

DIGITAL HEALTH AND CARE WALES ENVIRONMENTAL AND SUSTAINABILITY POLICY

The document sets out the principles for environmental managements and sustainability within the organisation

Document Version	1.0
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Status	Approved
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Document author:	Velindre NHS Trust
Approved by:	Velindre NHS Trust
Date approved:	April 2018
Review date:	31 March 2022

STRATEGIC OBJECTIVE	Delivering High Quality Digital Services
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WELL-BEING OF FUTURE GENERATIONS ACT	A resilient Wales
If more than one standard applies, please list below:	

DHCW QUALITY STANDARDS	ISO 14001
If more than one standard applies, please list below:	

HEALTH CARE STANDARD	N/A
If more than one standard applies, please list below:	

EQUALITY IMPACT ASSESSMENT STATEMENT	Date of submission: February 2018
Yes, applicable	Outcome: Completed
Statement: Undertaken by Velindre NHS Trust, positive impact only	

APPROVAL/SCRUTINY ROUTE:		
Person/Committee/Group who have received or considered this paper prior to this meeting		
COMMITTEE OR GROUP	DATE	OUTCOME
Local Partnership Forum	23/03/2021	Approved

IMPACT ASSESSMENT	
QUALITY AND SAFETY IMPLICATIONS/IMPACT	Yes, please see detail below
	Maintenance of ISO 14001 Environmental Management Standards
LEGAL IMPLICATIONS/IMPACT	Yes, please see detail below
	Compliance with environmental legislation
FINANCIAL IMPLICATION/IMPACT	No, there are no specific financial implication related to the activity outlined in this report
WORKFORCE IMPLICATION/IMPACT	Yes, please see detail below
	Positive impact for employees
SOCIO ECONOMIC IMPLICATION/IMPACT	Yes, please detail below
	Positive impact for the general population

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DOCUMENT HISTORY

REVISION HISTORY

Date	Version	Author	Revision Summary
April 2018	1	Velindre Trust	Approved

REVIEWERS

This document requires the following reviews:

Date	Version	Name	Position
April 2018	1	Velindre Trust	Host Organisation until 31/03/2021

AUTHORISATION

Signing of this document indicates acceptance of its contents.

Author's Name:	Velindre Trust		
Role:	Host Organisation until 31/03/2021		
Signature:		Date:	

Approver's Name:	Velindre Trust		
Role:	Host Organisation until 31/03/2021		
Signature:		Date:	

DOCUMENT LOCATION

Type	Location
Electronic	Integrated Management System

2. POLICY STATEMENT

Digital Health and Care Wales is an environmentally conscious organisation. As such we acknowledge the potential environmental impact that our operations may have on the environment.

Top management endorses this policy and ensures it is compatible with the context and strategic direction of the organisation. Top management, in co-ordination with the Special Health Authority (SHA) Estates and Compliance are accountable for the effectiveness of the Environmental Management System (EMS) and are responsible for ensuring that it is communicated, understood, implemented and maintained at all levels within the organisation and ultimately, that it achieves its intended outcomes.

Top management promotes and is committed to continual improvement of the EMS to enhance environmental performance. This is facilitated through the setting of documented environmental objectives based on our significant environmental aspects, compliance obligations and considering our risks and opportunities. Action plans have been set to achieve objectives and are maintained as part of the EMS certification to BS EN ISO14001: 2015 through external auditing, internal auditing, monitoring and management review processes.

3. SCOPE OF POLICY

All staff, activities, products and services provided within Digital Health and Care Wales.

4. AIMS AND OBJECTIVES

The desired outcome the SHA is seeking to achieve through the policy is to ensure that the organisation:

- Complies with all compliance obligations, where these relate to our environmental aspects.
- Provides employees and others with the resources needed for the EMS, including support, direction and encouragement to fulfil the requirements, commensurate with their role.
- Maintains our registration to the environment management standard BS EN ISO 14001: 2004 and to BS EN ISO 14001: 2015 during and after our transition as Digital Health and Care Wales.
- Strives to integrate the EMS into all business processes where economically and operationally feasible.
- Protects the environment, prevents pollution and meets other specific relevant commitment(s).
- Minimises waste to landfill by reducing our waste generation and by segregating and recycling waste where economically and operationally feasible.
- Co-ordinates business transport so as to reduce consumption.
- Uses energy, water, materials and other natural resources as efficiently as possible, giving particular regard to the long-term sustainability of consumable items.
- Ensures that the environment is considered in the procurement of goods and services.
- Gives appropriate consideration for the environment in the goods and services we provide to staff and clients.
- Works with local businesses, neighbours, partners or suppliers to encourage commitment and improvement in our local environment.
- Supports other relevant management roles to demonstrate leadership as it applies to their areas of responsibility.

This policy will be communicated to all employees and organisations working for or on our behalf. Employees and other organisations are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own work, so far as is reasonably practicable, is carried out without risk to

themselves, others, or the environment.

This policy and associated policy statements (Appendix A – Examples of Environmental Policy Statements) will be reviewed annually or where deemed necessary by top management and will be amended and re issued. Previous versions of this policy and associated policy statements will be archived and are available upon request.

5 RESPONSIBILITIES

5.1 Chief Executive (Top Management)

The Chief Executive has overall responsibility for environmental issues across Digital Health and Care Wales and is accountable to the SHA Board and Welsh Government for environmental performance.

- Must ensure that appropriate resource is provided to establish and maintain the EMS within Digital Health and Care Wales.
- Seeks assurance from the Director of Finance and Business Assurance that the SHA is compliant with environmental legislation and regulations.
- Must ensure that an Environmental Management System Representative, who irrespective of other responsibilities shall have defined roles and responsibilities for ensuring ISO14001 is implemented and maintained in accordance with the requirements of ISO14001 and will report performance to Directors to set Objectives and Targets.

5.2 Director of Finance and Business Assurance (Top Management).

The Director of Finance and Business Assurance has responsibility for the day to day management of environmental performance within the SHA. The Director or nominated Deputy will:

- Attend Management Reviews and agree objectives and targets with the EMS representative and internal auditors.
- Produce and sign off Environmental Policy Statements.

5.3 Estates and Compliance Manager

The Estates and Compliance Manager has responsibility for the corporate management of environmental issues and is responsible for ensuring environmental information and best practice are shared via the SHA Environmental Management Group. This responsibility includes ensuring that the organisation receives competent advice from appropriate sources.

- The Estates and Compliance Team will be responsible for the day to day management of the EMS.
- Will produce reports and reviews as required within the standard.

- Will assist the Director or nominated Deputy at the Management review to set new objectives and targets.
- Will update the SHA Environmental Management Group on progress or issues with the EMS.

5.4 Internal EMS auditors

- Are responsible for auditing the EMS in accordance with agreed scopes and programmes, in order to ensure that planned arrangements are being complied with and the requirements of the standard are being met.
- Attending management review meetings.

5.5 Environmental Forums

Environmental Forums will encourage participation at a local level, will promote best practice, will monitor the Environmental Management System and update representatives on legislation and other requirements. Suggestions and issues raised from these meetings will be discussed with departmental representatives and if required discussed within the SHA Environmental Management Group.

5.6 Digital Health and Care Wales Environmental Management Group

The SHA Environmental Management Group comprises of Sustainability Leads from each area of the as well as individuals with specific responsibilities. The Environmental Management Group will promote sustainability, receive update reports and promote best practice across the Organisation. The SHA Environmental Management Group comprises of Environmental Leads from each area of the SHA, as well as individuals with specific responsibilities:

- Estates and Compliance Manager (Chair)
- Environmental Development & Compliance Officer (Vice Chair)
- Workforce Representative
- Site Representatives
- Staff Representative
- Secretariat
- Any other representative required

6 DEFINITIONS

6.1 Environmental Management System (EMS) – “Part of the management system used to manage environment aspects, fulfil compliance obligations and address risk and opportunities” (BSI (2015). *Environmental management systems - Requirements with guidance for use (ISO 14001:2015)*. London: BSI. pvi).

6.2 BS EN ISO14001: 2015 - The international standard that specifies requirements for an effective environmental management system (EMS). It provides a framework that an organisation can follow, rather than establishing environmental performance requirements. Part of the ISO14000 family of

standards on environmental management, ISO14001 is a voluntary standard that organisations can certify to. Integrating it with other management systems standards, most commonly ISO9001, can further assist in accomplishing organisational goals.

7 IMPLEMENTATION/POLICY COMPLIANCE

- 7.1 Any advice required on implementation of this policy should be obtained via the SHA Estates and Compliance Manager.
- 7.2 Periodic sampling will be undertaken to verify compliance with the requirements of this policy.
- 7.3 Disciplinary action under the terms of the SHA's Disciplinary Procedure will be taken against any employee, regardless of status, who shows wilful disregard for the policy and associated working practices.

8 EQUALITY IMPACT ASSESSMENT STATEMENT

- 8.1 The SHA is committed to ensuring that, as far as is reasonably practicable, the way it provides services to the public and the way it treats its employees reflects their individual needs and does not discriminate against individuals or groups.
- 8.2 The SHA has undertaken an Equality Impact Assessment and received feedback on this policy and the way it operates. The SHA wanted to know of any possible or actual impact that this procedure may have on any groups in respect of gender (including maternity and pregnancy as well as marriage or civil partnership issues) race, disability, sexual orientation, Welsh language, religion or belief, transgender, age or other protected characteristics.
- 8.3 The assessment found that there was no impact to the equality groups mentioned. Where appropriate the SHA will make plans for the necessary actions required to minimise any stated impact to ensure that it meets its responsibilities under the equalities and human rights legislation.

9 REFERENCES

- 9.1 BSI (2015). Environmental management systems - Requirements with guidance for use (ISO 14001:2015). London: BSI. pp35.

10. GETTING HELP

- 10.1 Further information and support is available from the [Estates and Compliance Manager](#).

11. RELATED POLICIES

11.1 This policy should be read in conjunction with, or reference made to, the following SHA documents:

- Business Continuity Management Plans
- Incident Reporting and Investigation Policy

- Security Policy
- Health, Safety and Welfare Policy
- Waste Management Policy
- Fire Safety Policy
- Control of Substances Hazardous to Health Policy
- Risk Management Policy
- Asbestos Policy
- Control of Contractors Policy
- Water Safety Policy

10 INFORMATION, INSTRUCTION AND TRAINING

12.1 All employees within Digital Health and Care Wales will be provided with mandatory environmental awareness training.

12.2 It is the manager's responsibility to ensure new members of staff complete environmental awareness training as part of their departmental induction.

12.3 Training may be delivered through:

- The Statutory and Mandatory training programme
- A dedicated Environmental E-Learning Course

12.4 Specialist training for key staff will be provided as required by departmental managers through either internal or external trainers.

11 MAIN RELEVANT LEGISLATION

13.1 The SHA and its staff will comply with all existing and new environmental management requirements, both legislative and provided as NHS guidance and in relation to the BS EN ISO14001:2015 environmental standard.

13.2 The purpose of BS EN ISO14001:2015 is to 'provide organisations with a framework to protect the environment and respond to changing environmental conditions in balance with socio-economic needs. It specifies requirements that enable an organisation to achieve the intended outcomes it sets for its environmental management system'. (BSI (2015). *Environmental management systems - Requirements with guidance for use (ISO 14001:2015)*. London: BSI. pvi).

13.3 Using BS EN ISO14001:2015 can provide assurance to organisation management and employees as well as external stakeholders that the organisation's environmental impact is being measured and improved. The benefits of using ISO14001 include:

- Reduced cost of waste management
- Savings in consumption of energy and materials
- Lower distribution costs
- Improved corporate image among regulators, customers and the public
- Adhering with compliance obligations

NHS relevant standards and Welsh Health Technical Memorandums (WHTMs) include:

- Standards for Health Services in Wales – Environment (Standard 12)
- WHTM 07-01 - Safe Management of Healthcare Waste (2013)
- HTM 07-02 - Encode - making energy work in healthcare. Environment and sustainability. Part A: Policy and management 2015 (Published in Wales 2016)
- HTM 07-02 - Encode - making energy work in healthcare. Environment and sustainability. Part B: Procurement and energy considerations for new and existing building facilities 2015 (Published in Wales 2016)
- WHTM 07-03 - NHS Wales Car Parking Management: Environment & sustainability (2015)
- HTM 07-04 - Water management and water efficiency (2012)
- HTM 07-07 - Sustainable health and social care buildings (2011)

Government Legislation / Regulations include, but are not limited to:

- Environment (Wales) Act 2016
- Planning (Wales) Act 2015
- Wellbeing of Future Generations (Wales) Act 2015
- Climate Change Act 2008
- Environmental Protection Act 1990
- The Waste (England and Wales) Regulations 2011
- The Waste Electrical and Electronic Equipment (Amendment) Regulations 2018
- The Environmental Permitting (England and Wales) (Amendment) Regulations 2018
- The Hazardous Waste (England and Wales) Regulations 2005
- The Controlled Waste (England and Wales) Regulations 2012
- Fluorinated Greenhouse Gases (Amendment) Regulations 2015
- The Energy Performance of Buildings (England and Wales) Regulations 2012
- Welsh Government Towards Zero Waste Strategy
- The Air Quality Standards Regulations 2010
- The End-of-Life Vehicles (Amendment) Regulations 2010
- Modern Slavery Act 2015
- Welsh Government Ethical Employment in Supply Chains Code of Practice 2016
- The Conservation of Habitats and Species Regulations 2010
- The Ionising Radiations Regulations 2017
- A Green Future: Our 25 Year Plan to Improve the Environment (HM Government) 2018