

## **Environmental Management Policy**

---

Date Approved:

Review Date:       October 2018

Next Review:       October 2021

---

<b>Contents:</b>	<b>Page No:</b>
1. Introduction	3
2. Policy Statement	3
3. Environmental Management Principles/Legislation	4
4. Aims and Objectives	5
5. Environmental Management Responsibilities	6
6. Communication	7
7. Relating Policies/Procedures	8
8. Equality Considerations	8

---

## **1. Introduction**

1.1 The Northern Ireland Guardian Ad Litem Agency (NIGALA) is committed to ensuring that as an organisation we actively control any negative impact on the environment that we might have. NIGALA supports the principles of environment sustainability and the need for all staff to share a role in achieving this.

## **2. Policy Statement**

2.1 NIGALA recognises that the effect of its operations on the environment and is committed to ensuring the health and well being of individuals. It will do its utmost to contain the environmental impact of its activities to a practicable minimum, consistent with maintaining its responsibilities in providing high quality service.

2.2 NIGALA is committed to meeting all current legislative requirements and will address all future legislation in a proactive manner. It will attempt to go beyond the legislation by aiming to continuously improve its environmental performance and will develop standards over and beyond the legislative requirement where necessary.

2.3 In particular NIGALA will seek to:

- Continue to comply with all relevant legislation and codes of practice;
- Continually seek to improve its environmental performance;
- Quantify and reduce its environmental impact, bearing in mind the whole life cycles of energy and material supplies;
- Integrate environmental concerns into all planning and design decisions, maintenance and management of its estate including sustainable development principles where possible;
- Strive to improve staff environmental awareness and understanding;
- Continue to promote the efficient use of energy in an economical and environmentally sound manner;
- Provide appropriate training for staff to ensure they are aware of the environmental policy and how they can contribute to NIGALA's overall environmental performance;
- Segregate waste as extensively as possible;

2.4 The Chief Executive shall be responsible for the implementation, development and review of this policy.

---

### **3. Environmental Management Principles/Legislation**

#### **Environmental Management Principles**

- a) Set clear objectives and targets with the aim of ensuring continual improvement of the company's environmental performance and management system.
- b) Conduct all operations to ensure compliance in line with relevant environmental legislation and other regulations that BSO conform to.
- c) Show a continual commitment to the prevention of pollution through the use of operational controls, training and risk assessments.
- d) Make efficient use of resources – reuse rather than dispose of where possible and promote the use of recycled materials.
- e) Improve waste management and reduce waste to landfill where possible.
- f) Continually aim to minimise energy consumption through effective energy management.
- g) Reduce wherever practical the level of uncontrolled atmospheric emissions.
- h) Manage and control effluent discharges arising from all operations.
- i) Everyone in NIGALA shall be committed to the fulfilment of this policy in order to achieve the objectives therein.

#### **Environmental Management Legislation**

3.1 The main areas of legislation which encompass environmental issues are:

- The Management of the Health and Safety at Work Regulations
- The Environmental Protection Act
- The Building Regulations
- The Carbon Reduction Commitment (CRC)
- The Energy Performance of Buildings Directive (EPBD)
- The Display Energy Certificate Regulations (DEC)
- Pollution Prevention and Control Regulations (PPC)
- Waste Management Licensing Regulations
- The Waste Electrical and Electronic Equipment Regulations (WEEE)
- The Control of Substances Hazardous to Health Regulations (COSHH)
- The Carriage of Dangerous Goods Regulations
- The Control of Asbestos at Work Regulations (CAWR)
- The Control of Noise at Work Regulations

3.2 NIGALA endeavours to ensure all activities undertaken comply with the above legislation and other relevant statutory requirements.

3.3 It should be noted that some legislation is not relevant to the work of the Northern Ireland Guardian Ad Litem Agency.

#### **4. Aims and Objectives**

4.1 The NIGALA aims to ensure that its core business activities are aligned with its commitment to reducing the environmental impact. To facilitate the achievement of this overall objective, NIGALA will:

- Fully comply with all environmental regulations as a minimum level of performance in adopting and implementing principles of environmental protection and sustainability;
- Foster environmental awareness within all staff and encourage the education and training of staff in environmental issues and the effects of activities;
- Monitor progress and review environmental performances on an annual basis.

#### **Areas of specific application**

4.2 The NIGALA approach to environmental management will focus specifically on:

##### Recycling & Waste

- Monitoring waste/recycling performance and be able to report ongoing improvements.

##### Transport

- Staff should be encouraged to keep mileage to a minimum
- NIGALA should report on the uptake of its home working schemes which inevitably reduces travelling to work and thus saves money in addition to helping reduce the “carbon foot-print”.

##### Procurement

- Make use of local suppliers and contractors where possible in order to reduce NIGALA’s “carbon foot-print”.
- Consider whole life costs when making purchases.
- Implement low carbon procurement practices.

##### Energy Consumption

- Raise awareness of energy consumption amongst staff and seek to minimise both consumption and cost.

---

## **5. Environmental Management Responsibilities**

### **Role of the Board**

5.1 It is the role of the Board of the NIGALA to define the NIGALA Policy in respect of Environmental Management, taking into account legal and HSC requirements. They are responsible for ensuring that sufficient resources are provided to support the resources essential to the implementation and the control of environmental management systems, including:

- Training
- Human Resources
- Specialty Services
- Financial Resources
- Technical Services
- Information Services

### **Role of the Chief Executive**

5.2 The Chief Executive of NIGALA has overall responsibility for Environmental Management within the organisation.

5.3 The Chief Executive and the Board have a responsibility to ensure that resources are available to support the implementation of the Environmental Management Policy and any associated plans.

5.4 The Chief Executive of NIGALA shall delegate compliance with legislation/standards in relation to Environmental Management and the planning/coordination of an Environmental Management system to the Head of Corporate Services.

5.5 The Chief Executive has delegated responsibility for the development of local Environmental Management systems to the members of the Senior Management Team, under the guidance of the Head of Corporate Services.

### **Role of the Head of Corporate Services**

5.6 Through the Administration Manager and other identified Managers the Head of Corporate Services shall:

- Ensure that an appropriate Environmental Management Policy for NIGALA is kept up to date;
- ensure the implementation of the policy and report accordingly to the Board and SMT on an annual basis on progress made in relation to the implementation of the policy with particular regard to energy consumption; recycling achievements.
- Ensuring relevant campaigns are introduced on a regular basis to improve environmental sustainability within NIGALA.
- Report on the take up of all schemes which contribute to environmental sustainability such as Cycle to Work; Translink travel schemes; energy conservation.

### **All Line Managers**

5.7 All Managers who have direct Line Management responsibility should:

- Ensure their staff are aware of any Environmental Management activities;
- Ensure their staff are aware of their responsibilities;
- Ensure their staff have had suitable and relevant training.

### **NIGALA Staff**

5.8 All of NIGALA employees, including temporary and contract staff must:

- Familiarise themselves with the content of this policy;
- Attend any relevant awareness sessions organised by NIGALA;
- Comply with all relevant procedures for the areas, in which they work.

### **Health & Safety Committee**

5.9 The NIGALA does not have a dedicated Environmental Management Committee. Instead the Health & Safety Committee shall review environmental management issues and determine if any actions are required.

5.10 The Head of Corporate Services should ensure any identified risks are incorporated into the NIGALA Risk Register.

## **6. Communication**

6.1 Once approved by the Board this policy will be distributed to all staff, and shall be available on the NIGALA Internet/Intranet.

## **7. Relating Policies/Procedures**

- 7.1 The NIGALA has a Health & Safety Officer who oversees Health and Safety compliance and procedures within the Agency.
- 7.2 The NIGALA Recycling & Waste Management Policy also applies to Environmental Management.
- 7.3 The NIGALA holds a spreadsheet to record Waste Disposal and Environmental Performance.

## **8. Equality Consideration**

- 8.1 This Policy has been screened in accordance with NIGALA's statutory duty.