

Memorandum

S T R A T H C L Y D E
F I R E & R E S C U E



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Subject Health & Safety Procedure No.01/2008
Environmental Policy & Strategy

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- (i) Find attached revised page number(s)
The existing page should be removed and destroyed
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MR D GOODHEW
ASSISTANT CHIEF OFFICER
DIRECTOR OF STRATEGIC PLANNING

STRATHCLYDE
FIRE & RESCUE



PROCEDURE NO. 01/2008

ENVIRONMENTAL POLICY & STRATEGY

December 2008

STRATEGIC PLANNING DIRECTORATE



STRATHCLYDE FIRE & RESCUE

STRATEGIC PLANNING DIRECTORATE
(HEALTH AND SAFETY)

PROCEDURE NO 01/2008 : 19 DECEMBER 2008

ENVIRONMENTAL POLICY & STRATEGY

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STRATHCLYDE FIRE & RESCUE

STRATEGIC PLANNING DIRECTORATE
(HEALTH AND SAFETY)

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ENVIRONMENTAL POLICY & STRATEGY

1 INTRODUCTION

1.1 Caring for The Environment

The Government has set out a strategy to try to restrain and reverse the long-term effects of climate change. The UK has committed itself to achieving reductions in CO2 emissions via the Kyoto Protocol and the 2003 Energy White Paper, which outlined a roadway to a low carbon economy setting a 60% reduction target in CO2 emissions by 2050.

We are all increasingly aware of the need to care for the environment, so that future generations will enjoy the benefits of a stable ecosystem. It is often difficult as individuals to understand how minor life style changes can have an impact globally. However, as a major employer the impact on the environment as a result of business conduct by Strathclyde Fire and Rescue (SFR) is far more quantifiable. SFR has an opportunity to lead by example by adopting an Environmental Policy with realistic and measurable objectives, which consider the whole life cycle of goods, services and materials. As a responsible organisation there are clear moral, legal and financial reasons why an Environmental Policy and associated initiatives should be pursued wherever possible, within the confines of practicality and affordability.

2 **STATEMENT OF POLICY**

The Board of Strathclyde Fire and Rescue (SFR) recognises that its activities have an impact on the global and local environment and are committed to reducing the potential unfavourable effects associated with both work and consumption. Environmental Protection is outlined within the Service's second Corporate Priority, Minimising the effects of fire and other emergencies. Improving environmental performance throughout the Service is therefore a high and continued priority the success of which is inextricably linked to the aims and objectives outlined below.

The aims of this Policy are:

- **The Protection and Enhancement of the Environment and**
- **Sustainability for Future Generations.**

There are two key objectives contained with the Policy:

- **Compliance with European Union (EU) and United Kingdom (UK) legislation, and**
- **Mitigation of SFR's Contribution to Environmental Issues**

In endorsement of the Policy aims and objectives the Service are committed to the development of a measurable Environmental Strategy containing the following elements:

- Establishment an Environmental Forum.
- Continued development of Environmental commitment as a Service objective.
- Promotion of Environmental management policies and practice throughout the Service.
- Increase awareness across the Service of climate change and the causes of global warming.
- Consider environmental implications when introducing delivery and support strategies.
- Minimise adverse environmental impact to water, land and air at operational incidents.
- Maintain grounds and buildings in an environmental sensitive manner maintaining or enhancing the natural build environment, eg habitats and biodiversity.
- Adopt water and energy reduction measures to enhance the sustainable use of resources.
- Incorporate long term strategies for energy efficiency into planning and development.
- Promote the reduction of motor vehicle journeys and adopt more sustainable modes of transport by staff and stakeholders.

- Identify, assess and re-assess the environmental impact of Service activities.
- Implement arrangements to enable staff to make improvements.
- Minimise waste and pollution by the implementation of waste management procedures which reduce waste products and increase recycling.
- Control of noise emissions for Service activities.
- Promotion of a purchasing policy, which gives preference, as far as practicable, to products and services with the least harm to the environment.
- Where ever practical avoid the use of environmentally damaging substances, materials and processes.

The implementation of the environmental strategy will assist in the safeguard of the health and safety of all staff whilst promoting continuous improvement and contributing to the protection of the environment.

This policy will be reviewed annually, and reports will be submitted to the Board and SFR Management Team.

A suitably qualified person should audit this Policy on an annual basis. The audit will measure compliance and progress against the Policy aims and objectives and the elements contained within the environmental strategy.

3. ORGANISATION

This section explains the role of each level of management in supporting the statement of Policy

3.1 Chief Officer

The Chief Officer is responsible for the discharge of the legal obligations, applicable to SFR, in all areas of environmental issues.

3.2 Deputy Chief Officer

In the absence of the Chief Officer, the Deputy Chief Officer is responsible for the discharge of the legal obligations, applicable to SFR, in all areas of environmental issues.

3.3 Directors

Directors should act as ambassadors for Strathclyde Fire & Rescue by promoting the objectives of the Environmental Policy at all times.

3.4 Area Commanders / Deputy Directors

Area Commanders and Deputy Directors have a key role to play in promoting environmental issues within their Areas and Directorates, and are responsible for: -

- Ensuring the implementation of the Policy within their Area or Directorate.
- Encouraging the participation of employees in promotion of environmental issues.
- Ensuring effective communication of all environmental information.
- Environmental issues receive full consideration in all the work activities undertaken by the employees under their control.
- Ensuring all employees under their control are aware of the Policy and understand and accept their responsibilities under the Policy.
- Reporting any environmental concerns to the Assistant Chief Officer of Strategic Planning.

3.5 Group and Station Commanders and Section Managers

As middle managers, Group and Station Commanders and Section Managers have a key role to play in the implementation of environmental initiatives, and in the maintenance and improvement of environmental performance.

Group and Station Commanders and Section Managers are responsible for: -

- Ensuring the implementation of the Policy within the sphere of their control.
- Supporting their Area Commander or Deputy Director's with their policy responsibilities within the sphere of their control.
- Operate within all environmental legislation requirements applicable to the activity being undertaken and at all times set a personal example for employees to follow in the observance of such environmental requirements
- All significant and foreseeable environmental risks associated with the activities undertaken by their Stations or Sections are identified assessed and, where necessary, implement control measures that will eliminate, or reduce any risks.
- Ensure environmental issues are considered at the planning stage of any new activity.
- Monitor activities undertaken by employees under their control to ensure that environmental control measures are being properly implemented.
- Reporting any environmental concerns to their line manager

3.6 Watch and Crew Commanders, and Section Supervisors

As personnel with supervisory responsibilities spend a lot of time with employees under their control, Watch and Crew Commanders, and Section Supervisors have a key role to play in influencing behaviour, and therefore must lead by example by personally setting high standards promoting good environmental practice.

Watch and Crew Commanders, Section Supervisors, and other employees, who may, on occasion, have supervisory responsibilities, are responsible for:

- Ensuring the implementation of the Policy within the sphere of their control.
- Supporting their Group or Station Commander or Section Manager's with their policy responsibilities within the sphere of their control.
- Ensuring that environmental issues are considered in all activities at watch, crew or section level.
- Ensuring all employees under their control operate within SFR policies and procedures.
- Reporting any environmental concerns to their line manager.

3.7 All Employees

All employees have a key role in the environmental performance of the Service. The aims and objectives of this Policy cannot be achieved without their complete involvement when undertaking activities and providing feedback on areas of potential improvement.

All employees whilst at work must: -

- Co-operate with SFR so as to ensure compliance with all relevant environmental legislation.
- Be aware of the content of this Policy.
- Comply with arrangements put in place to protect the environment.
- Report any environmental concerns to their line manager.

3.8 Assistant Chief Officer (Strategic Planning)

The Assistant Chief Officer, Director of Strategic Planning, has a delegated duty to act on behalf of the Chief Officer for: -

- Ensuring that the Policy, any revisions, and any issues relating to the environment are brought to the attention of the SFR Management Team
- Arranging effective consultation with the recognised Trade Unions and their Safety Representatives within SFR on matters relating to the environment.
- Developing, co-ordinating, maintaining and monitoring of the Environmental Strategy.
- Chairing the Environmental Forum.
- Liaising with all Directors to ensure implementation of the Environmental Strategy.
- Ensuring the Policy is reviewed on an annual basis and reports submitted to the Board and SFR Management Team.
- Ensuring an audit of this Policy is conducted by a suitably qualified person on an annual basis. The audit will measure compliance and progress against the Policy aims and objectives and the elements contained within the environmental strategy.

4 **ARRANGEMENTS**

4.1 Environmental Strategy

The Environmental Strategy shown in Appendix 1 will be prepared by the Assistant Chief Officer (Strategic Planning) and must consider all elements contained within the statement of this Policy.

4.2 Environmental Forum

The Assistant Chief Officer (Strategic Planning) will chair the Environmental Forum, which will meet at least once every six weeks.

The purpose of the Forum is to drive the implementation of the Environmental Policy and associated Strategy.

Membership of the Forum will include:

- Strategic Planning – Development, Co-ordination and Monitoring of the Strategy.
- Operations Directorate – Waste, Energy, Water and Transport issues.
- Finance Directorate – Procurement
- Human resources – Home working Policy
- Area Representatives – Land use and Operational Activities

4.3 Monitoring

The Assistant Chief Officer (Strategic Planning) is responsible for ensuring the Environmental Forum monitor the environmental performance of the Service by continually identifying, assessing and reassessing the environmental impact of SFR activities.

The Assistant Chief Officer (Strategic Planning) is responsible for ensuring this Policy is review and audited on an annual basis.

ENVIRONMENTAL STRATEGY 2008

Appendix 1

Activity	Current Position	Planned improvement	Target Date	Information Source	Responsible Person
Element 1 - Establishment an Environmental Forum					
Establish Environmental Forum	There are currently no arrangements in place	Identify key members, agree terms of reference Develop meeting schedule (every 6 wks)		CO	ACO SP
				DCO	
				Directorates	
				Areas	
Element 2 - Continued development of environmental commitment as a Service objective					
Annual assessment and review of Strategy	Draft Environmental Strategy	Implement strategy			ACO SP
Element 3 - Promotion of environmental management policies and practice throughout the Service					
Promote Policy	Draft Policy	Finalise Policy and Launch			ACO SP
		Electronic awareness and dissemination of the Policy			ACO SP
		Post on Intranet.			ACO SP
Element 4 - Increase awareness across the Service of climate change and the causes of global warming					
Develop and Issue Green Mail	There are currently no arrangements in place	Develop a range of environmental did you know information messages to be issued to all staff via email system		SEPA, Carbon Trust, Scottish Executive, Energy Saving Trust, Envirowise	EF
Element 5 - Consider environmental implications when introducing delivery and support strategies.					
Consider Environmental Impact on Board and CMT papers	No arrangement currently in place	Amend template to consider environmental impact			CO
Include in the development and review of Operational Technical Notes and Standard Operating Procedures		Amend templates to include environmental impact			ACO Ops

Element 6 - Minimise adverse environmental impact to water, land and air at operational incidents.					
Environmental Pods	Operations Directorate Sourcing	Develop and implement guidance for incident commanders which will assist in assessing the environmental impact of intervention or control at operational incidents		SEPA	ACO Ops
Fire Prevention					ACO CS
Firefighting activities		Develop and implement guidance for incident commanders. Include as consideration in operational debrief			ACO Ops
Vehicle Pollution		Review purchasing arrangements to ensure pollution control			ACO Ops
		Review vehicle emissions			ACO Ops
Element 7 - Maintain grounds and buildings in an environmental sensitive manner maintaining or enhancing the natural build environment e.g. habitats and biodiversity.					
Natural Environment	Location of sensitive habitats to be identified and operational personnel informed	List on VMDS			ACO SP
Built Environment	Location of Grade 1 listed buildings	List on VMDS			ACO SP
Grounds Maintenance	Grounds are maintained to consider wildlife conservation.	Consider compensatory measure for removal of mature trees e.g. bat/bird boxes2-for 1 replacement policy for tree removal			ACO Ops
	Grass Cuttings are not removed from site	Consider wild meadow in large grasses areas			ACO Ops
Building Maintenance		Develop and implement a policy on the use of recycled and other low impact product			ACO Ops
		Develop and implement a policy on recycling of waste managed by building contractors			ACO Ops
		Review Asbestos arrangements			ACO Ops
Pollution Control		Oil Interceptors			ACO Ops
		Environmental grab packs			ACO Ops
		Underground fuel tanks maintained and inspected			ACO Ops

Element 8 - Adopt water and energy reduction measures to enhance the sustainable use of resources.					
Develop and implement and Energy management Policy		Consider energy efficiency in procurement		Carbon Trust, Energy Savings Trust	ACO Ops/EF
		Develop and issue energy management advice			ACO Ops/EF
		Review lighting and heating efficiency			ACO Ops/EF
		Consider energy monitoring system			ACO Ops/EF
Water Use (domestic)		Consider water monitoring system			ACO Ops/EF
		Develop and issue water management advice			ACO Ops/EF
Water Use (Operational)		Develop and implement guidance for incident commanders which will assist in assessing the environmental impact of intervention or control at operational incidents			ACO Ops/EF
		Introduce Monitoring arrangements			ACO Ops/EF
		Develop and Implement policy on containment and re-use of run-off water			ACO Ops/EF
Energy Purchase		Conduct cost/benefit analysis of green electricity			
Element 9 - Promote the reduction of environmental impact from vehicle use and adopt more sustainable modes of transport by staff and stakeholders.					
Develop and Implement a Green travel plan	Flexible working scheme allows adjustment in travel times to suit public transport	Encourage walking and cycling, use of public transport			ACO SP/EF
	Homeworking Policy	Consider undercover cycle storage			ACO Ops/HR
	Bike to work scheme	Consider motorcycle storage			ACO Ops
		Review shower and changing facilities			ACO Ops
		Review vehicle failure types			ACO Ops
Element 10 - Identify, assess and re-assess the environmental impact of Service activities.					
Carbon Footprint		Calculate monitor and review carbon footprint			ACO SP/EF
Element 11 - Implement arrangement to enable staff to make improvements.					
Develop system which promotes the reporting of concerns and ideas		Develop and implement staff awareness training incorporating feedback, reporting and suggestions scheme			ACO SP/EF

Element 12 - Minimise waste and pollution by the implementation of waste management procedures which reduction waste products and increase recycling.

Waste Disposal and recycling		Develop and implement waste management policy		SEPA Waste Management Contractors	ACO Ops/EF
		All waste is disposed of through licensed contractors			ACO Ops/EF
		Recycling of waste oil and filters			ACO Ops/EF
		Specialist disposal of bio hazards			ACO Ops/EF
		Specialist disposal of electrical waste			ACO Ops/EF
		Clothing recycling			ACO Ops/EF
		Evaluate disposal arrangements for building contracts			ACO Ops/EF
		Consider disposal of grounds maintenance waste			ACO Ops/EF
		Recycling waste paints, coolant inhibitor, solvents and thinners			ACO Ops/EF
		Consider use of semi synthetic engine oil and extend replacement frequencies			ACO Ops/EF
		Consider filtration recycling of hydraulic oil			ACO Ops/EF
		Specialist disposal of asbestos			ACO Ops/EF
		Monitor use of printer consumables			ACO Ops/EF
		Develop and implement compliance monitoring			ACO Ops/EF
Waste reduction		Consider recycling contract			ACO Ops/EF
		Consult with suppliers to reduce packaging waste			ACO Ops/EF
		Review waste streams			ACO Ops/EF
		Develop and implement waste reduction policy			ACO Ops/EF
		Consider disposal and reuse of fire kit			ACO Ops/EF

Element 13 - Control of noise emissions for Service activities.

Controlling Noise		All vehicles purchased in accordance with national standards			ACO Ops
		Siren use defined at minimum level			ACO Ops
		Consider timing of testing at retained and volunteer stations			ACO Ops
		Consider siren testing frequency			ACO Ops
		Policy on Siren Use (MORR.)			ACO Ops

Element 14 - Promotion of a purchasing policy, which gives preference, as far as practicable, to products and services with the least harm to the environmental.

Working with supplier		Suppliers environmental policy is consider as part of tendering process			DCO
		Environmental issues are assessed when purchasing equipment			ACO Ops
		Review Contractor Management Policy to consider environmental issues			ACO Ops/ACO SP

Element 15 - Where ever practical avoid the use of environmentally damaging substance, material and process.

Chemical Usage	COSHH Assessments	Review siren levels			ACO Ops
		Review specialist disposal arrangements			ACO Ops
		Review use of Chemicals at training events			ACO Ops