

## G03 - ENVIRONMENT

### Version control

This policy is version controlled, and you should always ensure that you are viewing the latest version, which can be downloaded from The Portal. You should check with The ProMed Leadership Team if you are unsure if this is the correct version.

<b>Version</b>	2.3	<b>Date</b>	06/05/2020
<b>Author</b>	Matthew A Dinnery	<b>Approval</b>	Matthew A Dinnery
<b>Valid from</b>	06/05/2020	<b>Review by</b>	05/05/2021

### Revision history

Version	Date	Author	Comments
2.3	06/05/2020	MD	Annual update
2.2	07/05/2019	MD	Annual update
2.1	08/05/2018	MD	Annual update
2.0	09/05/2017	MD	Replaced on new letterhead with limited company information
1.2	07/12/2016	MD	Annual update
1.1	08/12/2015	MD	Privacy and confidentiality & Distribution updated
1.0	04/11/2015	MD	Initial version

### Privacy and confidentiality

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This document contains information which is confidential and may be legally privileged and protected from disclosure.

It is intended solely for the use of individuals and organisations involved with Professional Medical Ambulance Services Limited under a business relationship. No person is authorised to change, amend, copy, forward, disclose, distribute or retain this document or information without the written permission of the author(s).

The author(s) and approver(s) will make every effort to ensure all the information contained in this document is true and correct at the time of issue. This document will be updated & circulated to those relevant when updated.

### Distribution list

Distribute to	Distribute via
Professional Medical Ambulance Services Limited Leadership Team	Dropbox
Professional Medical Ambulance Services Limited Staff	Staff Portal
3 <sup>rd</sup> party contractors	Email
Public	Website

## Legislation

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## Relevant external documents

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## Relevant internal documents

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## Scope

This policy applies to all work on behalf of Professional Medical Ambulance Services Limited with responsibilities for staff, including, but not limited to:

- Employees
- Volunteers
- Contractors (except where working for another CQC registered company under their own procedures)

The policy applies to aspects of Professional Medical Ambulance Services Limited's work, regardless of function, role or location.

## Policy

In caring for each other at work, it would be wrong to ignore the issues surrounding environmental care. There is a growing awareness of the need to protect the environment, a view that we support. It is Professional Medical Ambulance Services Limited's policy that the enormity of the environmental problems the world faces today and in the future are acknowledged.

Professional Medical Ambulance Services Limited's aim is to encourage awareness of environmental issues both with our staff, and with our customers, clients and suppliers through open communication.

Professional Medical Ambulance Services Limited will continually make practical recommendations and take positive steps to minimise environmental damage in our day-to-day operations.

## Actions

In order to help reduce the impact of our actions on the environment the following areas are continually targeted for action.

Staff should make every effort within their sphere of control to minimise any adverse effect that we have on the environment. Some examples of how this can be done are listed below:

- Trying to minimise the levels of waste paper
- Recycling toner cartridges as suggested on the packaging

## Energy

Professional Medical Ambulance Services Limited are careful to minimise the use of energy such as electricity & gas in the use of lighting & heating where practical; such equipment will only be used when necessary. With careful consideration, the use of fuel can be dramatically reduced, helping to minimise the discharge of harmful gases into the atmosphere.

Professional Medical Ambulance Services Limited encourages the use of modern, economical, fuel efficient devices to ensure further energy savings.

## Packaging materials

Professional Medical Ambulance Services Limited actively encourages our suppliers to reduce the volume of packaging materials they use for their products. Preference is given to those suppliers who use packaging materials that have been recycled or can be recycled, contain non-toxic materials and will easily decompose following disposal. We encourage our staff to choose recycled materials when it is cost effective to do so.

## Paper

Professional Medical Ambulance Services Limited uses recycled paper for most printed correspondence.

It is Professional Medical Ambulance Services Limited's intention to use electronic devices to record & communicate information wherever possible, further reducing the amount of paper consumed.

## Waste materials

Whilst a proportion of the waste Professional Medical Ambulance Services Limited generates will be healthcare waste, consideration will always be given to alternative treatment schemes in place of incineration where this is safe & appropriate to do so, including categorising the waste as offensive rather than clinical if the criteria are met.

For all non-healthcare waste, preference is first given to re-using materials where practical. Following this, waste is segregated into the relevant recycling streams for the local refuse system. Landfill will only be used as a last resort where no other facilities or options exist.

## Chemicals

Our staff are trained to use the exact quantities of chemicals in any day-to-day tasks that require such use so as to cut down on wastage. Chemicals are chosen that have the least impact on the environment during use and following disposal.

## Leadership and communication

We regularly communicate to our staff our policy on environmental care. They will receive information upon induction and through our internal communications material.

It is the day-to-day responsibility of The Leadership Team to ensure that this policy is implemented by all staff who in turn are trained on their personal responsibilities to protect the environment whilst at work.

We are always willing to hear if systems can be improved.