

OUTLOOK CARE POLICY MANUAL

PO29

ENVIRONMENTAL POLICY

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1 PURPOSE AND SCOPE

The purpose of this Policy is to set out how Outlook Care will manage environmental matters within the organisation and what actions will be taken in order to meet our Vision and our Business Objectives.

This Policy applies to all employees and Board Members of Outlook Care.

2 POLICY STATEMENT

The Vision of Outlook Care is:

“People with individual needs, living the lives they choose”

Outlook Care recognises that it's operations have an effect on the local, regional and global environment, accepts it's responsibilities in environmental matters and recognises that good environmental management must be an integral and fundamental part of the corporate business strategy and should be integrated into all operations and activities.

We aim to continually improve our environmental performance by:

1. Conserving natural resources by reducing the use of energy and by using recycled materials and products wherever practical.
2. The prevention of pollution by the control of materials and processes that may have an effect on the environment and by managing waste.
3. Educating our employees, the people who use our services and our suppliers and contractors to recognise their responsibilities regarding the protection of the environment and to communicate this at all levels.
4. Maintaining accreditation of our Environmental Management System.
5. Complying with relevant environmental legislation and regulations.
6. Encouraging and working with our partners, suppliers and sub-contractors to improve their environmental performance.
7. Making our Environmental Policy and objectives publicly available to interested parties upon request.
8. Recognising the principles of Fairtrade and purchasing Fairtrade products where there is no conflict with our environmental objectives.

Implementing this Policy will enable Outlook Care to make meaningful contributions to the quality of our environment.

3 RESPONSIBILITIES AND REVIEW

The Board of Management will be responsible for approving and reviewing the Environmental Policy. The Chief Executive will be responsible for ensuring that the Environmental Policy is implemented and may from time to time delegate specific responsibilities through the Senior Management Team.

The Environmental Policy will be reviewed annually by the Board of Management.

4 RISK ASSESSMENT

Staff should be aware of any action involved in implementing this Policy that may constitute a risk to service users, staff or the environment. All hazards and risks should be identified using the agreed risk management procedures and controls implemented in order to eliminate or minimise the risks.

5 RELEVANT POLICIES AND PROCEDURES

- Business Plan
- Operational Action Plan
- F8 Engaging and Monitoring of New and Existing Contractors, Consultants and Suppliers
- F19 Tendering Out Procedure