waste management practices by developing systems that will control waste generation and reduce the environmental impacts of waste production.

- Improve resource efficiency through re-use and recycling and maximise economic opportunities arising from waste.

- Ensure that systems are set up and maintained for the segregation and separate collection of materials such as; paper, cardboard, glass, clothing and other recyclable materials

- Maintain an appropriate waste stream to meet the requirements of the Waste Electrical and Electronic Equipment (WEEE) Directive.

Biodiversity and Land Management
- NHS Shetland shall protect Species & Habitats to halt the loss of biodiversity and continue to reverse previous losses through targeted action for species and habitats.

- Increase awareness, understanding and enjoyment of biodiversity, and engage staff in conservation and enhancement.

- Restore and enhance biodiversity in all our urban and rural environments through better planning, design and practice and through engagement with partner organisations.

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- Develop an effective management framework that ensures biodiversity is taken into account in all decision making

- Ensure that the best new and existing knowledge on biodiversity is available to all policy makers and practitioners

- Enhance the amenity of its sites by maintaining the NHS Shetland grounds and gardens in an environmentally sound manner promoting visual amenity through the design, location and finishes of buildings and structures.

Emissions to Atmosphere
- NHS Shetland will specify suitable alternatives to products, which contain ozone-depleting substances. Any existing equipment, which contains ozone-depleting substances, will be prevented from being vented from equipment by regular maintenance. Ozone depleting products will be recovered for recycling or destroyed in line with current statute Codes of Practice.

- Minimise the release of greenhouse gases, volatile organic compounds, vehicle emissions and other substances harmful to health and the environment by vigorously pursuing conservation measures.

- Monitor discharges to air, land and water and assess the necessary requirements and actions required to reduce the risk of pollution.

- Set targets annually for the reduction in harmful emissions to the atmosphere.

Radioactive Waste
- NHS Shetland will instigate and apply a radioactive waste management regime that will recognise all extant statutory requirements and guidance including "The Radio-Active Substances Act 1993 "(as amended). NHS Shetland will also appoint Radioactive Waste Advisers as required by the Scottish Environment Protection Agency (SEPA).

3.2.4 Workforce

- Adequate training will be given to ensure that staff involved in the setting up and implementation of sustainable and environmental systems, have the skills and competencies to manage this task.

- This training will provide staff with the necessary skills required to operate and control an environmental management system.

- All staff will be made aware of the Sustainability & Environment Policy and the ways in which they can contribute to NHS Shetland's sustainable and environmental effectiveness.

3.2.5 Community engagement

- NHS Shetland shall openly communicate the organisations environmental performance to staff, patients, government authorities and other interested parties on request.

- NHS Shetland will promote and encourage staff to take actions which will reduce the harmful environmental impact of its activities.

- Support relevant environmental initiatives in the community.

- Support research and development activities aimed at improving the organisation's overall environmental performance.

3.2.6 Buildings

- NHS Shetland shall ensure that all capital schemes (new builds and refurbishment projects) shall adopt as far as financial constraints allow measures which maximise a buildings overall efficiency.

- NHS Shetland will adopt a pragmatic approach in relation to capital schemes & refurbishments and the need to attain BREAM Excellent and Very Good respectively.

- All construction projects shall as a minimum adhere to the requirements of the NHS Shetland Guide to Sustainable Construction.

4.   RESPONSIBILITIES

4.1   **The Chief Executive** is ultimately responsible for ensuring that NHS Shetland has an effective Sustainability and Environmental Management Policy; and Sustainable Development Action Plan. He will be accountable to the Scottish Government Health and Social Care Directorates for its performance in respect of sustainable development.

4.2   **NHS Shetland Board and its Sustainability Champion** is responsible for the approval and review of the NHS Shetland Sustainability and Environmental Management Policy. The Sustainability Champion will assist in the development of the Strategic direction for sustainability and for articulating and supporting this within the Board.

4.3   **Head of Estates and Facilities** is responsible for the implementation of the above Policy and is Chair of NHS Shetland's Sustainability and Environmental Management Group. He will be responsible for the implementation of an effective Environmental Management System (EMS) to measure, and through which it can continually aim to improve, environmental performance, consistent with the European Union's and the Scottish Government's commitment to sustainable development.   Corporate GREENCODE is the exemplar tool towards achieving these goals.

4.4 **NHS Shetland's Sustainability and Environmental Management Group** is responsible for identifying actions necessary to comply with the Policy, the Strategy and the creation of targets and action plans.

4.5 **NHS Shetland Senior Managers** are responsible for ensuring that their staff are aware of the Sustainability and Environmental Management Policy and promote compliance with approved environmental procedures introduced in support of the implementation of the policy.

4.6 **NHS Shetland Staff** are responsible for supporting the policy aims and promoting a better working environment.

4.7 **NHS Shetland Specialist Advisors (Health Facility Scotland)** will provide specialist advice on environmental matters relevant to implementation and compliance with the policy.

4.8 NHS Shetland has appointed a senior staff member as Waste Management Officer (WMO) as a single point of contact, with responsibility for all aspects of waste management within the organisation consistent with the Scottish Government's commitments towards zero waste. The WMO will report to the Chief Executive through the NHS Shetland Waste Group channels.

5.   MONITORING, EVALUATION AND REPORTING REQUIREMENTS

5.1 NHS Shetland has a Sustainable Development Action Plan (SDAP), which sets out the organisation's contribution to the Scottish Government's sustainable development aims and objectives in the context of the key strands of activity identified by this policy. The Sustainable Development Action Plan is consistent with, and supportive of, the organisation-wide strategic Sustainable Development Policy Statement, and includes actions to ensure an integrated approach to core business guided by the key strands.

5.2 The SDAP undergoes a review process with actions monitored, evaluated and updated by the Sustainable and Environmental Group, using past progress as a context for the renewed actions the organisation will take to continually improve its performance.

5.3 The SDAP includes an assessment of the impacts of climate change and a suitable adaptation strategy in compliance with public sector duties.

5.4 The SDAP includes appropriate actions to contribute to the overall NHSScotland H.E.A.T. (Health; Efficiency; Access; Treatment) Targets (and other targets).

5.5 The SDAP is consistent with NHS Shetland's Property and Asset Management Strategy (PAMS).

5.6   The SDAP must be signed off annually by the Chief Executive and the Sustainable Development Champion.

5.7   A copy of the SDAP is submitted annually to SGHSC Capital and Facilities Division.

5.8   NHS Shetland, when engaged in the procurement of both new-build and refurbishment for healthcare building, will comply with the requirement of the Scottish Capital Investment Manual (SCIM) business care approval process.

5.9   NHS Shetland will conducted a self assessment using GCCAM toolkit to help understand, monitor and evaluate its progress on its sustainable development priority issues and opportunities.

5.10   NHS Shetland submits data to SGHSC Capital and Facilities Division and Health Facilities Scotland (HFS) as and when required in order to meet SGHSC and wider Scottish Government reporting requirements.

References:

NHS Shetland Waste Management Policy
NHS Shetland Water Policy
NHS Shetland Estates Maintenance Policy
NHS Shetland's Sustainable Development Action Plan
CEL 2 (2012) A policy on sustainable development for NHS Scotland 2012.
National Services Scotland A Sustainable Development Strategy for NHSScotland 2012.

Rapid Impact Checklist (RIC): Summary Sheet Each policy must include a completed and signed template of assessment		
1. <u>**POSITIVE IMPACTS (NOTE THE GROUPS AFFECTED)**</u> **N/A**	2. <u>**NEGATIVE IMPACTS (NOTE THE GROUPS AFFECTED)**</u> **N/A**	
3. <u>**ADDITIONAL INFORMATION AND EVIDENCE REQUIRED**</u> **N/A**		
4. <u>**RECOMMENDATIONS**</u> **N/A**		
5. <u>**FROM THE OUTCOME OF THE RIC, HAVE NEGATIVE IMPACTS BEEN IDENTIFIED FOR RACE OR OTHER EQUALITY GROUPS? HAS A FULL EQIA PROCESS BEEN RECOMMENDED? IF NOT, WHY NOT?**</u> **N/A**		

Manager's Signature: Lawson Bisset   **Date:** April 2015