St Andrew's
HEALTHCARE

Policy Group: Estates and Facilities
Version no.: 1.1
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Approved by: POG

Environment, Energy and Sustainability Policy

Contents

TARGET AUDIENCE (including temporary staff)	
People who need to know this document in detail	Net Zero and Sustainability Manager, Energy Manager, Director of Estates and Facilities, Senior Leadership Team
People who need to have a broad understanding of this document	Head of Procurement, HR Director, Company Secretary, Financial Director
People who need to know that this document exists	Executive Team, Procurement team, Hard Estates team, Soft Estates team, Catering & Commercial teams, HR teams.

1. **Policy Summary / Statement**

This policy provides the overarching framework for the commitments St Andrew's Healthcare has made towards reducing its environmental impact and to become a more sustainable organisation through its operations and procedures.

The Charity has signed up to the Independent Healthcare Providers Network industry-wide commitment to achieve Net Zero Carbon emissions in Scope 1 & 2 by 2035 and in Scope 3 by 2045 in line with NHS Policy Procurement Notice 06/21 as set out in its Carbon Reduction Plan.

As a major supplier to the NHS of Mental Healthcare services, this Policy underpins the Board approved Green Plan 2022 - 2025 that was implemented in adherence to the Greener NHS strategy; Delivering a net zero National Health Service.

St Andrew's Healthcare recognises that its operations and activities have an effect on the environment and areas within sustainable development including social and economic matters. We have identified our key environmental and sustainable aspects that contribute to our environmental and carbon footprint. These priority areas are outlined in **section 4.0.**

Governance details of this Policy can be found in **section 3.0.**

2. **Links to Procedures**

Diversity & Inclusion Policy
Electric Vehicle Charging Procedure
Food and Health Policy
Food and Health Procedure
IPC in the Built Environment SOP
Management of Stress at Work Procedure
Waste Management Policy
Health and Safety Policy

Policies and Procedures are available via A-Z:
Policies - Policies - A-Z (sharepoint.com)

Links to other Charity documents
ESG Strategy
Green Plan

3. **Scope**

The owner of this Policy is the Net Zero and Sustainability Manager, and they will have full working knowledge of this policy and be responsible for updating and revising the policy.

Members of Estates and Facilities, including the Director of Estates and Facilities and Estates SLT will have a good working knowledge of this Policy and understand how it affects different teams across the Charity. A full list of divisions and the level of working knowledge of this policy are outlined in Table 1 in Appendix A.

This Policy is sponsored by our Executive team and senior management to demonstrate the Charity's commitment to being an environmentally responsible and sustainable organisation.

The Policy is applied to all staff and departments and where applicable, applies to visitors, suppliers and contractors of St Andrew's Healthcare. Staff are responsible for ensuring this policy is communicated to and adhered to by suppliers, visitors and contractors, including tenders for procurement of goods and services.

4. **Background**

St Andrew's Healthcare has implemented this Policy as it recognises the local and wider implications of its carbon and environmental footprint. This Policy follows national guidance and legislation in place for Net Zero Carbon (UK Government, 2019) and The Climate Change Act 2008 (UK Government, 2008). It is in alignment with the Greener NHS Decarbonisation Policy (NHS England, 2020), the NHS Procurement of Goods & Services Framework (Carbon Reduction Plan PPN 06/21) and the Charity's contract with NHS England, clause SC18 Green NHS and Sustainability. This policy also complies with the Health and Safety at Work etc. Act 1974 (HSE, n.d.). The Charity has identified the following areas that have a key environmental and/or sustainability impact:

- Energy consumption of gas, electricity, fuel and water.
- Transport emissions from fleet, business travel, patient travel and employee commuting.
- Waste generation.
- Procurement of goods and services (including upstream transportation & distribution) with their own impact and carbon footprint.
- Protection and enhancement of biodiversity across our estate.

It is expected that all employees and contractors adhere to this policy within each of the areas listed and operate with best practice principles to prioritise efficiency and minimise waste of resources. Best practice and key guidance for these areas include, but are not limited to, the following:

- A consistent heating and cooling temperature set point across our buildings that follows industry and environmental guidance.
- To reduce the wasteful use of energy and water.
- To promote, encourage and practice sustainable and active travel for staff for commuting and business travel.
- To practice and implement guidance based on the waste hierarchy principles to Prevent, Re-Use, Recycle and Recover. To comply with waste legislation including food waste regulations.
- To responsibly manage digital waste and WEEE and implement best practice when procuring digital and IT equipment.
- To embed digital transformation practices including reducing printing of paper to essential needs only.
- To embed sustainable procurement within the Charity's tendering and purchasing procedures that aims to reduce our supply chain carbon footprint.
- To understand the biodiversity on our estate and develop a plan to protect and enhance biodiversity and green space where possible.
- To develop and implement education and training programmes available for staff to raise awareness, knowledge and understanding of environment, energy and sustainability through a holistic and focused lens.

- To raise awareness of environment, energy and sustainability through internal communications and engagement initiatives, including a dedicated staff network of 'Green Champions'.

5. **Definitions**

The following key terms can be defined as;

- **Net Zero Carbon:** A balance between greenhouse gas emissions generated (by our direct and indirect activities) and the amount of emissions removed via reduction initiatives and technological interventions such as renewable and low carbon energy use.
- **Greenhouse Gas Emissions:** Gases that contribute to the "greenhouse effect" of warming the atmosphere by trapping heat. The main GHGs are Carbon Dioxide (CO_2), Methane (CH_4), Nitrous Oxide (N_2O), Fluorocarbons (HFCs) and Water Vapour (H_2O).
- **Carbon Emissions:** Carbon emissions are reported as "carbon equivalent emissions (CO_2e) within three categories of Scope 1, 2 and 3 for organisations (and nations). These are produced through organisation operations (such as energy and operational use) and practices (such as supply chain procurement and commuting).
- **Carbon footprint:** The measure of an emissions calculation for an organisation's operations and activities. An individual can also calculate their own carbon footprint using carbon footprint calculators available online.
- **Climate Change:** When talking of climate change in relation to mitigating and adaptation, we refer to anthropogenic climate change which is an *acceleration* of climate change. Climate change is a large-scale, long-term shift in global temperatures that causes changes to weather patterns.
- **Decarbonisation:** The process of reducing and where possible, eliminating, carbon emissions from an organisations operation and built environment through emissions reduction initiatives, technological interventions and retrofit/refurbishment to buildings.
- **Sustainability:** The integration of environmental health, social equity and economic strength. Sustainable practices follow these three pillars (Environment, Social and Economic) to meet the needs of the present without compromising the needs of the future.

6. **Key Requirements**
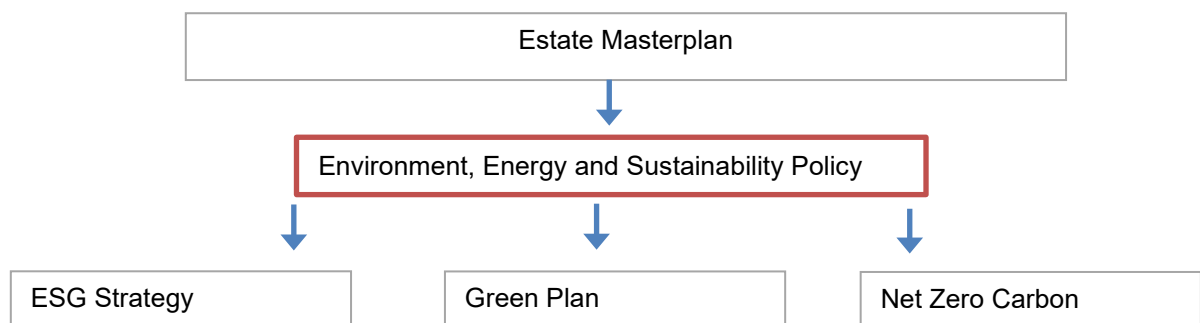
The above Governance structure outlines where this Policy sits and the plans in place to deliver the Policy outcomes. Through the delivery of the ESG Strategy, Green Plan and Net Zero Carbon reduction plans, the key principles of this Policy will be monitored,

updated and reported on. **Section 8** provides a further detailed breakdown of the procedures and metrics that will be implemented.

7. Roles and Responsibilities

A full list of stakeholders and their working knowledge of this policy can be found in Appendix A. The following stakeholders have been involved in the creation of this Policy:

Board of Directors
The Board, through the Executive, are ultimately accountable for the design and delivery of all policies and procedures.

Chief Executive Officer (CEO)
The CEO maintains overall responsibility for ensuring safe practices for patients and staff, which are delivered in part by the development and implementation of, and maintenance and monitoring of compliance to, related policies of the Charity.

Director of Estates and Facilities
The Executive Policy Owner. Responsible for ensuring operational compliance with this policy, along with monitoring and reviewing of safe practice.

Senior Leadership Team (Estates and Facilities)
The SLT oversee the strategic and operational development of the estate to support and promote better patient care, recovery and building environments. They are responsible for communicating, distributing and ensuring compliance to this policy amongst all departments within E&F.

Director of Operational Support
Health and safety assists with monitoring compliance with the health and safety policy and the arrangements set out which align to this policy. The Health and Safety team are responsible for reporting environmental breaches to the HSE.

Energy Manager
The Energy Manager is responsible for ensuring adherence to this policy across existing and new energy management practices and the promotion of energy efficient measures.

Net Zero and Sustainability Manager
The day-to-day Policy Owner. Responsible for updating this Policy and ensuring it is up to date and relevant to the organisation's operations and compliant with relevant legislation. To adhere to this policy through any activity in working towards decarbonising the estate and embedding sustainable practices within the organisation through training, education, engagement and behaviour change.

Policy Oversight Group (POG)
Responsible for the oversight and final approval of this, and all St Andrew's Healthcare policies.

All St. Andrew's Healthcare Staff
Follow policy, procedures and best practice in all relevant behaviours. Report any issues of concern or non-compliance relevant to this policy.

8. Monitoring and Oversight

St Andrew's
HEALTHCARE

Minimum policy requirement to be monitored	How will it be monitored	Who will do the monitoring	How often will the monitoring be carried out	Who will review the results	Who will develop the action plan	Who will ensure actions are implemented
Energy usage and efficiency	Monthly analysis of sub-meter data and/or meter reads and utility invoices.	Energy Manager with additional support from Net Zero Sustainability Manager	Monthly invoicing. 4-6 weeks meter analysis.	Energy Manager	Energy Manager with support from the Net Zero Sustainability Manager	Director of Estates Operations
Net Zero Carbon delivery (all scopes)	Data analysis of carbon scopes 1, 2, 3 from energy data, commuting survey data, waste report data, spend reports, business travel expenditure. Reporting of the above via internal progress updates and external reports such as ESOS and SECR. Through the development of a Decarbonisation Plan working with consultants.	Net Zero Sustainability Manager with additional support from Energy Manager and third-party agencies where applicable.	Monthly updates to operational carbon in conjunction with the above measure. Annual ESOS and SECR reporting.	Energy Manager, E&F SLT	Net Zero Sustainability Manager	Director of Estates Operations
Environmental Health	Biodiversity survey(s), development of biodiversity management plan. Improvement to waste systems and procedures and better data collection and reporting. Annual employee commuting survey.	Net Zero Sustainability Manager with additional support from Estates Maintenance Project Lead	Biodiversity survey 1-5 years with interim updates. Monthly waste reporting in conjunction with above carbon monitoring measure. Annual analysis and report of scope 3 commuting	E&F SLT	Net Zero Sustainability Manager	Director of Estates Operations

St Andrew's HEALTHCARE

			emissions and behaviours.			
Social Sustainability	Staff and patient surveys. Events and campaign insights. Research outcomes where applicable.	Net Zero Sustainability Manager and HR and Well-Being teams.	Adhoc depending on surveys, campaigns and events.	HR	Net Zero Sustainability Manager and relevant HR teams.	HR Director
Sustainable procurement and supply chain	Data analysis of spend reports.	Net Zero Sustainability Manager	Quarterly	Strategic Sourcing Buyer, Procurement Business Partner	Net Zero PM and the Strategic Sourcing team	Head of Procurement
Best practice training and communication	Staff surveys Campaigns Training Awareness Days and Events	Net Zero Sustainability Manager with support from Green Champions Network, Comms Team	Adhoc to suit as per organisation wide comms and events calendar.	Net Zero Sustainability Manager, Green Champions, Comms Team	Net Zero Sustainability Manager	Director of Estates Operations
Sustainable and low carbon building/refurbishment projects	Project design briefs. Post project Review	Project managers with support from Project sponsors Energy Manager Net Zero Sustainability Manager	When projects are formed	Project manager with support from Energy Manager	Project Manager / Design Consultants	Director of Estates Operations
Digital waste and WEEE	Waste collection data. Data analysis on spend reports for IT equipment.	Net Zero Sustainability Manager IT services. Estates Maintenance Project Lead.	Quarterly	Net Zero Sustainability Manager	Net Zero Sustainability Manager with support from Procurement Business Partner (spend data) and IT services.	Director of IT

9. **Diversity and Inclusion**

St Andrew's Healthcare is committed to *Inclusive Healthcare*. This means providing patient outcomes and employment opportunities that embrace diversity and promote equality of opportunity, and not tolerating discrimination for any reason

Our goal is to ensure that *Inclusive Healthcare* is reinforced by our values and is embedded in our day-to-day working practices. All our policies and procedures are analysed in line with these principles to ensure fairness and consistency for all those who use them. If you have any questions on inclusion and diversity, please email the inclusion team at DiversityAndInclusion@stah.org.

10. **Training**

Suitable promotional and training materials will be produced and updated when necessary by the Net Zero Project Manager. A mandatory training programme is not currently provided.

11. **References to Legislation and Best Practice**

Carbon reduction plan and net zero commitment requirements for the procurement of NHS goods, services and works. Available at: https://www.england.nhs.uk/long-read/carbon-reduction-plan-requirements-for-the-procurement-of-nhs-goods-services-and-works/

Carbon Reduction Plan Public Procurement Notice (PPN 06/21) guidelines: https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts

Greener NHS – Suppliers (NHS Procurement of Goods & Services). Available at: https://www.england.nhs.uk/greenernhs/get-involved/suppliers/

HSE (n.d.). *Health and Safety at Work etc Act 1974.* [online] www.hse.gov.uk. Available at:
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NHS England (2020). *Greener NHS» Delivering a 'Net Zero' National Health Service*. [online] www.england.nhs.uk. Available at: https://www.england.nhs.uk/greenernhs/publication/delivering-a-net-zero-national-health-service/.

UK Government (2008). *Climate Change Act 2008*. [online] Legislation.gov.uk. Available at: https://www.legislation.gov.uk/ukpga/2008/27/contents.

UK Government (2019). *UK Becomes First Major Economy to Pass Net Zero Emissions Law*. [online] Gov.uk. Available at: https://www.gov.uk/government/news/uk-becomes-first-major-economy-to-pass-net-zero-emissions-law.

12. **Exception Process**

Please refer to the exception process Policy and Procedure Exception Application Link

13. Key changes

Version Number	Date	Revisions from previous issue
1.0	May 2025	New policy
1.1	June 25	Updated to job titles

14. Appendix A

Staff and staff groups' awareness and knowledge of this policy.

Table 1: List of stakeholders and associated levels of policy knowledge

Division/Role	Level of knowledge
Net Zero Project Manager	Full working knowledge
Energy Manager	Full working knowledge
Estates and Facilities Director	Full working knowledge
HR Director	Full working knowledge
Company Secretariat	Full working knowledge
Head of Procurement	Full working knowledge
Director of Operational Support	Full working knowledge
Estates and Facilities Senior Leadership Team	Good working knowledge
Director of IT	Good working knowledge
Patient Catering Manager	Good working knowledge
Director of Strategy and Transformation	Good working knowledge
Health and Safety Manager	Good working knowledge
Director of Operations	Good working knowledge
Hard Maintenance Teams, including Hard Maintenance Manager	Broad working knowledge
Soft Maintenance Teams, including Soft Maintenance Manager	Broad working knowledge
Procurement division	Broad working knowledge
Finance Director	Broad working knowledge
HR, EDI & Well-Being	Broad working knowledge
PMO Manager	Broad working knowledge
Head of Continuous Quality Improvement	Broad working knowledge
Head of IT Operations	Broad working knowledge