

Environmental Policy

HS04

Date Written	
Author(s)	
Version	
Date Signed Off	
Reviewed by	

Date: []

Review Data

Initial Production

Name	Role/Department	RACI	Date

R = Responsible for writing the policy; **A** = Accountable; **C** = Consulted; **I** = Informed

Change History

Version	Date	Details of Change	Author

Emergency Contact Details

Name	Email	Mobile

CQC Fundamental Standards

Regulation Number	Regulation Details
Regulation 17: Good governance	Providers should actively seek the views of a wide range of stakeholders.

Key Lines of Enquiry

KLOE	How this applies to Environmental Policy
Well-Led	As a well led organisation, we are responsible and accountable for the wider impact of our service on the environment.

Related Documents

This policy should be read in conjunction with our:

- HR04 - Code of Conduct For Workers Policy
- BP04 - Corporate Social Responsibility Policy
- CQ07 - Social Value Policy



Policy Aims

Careville Ltd aims to ensure that environmental awareness and understanding is embedded in all parts of its activity and operations.

Each section of Careville Ltd will be responsible for identifying and implementing ways in which environmental work streams will be progressed.

Policy Statement

Careville Ltd acknowledges that its activity and operations influence the local, regional and global environment.

To minimise the impact of this effect Careville Ltd is committed to making continuing improvements in environmental performance and preventing pollution. In making this commitment, the Company will aim to meet the requirements of current environmental regulations, laws and codes of practice as a minimum standard.

Responsibility for environmental issues will be clearly identified and delegated to all levels of Careville Ltd as appropriate.

This policy will be implemented and monitored by means of a coordinated environmental management system incorporating policies, procedures and working arrangements that will address a number of environmental work streams.



Key Question: How can we reduce our Carbon Footprint?

1. **Trim paper usage** – Cutting paper waste is vital. Each year, the amount of paper buried in the UK could fill more than 100,000 double decker buses.
2. **Label recycling bins** – Recycling bins need to be labelled clearly to prevent cross contamination of paper, metal and plastic.
3. **A collective waste bin** – Instituting a single waste bin for a whole office floor is an option, but the reasoning behind this should be explained.
4. **Switch off computers** – A single computer left on all day will produce 1,500 pounds of CO2 per year.
5. **Turn off the lights** – Switch off unnecessary lights to reduce the average bill by up to 19 percent, and switch to energy efficient bulbs. Motion-sensitive lights are worth considering.

We are specifically targeting 5 key objectives:

1

We will strive to be a leader in environmental performance

2

Minimise the use of energy, resources consumed and waste produced while undertaking our business activities in a safe and professional manner.

specifically, we will:

- Install LED lightbulbs for all office lighting
- As office, electrical/electronic equipment requires renewal, we will replace these with 'Energy Star' rated equipment manufactured in a carbon-neutral facility

3

Support the reduction, re-use and recycling of materials and ensure the legal disposal of all waste arising from the activities of the business

Specifically, we will:

- Use 'FSC' (C015522), recycled paper, carbon-neutral paper, printing only when absolutely necessary.

4

Reduce our Carbon Footprint.

5

Influence our suppliers to reduce their impact on the environment.

We will regularly review our environmental management system at senior management level with a view to continually improving our environmental performance. The policy is briefed out to all employees. It is also issued to suppliers, sub-contractors (as appropriate) and is also available to all clients and to the local community when requested. The policy is reviewed annually, or sooner should any changes occur.

Our Commitment

Careville Ltd will put in place policies, procedures and measures to plan and deliver improvements in each of the eight workstreams as detailed in the following sections.

Energy Use

We will:

- make use of sustainable and environmentally safe energy sources where practicable,
- inform and encourage staff to reduce energy consumption,
- continually invest in improving the energy performance of its assets.

Premises

We will:

- provide a safe and environmentally friendly environment for staff,
- employ an environmentally sustainable approach to all new developments and refurbishments, where reasonable,
- protect visual amenity and biodiversity by careful planning of all new developments, in furtherance of this the Company will cooperate with Local Authority partners in support of sustainable development strategies.

Resource Consumption

We will:

- minimise our impact on the environment by adopting a process of sustainable procurement,
- choose suppliers who show an awareness of the environmental effect of their products and transportation,
- encourage conservation of resources by their efficient use and careful planning of its activities.

Targets and Objectives

We will:

- set environmental targets and goals to enable monitoring of progress and to assist in improving environmental performance.

Training and awareness

We will:

- put in place appropriate training and provide guidance to ensure that all staff understand the environmental impact of their actions at work and to ensure that environmental policies, procedures and working arrangements are properly implemented,
- Make the Company's environmental policy and associated guidance readily available to all staff via the Careville Ltd information board.

Travel

We will:

- seek to minimise the effects of operational travel by management of logistics,
- aim to reduce mileage where possible through journey efficiencies,
- develop and further implement its transport plan and will assist and support staff in making use of environmentally sound travel opportunities where appropriate,

Director's Commitment

The Director of Careville Ltd carries overall responsibility for implementation of the Environmental Policy on behalf of Careville Ltd and as part of Careville Ltd overall commitment towards effective environmental management.

The Director is responsible for ensuring that Careville Ltd Environmental Policy is effectively implemented. In particular, the Director should ensure that workstream action plans are developed, implemented and progressed to contribute towards achieving the aims and objectives of Careville Ltd Business Plan and achievements regularly monitored and reviewed.

Managers' Commitment

All Careville Ltd Managers are responsible for ensuring that directly managed staff are made aware of Careville Ltd environmental policy and of Careville Ltd commitment towards environmental management. Staff should be encouraged to participate in and fully support environmental initiatives and to put forward suggestions for environmental improvements.

Managers should:

- reinforce the need for staff to minimise energy and utility usage by observing good housekeeping measures
- support staff in undertaking environmental training as appropriate
- assist staff in accessing and implementing environmental guidance
- contribute towards minimising the effect of operational travel by management of logistics and journey efficiencies
- support staff seeking to make use of environmentally friendly alternative travel opportunities, e.g. walking or cycling to work, car sharing and public transport
- encourage staff to minimise the production of waste and maximise the reuse and recycling of waste material



Key Question: What are my Environmental Responsibilities?

- to become familiar with Careville Ltd environmental policy, support Careville Ltd commitment towards environmental management in all aspects of their work,
- put forward suggestions for environmental improvements,
- to minimise energy and utility usage by observing good housekeeping measures,
- to take part in environmental training as appropriate,
- to assist in minimising the production of waste and maximising the reuse and recycling of waste material.

Operations Team Commitment

The Company's Director is responsible for:

- reviewing and monitoring Careville Ltd workstream proposals and achievements,
- reporting progress to the General Manager and feeding back comments on environmental issues to Managers,
- coordinating and liaising between managers on Company wide issues,
- advising, guiding and supporting Managers in work on environmental issues,
- identifying environmental issues and opportunities for Managers to adopt,
- liaising with the Training & Development Manager in organizing seminars, annually or more frequently as appropriate, to raise awareness of environmental issues and promote discussion of achievements and opportunities.

Monitoring Compliance

This policy will be monitored by the Director, this will include the review and checking of:

- Progress towards meeting agreed environmental objectives
- Energy and utility consumption
- Management environmental work stream action plans
- Effectiveness of the sustainable procurement policy
- Waste minimisation, reuse and recycling measure

Learning Outcomes

After reading this Policy, you should:

- Understand that environmentally sustainable service provisions are our prime concern in respect to the environmental impact of our service delivery.
- Understand what Environmental sustainability is and how the Environmental Policy operates.
- Understand how the Environmental Policy operates at Careville and have an awareness of the actions we undertake in planning, delivering, and

monitoring the environmental impacts we make and in learning about where we can make improvements.

- Understand the role you play in environmental sustainability.

Monitoring and Review

The Managing Director will check this policy is working properly and they will review it at least once a year. We will make improvements to the policy wherever we can.

Employees are invited to suggest any ways the policy can be improved.



Key Points to Take Away

- As a company we will minimise the use of energy, resources consumed and waste produced while undertaking our business activities in a safe and professional manner.
- Everyone has a responsibility towards environmental management in all aspects of their work,
- We will Influence our suppliers to reduce their impact on the environment.

Authorisation and Signature

This Policy is the authorised version agreed by the Directors of Careville Ltd. All employees are expected to follow this policy and failure to do so could result in disciplinary action.

Director's Signature

Director