

# BSO Environmental Policy

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## **1.0 Environmental Policy Statement**

### **The Business Services Organisation (BSO)**

The BSO recognises that virtually all of its activities impact on the natural environment at a local or global level. The BSO accepts its moral and corporate responsibility to reduce those impacts. The BSO is committed to improve its overall environmental performance as part of a continual improvement process. To this extent, it is the BSO policy to:

- Comply with all applicable environmental legislation and other environmental requirements to which it subscribes, as well as to adhere to industry best practice as far as is reasonably practicable.
- Manage its activities in a way which prevents and minimises environmental pollution to air, land and water, both at a local and global level.
- Embed environmental considerations and sustainable development principles from an early stage in the preparation and formulation of its corporate contracts, strategies, policies, plans and procedures.
- Raise awareness, encourage concern and engage with its stakeholders, including employees, visitors, contractors and suppliers on the importance of environmental management and sustainability.
- Provide appropriate environmental training to staff, agency workers, contractors, when appropriate, to optimise their contribution and involvement in reducing BSO environmental impacts.
- Pay particular attention to the provision of effective information, instruction, training, supervision and communication in relation to environmental management at all levels of the organization.
- Make this policy available to all stakeholders, and communicate progress on its environmental performance.

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Chief Executive

Date

## **1.1 BSO Environmental - Aims and Objectives.**

### **The Business Services Organisation (BSO) have the following Environmental aims:**

- Comply with all relevant environmental legislation.
- Reduce carbon impact/footprint in respect of procurement, energy use and waste production.
- Increase recycling and reuse when possible.
- Minimise the environmental impact of staff travel in respect of BSO business.
- Seek opportunities to invest to save in sustainable technologies and practices.
- Promote sustainable development as is provided for in section 25 Northern Ireland (Miscellaneous Provisions) Act 2006 which requires functions to be exercised in a manner best calculated to achieve sustainable development.

### **The Business Services Organisation (BSO) have the following Environmental objectives:**

- Minimise raw material use.
- Minimize the unneeded use of paper.
- Reduce carbon footprint by encouraging carpooling in the workplace.
- Promote low carbon transport to reduce environmental impact of transport fleet.
- Promote use of video/teleconferencing to reduce business mileage.
- Post Display Energy Certificates (DEC's) and provide guidance to managers on how the grading of BSO buildings can be improved.
- To reduce environmental pollution by introducing a Cycle to Work Scheme helping staff to purchase a bicycle through a salary sacrifice scheme.
- To encourage staff to use public transport by purchasing a transport card on behalf of the employee who will repay this amount to BSO on a monthly basis through salary deductions.
- Use recycled plastic where attainable.
- Correctly dispose of workplace waste.
- Minimise chemical spills in BSO warehouse locations.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Increase the visibility of environmental expectations across all BSO sites.
- Ensure all employees are aware of environmental management objectives.
- Review and revise this policy as necessary at regular intervals or when work activity changes.

## **2.0 BSO Environmental Roles and Responsibilities**

### **2.1 The Chief Executive**

The Chief Executive has overall accountability for environmental management within the BSO, ensuring that all legislative requirements and applicable guidance, as determined by the Department of Health NI, are being met.

The Chief Executive will also ensure that effective policies and procedures are developed and implemented and that the performance of these is formally monitored and evaluated against statutory obligations and BSO objectives. Appropriate action, under the guidance of the chief executive, will be taken where shortfalls or unacceptable risks are identified.

### **2.2 The Director of Human Resources & Corporate Services**

The day to day responsibility for ensuring this policy is put into practice is delegated to the BSO Director of Human Resources & Corporate Services and led by the BSO Health & Safety Manager.

### **2.3 BSO Corporate Services Team**

The BSO Health & Safety Manager will take lead responsibility for environmental management within the BSO. These responsibilities will include;

- Providing specialist advice and guidance on sustainability objectives for the BSO.
- Developing and advising on the implementation of the BSO Environmental Management Policy, associated procedures and new legislation.
- Monitoring Environmental Management issues throughout the BSO and ensuring procedures are adhered to.
- Ensuring that information required in relation to Environmental Management is provided in an accurate and timely manner.
- Ensuring that all legal Environmental Management requirements are identified and communicated to senior management.
- Leading a programme of Environmental Management initiatives through behaviour change.
- Developing and maintaining a prioritised list of Environmental Management improvement work schemes.
- Reporting performance of Environmental Management within the BSO.
- Promoting Environmental Management and best practice within the BSO.

## **2.4 The BSO Estates manager(s)**

The BSO Estates manager(s) are responsible to promote environmental and sustainability issues through the procurement and design of new build, plant and equipment; and maintenance of existing buildings, plant and equipment.

## **2.5 Directors and Assistant Directors of Procurement**

Each Director and Assistant Director of Procurement is responsible for embedding sustainability procurement principles in specifications and procurement of goods and services on behalf of the BSO.

## **2.6 Directors, Assistant Directors and Managers within BSO**

Each Director, Assistant Director and Manager within the BSO is responsible for the implementation of this policy within their Directorates. They have a duty to actively cooperate with the designated staff member within the BSO Corporate Services team responsible for environmental management. They must also ensure that appropriate staff under their control are given access to suitable information, instruction and training in relation to environmental management.

Physical areas within the BSO, which do not fall within a particular Directorate (i.e. common areas), will be the responsibility of the BSO Estates Manager.

## **2.7 BSO Premises and Health and Safety Committee**

The committee shall adopt a positive supporting role in the promotion and pursuit of environmental management objectives.

## **2.8 Employees**

All BSO staff must be aware of their responsibilities under fire safety legislation, BSO fire safety policy and evacuation procedures. Each employee should be aware that their failure to follow requirements may result in disciplinary action being taken.

All BSO Staff must:

- Comply with BSO environmental management policy, legislation and any specific procedures.
- Carry out their duties in a safe manner with due regard for environmental issues as stated in this policy, any related procedures or other documents.

## **2.8 Employees (continued)**

All BSO Staff must:

- Reduce the impact that they have on the environment, through carbon, energy and environmental awareness.
- Work in accordance with information and training provided.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing Environmental Management arrangements, to a responsible person without delay.
- Ensure that faulty equipment is taken out of use immediately and reported to their Line Manager and/or Estates as appropriate.
- Report all environmental management incidents in line with the BSO's Incident Reporting Policy, no matter how trivial, and co-operate fully in subsequent investigations.
- Attend any relevant training and environmental awareness sessions.
- Familiarise themselves with this Environmental Management policy.
- Assist their employer by taking a constructive attitude to Environmental Management matters to promote and sustain a positive Environmental Management culture.

## **2.9 Contractors**

All contractors who work for the BSO shall do so in accordance with this Environmental Management policy and organisational reporting structures. Their activities shall at no time result in a breach of Environmental Management legal requirements.

## **2.10 Learning and Development**

The BSO Learning and Development department will work with the assigned staff member from the BSO Corporate Services team to develop and schedule all Environmental Management training and awareness sessions.

The BSO Learning and Development department will record and maintain all employee Environmental Management training records.

## **2.11 Special Planning Performance Group (SPPG) staff**

BSO is hosting Special Planning Performance Group (SPPG) staff at Linenhall St, Belfast, Gransha Park, Derry, Tower Hill, Armagh and County Hall, Ballymena. This policy is applicable to these staff members also.



### **3.0 Environmental Management Arrangements**

#### **3.1 Energy and carbon management**

In line with targets set out by the Climate Act (2008) the BSO will plan to achieve an 80% reduction in its greenhouse gas emissions by 2050, compared to 1990 levels. This target could change pending specific Northern Ireland climate change legislation.

#### **3.2 Built environment**

The BSO will incorporate within all construction, demolition and decommissioning contracts a requirement to reduce the environmental impact of materials and landfill waste used and generated.

All new buildings and major refurbishment projects will aim to be 'low carbon' and be designed to withstand the impacts of climate change and extreme weather. Carbon dioxide emissions will be reduced from existing buildings.

The BSO will strive to maximise energy efficiency in existing buildings, renovations and new construction, using best practice such as the Building Research Establishment Environmental Assessment Method (BREEAM). Energy consumption and costs will be monitored.

The BSO will erect Display Energy Certificates (DEC's) and provide guidance to managers on how the grading of BSO buildings can be improved.

The BSO will be efficient in its use of energy and where economically viable, investments will be made in appropriate technologies.

Water consumption will be reduced as much as reasonably possible.

#### **3.3 Transport and travel**

The BSO will encourage the use of low carbon transport such as electric vehicles to reduce environmental impact of Transport fleet.

The BSO will seek to minimise the impact of carbon emissions arising from staff travel to and from the workplace. The use of public transport will be promoted and when possible the use of video/teleconferencing to reduce business mileage will be encouraged.

### **3.4 Waste**

The BSO aim to reduce waste arising from construction and operation of its buildings and encourage waste diversion from landfill.

The BSO will ensure arrangements are in place for recycling/disposal of all waste types which are good value for money and meet current and future changes in environmental legislation.

### **3.5 Procurement**

BSO Procurement will incorporate and seek to promote environmental impact/carbon reduction in its procurement activities. The BSO will endeavour to make environmentally and financially responsible choices that consider life-cycle costs, and relative environmental harm of products. The BSO will endeavour where possible to ensure that its suppliers are aware of its environmentally responsible purchasing policies and that its major suppliers have adopted an environmental policy.

### **3.6 Corporate Approach**

The BSO aims to educate staff on what is being done to use resources sustainably and encourage an environmentally friendly approach at work and at home.

Staff will be advised on how they can contribute to the overall BSO environmental performance through the development of

- E-learning.
- Intranet / Sharepoint information.
- Global e-mails.
- Operational Management Plans.
- All BSO managers must ensure their staff have access to this policy, understand its content and are aware of its aims and purpose.
- This policy aims to articulate the BSO senior management team's commitment to eliminate or minimise risks to the environment arising from management of the Estate.

### **3.7 Specific Initiatives**

The BSO, in an aim to help reduce environmental pollution and to encourage healthier lifestyles has introduced a Cycle to Work Scheme helping staff to purchase a bicycle through a salary sacrifice scheme.

The BSO, in an effort to reduce environmental pollution encourage staff to use public transport. A new payment scheme is available for staff who travel to work via rail. The BSO will purchase an annual Translink A-Link Card on behalf of the employee who will repay this amount to BSO on a monthly basis through salary deductions.

The BSO aim to reduce the environmental impact of travel and are supportive of teleconferencing, remote/mobile working, ad-hoc working from home and regular working from home. This is a management decision based on the needs of the business and will be permitted where practically possible.

The BSO seek to reduce its reliability on paper and encourage the use of electronic means of communication.

The BSO encourage the use of potable tap water where this is appropriate in BSO buildings. This is to reduce the purchase of bottled water.

The BSO will monitor and engage as appropriate with government initiatives which seek to renew inefficient heating/water plant by way of grant funding or loans wherever possible.

#### **4.0 Review of Environmental Policy**

The BSO will review this Policy every three years or more often if legislation dictates and will amend its arrangements with regard to environmental management in view of new Legislation, Regulation, Approved Codes of Practice or on the advice of the Northern Ireland Environmental Agency (NIEA).

#### **5.0 References**

1. Northern Ireland Environmental legislation  
<http://www.netregs.org.uk/legislation/northern-ireland-environmental-legislation/>
2. Environmental Protection Act 1990; the following provisions are those that apply to Northern Ireland, sections 3, 62, 140, 141, 142, 146, 147, 148, 153, 156 and 158.
3. Environmental Better Regulation Act (Northern Ireland) 2016
4. The Waste Management (Miscellaneous Provisions) Regulations (Northern Ireland) 2008
5. Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013
6. Air Quality Standards Regulations (NI) 2010
7. Air Quality Standards Regulations (NI) 2007
8. British Standards, including BS ISO 14001:2015 Environmental Management

#### **6.0 Equality and Human Rights Considerations**

The Policy has been screened for equality implications as expected by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Equality Commission guidance declares that the aim of screening is to recognise those policies which are likely to have a significant influence on equality of opportunity so that greatest resources can be dedicated to these.

Using the Equality Commission's screening standards; no significant equality implications have been recognised. 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.