

Policy Overview

Responsibility

The Registered Manager is responsible for ensuring that the Environment & Sustainability Policy is implemented. However, all employees have a responsibility in their role to ensure that the aims and objectives of the policy are met.

Policy aims

We endeavour to:

- Comply with and exceed all relevant regulatory requirements.
- Continually improve and monitor environmental performance.
- Minimise adverse environmental impacts.
- Incorporate environmental factors into business decisions.
- Increase employee awareness of environment responsibilities.
- Encourage partnership working
- Work as sustainably as possible

Monitoring and improvement

- We will comply with and aim to exceed all relevant regulatory requirements.
- We will continually improve and monitor environmental performance.
- We will continually improve and reduce environmental impacts.
- We will incorporate environmental factors into business decisions.
- We will increase employee awareness through training.
- We will review this policy and any related business issues annually or sooner in the case of change.

Culture

- We will involve team in the implementation of this policy, for greater commitment and improved performance.
- We will update this policy at least once annually in consultation with team and other stakeholders where necessary.
- We will provide team with relevant environmental training.
- We will work with suppliers, contractors and sub-contractors to improve their environmental performance.
- We will use local labour and materials where available to reduce CO2 and help the community.

Part 1: West Heanton's Physical Environment

West Heanton recognises that it has a responsibility to know fully, investigate, monitor and maintain our physical environment to ensure that West Heanton is a safe place for our community.

We are committed to a rigorous program of Health and Safety checks and systems which we believe create and uphold high standards of safety for everyone at West Heanton.

The Property

- We will conduct a Risk Assessment on every location at West Heanton, to include;
 - The Main House
 - The Supported Living Suites
 - All Outside Areas
 - The Day Centre
 - Vehicles
 - Team working off site

Procedure

- We conduct our Risk Assessments in line with HSE Guidance for Care Homes & Employment Law
- We will review our Risk Assessments;
 - Annually, or
 - Every time there are new machines, substances or procedures put in place
 - Every time there are new clients, in line with their individual needs
 - By verbal review at Monthly Managers meetings
- Any issues found will be recorded and reported to the relevant department to be addressed
- All team understand they have a duty to report any issues they observe
- Our Maintenance Team have schedules of checks on all systems requiring them;
 - Fire Safety Checks
 - Freezer Temperatures
 - Water Temperatures (including Legionnaires checks)
 - Vehicle Safety
- Our Housekeeping Team have schedules of checks on all systems requiring them;
 - All location cleans
 - Deep cleans
 - Safe and proper waste disposal
 - Ensuring the correct cleaning solutions are used
- Our Catering Team have schedules of checks on all systems requiring them;
 - All kitchen open and close checks
 - Food Hygiene
 - Safe Food Temperatures
 - Client allergies, intolerances and diagnosed diets
- The Risk Assessments are recorded, by location, on our system.
 - The Vault - Procedure & Knowledge – Risk Assessments

Environment & Sustainability Policy

Aims

- We strive to create a safe environment for our clients, whilst;
 - maintaining a feeling of home
 - avoiding solutions, where possible, which appear institutional
 - including our clients in decision making, where possible
 - working with Individual Care Plans to assess risks and outcomes depending upon the clients we have in the home at any one time and their needs
 - considering the wider community

Part 2: West Heanton's Wider Environmental Responsibilities

West Heanton recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods. We will encourage customers, suppliers and other stakeholders to do the same.

Paper

- We minimise the use of paper in the office.
- We reduce packaging as much as possible.
- We seek to buy recycled and recyclable paper products.
- We reuse and recycle all paper where possible.

Energy and water

- We seek to reduce the amount of energy used as much as possible.
- Lights and electrical equipment are switched off when not in use.
- We run a bio-mass boiler on site which runs off organic material (miscanthus) and provides a renewable and sustainable source of heating.
- We grow the miscanthus on our farm next door to site to reduce our carbon footprint
- Heating is adjusted with comfort and energy consumption in mind.
- The energy consumption and efficiency of new products are taken into account when purchasing.

Office supplies

- We evaluate if the need can be met in another way.
- We evaluate if renting/sharing is an option before purchasing equipment.
- We evaluate the environmental impact of any new products we intend to purchase.
- We favour more environmentally friendly and efficient products wherever possible.
- We reuse and recycle everything we are able to.

Transportation

- We reduce the need to travel, restricting to necessary trips only.
- We promote the use of travel alternatives such as e-mail and online meetings.
- We make additional efforts to accommodate the needs of those using bicycles.
- We will favour 'green' vehicles and maintain them to ensure ongoing efficiency, as shown by our investment in electric cars and charging points at West Heanton.

Environment & Sustainability Policy

Maintenance and cleaning

- Cleaning materials used will be as environmentally friendly as possible.
- Materials used in office refurbishment will be as environmentally friendly as possible.
- We will only use licensed and appropriate organisations to dispose of waste.

Signed

Position

Date