



Aladiah  
CONSULTING

## **ENVIRONMENTAL AND SUSTAINABILITY POLICY**

### **Aladiah Consult Limited**

#### **Scope**

- **Policy Statement**
- **The Policy**
- Environmental Management
- **Related Policies**
- **Related Guidance**
- **Training Statement**
- Appendix Waste Stream Guide

#### **Policy Statement**

This organisation believes that environmental issues such as pollution, waste management, energy and water conservation, transport issues and the recycling of resources, should be important items on the agenda of the modern employer. This organisation believes that it has a duty to act in a responsible, sustainable and ethical way and to work towards contributing to nationally agreed environmental objectives. The organisation understands that such sustainable development aims to maintain the quality of the environment, both now and for generations to come. This includes:

- The conservation of energy, wood, paper, horticulture and water.
- The reduction of pollution, especially pollution by ozone depleting substances, vehicle emissions, asbestos, hazardous substances, batteries, solvents and paints, biodegradables and litter.
- The procurement of supplies and resources from renewable or environmentally friendly sources.
- Responsible waste management.
- Aiming for a Net Zero carbon footprint

All organisations produce waste and are increasingly required to ensure it is dealt with in an environmentally acceptable way that is compliant with the law. It is therefore the policy of this organisation to minimise and control any risks caused by waste generated through its activities.

This organisation understands 'clinical waste' to include:

- Human tissue.
- Body fluids and waste.
- Disposable surgical equipment, gloves and aprons.
- Soiled dressings and other contaminated waste.
- Incontinence pads.

The *Environmental Protection Act 1990* makes it the responsibility of the employer to ensure the safe disposal of clinical waste from their premises, and failure to abide by the act can lead to prosecution.

According to the *Environmental Protection Act, 1990 and the Code of Practice for the prevention and control of infections and related guidance issued in July 2015* any organisation that produces clinical or hazardous waste has a "duty of care" to

- Keep waste securely contained and prevent its escape or unauthorised removal.
- Ensure it is adequately contained and packed for safe transport.
- Label the waste clearly to identify its contents and point of origin.
- Transfer the waste only to a licensed contractor authorised to transport that type of waste.
- Describe the waste (on the appropriate forms) in sufficient detail that subsequent carriers and disposers can deal with it safely.
- Take reasonable steps to check that those providing or removing waste are acting properly and within the law.
- Duty to control polluting emissions to the air.
- Duty to control discharges from sewers.
- Requirements to provide contingency plans and have emergency procedures in place.

This organisation also complies with a range of waste management regulations and guidance that govern the correct method of disposal of the waste, notifications to the Environment Agency, and the keeping of adequate written records for at least three years after disposal of the waste.

This organisation has a safe disposal system for clinical waste to ensure that all such materials are removed from their point of origin at regular intervals and transported securely to an appropriate point of disposal by incineration.

## The Policy

### Environmental and Sustainability management

To improve its environmental management and to ensure that all of its activities and developments are as sustainable as possible this organisation will:

- Adopt and implement an environmental and sustainable development policy which will be agreed upon with all members of staff.
- Seek evidence from suppliers and sub-contractors (where relevant) of their commitment to zero emissions
- Conduct a regular audit of its processes and wastes to identify areas where it can commit to long-term waste reduction targets.
- Reduce waste levels by reusing whatever can be reused.
- Maintain a recycling system in collaboration with local authorities, other local businesses and waste disposal organisations, particularly concerning materials such as paper, tins, glass, plastic, cardboard and other packaging.
- Recycle printer ink cartridges and consumables wherever possible.
- Dispose of all electrical equipment according to the Directive on Waste Electrical and Electronic Equipment (the WEEE Directive), including such things as computer equipment, fridges and freezers.
- Use energy efficient and low-power equipment wherever possible.
- Replace old electrical equipment and white goods with products that carry a minimum energy rating of A+.
- Ensure that all buildings, pipes and lofts are properly insulated and maintained in such a way as to be as energy efficient as possible.
- Conserve power and water by encouraging staff to:
  - turn off non-essential lights and power sources when not in use.
  - keep windows and doors closed when using heating.
- Report and repair malfunctioning thermostats on radiators and dripping taps immediately.
- Only heat the rooms that are in use.
- Only use energy-saving lightbulbs.
- Office closure procedure – Lights, computers, heating etc. all switched off and doors and windows are closed.
- Only use as much water as is necessary.
- Reduce the harmful effects of car exhausts and congestion by maintaining vehicles in good condition and by cutting back on unnecessary journeys wherever possible.
- Encourage staff to switch to Hybrid or Electric vehicles

- Ensure that potentially dangerous substances are used as little as possible and are disposed of properly.
- Ensure that staff are trained to comply with these policies.

## **Carbon Offsetting**

As a climate change leader, this organisation will explore various other methods to become a net-zero carbon business. This will include carbon offset packages which are available through organisations such as Carbon Neutral Britain.

## **Measuring Carbon Emissions**

The Carbon Trust has several guides for businesses to use to manage and reduce emissions plus tools to calculate your carbon footprint. This organisation is registered with the Carbon Trust and we use their:

- Emissions Calculator
- Energy Management Self-Assessment Tool

We will communicate the results of these audits to management and staff and implement ongoing action plans to continuously improve and reduce carbon emissions .

## **Waste Management**

Staffs have the responsibility for ensuring that waste is dealt with appropriately from the point of generation to the point of final disposal. All staff are trained and aware of waste procedures. It remains our legal responsibility, not the waste contractor, to ensure full compliance with environmental waste regulations.

Waste should be:

- Correctly segregated
- Appropriately labelled
- Packaged appropriately for transportation
- Stored safely and in a secure place away from areas of public access within the premise
- Described accurately and fully on the accompanying documentation when removed from the premise
- To complete and retain waste documentation, including record keeping
- Transferred to an authorised waste contractor for transport to an authorised waste disposal site

## **Disposal of waste**

- PPE must be worn and hand hygiene must be performed after handling waste.
- All clinical waste should be disposed of in sealed yellow plastic sacks.
- Non-clinical waste can be safely disposed of in normal black plastic bags.
- On no account should clinical waste be disposed of within standard domestic waste sacks
- The organisation believes that yellow clinical waste bags are best used in pedal-type bins to prevent unnecessary hand contact, and it provides such bins in all appropriate areas where clinical waste is generated.
- Sacks should never be filled more than three-quarters full and should be removed and sealed by staff wearing non-sterile gloves.
- Sealed sacks should be handled by the tied neck only and should be handled with care; on no account should sacks be thrown or dropped.
- Each sealed sack should be clearly labelled with the organisation's details.
- Sealed and labelled sacks should be collected by an authorised collector only and, while awaiting collection, full bags should be stored safely and securely away from residents, visitors, the general public, animals and pests.
- A waste transfer note should be completed, with a copy kept in the appropriate records.
- Full sacks should be stored in the bins provided.
- Sharps (used needles and broken medication glass) should be disposed of in sealed, purpose-built sharps containers and collected by authorised sharps collectors.

## **The Collection of Clinical Waste**

Under the *Environmental Protection Act 1990* it is the organisation's responsibility to ensure that services contracted to collect clinical waste are properly licensed to do so and ensure the safe disposal of its clinical waste; failure to do this may also lead to prosecution.

The carrier must be registered with the Environment Agency to carry that waste.

## **Appendix**

### **Related Guidance**

Environmental Protection Act 1990

<https://www.legislation.gov.uk/ukpga/1990/43/contents>

### **Training Statement**

All staff, during induction, are made aware of the organisation's policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary and staff are made aware of any changes. Observations are undertaken to check skills and competencies. Various methods of training are used including one to one, online, workbook, group meetings, individual supervisions and external courses are sourced as required.

Date Reviewed: September 2023

Person responsible for updating this policy: Grace Famuyibo

Next Review Date: September 2024