



**MASTERCALL HEALTHCARE**  
*Quality is seldom missed until experienced*

## **Policy ENVIRONMENTAL MANAGEMENT POLICY**

**Final**

|                            |  |
|----------------------------|--|
| <b>Version 2</b>           | <b>1.00</b>                            |
| <b>Ratified By</b>         | <b>Dr J. O'Malley</b>                  |
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| <b>Date Issued</b>         | <b>October 2012</b>                    |
| <b>Next Review Date</b>    | <b>October 2019</b>                    |
| <b>Target</b>              | <b>Mastercall Healthcare Employees</b> |

## DOCUMENT HISTORY

### Document Storage

Location Original – Corporate Drive /CQC / Policies and Procedures Word

Location PDF – Information Drive /Policies and Procedures

### Change History

| <b>Version</b> | <b>Owner</b> | <b>Author</b> | <b>Change Summary</b> | <b>Document Date</b> |
|----------------|--------------|---------------|-----------------------|----------------------|
| 1.0            | Dr O'Malley  | Michaela Buck | First Draft           | Oct 2012             |
| 2.0            | Dr O'Malley  | Michaela Buck | Second version        | July 2013            |
| 3.00           | Dr M Rooney  | Sharon Walker | Third version         | August 2018          |
|                |              |               |                       |                      |
|                |              |               |                       |                      |

### Responsibility for distribution of this document

|                                |
|--------------------------------|
| <i>Environmental Committee</i> |
|--------------------------------|

### Distribution History

| <b>Version</b> | <b>Distributed By</b> | <b>Distributed To</b> | <b>Reason</b> | <b>Date</b> |
|----------------|-----------------------|-----------------------|---------------|-------------|
|----------------|-----------------------|-----------------------|---------------|-------------|

|     |                 |                                    |                |              |
|-----|-----------------|------------------------------------|----------------|--------------|
| 1.0 |                 | All Employees                      | New Policy     | October 2012 |
| 2.0 | Human Resources | All Employees                      | Updated Policy | July 2013    |
| 3.0 |                 | All Employees-<br>via shared drive | Updated Policy | August 2018  |

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## **MASTERCALL HEALTHCARE**

### **Environmental policy**

#### **1) BACKGROUND**

Mastercall Healthcare recognises its responsibilities with respect to the environment and is conscious that activities detrimental to the local environment are intrinsically linked with the health of the community.

The aim of this policy is to minimise the adverse environmental impact made by all activities carried out within sites occupied by Mastercall Healthcare. These include: Consumption of energy, procurement of goods, producing waste, emissions to atmosphere, discharges to drains and traffic to and from Mastercall Healthcare's premises.

The principal agenda is to identify and implement environmentally responsible practices and procedures in order to reduce the overall impact of Mastercall Healthcare. This can be achieved by a combination of improved working practices, greater staff awareness and involvement and an on-going commitment to the pursuit of technical improvements. As part of Mastercall Healthcare's commitment to the environment, this policy will set objectives and targets to measure any improvement we make.

#### **2) Policy Scope**

Mastercall Healthcare recognises that the minimum acceptable level of environmental performance is determined by statutory legislation. We are committed to improve on these standards where possible.

Mastercall Healthcare is fully committed to the implementation of this policy. It is believed to offer benefits in health and safety, finance and also the improvement of the general environment.

Mastercall Healthcare's formal policy is to minimise the environmental impact of its operations by its ongoing commitment to:

- 2.1 Initiate and improve energy conservation measures and where possible seek alternative forms of energy.
- 2.2 Minimise waste production by maintaining an efficient waste management procedure and looking to recycle where practicable.
- 2.2 Promote awareness in our activities and encourage environmental initiatives.
- 2.3 Implement water conservation measures by minimising leaks and installing efficient equipment.
- 2.4 Reduce the amount and impact of gaseous discharges by minimising equipment use, ensuring correct maintenance and using alternate fuels.
- 2.5 Reduce levels of pollution in liquid discharges by minimising the use of detergents and solvents, using biodegradable products where available and avoiding inappropriate discharges.
- 2.6 Recycle waste materials and redundant equipment where practical.
- 2.7 Purchase recycled or naturally sustainable products if they are fit for the purpose required.
- 2.8 Ensure environmental considerations are made in all Tenders/ Contracts entered into by Mastercall Healthcare, and that all contractors adhere to our environmental recommendations whilst on Mastercall Healthcare's property.
- 2.9 Provide environmental education and training to appropriate staff and ensure all staff are aware of the environmental policy and how they can contribute to Mastercall Healthcare's overall environmental performance.
- 2.10 Communicate openly Mastercall Healthcare's environmental performance to staff, patients, government authorities and other interested parties on request, using Mastercall Healthcare newsletter and website [www.mastercall.org.uk](http://www.mastercall.org.uk)
- 2.11 Use the risk assessment process to predict and minimise the future impact of current and planned activities by Mastercall Healthcare and those of its partner or commissioning organisations.

### **3) OBJECTIVES AND TARGETS**

3.1 The main objective is to achieve a continual year on year improvement in overall environmental performance and ensure that all current legislation is adhered to. The Environmental and Waste Management Committee will determine objectives and targets on a yearly basis.

3.2 It is recognised that it is not practical or financially viable to achieve continual improvement across all areas. The areas to be targeted will be consistent with the environmental policy and be prioritised to address areas of highest risk.

3.3 An Environmental Management action plan is to be maintained and distributed to all relevant parties. All managers with direct responsibility for environmental issues in their area will be made aware of their own specific objectives and targets.

### **4) RESPONSIBILITIES**

#### **4.1 CEO**

The CEO has overall responsibilities for ensuring environmental issues are effectively addressed within Mastercall Healthcare.

#### **4.2 Executive Director with responsibility for the Environment**

The Head of Nursing is responsible for the implementation of the Environmental Management System, ensuring that:

- An environmental action plan is maintained and constantly reviewed.
- An effective Environmental Committee is in place as part of the Premises and Facilities committee.
- Environmental issues feature in Mastercall Healthcare's Business plans.

#### **4.3 Environmental and Waste Management Committee**

An Environmental and Waste Management committee has been set up to ensure effective management of environmental issues within Mastercall Healthcare. The committee consists of the following representatives:

Office Manager  
Nursing Lead  
Practice manager THC

The Committee will be responsible for ensuring that appropriate objectives and targets are set and achieved.

It will be the duty of members of the Environmental Committee to keep up to date with new environmental legislation that affects their area of responsibility. The Environmental & Waste management committee will report to Mastercall Healthcare's risk management committee.

#### **4.4 Mastercall Staff**

All staff will be expected to respond to Mastercall Healthcare's policy on the environment and comply with identified practices and procedures. It is important that staff develop an awareness of the environmental impact of their activities on Mastercall Healthcare. Staff will receive environmental training appropriate to their activities and responsibilities.

Environmental and Waste Management Committee will determine objectives and targets on a yearly basis.

### **5) RELATED POLICIES / PROCEDURES**

Risk Management Strategy  
Health & Safety Policy

### **6) RELEVANT LEGISLATION**

- 6.1 Health and Safety at Work Act 1974
- 6.2 Control of Pollution Act (Amendment) 1989
- 6.3 Environmental Protection Act 1990
- 6.4 Water Resources Act 1991
- 6.5 Controlled Waste Regulations 1992
- 6.6 Noise and Statutory Nuisance Act 1993
- 6.7 Clean Air Act 1993
- 6.8 Waste Management Licensing Regulations 1994
- 6.9 Environment Act 1995



- 6.10 Air Quality Standards Regulations 1995
- 6.11 Waste Management Licensing (Amendment etc) 1995
- 6.12 Noise Act 1996
- 6.13 Special Waste (Amendment) Regulation 1996
- 6.14 Waste Electrical and Electronic Directive 2003
- 6.15 All future relevant legislation.

## ASSURANCE STATEMENTS

### **Assurance**

The Environment Policy has been uploaded to the 'Information Drive in 'Policies and Procedures' folder (PDF) for all staff to access.

The word version is saved in Corporate Drive in the CQC folder under 'Policies and Procedures Original'.

### **Purpose of policy**

To ensure that staff comply with the laws and legislations around Data Protection and NHS code of Practice

### **Which CQC Standards**

Outcome ???

### **How it impacts on patient care**

Confidential and sensitive data needs to be securely stored and shared to enable that records are kept safe and that the patients trust us to keep their data.

## EQUALITY IMPACT ASSESSMENT TOOL

To be completed and attached to any procedural document when submitted to the appropriate committee for consideration and approval.

|           |   | Yes / No  | Comments |
|-----------|---|-----------|----------|
| <b>1.</b> | <b>Does the policy / guidance affect one group less or more favourably than another on the basis of:</b>    |           |          |
|           | • Race  | No        |          |
|           | • Ethnic origins (including gypsies and travellers)   | No        |          |
|           | • Nationality   | No        |          |
|           | • Gender  | No        |          |
|           | • Culture   | No        |          |
|           | • Religion or belief  | No        |          |
|           | • Sexual orientation including lesbian, gay and bisexual people   | No        |          |
|           | • Age   | No        |          |
| <b>2.</b> | <b>Is there any evidence that some groups are affected differently?</b>                                     | No        |          |
| <b>3.</b> | <b>If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?</b> | N/A       |          |
| <b>4.</b> | <b>Is the impact of the policy / guidance likely to be negative?</b>  | No        |          |
| <b>5.</b> | <b>If so can the impact be avoided?</b>   | Not known |          |
| <b>6.</b> | <b>What alternatives are there to achieving the policy / guidance without the impact?</b>                   | Not known |          |
| <b>7.</b> | <b>Can we reduce the impact by taking different action?</b>   | No        |          |

If you have identified a potential discriminatory impact of this procedural document, please refer it to the Policy Author, together with any suggestions as to the action required to avoid / reduce this impact.

For advice in respect of answering the above questions, please contact the Policy Author.