

# **Environmental & Sustainability Policy (ESP)**

AUGUST 2022

**This document is a Policy.**

**A policy is a formal statement of principles and commitment. It informs volunteers and employees why the organisation must take certain action. Compliance with policies is mandatory to protect the organisation, its personnel and service users from risk. St John People must adhere to St John policy at all times.**

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# 1 Purpose and Scope

- 1.1 St John is committed to sustainable development to meet the needs of the present without compromising the ability of future generations to meet their own needs. We aspire to continuously improve our sustainability through an ongoing programme to reduce or remove environmentally damaging activities and encourage activities that, where possible, improve or conserve the environment. We will protect human health and the environment within our operations, buildings, management of our people, and relationships with external organisations and associates.
- 1.2 The Government Energy Savings Opportunity Scheme (ESOS) focuses on energy management and can be used by an organisation to comply with the Environment Agency's regulations on energy consumption reduction. In 2019, St John submitted an ESOS return, and from this an ESOS audit report was produced, identifying actions SJA can take to reduce energy consumption and achieve some cost savings, albeit over a period of time. St John continues to report its progress against these actions, as well as complying with the Streamlined Energy and Carbon Reporting (SECR) on an annual basis.
- 1.3 As well as meeting our legal and regulatory obligations, the purpose of this policy is to ensure continuous improvement to enable St John to become a leader of Environment & Sustainability in the third sector, whilst strengthening the sustainable awareness of all St John people.
- 1.4 This policy is applicable to all St John people and its scope covers the entire organisation. However, the below have been identified as key areas with environmental significance:
- Property portfolio
  - Procurement/supply chain
  - Transport
  - Business operations
  - Energy consumption
  - Waste management
  - Recycling.

# 2 Policy Statement

- 2.1 St John Ambulance is committed to continuously improving its sustainability and conserving the environment by:
- Taking the environment and sustainability into account in property, procurement, and transport decisions and strategies.
  - Minimising the use of all materials, supplies, and energy, and, wherever practical, use renewable, recyclable and biodegradable materials and components.
  - Minimising overall waste, reusing resources where practical and appropriate.
  - Monitoring, assessing, and reporting on a continuous basis, where practical, the environmental impact of St John's activities and compliance with this policy.
  - Monitoring our impact and collaboratively generating new ideas on how to reduce St John's carbon footprint.

# 3 Values in Action

- 3.1 To bring our strategic goals to life, St John uses its values to guide its thinking and actions. This Policy will implement those values in the following ways:
- **Humanity:** Ensuring that the services we provide are sustainable, enabling St John to continue

providing its services for future generations. Resources will be used with respect, encouraging St John people to save, re-use and recycle wherever possible.

- **Excellence:** St John will take pride in its efforts to continuously improve the environmental sustainability of the organisation, to become a sector leader.
- **Accountability:** St John will continue to monitor its sustainability and environmental progress, striving to meet environmental targets, going beyond what is expected. We will continue to develop new ideas to save on resources and utilities, whilst striving to take operations to net-zero.
- **Responsiveness:** St John will respond to environmental legislation and regulation changes, and where appropriate adjust the organisation's environmental strategies.
- **Teamwork:** Our commitments to being environmentally sustainable are widely recognised across the organisation and all St John people are encouraged to adopt a sustainable mindset. Efforts, no matter how small, will collaboratively aid in reducing St John's carbon footprint.

## 4 Environmental and Sustainability Statement

The commitment formally articulated in our Environmental and Sustainability Policy, can be found on St John's website.

Our Environmental and Sustainability Steering Group (ESSG), comprised of members from across the organisation is the forum through which the ESP is delivered and embedded within SJA.

In 2019 St John was audited by the Energy Savings Opportunity Scheme (ESOS) and we are guided by their recommendations to improve our energy usage and energy carbon footprint. These and other SJA environmental and sustainability initiatives are listed below:

### 4.1 Property:

- Whilst not the primary driver, the disposals programme will reduce our utility consumption
- The property strategy embodies sustainability and carbon reduction as a core principle. As we invest in our estate we will capture opportunities to improve our use of energy through appropriate boilers and heating controls, and the introduction of improvements such as LED lighting.
- The property strategy captures the opportunity to invest in infrastructure to support the fleet strategy to introduce more electric vehicles.
- To support the power requirements of our ambulance fleet, the property strategy envisages the introduction of solar power to key buildings such as ambulance hubs. This will be subject to them meeting criteria and confirmation of the investment payback model.

### 4.2 Facilities:

- Always consider the environment and sustainability in building design and maintenance. Ensure properties are set up to recycle as far as practical now and prepared to recycle under any future national recycling contract.
- Every refurbishment / new build opportunity that arises, always consider environmental and sustainable alternatives, e.g., replace luminaire lighting with LED, install of automatic meter readers (AMRs), energy efficient boilers and insulation, etc.
- Consider a staged introduction of zero-to-landfill recycling and improvement of existing waste recycling, through a national contract.

- Encourage smart sustainable thinking when using facilities, e.g. turning off lights, monitors, taps etc. when not in use.
- Continue to monitor our energy carbon footprint.
- Discontinue the use of disposable drinking cups, plates and cutlery, replacing these with environmentally friendlier crockery and glasses.
- Develop a longer-term plan to implement the remaining ESOS & SECR recommendations.

#### 4.3 **Procurement:**

- Adding environmental and sustainability credentials to our supply chain selection process.
- Identifying options to repurpose resources, including establishing a platform to repurpose uniform where possible, resulting in positive environmental and financial impacts.
- St John continue to look for innovative ways to reduce our emissions, recently evidenced by the change in paper to a Co2 emission free supply.

#### 4.4 **Vehicles:**

- Further develop and integrate existing monitoring systems to record and subsequently manage fleet energy efficiency, including fuel carbon footprint.
- Ensure new vehicle purchases, e.g. ambulances, are Euro 6 that meet EU emission standards and vehicle emission legislation and that electric, hybrid, LPG powered vehicles are considered at each procurement opportunity.

#### 4.5 **Transport:**

- St John's Expenses Policy requires employees and volunteers to use trains and other environmentally friendly forms of public transport as far as practical and we continue to monitor and heavily encourage the use of public transport for St John business.

## 5 **Accountability and Responsibilities**

### **Boards of Trustees**

- 5.1 Trustees are responsible for approving the policy every three years and agreeing St John's strategy in respect of the environmental and sustainability agenda.

### **Executive Committee/Executive Leadership Team**

- 5.2 ExCo and ELT are collectively responsible for approving and recommending this policy to the Boards of Trustees.
- 5.3 ExCo and ELT will ensure policy compliance and awareness across the organisation and within the networks falling under their area of responsibility.

### **Operational Support Director**

- 5.4 The Operational Support Director is the Executive Leadership Team owner of this policy and responsible for the review and implementation of this policy.

## **Environmental & Sustainability Steering Group (ESSG)**

- 5.5 The ESSG is a multi-disciplinary group which will set and promote the strategic direction for St John in respect of the environmental and sustainability agenda and articulate this through the Environmental & Sustainability Policy and associated documents.
- 5.6 The group will develop, deliver, and monitor progress against the ESSG's annual plan and report on this in St John's Annual Reports and Accounts, available on Connect and our external website.  
  
The group will communicate to, and encourage, employees and volunteers to participate in, and contribute to, ESSG's initiatives to continuously improve St John's environmental and sustainability approach.
- 5.7 The group will encourage all St John people to adopt a sustainable mindset, understanding that small habitual changes all aid in the collaborative effort to improve St John's environmental sustainability.

## **Environmental Champions**

- 5.8 Champions will support the delivery of St John's Environmental & Sustainability Policy by raising awareness of environmental sustainability and changing conflicting behaviours and practices, drawing or escalating matters to the ESSG as appropriate.

## **Procurement and Supplies Teams**

- 5.9 The Procurement Team and Supplies Team are responsible for ensuring that St John third party supplier contracts and agreements (formal and informal) reflect its ambition to continuously improve the environment and sustainability within the organisation's procurement and its supply chain.

## **Property, Facilities and Health, Safety & Environmental Teams**

- 5.10 The Property and Facilities Teams are responsible for ensuring St John property is acquired, disposed of, fitted-out / refurbished, maintained and serviced, to continuously improve the environmental impact and sustainability of our estate.

## **National Sales and Business Development Teams**

- 5.11 The National Sales and Business Development Teams are responsible for ensuring they work with the ESSG to produce accurate, up to date information as required for bids and tender applications, demonstrating our sustainable priorities.

## **St John People**

- 5.12 All St John employees and volunteers must comply with the policy and practices to continuously improve St John's environmental and sustainability approach as communicated by the ESSG.
- 5.13 St John people are encouraged to support, contribute to, and participate in the initiatives and activities of the ESSG, understanding that collaborative efforts across the organisation are needed to create long-term and valuable sustainable change.

## **6 Policy Compliance**

- 6.1 How compliance with this policy will be measured, by whom and how frequently:

Compliance measure – what we will measure	How will it be measured?	Owner	Frequency	Who will it be reported to?
<b>E&amp;S Energy Use:</b> Carbon footprint ESOS recommendations reviewed	SSC Procurement  Energy and contract records	Head of Central Procurement	Annually	Network Leadership Team (NLT)
<b>E&amp;S Alternative Materials:</b> The number of E&S alternatives used in building design, and new builds, refurbishments and maintenance materials	Facilities Purchase records	Head of Central Procurement  Head of Property	Annually	NLT
<b>E&amp;S Supply Chain:</b> The number of contracts with E&S credentials	SSC Procurement contract records	Head of Central Procurement	Annually	NLT
<b>Vehicles:</b> The number of Euro 6 vehicles and vehicles that meet the EU emissions standards as well as electric vehicles within use.	Fleet Management vehicle records	Head of Fleet	Annually	NLT
<b>All St John People:</b> Comply with implemented changes in practices to continuously improve St John's environmental impact and sustainability	Managers/Officers, Health & Safety Advisors/officers to conduct audit and assurance compliance checks  Communications team, ensuring ESSG's messages are effectively distributed to enhance compliance	Managers/Officers, Health & Safety Advisors/officers to conduct audit and assurance compliance checks  Chair of the ESSG alongside ESSG members	As requested by ESSG or ELT	NLT  ESSG

6.2 If volunteers or employees become aware of non-compliance with any aspect of this policy or its supporting procedures, this should be raised to the head of function or Director through the line management structure. The Head of function or Director must ensure that any risks arising from non-compliance are recorded on the relevant risk register and proportionate mitigation action is put in place.

## 7 Policy Review and Maintenance

7.1 This policy will be reviewed on a three-year basis or if there is a change to external regulatory requirements or a change to internal processes.

## 8 Document Control

<b>Title</b>	Environmental & Sustainability Policy (ESP)
<b>Version</b>	2.0
<b>Review by</b>	August 2023
<b>Date approved by</b>	ELT - 3 May 2022 Board – 26 <sup>th</sup> July 2022
<b>Policy live date</b>	September 2022
<b>Policy owner</b>	Operational Support Director
<b>Stakeholders consulted in development</b>	Head of Central Procurement Project Lead Supplies Operations Procurement Analyst Head of Fleet Head of Property Estates & Facilities Manager Co-chairs of ESSG Members of the ESSG
<b>For action</b>	All St John People
<b>For information</b>	All St John People
<b>Supersedes</b>	Environmental & Sustainability Policy (v1.0)
<b>Supporting procedures and guidelines</b>	N/A

## 9 Glossary

9.1 This document contains the following key words.

<b>Shall/Must</b>	Equals 'required to'. It is used to indicate mandatory requirements to be strictly followed to conform to the standard and from which no deviation is permitted.
<b>Should</b>	Refers to items regarded by St John as minimum good practice, but for which there is no specific legal requirement. Volunteers and employees should follow the good practice guidance unless these is an agreed reason not to.

9.2 This document contains the following acronyms.

<b>ESP</b>	Environmental & Sustainability Policy
<b>ESOS</b>	Energy Savings Opportunities Scheme
<b>ESSG</b>	Environmental and Sustainability Steering Group, responsible for the practical delivery of this ESP.

## 10 Appendix: St John's Environmental and Sustainability Statement

St John Ambulance aspires to continuously improve its sustainability through an ongoing programme to reduce or remove environmentally damaging activities and encourage activities that, where possible, improve or conserve the environment by:

- taking the environment and sustainability into account in property, procurement, and transport decisions and strategies.
- minimising the use of all materials, supplies, and energy, and, wherever possible, use renewable or recyclable materials and components.
- minimising waste.
- monitoring, assessing, and reporting, on a continuous basis, where practical, the environmental impact of SJA's activities and compliance with this policy.
- publishing our Environmental & Sustainability Policy on our external website and communicating this internally via Connect.

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