



| POLICY INFORMATION (Policy no OP016) | |
|---|--|
| Subject | Environmental and Sustainability Policy <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i> |
| Applicable to | All staff of Nottinghamshire Hospice |
| Target Audience | Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment. |
| Date issued | 30 January 2024 |
| Next review date | 30 January 2025 |
| Lead responsible for Policy | Chief Executive Officer |
| Policy written by | Governance Lead |
| Notified to (when) | Strategic and Corporate Governance Committee (30 Jan 2024) |
| Authorised by (when) | Strategic and Corporate Governance Committee (30 Jan 2024) |
| CQC Standard if applicable | Well led |
| Links to other Hospice Policies | Waste Management Policy OP011 |
| Links to external policies | |
| Summary | Nottinghamshire Hospice recognises its responsibility as a consumer of resources and this policy details its commitment to minimising waste, energy and carbon footprint through continual improvement of performance throughout the organisation. |
| This policy replaces | N/A |

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months.

After that staff should seek advice from their clinical lead or manager.

| VERSION CONTROL | | |
|---|-------------|--------------------|
| Status | Date | Review date |
| Original policy written by Governance Lead | Jan 2024 | |
| Policy reviewed by Chief Executive Officer | Jan 2024 | |
| Policy notified to Strategic and Corporate Governance Committee | 30 Jan 2024 | |
| Policy ratified by Strategic and Corporate Governance Committee | 30 Jan 2024 | 30 Jan 2025 |
| Updated control sheet and published on website | Feb 2024 | |

INDEX

| Section | Contents Title | Page |
|----------------|--|-------------|
| 1. | Introduction | 4 |
| 2. | Policy Aims | 4 |
| 3. | Scope | 4 |
| 4. | Definitions | 5 |
| 5. | Responsibilities | 5 |
| 6. | Energy and Utilities | 6 |
| 7. | Waste | 6 |
| 8. | Buildings and Surrounding Environments | 7 |
| 9. | Travel | 7 |
| 10. | Supply Chain | 8 |
| 11. | People | 8 |
| 12. | Monitoring and Audit | 8 |
| 13. | Equality Impact Assessment | 8 |
| 14. | References | 8 |

| | |
|------------------|---|
| <p>1.</p> | <p>Introduction</p> <p>Nottinghamshire Hospice recognises its responsibility as a consumer of resources and is committed to minimising waste, energy and carbon footprint through continual improvement of performance throughout the organisation.</p> <p>Implementing sustainable policies and practices requires us all to work together through our staff, volunteers, patients and their families and we encourage environmental responsibility in all of us.</p> |
| <p>2.</p> | <p>Policy Aims</p> <p>Nottinghamshire Hospice will:</p> <ul style="list-style-type: none"> • increase awareness with staff about environmental sustainability • review processes to integrate environmentally friendly practices into normal working day to day duties • use products, where available that have a smaller environmental impact • reduce consumption of resources where possible • minimise and segregate waste where possible • regularly monitor and review our environment performance. <p>The Hospice will comply with relevant environmental legislation.</p> |
| <p>3.</p> | <p>Scope</p> <p>This policy covers all Nottinghamshire Hospice staff, volunteers, buildings that we own and those we lease.</p> <p>As an organisation that provides many of our services within patients' homes we will look at what we can do to support and advise them on anything that is beneficial to them. We will also be mindful of any resources we use in their homes.</p> |

| | |
|------------------|--|
| <p>4.</p> | <p>Definitions</p> <p>Carbon Footprint</p> <p>The amount of greenhouse gases, shown as carbon dioxide equivalent, produced by a person, activity, organisation, or product.</p> <p>Greenhouse Gases</p> <p>Gases which absorb radiation from the sun and trap heat in the atmosphere causing warming.</p> <p>Net Zero Carbon</p> <p>A state in which the greenhouse gases going into the atmosphere are balanced by the removal of an equivalent amount of greenhouse gases from the atmosphere. This is achieved by reducing greenhouse gas emissions as far as possible and offsetting the remaining gases.</p> <p>Sustainability</p> <p>Meeting the needs of the present, without compromising the ability of future generations to meet their needs, considering the environmental, social and economic impacts of decision making and resulting actions.</p> |
| <p>5.</p> | <p>Responsibilities</p> <p>Chief Executive Officer</p> <p>The Chief Executive Officer (CEO) has overall responsibility for the environmental sustainability of Nottinghamshire Hospice.</p> <p>Senior Leadership Team</p> <p>The Senior Leadership Team (SLT) have responsibility for supporting the CEO and ensuring that their departments are following the policy and striving to continually improve their environmental sustainability.</p> <p>Leadership Team</p> <p>The Leadership Team (LT) are responsible for implementing the policy and</p> |

| | |
|------------------|---|
| | <p>developing ongoing plans with their staff.</p> <p>Staff and Volunteers</p> <p>All staff have a responsibility to consider environmental, social, and economic issues when making both short and long-term decisions. Where relevant, staff have a duty to engage with patients and visitors to facilitate the delivery of this policy.</p> |
| <p>6.</p> | <p>Energy and Utilities</p> <p>It is essential that the hospice practices simple, cost-effective energy and water-saving measures to promote the sustainability of the climate and lessen the negative impact of our organisation on environmental resources.</p> <p>We will aim to meet a net zero target for gas and electricity by 2035 by:</p> <ul style="list-style-type: none"> • Decreasing energy and water use on all sites in line with best practice targets • Implementing sustainable and low carbon energy technologies where possible. • Considering life-cycle energy costs in all building refurbishment projects. • Continuing to move towards all-green electricity contracts • Taking into account energy efficiency when reviewing shop’s leases |
| <p>7.</p> | <p>Waste</p> <p>It is our intention to reduce the amount of waste we produce, re-use as much as we can and increase our recycling as much as possible to lessen the impact on land fill by:</p> <ul style="list-style-type: none"> • Providing recycling at all Hospice locations. • Encouraging donations to shops for re sale. • Moving to more generic merchandise that can be reused at any event • Encouraging staff to utilise double-sided printing and photocopying where possible. • Aspiring to be a digital first organisation and greatly reduce the need to print. |

| | |
|------------------|--|
| <p>8.</p> | <p>Buildings and Surrounding Environment</p> <p>Buildings</p> <p>We will look to make the buildings we own and lease as environmentally friendly as possible. We will do this by:</p> <ul style="list-style-type: none"> • Moving to LED bulbs in our lighting • Improve the energy efficiency of our buildings <p>Surrounding environment</p> <p>We look after the Hospice grounds by encouraging native varieties of flora and fauna whilst controlling invasive species by:</p> <ul style="list-style-type: none"> • Having a site management and planting scheme • Providing bird boxes and habitats for local wildlife • Using natural methods of pest control • Using recycled products wherever possible in the maintenance of the garden. |
| <p>9.</p> | <p>Travel</p> <p>As a provider of community services it is necessary for our staff to use cars to provide patients with care in their own homes. However, we do take the following measures to reduce and manage travel wherever possible:</p> <ul style="list-style-type: none"> • Facilitate staff to work from home when it is not necessary to be on site. • Promote the use of public transport, cycling to work and car sharing. • Utilising more environmentally friendly transport for fleet vehicles. • Moving towards a 'place-based' model where Hospice in Your Home staff have a smaller patch and travel smaller distances • Providing Community Groups for Wellbeing and Bereavement to reduce the amount of travel carried out by patients. |

| | |
|--|--|
| <p>10. Supply Chain</p> | <p>We seek to work with suppliers who make every effort to minimise their impact on the environment by seeking continual reduction in the use of resources and waste generation and by re-using and recycling where practical without affecting quality. We will do this by:</p> <ul style="list-style-type: none"> • Checking they have an environmental policy that reflects our aims. • Having a preference towards suppliers who have a certified environmental management system e.g. ISO14001 • Work with our suppliers to ensure we have a common goal to reach net zero by 2035 |
| <p>11. People</p> | <ul style="list-style-type: none"> • Ensuring that our staff and volunteers are engaged in our environmental and sustainability aims and are able to make suggestions on how we can improve what we do • Online calendar for staff and volunteers promoting environmental events • Regular reminders for environmental actions such as keeping windows and doors closed to keep the building warm, remembering to recycle etc. |
| <p>12. Monitoring and Audit</p> | <p>We will carry out internal monitoring of energy consumption annually and use external expertise to review our progress every 2 years.</p> |
| <p>13. Equality Impact Assessment (EIA)</p> | <p>A full EIA has been completed.</p> |
| <p>14. References</p> | <ol style="list-style-type: none"> 1. Delivering a 'Net Zero' National Health Service NHS England and HNS Improvement October 2020 2. The business case for environmental sustainability Hospice UK April 2023 |