

Environmental Management Policy

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1 Introduction

The mission of the Business Services Organisation (BSO) is to deliver value for money and high quality business services to Health and Social Care so contributing to the health and well-being of the population in NI.

It is increasingly clear that one of the major issues affecting health is environment, and the BSO is actively committed to ensuring that as an organisation any negative impact on the environment of the people we serve is minimised. This Environmental Management Policy formalises the BSO's commitment to supporting the principles of environmental sustainability and the need for all staff to share a role in achieving this.

2 Policy Statement

The BSO recognises that concern for the environment is an integral and fundamental part of business. BSO is aware of the impact of our day to day operations on the environment.

Our objective is to balance the need to achieve business aims with an effort towards sustainable environmental improvement which can be measured and monitored on a regular basis.

This policy applies to all BSO Directorates, Business Units, premises (owned, leased or rented), vehicles, assets and activities. It applies to all members of staff, contractors and visitors.

This policy fits within the framework of the BSO Corporate Governance arrangements and processes.

Management within BSO have specific responsibility for policy development, co-ordination and evaluation of performance. The environmental policy will be maintained and upheld by managers in each business unit to meet this commitment.

Environmental aspects of our processes and activities will be effectively managed in order to protect the health and safety of employees, customers and the public whilst contributing to the future well-being of the environment.

BSO will provide the necessary training and support to all employees to ensure they understand and are able to fulfil the relevant aspects of the policy in their day to day work. The policy will be publicly available via the BSO website.

BSO is committed to minimising the impact of environmental operations by means of a programme of continual improvement.

Appropriate resources will continually be made available to ensure that the environmental policy is implemented in full through managerial vigilance and regular auditing and review.

3 Environmental Management Legislation

The main areas of legislation which encompass environmental issues are:

- The Management of the Health & Safety at Work Regulations 1999
- The Environmental Protection Act 1990
- The Building Regulations 2010
- The Carbon Reduction Commitment 2014
- The Energy Performance of Buildings Directive 2002
- The Display Energy Certificate Regulations 2015
- Pollution Prevention and Control Regulations 2016
- Waste management Licensing Regulations 2003
- The Waste Electrical and Electronic Equipment Regulations 2013
- The Control of Substances Hazardous to Health Regulations 2002
- The Carriage of Dangerous Good Regulations 2010
- The Control of Asbestos at Work Regulations 2012
- The Control of Noise at Work Regulations 2005

4 Principles of Environmental Management System

1. Set clear objectives and targets with the aim of ensuring continual improvement of the organisation's environmental performance and management system.
2. Conduct all operations to ensure compliance in line with relevant environmental legislation and other regulations that BSO conform to.
3. Show a continual commitment to the prevention of pollution through the use of operational controls, training and risk assessments.
4. Make efficient use of resources – reuse rather than dispose of where possible and promote the use of recycled materials.
5. Improve waste management and reduce waste to landfill where possible.
6. Continually aim to minimise energy consumption through effective energy management.
7. Reduce wherever practical the level of uncontrolled atmospheric emissions.
8. Manage and control effluent discharges arising from all operations.
9. Everyone in BSO shall be committed to the fulfilment of this policy in order to achieve the objectives of this policy.

5 Aims and Objectives

The BSO aims to ensure that its core business activities are aligned with its commitment to reduce the environmental impact. To facilitate the achievement of this overall objective, the BSO 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 by application of the Environmental Management controls standard (or equivalent return to the Department of Health) and strive to improve our performance against this standard.

Areas of specific application

The BSO approach to environmental management will focus on:

- Transport – encouraging and facilitating the use of appropriate low impact means of transport where practicable;
- Recycling and waste reduction and minimising energy consumption.

6 Environmental Management Responsibilities

Role of the Board

It is the role of the **Board of the BSO** to define the BSO policy in respect of Environmental Management, taking into account legal and HSC requirements.

They are also responsible for ensuring that sufficient resources are provided to support the requirements of the policy.

The organisation provides 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

Environmental Management responsibility has been delegated by the BSO Board to the Chief Executive.

Role of the Chief Executive

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

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

The Chief Executive of the BSO has delegated compliance with legislation /standards in relation to Environmental Management and the planning/ coordination of an Environmental Management system to the Director of Human Resources and Corporate Services (DHRCS).

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 DHRCS.

Role of the Director of Human Resources and Corporate Services

Through the Senior Corporate Services Manager other identified managers:

- 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 BSO.
- Regular production of a report relating to the reduction of the carbon footprint as can be measured in respect of BSO services. This report will be produced on a 5 year basis.
- Report on progress achieved through the contracting process on environmental sustainability in conjunction with the Assistant Director of PaLS
- Report on the take up of all schemes which contribute to environmental sustainability such as Cycle to Work; energy conservation and any other relevant schemes.

Other Roles

The organisation's senior management will designate specific management representatives who, irrespective of other responsibilities, have defined roles, responsibilities and authority for:

- Ensuring the environmental management system requirements are established, implemented and maintained in accordance with legislation and HSCNI standards.
- Reporting on the performance of environmental management systems to senior management for review and as a basis for improvement.

Local arrangements are the responsibility of the service manager and/or the most senior manager on site.

Their remit will include:

- Supporting the Director of Human Resources and Corporate Services in the development and implementation of all environmental management related policies;
- Supporting the Director of Human Resources and Corporate Services in the completion of an annual report for submission to the Board outlining the BSOs work, significant risks and opportunities for improvement in performance.
- Working with relevant external stakeholders such as DoE, Local Council and N.I Water etc.
- Promoting and maintaining a positive culture of environmental management throughout their area of responsibility.
- Applying proactive management techniques to management of the environment;
- Ensuring that risk registers reflect all relevant and appropriate environmental risks.

The DHRCS has lead responsibility for ensuring arrangements are considered and reviewed at SMT/Board level and dealt with appropriately.

The DHRCS has delegated operational day to day management of environmental management compliance and coordination to the Senior Corporate Services Manager.

The BSO Premises Committee will be responsible for coordinating and monitoring the implementation of this policy including:

- Identifying, with managers, the resources required for staff training.
- Providing advice to managers in developing protocols/procedures/systems of work relating to environmental management.
- Reviewing reports regarding environmental management related matters.

The Senior Corporate Services Manager's responsibilities include:

- Ensuring that an appropriate Environmental Management Policy for the BSO is kept up to date.
- Ensuring that the appropriate procedures, practices and plans are formulated and adopted by the BSO in support of this policy.
- Representing the BSO on Environmental Management matters.
- Providing the appropriate leadership and direction for directorates
- Setting the standard of EM awareness for staff across the BSO
- Acting as a central point of contact on EM within the BSO.
- Implementing an effective framework for EM.
- Ensuring compliance with relevant controls standards
- Ensure that staff members that have a role in environmental management for the business area have an awareness of their role and what they need to do to fulfil that role.
- Providing advice and guidance to all enquiries from internal and external sources.
- Ensuring an audit of appropriate systems in accordance with risk analysis reviews.
- Ensure that a copy of the business area's Environmental Management Plan is available on the business area's intranet page.
- Maintain a database of performance figures for environmental management and report these to the Health, Safety and Environment Committee on a quarterly basis.
- Monitoring Local Arrangements

All Line Managers in BSO are directly responsible for:

- Ensuring that their staff are made aware of any environmental management activities.
- Ensuring that their staff are aware of their responsibilities.
- Ensuring that their staff have had suitable training.

All BSO employees, including temporary and contract staff, are subject to this policy. They must:

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

7 Communication

Once approved by the Board this policy will be distributed to all staff, and shall be available on the BSO Website.

8 Equality Considerations

This policy has been screened in accordance with the BSO's statutory duty and is not considered to require a full impact assessment.

9 Review

This policy will be reviewed in September 2022