Trust policies

Energy and Carbon Management Policy

This policy applies Trust wide

Supporting our communities to live life well
Document control page

<table>
<thead>
<tr>
<th>Name of policy</th>
<th>Energy and Carbon Management Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Names of linked procedures</td>
<td></td>
</tr>
<tr>
<td>Accountable Director</td>
<td>Chief Finance Officer</td>
</tr>
<tr>
<td>Author with contact details</td>
<td>Environment and Sustainability Officer</td>
</tr>
<tr>
<td>Status (draft/ ratified)</td>
<td>Ratified</td>
</tr>
<tr>
<td>Ratifying Committee/ date</td>
<td>Audit Committee October 2017</td>
</tr>
<tr>
<td>Review date</td>
<td>October 2020</td>
</tr>
<tr>
<td>Brief description of changes following review</td>
<td>Expanded from focus on utilities to include other aspects of carbon emissions including travel, transport, waste and procurement in line with national NHS carbon strategy.</td>
</tr>
<tr>
<td>Equality Impact Assessment</td>
<td>The Trust aims to design and implement services, policies and measures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. This Policy has been Equality Impact Assessed and does not discriminate.</td>
</tr>
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</table>

Version control

<table>
<thead>
<tr>
<th>Version number</th>
<th>Development Timeline</th>
<th>Date</th>
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<tr>
<td>V1</td>
<td>New policy</td>
<td>May 2005</td>
</tr>
<tr>
<td>V2</td>
<td>Full review</td>
<td>March 2009</td>
</tr>
<tr>
<td>V3</td>
<td>Full review</td>
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</tr>
<tr>
<td>V3.1</td>
<td>Minor change – Trust name change</td>
<td>April 2017</td>
</tr>
<tr>
<td>V4</td>
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<td>October 2017</td>
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Appendices (If applicable)
1. **Introduction**

The health of the environment and of people is damaged by the release of pollutants and resources used in the delivery of care. North West Boroughs Healthcare NHS Foundation Trust (the Trust) is committed to responsible energy and carbon management.

This Policy sets out the commitment of the Trust to responsible energy and carbon management.

2. **Purpose**

**Rationale**

The Trust is responsible for the provision of an efficient, safe and resilient estate that supports clinical services and improves the experience that patients have of their care and treatment. It aims to be an exemplar for the implementation of sustainable development strategies.

The Climate Change Act 2008 requires the UK to cut its emissions by 80% by 2015 based on a 1990 baseline. Interim targets of 10% reduction by 2015, 34% reduction by 2020 and 50% reduction by 2025 have been adopted by the NHS. The Trust has reduced its carbon emissions by 26.62% from 2010 to 2017.

The Sustainable Development Strategy for the Health and Social Care System 2014-2020 outlines the plans for the NHS to create a sustainable health and care system. It requires NHS Trusts to take targeted action to reduce environmental impacts and mitigate against the risks of climate change. It highlights travel, energy and procurement as three keys areas on which to focus carbon reduction activity.

Taking steps to reduce carbon emissions through energy and resource management delivers the following benefits:

- A healthy environment for patients and staff
• Financial savings

• Achievement of mandatory national targets

• Reduces the impact of global climate change

• Presents a positive and responsible image of the Trust to stakeholders and the local community

Scope

This policy and associated policies and procedures are applicable to all Trust staff, estate, assets and management systems. In addition, the policy applies to all suppliers, contractors and sub-contractors engaged in work with or on behalf of, the Trust.

Energy, for the purposes of this policy, includes electricity, gas and all other fuels consumed by the Trust. Carbon refers to carbon dioxide (C02) emissions or carbon dioxide equivalent (C02e) emissions produced from:

• energy

• water,

• waste,

• staff business travel,

• fleet transport and

• procurement of goods and services.

Principles

This Policy sets out the guiding principles behind effective and efficient energy and carbon management and demonstrates that the Trust is making an organisational commitment to responsible energy and resource management throughout its operations.
As far as is practical and consistent with the operational needs of service provision, staff and service users, the Trust commits to adhere to the following principles.

**Compliance and Monitoring**
- Comply with all relevant energy, building and environmental regulations.
- Report annually on cost and consumption of resources through mandatory reporting mechanisms including Estates Return Information Collection (ERIC) and annual report.
- Develop and implement action plans in relation to travel, transport, waste, water and energy, as outlined in the Trust Sustainable Development Management Plan, to meet NHS carbon reduction targets which will be monitored quarterly by the Sustainability Working Group.

**Energy**
- Prioritise sustainable heating and cooling solutions, for example prioritise improved ventilation and heat extraction over air conditioning.
- Maintain a centralised Building Management System (BMS) for effective heating and power controls, and development of local energy strategies.
- Encourage all employees to act responsibly to minimise energy and resource waste.
- Develop procedures and standards to promote energy efficiency and carbon reduction, where this is compatible with an improved internal environment, improved quality of service and reduced costs.
- Investigate renewable energy and other technologies, to identify potential quality, financial and environmental benefits to the Trust.
• Consider energy and carbon impacts in the estates and accommodation strategy.

• Promote energy conservation to staff and patients.

**Water**

• Monitor water cost and consumption and report annually via ERIC and the Trust annual report.

• Investigate areas of high consumption and promptly take action to reduce water waste.

• Measure the carbon emissions of water and include in the Trust carbon profile.

• Promote water conservation to staff and patients.

**Waste**

• Monitor cost and consumption of each waste stream and report annually via ERIC and the Trust annual report.

• Implement the Trust waste management policy.

• Adhere to the waste hierarchy, promoting waste reduction, reuse and recycling.

• Consider waste implications in service design and procurement.

**Staff Business Travel**

• Reduce business travel through the use of information technology.

• Encourage sustainable travel through the implementation of site travel plans.

• Promote electric vehicle use through the expansion of the Trust electrical vehicle charging infrastructure.
• Support staff to make active travel choices.

• Consider travel implications within the estates and accommodation strategy.

**Fleet Transport**

• Consider electric and hybrid options when renewing leases on Trust fleet.

• Trust fleet drivers undertake fuel efficiency driver training as available.

**Procurement of Goods and Services**

• Procure resources, including utilities, responsibly and maintain on-going review of contracts and service delivery.

• Comply with all aspects of the Public Services (Social Value) Act 2012 taking account of environmental, social and economic impacts as the design and specification stages when procuring goods and services.

• Work with partners and suppliers to actively promote sustainable procurement practices.

The above policy principles are reflected in the Sustainable Development Management Plan and associated action plans.

3. Definition of Key Terms

**Carbon:** Carbon Dioxide (C02) is produced from the burning of fossil fuels. It is a major contributor to the greenhouse effect which in turn leads to climate change. However there are a range of other gas emissions resulting from Trust activities which impact on the environment. A measure of all of these emissions combined is known as Carbon Dioxide Equivalent (C02e). This measure can be applied to any Trust activity which has an environmental
impact. It is used to calculate the Trust carbon footprint and is a useful proxy measure of Trust energy, carbon and environmental performance.

**HTM 07-02: EnCO2de 2015** – Making energy work in healthcare: Health Technical Memoranda (HTMs) give comprehensive advice and guidance on the design, installation and operation of specialised building and engineering technology used in the delivery of healthcare.

Renewable Energy: Renewable energy is an energy source that is naturally occurring and can be naturally replenished at a rate that is equal to or faster than it is being consumed. Examples include solar, wind, hydro, tidal and geothermal.

### 4. Duties

**Chief Executive**
The Trust Board delegates overall responsibility for energy and carbon management to the Chief Executive. It is the responsibility of the Chief Executive to ensure that the Trust complies with all relevant statutory legislation and approved Codes of Practice.

**Chief Finance Officer**
The Chief Finance Officer has delegated responsibility for energy and carbon management. The Chief Finance Officer is responsible for:

- ensuring investment programmes are promoted at Board level

- ensuring that energy and carbon impacts are considered and properly accounted for in business plans

**Deputy Director of Estates and Facilities**
The Trust’s strategic lead for energy and carbon management is the Assistant Director of Estates and Facilities and is responsible for ensuring that:

- the Trust has the resources to ensure carbon and energy management measures are maintained
the Trust has an Environment and Sustainability Officer with dedicated responsibilities for energy and carbon management

all Estates and Facilities staff participate fully in energy and resource conservation and contribute to sound energy and carbon management

**Head of Estates and Facilities**

The Head of Estates and Facilities is the Trust’s operational lead for energy and carbon management. It is their responsibility:

- ensure energy and carbon management are considered in the estates strategy and operational developments
- chair the Sustainability Working Group (SWG)
- escalate exceptions and reports from the SWG to the Quality and Safety Committee

**Environment & Sustainability Officer**

The Environment & Sustainability Officer has dedicated responsibilities for energy and carbon management. These are to:

- promote the principles of this policy and provide guidance and advice to staff on energy and carbon related matters

- lead on the development and implementation of the Sustainable Development Management Plan and associated action plans

- produce an annual report on the performance of Trust in relation to energy and carbon management

- liaise with capital, estates and facilities staff to improve the trust performance on energy and carbon management
**Sustainability Working Group**

The Sustainability Working Group is set up to:

- establish targets for energy and carbon management
- agree the annual sustainability report
- review relevant Trust policies and procedures
- raise awareness of environmental and sustainability issues
- report exceptions and escalate issues raised to the Quality and Safety Committee
- monitor the sustainable development management plan and associated action plans

**Trust Managers**

All Trust personnel who manage staff must ensure that:

- staff understand and adhere to the requirements of the Energy and Carbon Management Policy
- suppliers and contractors appointed by the Trust whether working directly for or via a service level agreement understand and adhere to the requirements of the policy, where applicable
- they consider the energy use, lifetime costs and waste implications of goods purchased
- defects which may cause energy, water or other resource waste, are reported to the Estates and Facilities helpdesk (01925664100). Examples include faulty heating, lighting or cooling systems.

**All Staff**

All staff must:

- comply with the Trust’s Energy and Carbon Management Policy and to contribute to sound energy and carbon management
- report faults which may have a negative energy impact to the relevant estates helpdesk for further investigation such as, faulty electrical equipment or faulty heating or cooling systems
- Comply with instruction from the estates department regarding to energy and carbon management
- Undertake relevant training provided by the Trust as required

4. Monitoring compliance

<table>
<thead>
<tr>
<th>Minimum requirements to be monitored</th>
<th>Process for monitoring e.g. audit</th>
<th>Responsible individual, group or committee</th>
<th>Frequency of monitoring</th>
<th>Responsible individual, group or committee for review of results</th>
<th>Responsible individual, group or committee for development of action plan</th>
<th>Responsible individual, group or committee for monitoring of action plan</th>
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<tbody>
<tr>
<td>ERIC reporting</td>
<td>Data entered on time and accurately</td>
<td>Environment &amp; Sustainability Officer</td>
<td>Annual</td>
<td>Sustainability Working Group</td>
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<td>Quality and Safety Committee</td>
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<td>Policy performance monitored</td>
<td>Minutes of Working Groups</td>
<td>Environment &amp; Sustainability Officer</td>
<td>At least annually or when required</td>
<td>Sustainability Working Group</td>
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<td>Quality and Safety Committee</td>
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<tr>
<td>Purpose and duties of Policy remain valid</td>
<td>Scheduled review of Policy and Procedure</td>
<td>Environment &amp; Sustainability Officer</td>
<td>Scheduled review or following changes</td>
<td>Sustainability Working Group</td>
<td>Sustainability Working Group</td>
<td>Quality and Safety Committee</td>
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<tr>
<td>NHS / National Carbon Targets</td>
<td>Review of Legal Register</td>
<td>Environment &amp; Sustainability Officer</td>
<td>At least annually or when required</td>
<td>Sustainability Working Group</td>
<td>Sustainability Working Group</td>
<td>Quality and Safety Committee</td>
</tr>
<tr>
<td>Other energy and environment legislation</td>
<td>Review of Legal Register</td>
<td>Environment &amp; Sustainability Officer</td>
<td>At least annually or when required</td>
<td>Sustainability Working Group</td>
<td>Sustainability Working Group</td>
<td>Quality and Safety Committee</td>
</tr>
</tbody>
</table>
5. References

- Health Technical Memorandum 07-02: EnCO2de 2015 – making energy work in healthcare
- NHS Carbon Reduction Strategy
- Procurement Policy
- Waste Management Policy
- Water Policy
- Health & Safety Policy