



**Cobalt**

Medical Charity

Diagnosis • Research • Education

Registered Charity No: 1090790

# **Cobalt Health Environmental Management System Policy**

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## POLICY DETAILS

Version	Revision	Date	Approved By
1.0	Draft	September 2010	
1.0	Approved	April 2011	CGC
2.0	Change of format	November 2014	CGC
3.0	Policy review	March 2018	CGC
3.1	Reviewed with minor updates including new logo	March 2021	PS

## 1. SUMMARY

Cobalt Health recognises that the activities which it undertakes have a significant impact on the environment.

This policy is a statement by Cobalt of its intentions and principles in relation to its environmental performance and provides a framework for action. It covers all activities undertaken and services provided by Cobalt.

## 2. KEY ISSUES

This policy will enable Cobalt to deliver a sustainable environmental programme in line with Government targets and contribute to the achievement of sustainable development.

In addition to delivering environmental benefits, the EMS will facilitate the achievement of financial savings, improve the provision of services and enhance the image of Cobalt.

## 3. INTRODUCTION

The aim of this policy is to state and communicate Cobalt's intention, organisation of and arrangements for Environmental Management. Cobalt recognises that the business activities which it undertakes have a significant impact on the environment.

This policy when implemented should reflect anti-discriminatory practice. Any services, interventions or actions must take into account any needs arising from race, gender, age, religion and belief, communication, sensory impairment, disability and sexuality.

## 4. SCOPE OF POLICY OBJECTIVES

This policy defines Cobalt's arrangements for:-

- Ensuring good corporate environmental management;
- The ongoing management and maintenance of business impacts on the environment through the delivery of an environmental management programme.

Its objective is to give clear guidance to ensure the Cobalt complies with:-

- All legislative and statutory regulations and Department of Health Guidance Actions taken to meet statutory requirements in respect of all relevant legislation and regulation;
- Care Quality Commission requirements.

And that plans are in place to:-

- Manage the risks and threats to normal operation of Cobalt's business by minimising any impact on the local community and environment;
- Enable a co-ordinated approach to the delivery of an environmental management programme;
- Ensure Cobalt staff has guidance and training to increase their awareness of the impact of our business on the environment and take necessary actions to minimise that impact.

## 5. DEFINITIONS & GLOSSARY

### 5.1. Environmental Strategy

A long term plan which states the organisation commitment, at all levels, to delivering a set of goals, objectives and performance targets which demonstrate the way in which the organisation embeds the principles of environmental management throughout Cobalt to ensure that there is engagement and continuous improvement in the process of minimising the impact on the environment.

## 5.2. Environmental Policy

A statement, approved by the management team of an organisation, which sets out the intentions and principles in relation to its overall environmental performance and provides a framework for action against which to implement environmental objectives and targets.

## 5.3. Environment Management System

A process by which Cobalt recognises and undertakes to minimise the impact that the business of the organisation has on the local community and the environment, this can include low or high level impacts on the quality of air, water and the local countryside from emissions and by products of the business (e.g. carbon, waste, traffic, construction materials, chemicals).

## 5.4. Environmental Impact

Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities, products or services.

## 5.5. Environmental Procedure

A document which defines the purpose and scope of an environmentally related activity and specifically how, by whom and when it is to be carried out. The procedures will also contain method statements and the necessary records for completion and retention as an audit trail of evidence.

# 6. RESPONSIBILITIES

## 6.1. Chief Executive

The Chief Executive has overall responsibility for ensuring the organisation has an Environmental Policy and comprehensive Environmental strategy in place.

## 6.2. Heads of Department

Heads of Departments, via reports from The Audit Committee, are responsible for ensuring that the Management Team and other senior officers fulfil their responsibilities with regard to this policy.

## 6.3. Board of Trustees

Board of Trustees are responsible for ensuring that they commit to implementing the environmental strategy, goals, objectives and targets throughout the services under their direction to minimise the impact of business activity on the environment.

## 6.4. Head of Governance & CSR Lead

As Cobalt's Environmental Management and CSR Lead, responsible for:-

- Ensuring that this policy is implemented;
- Ensuring that there is guidance in place to meet all legislative statutory and Department of Health guidance and requirements regarding environmental management;
- Developing and reporting on the progress of the long term aims of the Environmental Management Strategy;
- Reporting progress and associated risks to the Audit Committee.

# 7. PROCEDURE/PROCESS

## 7.1. Environmental Management System

An Environmental Management System (EMS) – forms an important part of Cobalt's risk management arrangements. Cobalt is committed to ensuring that they are able to maintain the highest level of service possible under all circumstances whilst minimising the impact on the local community and environment and therefore sees an EMS as forming part of its everyday business processes and being embedded in its culture. The EMS is used to develop and implement the framework set out in the Environmental Policy.

In order to achieve this, Cobalt will implement the following Environmental Management System:-

- Environmental Impact Analysis – a survey and analysis process has been used to identify the significant impact of all Cobalt’s activities on the environment;
- Good Corporate Citizenship Assessment Audit Tool – A nationally recognised tool for assessing how the organisation is moving towards an “Excellent” rating for managing and minimising the impact of its business on the environment;
- Environmental Steering Group – a Board approved steering group of senior managers charged with implementing the Environmental Management Strategy through a range of service based Green Implementation Teams;
- Continual improvement and Pollution Prevention – Cobalt ensures that it is committed to continual improvement in its overall environmental performance and the prevention of pollution in order to reduce adverse environmental impacts;
- Communication – Cobalt must ensure that this policy is communicated to all employees, patients, visitors, contractors and the local community.

## 7.2. Environmental Management Process

Cobalt will:-

- Ensure that all raw materials are selected and used only after appropriate investigation of their environmental probity - Procurement sustainable materials;
- Undertake waste minimisation throughout its premises, observing the following principles - in managing emissions to air, water and land. Wherever practicable, waste will be minimised by;
- The effective and proper management, disposal and recycling, of clinical and domestic waste:-
  - **Rethinking purchase** requirements to eliminate waste;
  - **Reducing** use
  - **Re-using** if possible
  - **Repairing** where practicable
  - **Recycling** waste or items for disposal
- Use best practice to reduce electricity, gas and water use to a minimum through investment in efficient equipment and optimising staff awareness on efficiency issues. - Systematic efficiency savings and reductions in energy use and also reducing CO2 emission levels;
- Make continual measurable progress in improving its environmental performance to help reduce its environmental impacts, whilst maintaining Cobalt’s economic viability. The principles of best practice and best available technology will be adopted wherever possible within financial constraint by:-
  - Effectively plan, organise, implement, control, monitor and review the preventative and protective environmental measures as a commitment to pollution prevention;
  - Ensure that its activities comply with or exceed all legislative, statutory and Department of Health guidance on environmental requirements;
  - Train all staff and, where appropriate, other personnel, visitors, contractors and suppliers, in environmental management, consistent with their responsibilities;
  - Communicate and work in partnership with interested parties regarding the shared goal of environmental improvement.

## 8. IMPLEMENTATION

The Chief Executive, HoD's and Head of Governance & CSR Lead are responsible for ensuring that this policy is implemented.

### 8.1. Audit

The Audit Committee will review this policy to ensure continuous improvement of our environmental targets.

### 8.2. Reporting

The Director of Finance and Estates Manager will report quarterly to Audit Committee.

### 8.3. Related Documents

The following procedures are to be developed as part of the Environmental Management System:-

- Procedure for Identification and Evaluation of Aspects, Hazards and Elements (**Risk Management Combined Policy**)
- Procedure for Water management
- Procedure for Solid Waste Management
- Work Instruction for the Disposal of Municipal (Domestic) Waste
- Work Instruction for the Disposal of Non-Confidential Paper Waste
- Work Instruction for the Disposal of Confidential Paper Waste
- Work Instruction for the Disposal of Cardboard Waste
- Work Instruction for the Disposal of Plastic Waste
- Work Instruction for the Disposal of Glass Waste
- Work Instruction for the Disposal of Clinical Waste
- Work Instruction for the Disposal of Printer Cartridges Waste
- Work Instruction for the Disposal of Telephone Waste
- Work Instruction for the Disposal of Battery Waste
- Work Instruction for the Disposal of Medical Devices
- Work Instruction for the Disposal of Furnishings Waste
- Work Instruction for the Disposal of Green Waste
- Procedure for Hazardous Substances Management/Waste
- Procedure for Energy Management
- Procedure for Environmental Emergency Response
- Procedure for Transport
- Procedure for Contaminated Land
- Procedure for Environmental Impact Assessment

## 9. COBALT'S OBJECTIVES

### 9.1. Energy, Water & Waste Management

- Promoting a high standard of energy efficiency, thereby maximising the useful effects of fuels consumed by Cobalt's operations;
- Minimise the environmental impact of fuel usage and ensure the promotion of clean technology;
- Ensure that all new building and refurbishment projects achieve the highest standard of energy efficiency without undue costs;
- Ensure efficiency targets are met by the regular monitoring and reviewing of maintenance procedures;
- Minimise the amount of single use/disposable items in use by Cobalt where this is appropriate to maintaining standards of safety and hygiene;

- Encourage a reduction in generation of waste;
- Promote the usage of waste disposal processes which have the least impact on the environment;
- Promote systems for re-usage and recycling of waste wherever possible;
- Ensure the efficient and effective segregation of waste;
- Ensure that Audit Commission targets for water usage are met.

#### 9.2. Procurement

- Develop and implement a Purchasing Policy which is sensitive to and discouraging of adverse environmental impact;
- Ensure that environmentally hazardous supplies and equipment are not purchased (except by medical necessity for which there is no approved alternative);
- Ensure purchasing specifications, including the packaging of goods, are sensitive to environmental implications.

#### 9.3. Buildings & General Environment

- Ensure quality design standards are set and complied with and that maintenance of buildings is planned with due consideration for the impact made on the environment;
- Ensure that all materials purchased for the construction and maintenance of buildings, both external and internal, are ecologically "sound";
- Ensure that the physical internal environment is pleasant, durable and well maintained for all users in order to promote high standards of health care and well-being for patients, staff and visitors.

#### 9.4. Grounds & Landscaping

- Ensure due consideration of the impact on the landscape, loss of open space and potential damage to natural habitat in all potential development projects;
- Reduce the purchase of pesticides and other harmful horticultural materials in order to minimise the risks of air and water pollution and waste of other irreplaceable natural resources;
- Ensure that the physical external environment is safe and pleasant for all users in order to promote high standards of health care and well-being for patients, staff and visitors.

## 10. EQUALITY IMPACT ASSESSMENT SUMMARY

Cobalt is committed to promoting equality, diversity and fair treatment to all staff, patients and visitors regardless of race, nationality, ethnic origin, gender, marital status, mental or physical disability, religion or belief, sexual orientation, age or social exclusion.

We do this by making sure that all of our processes, policies and procedures undergo an impact assessment to make sure that they do not disadvantage any groups from our community.

**EIA undertaken by:** Nigel Benatar

**Title and Department:** Head of Governance

**Outcome:**

Policy promotes equality, equal opportunities and improved relations and will be reviewed in 3 years' time	✓	Full Equality Impact Assessment to be carried out	
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**Signed:**



**Date:** March 2021