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PUBLIC HEALTH WALES ENVIROMENTAL POLICY

Policy Statement

This policy is a necessary requirement to ensure Public Health Wales NHS Trust fulfils its moral and legal duties for environmental management. The clear definition of scope and responsibility for environmental management is outlined within the policy. The Environmental Policy Statement conveys the guiding principles of the Environmental Management System that encompasses all the activities, products and services undertaken by the Public Health Wales NHS Trust.

Policy Commitment

The Environmental Policy applies to all activities, products and services of the organisation (PHW). This policy encompasses the activities and responsibilities of all organisation's staff, and when applicable to all contractors and temporary workers who are engaged to work in or for the organisation and will be made available to them. This Policy will be implemented, reviewed and audited in line with the requirements of ISO 14001.

Our documents will be written in plain language so that all staff, stakeholders and where appropriate people using our services, are clear about what is expected. It will be possible to find them easily on our internet and/or intranet sites.

Supporting Procedures and Written Control Documents

[All corporate policies and procedures are available on the Public Health Wales website](#)

- Waste Management policy
- Waste management Procedure
- Travel Policy
- Procedure for the Disposal of Obsolete and Surplus Equipment, Vehicles, Furniture and Consumables

Scope

The Environmental Management Policy Statement applies to all activities, products and services of Public Health Wales NHS Trust (the organisation). The Policy is applicable to all directly employed employees of the organisation and those with honorary contracts. The policy is also applicable to all and any hosted organisations and any contractors commissioned to work for the organisation.

The Policy will be supported by the operation of the environmental management system to achieve and maintain ISO 14001-2015 certification and the organisations Decarbonisation Action Plan.

Impact Assessments	<ul style="list-style-type: none">• Equality & Health Impact Assessment (EHIA) – has been completed and no adverse impacts have been identified as a consequence of the adoption of this policy.• Data Impact Assessment – has not been completed as policy has no personal data implications.
Approved by	Board/Committee The Board Business Unit will advise who the approving body should be.
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Group with authority to approve supporting procedures	Business Executive Team
Accountable Executive Director/Director	Executive Director of Operations and Finance.
Author	Head of Estates and Health & Safety

Disclaimer

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Summary of reviews/amendments

Version number	Date of Review	Date of Approval	Date published	Summary of Amendments

Contents

1.0	Executive Summary	4
1.1	Purpose	4
1.2	Scope	4
1.3	Organisation Profile	4
2.0	Public Health Wales Environmental Policy	5
3.0	Responsibilities	6
3.1	Chief Executive	6
3.2	Executive Director of Operations and Finance	7
3.3	Directors and Divisional Leads	7
3.4	Head of Estates and Health and Safety	7
3.5	Facilities and Estate Manager	8
3.6	Climate Change Programme Board	9
3.7	The Estates and Health and Safety Division	9
3.8	All PHW Staff	10
4.0	Legislative, NHS Requirements and Other Compliance Obligations	10
5.0	Training, Competence and Awareness	10
6.0	Review, Monitoring and Audit Arrangements	11

1.0 Executive Summary

This policy is a necessary requirement to ensure that the organisation fulfils its moral and legal duties for environmental management. The clear definition of scope and responsibility for environmental management outlined within this policy will ensure that the organisation is empowered to minimise its impact upon the environment. Through the effective use of its resources, and the appropriate management of its waste materials, the organisation can ensure that it contributes to the Welsh Government target of a net zero Wales. The Environmental Policy Statement conveys the guiding principles of the Environmental Management System (EMS) that encompasses all the activities, products and services undertaken by the organisation.

1.1 Purpose

The Environmental Policy applies to all activities, products and services of the organisation. This policy encompasses the activities and responsibilities of all of the organisation's staff, and when applicable to all contractors and temporary workers who are engaged to work in the organisation and will be made available to them. This Policy will be implemented, reviewed and audited in line with the requirements of ISO 14001.

1.2 Scope

The Environmental Management Policy Statement applies to all activities, products and services of the organisation. The Policy will be applicable to all directly employed employees of the organisation as well as all hosted organisations and any contractors or those employed to provide services. This Policy will be supported by the operation of the environmental management system to achieve and maintain ISO 14001-2015 certification and the organisations Decarbonisation Action Plan.

1.3 Organisation Profile

Public Health Wales is one of the 12 organisations which makes up NHS Wales. We are the national public health organisation in Wales. We work to protect and improve health and well-being and reduce health inequalities for the people of Wales. With support from our

staff, partners and the people of Wales, we have developed a long term strategy bringing together seven strategic priorities which are intrinsically linked and together help us achieve our purpose: Working to Achieve a Healthier Future for Wales.

This strategy will enable us to focus on how we can best work with our partners to have maximum impact in improving health and wellbeing and reducing health inequalities in Wales. Our six priorities are:

- Influencing the wider determinants of health
- Promoting mental and social well-being
- Promoting healthy behaviours
- Delivering excellent public health services to protect the public and maximise population health outcomes
- Supporting the development of a sustainable health and care system focused on prevention and early intervention
- Tackling the public health effects of climate change

2.0 Public Health Wales Environmental Policy

The organisation recognises that in our day to day operations we have the potential to impact upon the environment in a number of ways. Therefore we are committed to the protection of the environment, including prevention of pollution, and in supporting government policy for sustainable development. In particular, the organisation will seek to:

- Comply with all relevant compliance obligations wherever we are operating.
- Regularly review its environmental impacts with the aim of reducing their significance over time.
- Establish a series of objectives and targets which will be regularly reviewed and updated to ensure that the organisation continually improves its environmental performance.
- To promote the efficient use of energy and resources in an economical and environmentally sound manner through conservation promotion and, where economically viable, invest in energy/resource saving technology and management.
- Maintain all infrastructure in an environmentally sound manner.

- Provide appropriate staff training to ensure awareness of the Environmental Policy, environmental performance and encourage interaction.
- Promote waste management and minimisation and encourage measures for the re-use and recycling of materials.
- Ensure that all waste is managed appropriately and legally, with particular regards to hazardous and clinical waste materials.
- Control, reduce, prevent or eliminate where practicable, direct and indirect pollution to water, air and land and cooperate with authorities responsible for monitoring these levels.
- Communicate environmental performance with staff, service users, government authorities and other interested parties.
- Support relevant environmental initiatives in the community and work in partnership with other organisations to minimise the environmental impact of its activities.
- Progress the development of an environmental procedure which will document actionable guidance with the aim of supporting the work of the organisations's Decarbonisation Group and the Climate Response plan's which details action that the organisation will take to reduce emissions and will produce guidance as required to support existing guidance published currently.

This policy will form the basis of all future environmental improvements.

3.0 Responsibilities

Responsibilities for the implementation of this Policy Statement and the wider Environmental Management System (EMS) operated by Public Health Wales are detailed below.

3.1 Chief Executive

The Chief Executive of the organisation has overall responsibility for implementation of the Environmental Management Policy in the organisation. They shall ensure:

- The establishment of an appropriate policy and objectives compatible with the strategic direction and context of the organisation.

- The integration of the Environmental Management System requirements into all organisational processes.
- Adequate resources needed for the effective operation of the Environmental Management System are provided.
- The promotion of the use of the process approach and risk-based thinking to ensure the Environmental Management System achieves its intended outcomes.
- Adequate direction and support is provided to allow all persons to contribute to the effectiveness of the Environmental Management System as well as helping other relevant managers to demonstrate leadership as it applies to their areas of responsibility.

3.2 Executive Director of Operations and Finance

The organisation's Executive Director of Operations and Finance has the delegated responsibility for all Environmental Activities.

3.3 Directors and Divisional Leads

Directors and Divisional Leads will be responsible for the implementation of the policy within their respective areas. They are required to support the identification and implementation of cross – organisation projects which potentially have an environmental impact and ensuring there is a proactive approach to adhering to this policy. Arrangements for the monitoring of the impact of discreet projects identified for delivery within the organisation will be developed and detailed in an environmental procedure which will support implementation.

In addition to ensure that for staff under their management, they are encouraged to participate and contribute to the organisation's environmental staff campaigns and programmes.

3.4 Head of Estates and Health and Safety

Head of Estates and Health and Safety must ensure that, where resource allowing, suitable and sufficient arrangements are in place for the management of energy and the environment in the areas of their control. This shall include but not necessarily be limited to:

- Ensuring that the Environmental Management System is established, implemented and maintained in accordance with the relevant standards.
- Defining roles, allocating responsibilities and accountabilities as well as delegating authorities to facilitate effective management of the Environmental Management System.
- Determine the strategic direction and work priorities for the continuous improvement of the organisation's environmental management programme and systems.
- To monitor the progress towards the attainment of environmental objectives and targets.
- Initiating and coordinating training plans for all personnel.
- To organise the day-to-day operations and activities both on and off site.
- Responsibility for the management of formal fleet management arrangements for the organisation's vehicles and mobile screening units; and the development of key relationships with other organisations in relation to EV charging at other non-Public Health Wales Sites.
- To act as a vehicle for the raising of non-conformances for all staff under their supervision.
- Arranging and facilitating Environmental Management System meetings.
- To obtain authorisation of environmental documentation and to control its distribution and revision.
- To ensure environmental records are maintained and retained for appropriate periods.
- To plan, arrange and undertake internal / external environmental audits.
- To report on environmental performance to the management environmental review meeting.

3.5 Facilities and Estate Manager

Facilities and Estate Manager is accountable to the Head of Estates and Health and Safety. Key responsibilities of the Facilities and Estates Manager are:

- Coordinating the drafting of any procedures required for the safe and effective management of organisational's environmental impacts.

- Ensuring they are reviewed in accordance with the organisation's policy and circulated for consultation to relevant groups.
- Notifying the Head of Estates and Health and Safety of any environmental issues and or pending or actual events that will require a coordinated response.
- Working with services leads and teams to implement and maintain a structured Environmental Management System.
- Provision of advice and guidance to staff on environmental activities and matters.

3.6 Climate Change Programme Board

The Climate Change Programme Board has been established to oversee all activities relating to climate change both internally and externally in Public Health Wales and is co-chaired by the National Director Health Protection and Screening Services, Executive Medical Director and the Executive Director of Policy and International Health. The Group has three workstreams and will be responsible for overseeing specific aspects addressing the decarbonisation focus relating to the environmental management agenda of the following areas:

- Transport and Travel
- Waste
- Estates management
- Energy
- Procurement
- Environmental Management System

3.7 Public Health Wales Health and Safety Group

The Health and Safety group will have responsibility for the oversight of the policy.

3.8 The Estates and Health and Safety Division

The Estates Department is responsible to ensure:

- Records are maintained in accordance with the regulations.

- Undertake audits to ensure that organisation's board is in compliance with this policy and relevant legislation.
- Contractors who supply services to the organisation are in compliance with the policy.
- Undertake investigations and report any non-conformances to the appropriate regulatory authority.
- Responsible for supporting the external and internal audit process associated with the ISO 14001-2015 standard certification, the Environmental Management System and the annual sustainability report.

3.9 All Public Health Wales Staff

All Public Health Wales staff are responsible for ensuring that they:

- Follow the Environmental Policy.
- Co-operate with their manager and supervisor on environmental issues.
- Report any and all environmental incidents that they may identify.
- Be mindful of environmental considerations in their day-to-day work related activities.

4.0 Legislative, NHS Requirements and Other Compliance Obligations

The organisation will establish and maintain a procedure to identify, and have access to, legal and other requirements applicable to our operations. A Register of Environmental Legislation will be maintained in order to identify areas where compliance is a legal requirement and regular checks are carried out to ensure that the company are meeting these requirements. Access to the Register of Environmental Legislation is via the Facilities and Estates Manager.

5.0 Training, Competence and Awareness

The organisation will ensure that environmental training needs are identified and that relevant training plans are created to address any identified needs. Training will be developed to inform all staff of the importance of complying with the Environmental Policy, procedures and other requirements of the Environmental Management System.

Employees will also be made aware of any potential consequences of departure from procedures.

All employees will be made aware of their role and responsibilities and will be provided with training appropriate to the activities performed. Competent personnel are assigned to specific tasks and selected on the basis of their education, training and experience. Training needs and requirements are continually monitored and evaluated to ensure that levels of competence remain appropriate for the tasks assigned.

All contractors working for the organisation will be expected to work in line with the organisation's Control of Contractors procedure and where necessary and appropriate will be provided with toolbox talks from the organisations estates team or external leads as required ahead of commencing programmes of work.

6.0 Review, Monitoring and Audit Arrangements

This Policy Statement will be implemented, reviewed and audited in line with the requirements of ISO 14001-2015 and the organisation shall ensure it keeps informed on changes in line with best practice and legal requirements.

A programme of planned and systematic audits is implemented to ensure compliance with all aspects of the organisation's Environmental Management System in accordance with the requirements of ISO 14001:2015.

Internal audits are to be carried out by appropriately trained personnel appointed by the Facilities Manager. The internal audit schedule is to be followed and audit report forms are to be completed. Action is then to be taken as required to verify non-conformances have been effectively corrected. These actions should be tracked by completing the Non-Conformance Log.

External audits are carried out periodically by a professional auditing body. The Facilities Manager or delegate is responsible for the organisation of the external audit. The external auditor will provide an auditing schedule and complete report forms. Appropriate action should be taken after an external audit, referring to the non-conformance procedure.

Furthermore, the Head of Estates and Health and Safety with support and advice provided by appropriate personnel, will conduct a management review on an annual basis in order to ensure the continuing suitability, adequacy, and effectiveness of the organisation's Environmental Management System.

The primary inputs reviewed as part of the management review will include data that measures the conformance and performance of our Environmental Management System. The review will make recommendations based on analysis of the data.

Conformance will be principally assured through internal audits and verified through a review of internal audit results and our proven ability to correct and prevent issues. Performance will primarily be assured through the deployment of various objectives and improvement programmes and demonstrated through a review of our ability to achieve the desired outcomes.

The primary outputs of management review meetings are management actions taken to make changes or improvements to our Environmental Management System and the identification of resources needed to implement these actions.