

# THE ALCOHOL AND DRUG SERVICE ENVIRONMENTAL POLICY

## 1 Introduction

- 1.1 The ADS will at all times ensure a proper balance between the need to improve services and a responsible approach to the environment. The ADS will adopt the principles of good environmental management into its corporate decision-making.
- 1.2 Environmental issues affect the health and safety of service users, visitors and employees and the ADS will seek to integrate all aspects of risk management to ensure the well-being of people and the environment.
- 1.3 The ADS has many differing arrangements in relation to the properties that are occupied by its service users and staff. Thus the accountability for the management of energy and the environment may be devolved to the organisation with the overall control of the building, and other host organisations may have their own policies. Managers of ADS services in these buildings should follow any local policies and procedures in addition to those outlined in this policy.

## 2 Responsibilities

### 2.1 Employers' responsibilities and duties

- 2.1.1 The ADS Board is responsible for environmental policy and the ADS Chief Executive will ensure that environmental performance is continuously monitored over the range of ADS activities, (energy usage, waste disposal, recycling etc).
- 2.1.2 The Chief Executive has the overall responsibility for ensuring compliance with all statutory regulations and guidance related to environmental management, energy management and sustainability. The accountability implementation of these is devolved to Managers of services and buildings.
- 2.1.3 The manager responsible for the building(s) will have responsibility for the implementation of this policy in accordance with the Environmental Strategy attached and for ensuring that there is a proactive approach to organising, planning, controlling and reviewing legislation and guidance issues. They have a responsibility to ensure that appropriate staff under their control are given access to suitable information, instruction and training with regard to environmental management.

## 2.2 Employees' Duties

- 2.2.1 It is the duty of every employee whilst at work to comply with ADS policy, legislation and any specific procedures. Employees are required to carry out their duties in a safe manner with due regard for environmental issues as stated in this policy, any related procedures or other documents.
- 2.2.2 All staff will work in a positive way to help conserve natural resources and improve the environment and attend appropriate training sessions.
- 2.2.3 Employees will be encouraged to reduce the impact that they have on the environment, through energy and environmental awareness campaigns.

## 3 **Objectives**

- 3.1 The ADS acknowledges that environmental issues are relevant to its business and recognises that it has unavoidable impacts on the environment.
- 3.2 These impacts include consuming energy, purchasing goods, producing waste, effluent, emissions to the atmosphere and generating traffic to and from its premises.
- 3.3 In particular, the ADS will seek to: -
  - 3.3.1 Reduce, where practicable, pollution to air, land and water.
  - 3.3.2 Have regard for both environmental issues and value for money in all purchased goods and services of suppliers whose environmental policies are in accord with our own.
  - 3.3.3 Ensure employees, including contractors, are responsible for working in a manner that protects the environment.
  - 3.3.4 Fully integrate environmental management into operating procedures to ensure long-term and short-term environmental issues are considered.
  - 3.3.5 Ensure compliance with all relevant legislation and where no regulation exists we shall set our own standards, in line with industry best practice.
  - 3.3.6 Continue to promote the efficient use of energy in an economical and environmentally sound manner by energy conservation measures and, where economically viable, investing in energy

saving technology and management in both existing and new buildings and equipment,

- 3.3.7 Promote waste minimisation and reduce the environmental impact of waste through beneficial re-use, where practicable, or safe disposal where not.

## **4 Required standards and action**

### **4.1 Property Development**

- 4.1.1 Requirements for new accommodation will be identified and views with regard to the environmental impact considered.

- 4.1.2 When the need for additional accommodation is identified the following will apply;

4.1.2.1 The change of use of existing ADS properties will be considered

4.1.2.2 An Energy Performance Certificate for each new property will be obtained. An EPC is accompanied by a recommendation report that lists cost effective and other measures (such as low and zero carbon generating systems) to improve the energy rating. The report will be considered and subject to resources an action plan to increase the energy performance of the building will be agreed and implemented

4.1.2.3 When more than one property has been identified as being suitable for the needs of the organisation the property with the lowest EPC rating will be chosen.

- 4.1.3 Alterations and adaptations to existing facilities will take into consideration visual impacts.

### **4.2 Maintenance of buildings and services**

- 4.2.1 The recommendation report accompanying the original EPC will be considered when any schedule of maintenance is agreed

4.2.2 Environmental aspects will be included in the assessment of the condition of buildings and services in property information systems and as a factor in priorities for upgrading and remedial work.

4.2.3 Environmentally acceptable alternatives will be considered in the choice of components, supplies and materials when any upgrades, replacements or refurbishments are carried out.

#### 4.3 Site Management

4.3.1 Redundant equipment and waste will not be allowed to accumulate on ADS property.

4.3.2 Any buildings becoming redundant after consideration of alternative uses will be demolished or otherwise disposed of as soon as possible.

#### 4.4 Emissions to the atmosphere

4.4.1 The ADS will take reasonable steps to identify and control any harmful emissions to the atmosphere from any of its premises.

4.4.2 Where ADS has responsibility it will ensure that all boilers are maintained and serviced on a regular basis

4.4.3 The ADS will seek to encourage a reduction in the use of private cars and the Travelling and subsistence expenses policy enshrines the expectation that *“where possible, employees should travel together when making the same journey on the same business”*

### 5 **Training**

5.1 Where appropriate, either by legislative requirement or as identified in a risk assessment, information training and any associated equipment will be provided by the ADS.

5.2 Awareness campaigns will be communicated through the ADS intranet, organised training days and strategically placed posters and information leaflets

### 6 **Monitoring**

6.1 All ADS services will have written plans to;

6.1.1 Reduce consumption of electricity.

6.1.2 Reduce water usage and consumption.

6.1.3 Implement recycling initiatives including office paper and scrap metals.

6.2 Appendix A contains the minimum requirement for a service environmental plan.

6.3 Adherence to the plans will be subject to audit.

## **7 Relevant legislation**

- 7.1 Health and Safety at Work Act 1974.
- 7.2 Control and Pollution Act 1989.
- 7.3 Environmental Protection Act 1990.
- 7.4 Water Resources Act 1991.
- 7.5 Controlled Waste Regulations 1992.
- 7.6 Noise and Statutory Nuisance Act.
- 7.7 Clean Air Act 1993.
- 7.8 Waste Management Licensing Regulations 1994.
- 7.9 Environment Act 1995.
- 7.10 Air Quality Standards Regulations 1995.
- 7.11 Waste Management Licensing (Amendment etc) Regulations 1995.
- 7.12 Noise Act 1996.
- 7.13 Special Waste (Amendment) Regulation 1996.


## **8 Helpful sources of information**

- 8.1 The following web site is recommended to managers and employees to support the ADS strategic aim of reducing the environmental impact of its activities;

<http://www.communities.gov.uk/planningandbuilding/theenvironment/>

## ENVIRONMENTAL PLAN

[INSERT SERVICE NAME AND LOCATION]

| <b>AIM: Reduce consumption of electricity</b>  |   |
|--|---|
| <b>Target</b>  | <b>Action</b>   |
| All lights will be turned off when the building is empty unless there is a security or Health and Safety reason not to do so   | The last person out of the building will check all lights are turned off prior to leaving                           |
| All electric equipment will be turned off when not in use, unless there is an appropriate operational or other reason not to do so   | All employees will be responsible for turning off equipment they have been using                                    |
| <b>AIM: Reduce water usage and consumption</b>   |   |
| <b>Target</b>  | <b>Action</b>   |
| All taps will be turned off after use  | Managers will ensure that posters are displayed as a reminder to employees  |
| <b>AIM: Encourage recycling including office paper and scrap metals</b>  |   |
| <b>Target</b>  | <b>Action</b>   |
| All emails leaving the ADS network will encourage the recipient to think before they print through the following message<br><br> <b>Please consider the environment before printing this e-mail</b> | The Chief Executive will ensure the message is automatically attached to all emails                                 |
| Employees will be encouraged to reuse paper where possible   | Managers will ensure that posters are displayed at key points in the building or office as a reminder to employees. |
| Redundant equipment will not be allowed to accumulate. It will be disposed of within 28 working days of becoming redundant   | The manager will check the building at least once per calendar month for redundant equipment                        |

**AIM: Reduce emissions to the atmosphere**

| <b>Target</b>  | <b>Action</b>  |
|--|--|
| All boilers will function at optimum efficiency  | Managers will ensure that a service and maintenance agreement is in place for all boilers and that service visits are carried out.           |
| Where possible, employees should travel together when making the same journey on the same business | Prior to any training events where more than one employee attends, the manager will remind the group of the target and encourage car sharing |

**AIM: reduce the environmental impact of company mobile phones**

| <b>Target</b>   | <b>Action</b>   |
|---|---|
| All mobile phones will be disposed of in an way which has the minimum impact on the environment | When company mobile phones are up dated, all phones will be collected centrally and disposed of through a recycling company |