



 **Review Sheet**



Last Reviewed
17 Sep '20



Last Amended
17 Sep '20



Next Planned Review in 12 months, or sooner as required.

Business impact



Changes are important, but urgent implementation is not required, incorporate into your existing workflow.

Reason for this review

Scheduled review

Were changes made?

Yes

Summary:

Policy reviewed with minor content changes and references updated to ensure they remain current. The reference number of this policy has changed. Previously it was HS02.

Relevant legislation:

- The Care Act 2014
- Civil Contingencies Act 2004
- Control of Substances Hazardous to Health Regulations 2002
- The Hazardous Waste (England and Wales) Regulations 2005
- Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Health and Safety (Miscellaneous Amendments) Regulations 2002
- General Data Protection Regulation 2016
- Data Protection Act 2018

Underpinning knowledge - What have we used to ensure that the policy is current:

- Author: HSE publication, (2014), *Health and safety in care homes*. [Online] Available from: <https://www.hse.gov.uk/pUbns/priced/hsg220.pdf> [Accessed: 17/9/2020]
- Author: HSE, (2020), *Management of healthcare waste*. [Online] Available from: <https://www.hse.gov.uk/healthservices/healthcare-waste.htm> [Accessed: 17/9/2020]
- Author: The Kings Fund: Chris Naylor, John Appleby, (2012), *Sustainable health and social care: Connecting environmental and financial performance*. [Online] Available from: <https://www.kingsfund.org.uk/publications/sustainable-health-and-social-care> [Accessed: 17/9/2020]
- Author: The Sustainable Development Unit and NHS Improvement, (2018), *How to produce a Sustainable Development Management Plan (SDMP)*. [Online] Available from: <https://www.sduhealth.org.uk/policy-strategy/reporting/sustainable-development-in-health-and-care-report-2018.aspx> [Accessed: 17/9/2020]

Suggested action:

- Encourage sharing the policy through the use of the QCS App

Equality Impact Assessment:

QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.



1. Purpose

1.1 To comply with all environmental legislation and industry best practice.

1.2 To ensure that Inspiring Aspirations Plus Ltd T/A Inspiring Support is aware of its responsibility and maintains compliance.

1.3 To support Inspiring Aspirations Plus Ltd T/A Inspiring Support in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
RESPONSIVE	R2: How are people's concerns and complaints listened and responded to and used to improve the quality of care?
SAFE	S5: How well are people protected by the prevention and control of infection?
WELL-LED	W2: Does the governance framework ensure that responsibilities are clear and that quality performance, risks and regulatory requirements are understood and managed?
WELL-LED	W4: How does the service continuously learn, improve, innovate and ensure sustainability?
WELL-LED	W5: How does the service work in partnership with other agencies?

1.4 To meet the legal requirements of the regulated activities that {Inspiring Aspirations Plus Ltd T/A Inspiring Support} is registered to provide:

- | The Care Act 2014
- | Civil Contingencies Act 2004
- | Control of Substances Hazardous to Health Regulations 2002
- | The Hazardous Waste (England and Wales) Regulations 2005
- | Health and Social Care Act 2008 (Registration and Regulated Activities) (Amendment) Regulations 2015
- | Health and Safety at Work etc. Act 1974
- | Management of Health and Safety at Work Regulations 1999
- | The Workplace (Health, Safety and Welfare) Regulations 1992
- | The Health and Safety (Miscellaneous Amendments) Regulations 2002
- | General Data Protection Regulation 2016
- | Data Protection Act 2018



2. Scope

2.1 The following roles may be affected by this policy:

- | All staff

2.2 The following Service Users may be affected by this policy:

- | Service Users

2.3 The following stakeholders may be affected by this policy:

- | Family
- | Advocates
- | Representatives
- | Commissioners
- | External health professionals
- | Local Authority
- | NHS



3. Objectives

3.1 To ensure that Managers and Department Heads of Inspiring Aspirations Plus Ltd T/A Inspiring Support take all reasonable steps to meet their responsibility under Environmental Law as documented in this policy.

3.2 To ensure that staff, Service Users and those who use the premises of Inspiring Aspirations Plus Ltd T/A Inspiring Support are protected and kept safe by having environmental procedures in place to mitigate harm.

3.3 To ensure that staff and Service Users are informed about the environmental impact of their decisions relating to the service.



4. Policy

4.1 Inspiring Aspirations Plus Ltd T/A Inspiring Support acknowledges the importance of the environment we live in, and that of the wider environment.

4.2 Inspiring Aspirations Plus Ltd T/A Inspiring Support is committed to its responsibility to support the wider environment, which in turn supports each individual's health and wellbeing.

4.3 Inspiring Aspirations Plus Ltd T/A Inspiring Support will work to integrate environmental considerations into its business decisions and adopt greener alternatives, wherever possible, throughout its operations.

4.4 Inspiring Aspirations Plus Ltd T/A Inspiring Support recognises that the decisions it makes on a day-to-day basis have an impact on both the wider and immediate environment.

Inspiring Aspirations Plus Ltd T/A Inspiring Support is committed to reducing the impact on the environment by:

- | Complying fully with all relevant legal requirements, codes of practice and regulations
- | Improving efficiency and reducing waste
- | Reducing air, water and land pollution
- | Minimising the use of non-sustainable resources
- | Support viable initiatives and ideas by staff and Service Users to support the environment
- | Promoting positive change with all stakeholders
- | Identifying and managing environmental risks and hazards
- | Establish targets to measure the continuous improvement in its environmental performance



5. Procedure

5.1 Responsibilities

- | Inspiring Aspirations Plus Ltd T/A Inspiring Support and its employees have a responsibility to protect the environment
- | The Registered Manager is responsible for ensuring that the environmental policy is disseminated
- | The Registered Manager is responsible for ensuring that the procedures attached to this policy are followed

5.2 Training and Awareness

- | All staff will receive suitable training to enable them to deal with their specific areas of environmental control
- | Service Users will have access to information in a format that is relevant to them on how individuals can make positive environmental change to help the service meet its objectives
- | All staff, Service Users, visitors and contractors will be reminded to adhere to any warnings or signs in relation to hazards

5.3 Inclusion

- | Inspiring Aspirations Plus Ltd T/A Inspiring Support will encourage suggestions to improve the environment where they are possible, and will engage Service Users and staff in taking these forward
- | Where Inspiring Aspirations Plus Ltd T/A Inspiring Support have environmental objectives, Service Users, partners, clients, suppliers and subcontractors will be consulted and included in their implementation

5.4 Working Efficiently and Minimising Waste

- | Inspiring Aspirations Plus Ltd T/A Inspiring Support will utilise the QCS App on work smartphones and tablets to convey policy updates to staff to reduce the necessity for paper copies
- | Inspiring Aspirations Plus Ltd T/A Inspiring Support will ensure that all staff has access to the QCS Management system wherever possible
- | Appropriate recycling bins will be available for recycling (where possible) within the waste management process. Members of staff must ensure that health and safety is adhered to in the first instance for the safe disposal of waste, and that confidential waste is disposed of securely
- | Inspiring Aspirations Plus Ltd T/A Inspiring Support will promote responsible purchasing, ensuring that requests and purchases are carefully planned and match needs
- | All staff will ensure that taps are not left running, and electrical equipment and lights are turned off where they are not in use, without compromising the safety of individuals

5.5 Reducing Pollution

- | Ensuring environmentally friendly and sustainable resources are purchased wherever possible, whilst maintaining standards of cleanliness and other health and safety requirements
- | Where Inspiring Aspirations Plus Ltd T/A Inspiring Support purchases/leases vehicles, these will be used only when necessary
- | Where vehicles are no longer fit for operational use, more environmentally efficient models will be scoped for purchase where financially viable
- | All medical and chemical products will be used and disposed of in accordance with all relevant legal requirements, codes of practice and regulations

5.6 Assessing and Monitoring

- | Inspiring Aspirations Plus T/A Inspiring Support is responsible for the physical environment of Inspiring Aspirations Plus Ltd T/A Inspiring Support and will identify and manage environmental risks and hazards
- | Targets to measure the continuous improvement in the environmental performance of Inspiring Aspirations Plus Ltd T/A Inspiring Support will be regularly reviewed and changes made accordingly

5.7 Speaking Out



- | All stakeholders are encouraged to speak out where they see environmental hazards or have concerns
- | Staff can raise concerns to team leaders, and any hazard must be reported immediately to the Registered Manager
- | Service Users may make a complaint as well as report to a member of staff



6. Definitions

6.1 ISO 14001

- | This is an international standard for environmental management
- | It sets out a system of predetermined objectives by which to attain this standard
- | This standard is externally audited and accredited, which gives stakeholders confidence that Inspiring Aspirations Plus Ltd T/A Inspiring Support is maintaining a high standard of environmental management practice

6.2 Greener Alternatives

- | Consider the impact that the operations of Inspiring Aspirations Plus Ltd T/A Inspiring Support has on its carbon footprint, and ways to reduce that impact on the environment
- | This could be sourcing more locally to reduce emissions, installing solar panels, and using suppliers who themselves care for the environment and maintain high standards, i.e. ISO 14001

6.3 Environment

- | The planet - all living and non-living naturally occurring matter
- | Also determined as air, water and land

6.4 Pollution

- | Something introduced into the environment (usually chemical) which has harmful or poisonous effects

6.5 QCS App

- | 'App' is short for 'application' - which is another name for a computer program
- | Normally, when people talk about apps they are almost always referring to programs that run on mobile devices, such as smartphones or tablet computers. The QCS App replicates the QCS Management system and is available via [Google Play](#) or the [App Store](#)

6.6 Corporate Social Responsibility

- | Corporate Social Responsibility, often abbreviated "CSR," is a corporation's initiatives to assess and take responsibility for the company's effects on environmental and social wellbeing
- | The term generally applies to efforts that go beyond what may be required by regulators or environmental protection groups



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | Managers of Inspiring Aspirations Plus Ltd T/A Inspiring Support will ensure that resources are used wisely to reduce unnecessary waste
- | Managers will ensure that staff of Inspiring Aspirations Plus Ltd T/A Inspiring Support receive ongoing training in environmental awareness and how it impacts the business
- | All staff must discuss any area of environmental management which is of concern through staff meetings, changeover and in supervision



Key Facts - People affected by the service

People affected by this service should be aware of the following:

- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support understands its responsibility to protect the environment and will do all that it can to limit waste and pollution, and save energy, whilst ensuring that the service is not compromised
- 1 You must follow any notice which is placed at Inspiring Aspirations Plus Ltd T/A Inspiring Support to keep you safe from environmental harm and inform staff of any concerns you may have
- 1 All visitors and contractors who come to Inspiring Aspirations Plus Ltd T/A Inspiring Support are to observe any information provided on environmental management and inform staff of any concerns they may have



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

Sustainable Development Unit - Providing resource for Health and Social Care on sustainability:
<https://www.sduhealth.org.uk/>



Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support proactively encourages stakeholders to contribute their ideas and initiatives to further increase their contribution to protecting the environment
- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support clearly shows the correlation between reduced environmental impact and Service User wellbeing
- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support is working towards achieving ISO 14001 and achieving high standards with recognition for that achievement
- 1 The provider keeps an open line of communication between managers, staff and key stakeholders in conveying, discussing, disseminating and embedding environmental management
- 1 The wide understanding of the policy is enabled by proactive use of the QCS App
- 1 Inspiring Aspirations Plus Ltd T/A Inspiring Support has in place a Sustainable Development Management Plan (see Underpinning Knowledge section)



Forms

Currently there is no form attached to this policy.