

HSW 005 Environmental Policy

Mission statement:

St Cuthbert's Care is committed to lessening our impact on the local and global environment by conserving energy, water, and other natural resources; reducing waste generation; and carrying out recycling. We aim to do this by achieving the targets detailed below.

Responsibilities:

The Environmental Group will ensure that the Charity (Refer to Appendix 1):

- Complies with all applicable safety and environmental laws, regulations and other requirements.
- Identifies, implements and promotes ways to improve the efficient use of resources, including energy and water.

Unit Manager

- To ensure that employees are aware of the relevant details of this policy.
- To ensure that the relevant arrangements of this policy are implemented.

Employees

- To follow any training and instructions given in relation to environmental good practice and procedures.
- To forward any concerns or suggestions regarding environmental issues to their manager.

Arrangements

St Cuthbert's Care aims to:

- Avoid pollutants entering the drainage system.
- Dispose of waste that cannot be re-used or recycled in a safe and responsible way in line with current legislation.
- Encourage reduction, re-use and recycling in all our activities.
- Consider the environmental impacts of products within the purchasing policy, with a view to purchasing the least environmentally damaging products.
- Consider purchasing local products and services, where practicable.
- Use suppliers with environmentally friendly policies and procedures.

- Consider the emissions performance along with other criteria when purchasing vehicles.
- Ensure that vehicles are serviced and maintained regularly to reduce emissions.
- Plan journeys in advance to reduce unnecessary fuel consumption.
- Use only the recommended toners provided by the IT department, which are plant based, in all Charity copiers.
- Recycle ink and toner cartridges where practicable.
- Reduce the use of paper in offices where practicable.
- Encourage employees to switch off IT equipment completely at the end of each working day, where practicable.
- Fit timers and sensors on lighting systems to avoid lights being left on.
- Install LED lights when replacing lights, where practicable.
- Review energy consumption within buildings and implement energy efficiency measures where practicable and cost effective to do so.
- Utilise smart meters where practicable to help reduce energy consumption.
- Identify and implement practicable measures to reduce water consumption.
- Include environmental considerations in all business plans, including best practice options to reduce or eliminate adverse effects on the environment.
- Seek advice from specialists where applicable, who can assist us with our environmental improvement programme.
- Promote awareness within the Charity of these principles and objectives.
- Ensure that the environmental policy is communicated to all employees.

Policy Review

St Cuthbert's Care will keep this policy under review in relation to the progression and achievement of the objectives and in line with any changes in legislation or industry good practice.

This policy must be read in conjunction with the following documents:

- **Infection Control Manual**
- **Waste Policy**
- **Procurement Policy**

Change History:

Version	Date	Reason	Who	Next review date
1	08/08/2025	Language & change from CW140 to HSW005	GE	August 2026

Role	Person	Responsibility
Team Leader	Gill Ennis	- Steering the Environmental Team - Sign off relevant documentation - Ensure targets are met on time (action plan & review)
Data Protection Manager	Christine Wright	Data collection & reporting (e.g. utility consumption and waste quantity tracking & benchmarking)
Policy Manager	Gill Ennis/Lynsey Armstrong	Create, review, and update policies
Communication & Engagement & Education Manager Local Environmental Liaison	Nicola Milne supported by Iris Boyd	- Lead for internal communications - Informing staff & key stakeholders of updates of EMS - Organiser of events (e.g. Green Week) - Circulate sustainability collateral - Researching & engaging with local environmental improvement initiatives (e.g. environmental charities & authorities, schemes etc.)

Operational / facilities manager	Clive Somerville	• Review & facilitate improvements identified in action plan (e.g. utilities and waste)
Training & Compliance Officer	Lynsey Armstrong	• Organise & manage environmental training for Staff • Ensure compliance with the EMS system