



Environmental Management Policy

Introduction

The Northern Ireland Medical and Dental Training Agency recognises that good management includes all environmental matters and will seek to ensure that environmental protection and the prevention of pollution are part of decisions, policies and practices. NIMDTA is committed to the requirements of the Environmental Protection Act 1990 and to all other relevant statutory legislation.

The aims of this policy are to:

- Ensure compliance with all relevant legislation
- Identify specific responsibilities
- Reduce the impact that NIMDTA's business has on the environment

Policy Influences

This Policy is influenced by:

- Environmental Protection Act 1990
- Current environmental legislation, available from www.netregs.gov.uk and www.ni-environment.gov.uk

Policies Impacted

Changes to this Policy may have an impact on the following:

- Waste Management Policy

Policy

1. ACCOUNTABILITY

1.1 The Agency Board through the Chief Executive is responsible for ensuring the implementation of the Agency's environmental management policy.

The Agency shall endeavour to work towards the following objectives:

- Comply with relevant environmental legislation
- Provide for the setting and achievement of environmental objectives and targets for the organisation
- Seek to achieve continuous improvements in the Agency's work environment
- Seek to reduce its consumption of non-renewable resources
- Encourage the reduction and recycling of waste and ensure the proper disposal of waste
- Make the Environmental Policy widely accessible by inclusion in the staff handbook and on the website
- Facilitate communications with all stakeholders regarding the Agency's environmental policy and associated objectives, targets and performance against these

1.2 The Chief Executive has ultimate responsibility and accountability for environmental management and will ensure that, through effective policies and procedures, NIMDTA is compliant with all legal and statutory responsibilities and directives issued by the DHSSPS.

1.3 The Administrative Director is the appointed Executive Director with special responsibility for environmental matters.

1.4 All Senior Managers are responsible for ensuring that staff and others that work within their department are aware of, and understand the Agency's environmental management policy and procedures.

1.5 Each member of staff has a personal responsibility for the way in which their conduct impacts on the environment.

1.6 Domestic services staff employed by Island Cleaning are responsible for the disposal of 'household' waste and the cleaning and maintenance of waste receptacles.

2. MONITORING AND REVIEW

The Director with responsibility for environmental management will make an annual report to the Board.

The Health and Safety Committee will be responsible for dealing with all health and safety issues including environmental management and will play a significant role in monitoring and reviewing all aspects of the system. The Health and Safety Committee will report directly to the Audit Committee. The terms of reference are attached in Appendix 1.

This policy may be amended as and when it becomes necessary and environmental risks will be recorded in the Agency' risk register.

This policy should be read in conjunction with environmental legislation available from www.netregs.gov.uk and www.niea.gov.uk

More information on environmental management can be obtained from the office of the Chief Executive.

APPENDIX 1

Health and Safety Committee – Terms of Reference

The Health and Safety Committee is representative of both management and staff side and reports directly to the Audit Committee.

Composition and Membership

| | |
|----------------------|----------------------------------|
| Dr Terry McMurray | Chief Executive |
| Miss Margot Roberts | Administrative Director |
| Miss Roisin Campbell | HR Manager (Fire Safety Officer) |
| Mrs Gillian Dennison | Fire Officer |
| Mrs Lyn Bickerstaff | Fire Officer |

Terms of Reference

- To agree arrangements for devolving responsibility for health and safety, fire safety, environmental matters, waste management and security across the organisation
- To monitor the adequacy of health and safety communication and awareness to include fire safety, waste and environmental management, and security arrangements within the workplace
- To appraise the effectiveness of health and safety training to include fire safety, environmental awareness and waste management training
- To agree the arrangements for the identification and management of all health and safety risks
- To ensure that risk assessments in relation to all health and safety issues are completed and are reviewed at least annually
- To consider health and safety audit reports
- To produce an Annual Report for submission to the Board for the purpose of demonstrating improvements that have taken place

Policy Proforma

Subject of Document: Environmental Management Policy

Producer: Margot Roberts

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Amendment Form

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