

Environmental & Sustainability Policy (ESP)

Finance and Shared Services

Date: Sep 2017

Version 1.0

This document is a policy.

A policy is a formal statement of principles and commitment. It informs volunteers and employees why the organisation must take certain action. Compliance with policies is mandatory to protect the organisation, its personnel and service users from risk. SJA volunteers and employees must adhere to SJA policy at all times.

St John Ambulance aims to be an equal, inclusive and diverse organisation. This document will be provided in alternative formats to meet specific needs where reasonably practicable.

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DOCUMENT CONTROL

Title	Environmental & Sustainability Policy
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Review by	Dec 2018
Date approved by SMT	Aug 2017
Policy live date	Sep 2017
Policy owner	Jo Keaney, Director of Finance and Shared Services
Stakeholders consulted in development and latest review	<p>Finance & Shared Services:</p> <ul style="list-style-type: none"> • Andrew Stormont - National Property Manager • Nick Winstanley – Head of Central Procurement • John Knight – National Facilities Manager • Philip Walker – South Facilities Manager DipNDEA <p>Quality & Standards:</p> <ul style="list-style-type: none"> • Mick Burrige – National Health Safety and Environmental Manager <p>Brand, Marketing, Communications & Fundraising:</p> <ul style="list-style-type: none"> • Steve Conway, Director of Brand, Marketing, Communications & Fundraising <p>Sales & Customer Services:</p> <ul style="list-style-type: none"> • Kate Twyman - Director of Sales & Customer Service • Steve Swords – Account Manager • Colin Hanna – Bid Manager • Rupa Jatagia – Bid Development Manager <p>First Aid Services:</p> <ul style="list-style-type: none"> • Mike Moore – National Fleet Manager
For action	Finance & Shared Services
For information	All SJA Employees and Volunteers and Board of Trustees
Supersedes	Current Environmental & Sustainability Statements in use in SJA
Supporting procedures and guidelines	
Further guidance and information	

AMENDMENT TABLE

When printed this becomes an uncontrolled document. It is the responsibility of the reader to ensure that the printed copy is the current version.

Amend by	Date	Version no.	Section and paragraphs	Description of change and its impact
LB	Sep 17	1.0	New Document	Environmental & Sustainability Policy created

1 POLICY STATEMENT

1.1 Policy Statement

1.1.1 St John Ambulance aspires to continuously improve its sustainability through an ongoing programme to reduce or remove environmentally damaging activities and encourage activities that, where possible, improve or conserve the environment by:

- Taking the environment and sustainability into account in property, procurement, and transport decisions and strategies;
- Minimising the use of all materials, supplies, and energy, and, wherever possible, use renewable or recyclable materials and components;
- Minimising waste;
- Monitoring, assessing and reporting, on a continuous basis, where practical, the environmental impact of SJA's activities and compliance with this policy; and
- Publishing our Environmental & Sustainability Policy

1.2 Environmental and Sustainability Statement (ESS)

1.2.1 Below is SJA's official Environmental and Sustainability Statement (ESS) for use in response to bid and tender questions or other public enquiries about our environmental and sustainability policy, achievements and future plans for improvement of our environmental and sustainability impact. It can be copied verbatim or used as a basis to respond to specific questions or enquiries, provided they accurately reflect the meaning and intention.

1.2.2 The Environmental and Sustainability Working Group (ESWG) are responsible for:

- Setting SJA's environmental and sustainability strategic direction
- Creating the next year's annual action plan to further the aims and achieve the benefits of this ESP and updating the ESS as necessary
- Delivering the current annual action plan
- Reporting on the ESP and progress annually;
 - In SJA's Reports and Accounts
 - On Connect
 - On SJA's website
- Communicating to, and encouraging, employees and volunteers to participate in, and contribute to, ESWG's initiatives to continuously improve SJA's environmental and sustainability approach
- Ensuring SJA policies and practices are continuously updated to reflect the aims of this ESP
- Ensuring SJA Employees and Volunteers comply with this ESP

1.2.3 Environmental and Sustainability Statement (ESS):

St John Ambulance (SJA) is committed to protecting human health and the environment within our operations, buildings, management of our staff and volunteers, and relationships with external organisations and associates.

This commitment is formally articulated in our Environmental and Sustainability Policy (ESP) which can be found on SJA's website, together with our current Environmental and Sustainability Action Plan (ESAP) and our environmental and sustainability achievements to date.

Our Environmental and Sustainability Working Group (ESWG), comprised of members from across the organisation, is the forum through which the ESP is delivered and embedded within SJA.

In December 2015, SJA was audited by the Energy Savings Opportunity Scheme (ESOS) and we are guided by their recommendations to improve our energy usage and energy carbon footprint. These and other SJA environmental and sustainability initiatives are listed below:

Property

- Continue our property disposal programme

Facilities

- Always consider the environment and sustainability in building design and maintenance

- Ensure properties are set up to recycle as far as practical now, and prepared to recycle under any future national recycling contract
Every refurbishment / new build opportunity that arises, always consider environmental and sustainable alternatives, e.g.; replace luminaire lighting with LED, install of automatic meter readers (AMRs), energy efficient boilers and insulation, etc.
- Continue to monitor our energy carbon footprint
- Develop a longer term plan to implement the remaining ESOS recommendations
- Discontinue the use of disposable drinking cups and replace them with environmentally friendlier crockery and glasses

Procurement

- Consider a staged introduction of zero-to-landfill recycling and improvement of existing waste recycling, through a national contract
- Adding environmental and sustainability credentials to our supply chain selection process.

Vehicles

- Further develop and integrate existing monitoring systems to record and subsequently manage fleet energy efficiency, including fuel carbon footprint
- Ensure new vehicle purchases, e.g. ambulances, are Euro 6 that meet EU emission standards and vehicle emission legislation and that electric, hybrid, LPG powered vehicles are considered at each procurement opportunity

Transport

- SJA's Expenses Policy requires staff and volunteers to use trains and other environmentally friendly forms of public transport as far as practical and we continue to monitor and re-enforce the use of public transport for SJA business

1.3 ISO14001 – Environmental Management Systems

- 1.3.1 ISO14001 is the International Standard created to protect the global environment by providing top management 6 requirements for success. SJA is committed to following the 6 requirements to help protect the environment and respond to changing environmental conditions in balance with socio-economic needs. How SJA follows these principles is outlined in Appendix1.

2 PURPOSE AND SCOPE

2.1 Context

- 2.1.1 SJA currently has an Environmental Policy on the external website under the 'What We Do' section, that can only be accessed using the site search function. This will be replaced with a copy or excerpt from this updated ESP.
- 2.1.2 The Energy Savings Opportunity Scheme (ESOS) focuses on energy management and can be used by an organisation to comply with the Environment Agency's regulations on energy consumption reduction. SJA submitted its first ESOS return in December 2015. The resulting ESOS audit report has already identified actions SJA can take to reduce energy consumption and achieve some cost savings, albeit over a period of time. Please see the Implementation and Communications Plan to view the 2015 ESOS recommendations.
- 2.1.3 Sustainability is important in the public sector, with Government departments all having to meet various environmental targets. Accordingly, suppliers to the public sector are expected to follow suit, with an ESP often stipulated as a requirement if they wish to tender for contracts. Increasingly the private sector is also expecting more environmental responsibility to be shown by their supply chains.
- 2.1.4 Almost every tender SJA has submitted over the last year has had questions or a section relating to sustainability. The weighting varies from 10% to 50% of the total available and the questions are becoming much more in-depth, e.g.:
- Do we have a sustainability or environmental policy in place?
 - How do we source sustainable / ethical products?
 - What is our carbon footprint?
 - Do we monitor our suppliers and third party contractors for sustainability and ensure compliance?
 - Do we have a three-to-five year sustainability strategy?
 - Who in SJA is responsible for sustainability and environmental policies?
 - What sustainable initiatives have we implemented?
 - How do we ensure goods / services being tendered for, will be delivered in line with the sustainability guidelines set out in this tender?
- 2.1.5 SJA's National Sales Team currently use a number of Environmental and Sustainability Statements (ESS) to satisfy these bid and tender questions and have a real need for an updated ESS. The proposed ESS appears in section 1.2.3.

2.2 Purpose

- 2.2.1 The purpose of this policy is to ensure SJA:
- Meets its legal and regulatory environmental and sustainability obligations;
 - Continuously improves its environmental and sustainability;
 - Generates efficiency and cash savings from environmental and sustainability activity;
 - Enhances SJA's environmental and sustainability reputation in its competitive market, and with its stakeholders, employees and volunteers;
 - Produces an ESS to support SJA's Sales and Customer Services bids and tender

2.3 Scope

- 2.3.1 The scope of this policy includes the following areas within SJA's operations and infrastructure:
- Property portfolio;
 - Procurement / supply chain;
 - Transport;
 - Business operations;
 - Energy consumption;
 - Waste management; and

- Recycling.

2.4 Benefits

2.4.1 Implementing this ESP will deliver the following benefits to SJA:

- Meet its environmentally related legislation and regulations obligations, e.g. ESOS;
- Generate efficiency and cash savings from less waste and energy consumption;
- Help differentiate SJA from its competition;
- Improve SJA's environmental and sustainability reputation with stakeholders, employees and volunteers.

3 GLOSSARY OF TERMS

ESP	Environmental & Sustainability Policy
ESOS	Energy Savings Opportunities Scheme
ESWG	Environmental and Sustainability Working Group, responsible for the practical delivery of this ESP.
ESS	Environmental and Sustainability Statement for use by the SJA's National Sales Team in bid / tender questionnaire responses.

4 ACCOUNTABILITY AND RESPONSIBILITIES

4.1 Environmental & Sustainability Working Group (ESWG)

4.1.1 The ESWG is the SJA representative group responsible for practical delivery of this ESP. Specifically it is responsible for:

- Setting the strategic direction
- Creating the next year's annual action plan to further the aims and achieve the benefits of this ESP and updating the ESS as necessary
- Delivering the current annual action plan
- Ensuring SJA policies and practices are continuously updated to reflect the aims of this ESP
- Reporting on plans and progress;
 - In SJA's Reports and Accounts
 - On Connect
 - On SJA's website
- Communicating to, and encouraging, employees and volunteers to participate in, and contribute to, ESWG's initiatives to continuously improve SJA's environmental and sustainability approach
- Ensuring SJA Employees and Volunteers comply with this ESP

4.1.2 Membership of the ESWG will be comprised of the following roles:

- Director of Finance and Shared Services
- National Property Manager
- National Facilities Manager
- Head of Procurement
- Health, Safety & Environmental Manager
- Sales & Customer Service representative
- Volunteer representative, nominated by the Chief Volunteer
- Training representative
- First Aid Services representative
- NHQ representative

4.2 Director of Finance and Shared Services

4.2.1 The Director of Finance and Shared Services is the SMT sponsor and owner of this ESP, is the chair of, and responsible for the development of the terms of reference, of the ESWG.

4.3 Procurement and Supplies Teams

4.3.1 The Procurement Team in SSC and Supplies Team in NHQ, are responsible for ensuring that SJA third party supplier contracts and agreements (formal and informal) reflect SJA's ambition to continuously improve the environmental and sustainability in SJA's procurement and its supply chain.

4.4 Property, Facilities and Health, Safety & Environmental Teams

4.4.1 The Property and Facilities Teams are responsible for ensuring SJA property is acquired, disposed of, fitted-out / refurbished, maintained and serviced, to continuously improve the environmental impact and sustainability of SJA's estate.

4.5 National Sales and Business Development Teams

4.5.1 The National Sales and Business Development Teams are responsible for ensuring they work with the ESWG to produce accurate, continuously updated, SJA ESS's and information as required for bids and tender applications.

4.6 Employees and Volunteers

4.6.1 All SJA Employees and Volunteers:

- Must comply with changes in policies and practices to continuously improve SJA's environmental and sustainability approach as communicated by the ESG
- Are encouraged to support, contribute to, and participate in, the initiatives and activities of the ESG

5 POLICY COMPLIANCE

5.1 How will compliance with this policy will be measured, by whom and how frequently

5.1.1.

What will we measure?	Who will measure it and how?	Who will they report it to and when?
E&S Energy Use: <ul style="list-style-type: none"> Carbon footprint ESOS recommendations implemented 	SSC Procurement Energy and contract records	SMT Annually
E&S Alternative Materials: <ul style="list-style-type: none"> The number of E&S alternatives used in building design, and new builds, refurbishments and maintenance materials 	Facilities Purchase records	SMT Annually
Recycling: <ul style="list-style-type: none"> The amount of recyclable material not recycled by Staff and Volunteers The number of SJA properties not set up to recycle 	Facilities Observation and recording	SMT Annually The building users When observed
E&S Supply Chain: <ul style="list-style-type: none"> The number of contracts with E&S credentials 	SSC Procurement Contract records	SMT Annually
Vehicles: <ul style="list-style-type: none"> The number of Euro 6 vehicles and vehicles that meet the EU emissions standards 	Fleet Management Vehicle records	SMT Annually

What will we measure?	Who will measure it and how?	Who will they report it to and when?
<p>All SJA Employees, Volunteers:</p> <ul style="list-style-type: none"> Comply with implemented changes in practices to continuously improve SJA's environmental impact and sustainability 	<p>Internal auditors, Quality & Assurance Managers/Officers, Health & Safety Advisors/officers</p> <p>Audit and Assurance compliance checks</p>	<p>ESWG/SMT</p> <p>As requested by ESGW or SMT</p>

5.1.2. If volunteers or employees become aware of non-compliance with any aspect of this policy or its supporting procedures, this should be raised to the head of function or Director through the line management structure. The Head of function or Director must ensure that any risks arising from non-compliance are recorded on the relevant risk register and proportionate mitigation action is put in place.

6 POLICY REVIEW AND MAINTENANCE

6.1.1. This policy will be reviewed every three years or if there is a change to external regulatory requirements or a change to internal processes.

7 TERMINOLOGY

7.1.1. This document contains the following key words:

Shall/ Must	Equals 'is required to'. It is used to indicate mandatory requirements to be strictly followed to conform to the standard and from which no deviation is permitted.
Should	Refers to items regarded by SJA as minimum good practice, but for which there is no specific legal requirement. Volunteers and employees should follow the good practice guidance unless there is an agreed reason not to.

8 APPENDIX 1 – HOW SJA FOLLOWS ISO14001 PRINCIPLES

Requirement	How SJA will Meet Requirement
<p>Leadership</p> <ul style="list-style-type: none"> • Leadership and commitment • Environmental policy • Organizational roles, responsibilities and authorities 	<ul style="list-style-type: none"> • SJA management structure supporting this policy • SMT approving this policy • Creating ESG
<p>Planning</p> <ul style="list-style-type: none"> • Actions to address risks and opportunities • Environmental objectives and planning to achieve them • Environmental objectives 	<ul style="list-style-type: none"> • ESG role and responsibility • ESG role and responsibility • Embodied within this policy • SJA governance structure; SMT, Board, etc
<p>Support</p> <ul style="list-style-type: none"> • Resources • Competence • Awareness • Communication • Documented information 	<ul style="list-style-type: none"> • Staff time to participate in ESG and use of existing budgets to purchases or implement ES alternatives • Utilise ES qualified personnel within SJA, where appropriate and consider adding ES qualifications to roles in future • Utilise SJA’s communication lines and platforms (website, connect) to raise awareness, communicate and to share and hold documentation
<p>Operation</p> <ul style="list-style-type: none"> • Operational planning and control • Emergency preparedness and response 	<ul style="list-style-type: none"> • Managed through Property Management Framework (PMF) processes and procedures, vehicle management, and procurement processes and procedures • SJA governance structure; SMT, Board, etc • SJA business continuity procedures
<p>Performance Evaluation</p> <ul style="list-style-type: none"> • Monitoring, measurement, analysis and evaluation • Internal audit • Management review 	<ul style="list-style-type: none"> • Compliance actions and reports outlined in Section 5 • Audit and Assurance compliance checks • SMT oversight through ESG monitoring, progress reports and dashboards and an increase over time of ES impact in established management reporting e.g. Procurement reporting

Requirement	How SJA will Meet Requirement
Improvement <ul style="list-style-type: none"> • General • Nonconformity and corrective action • Continual improvement 	<ul style="list-style-type: none"> • ESWG monitoring and progress reports • Compliance actions and reports outlined in Section 5 • ESWG monitoring and progress reports

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