

Carbon Reduction Policy & Procedure

Global Health Care Limited

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What is the “What is Carbon Reduction Mean”?

Carbon reduction refers to the process of lowering the amount of carbon dioxide (CO₂) and other greenhouse gases (GHGs) that are released into the Earth's atmosphere. These gases mainly come from human activities such as:

- Burning fossil fuels (petrol, diesel, coal, gas)
- Electricity and heating use
- Transport and travel
- Industrial and agricultural processes
- Waste generation
-

Why Is Carbon Reduction Important?

Carbon dioxide is a major contributor to climate change. Reducing carbon emissions helps to:

- Slow global warming
- Protect public health and ecosystems
- Improve air quality
- Create a more sustainable environment for future generations

In Practical Terms, Carbon Reduction Involves:

- Using renewable energy (like solar or wind instead of gas/electricity from coal)
- Driving less or switching to electric or hybrid vehicles
- Using energy-efficient lighting and appliances
- Reducing waste and increasing recycling
- Going paperless and using digital systems
- Choosing local and eco-friendly products

In our Organisation:

Carbon reduction means changing how the service is delivered to minimise emissions—such as planning staff visits to reduce travel, switching to energy-efficient equipment, and training staff to be eco-conscious in their daily routines.

Policy Statement

We recognise the urgent need to address climate change and reduce our carbon footprint as a responsible provider of domiciliary care services. This policy outlines our commitment to reducing greenhouse gas emissions across our operations, promoting sustainability, and aligning with the UK Government's target to achieve net zero carbon emissions by 2050.

We aim to embed environmentally sustainable practices in every aspect of our service delivery while ensuring safe, high-quality care for our service users.

Purpose

The purpose of carbon reduction is to create a sustainable future by limiting the harmful impact of human activities on the planet. For organisations—like homecare services—the purpose includes:

1. Reducing emissions helps to slow global warming, protect biodiversity, and prevent extreme weather events.
2. Lowering emissions improves air quality, which benefits service users, staff, and the wider community.
3. Demonstrates that the organisation is socially responsible and aligned with best practices in environmental care.
4. Helps meet expectations set by the CQC, local authorities, and environmental regulations.
5. Reducing energy use, travel, and waste can lead to lower operational costs over time.
6. Encourages staff, service users, and partners to take part in creating a more eco-friendly care environment.

Law and Legislation

- Climate Change Act 2008 (amended 2019)
- UK Net Zero Strategy (2021)
- Environment Act 2021
- Health and Social Care Act 2008 (Regulated Activities)
- Care Quality Commission (CQC) “Well-led” and “Safe” domains

Scope

This policy applies to all staff, contractors, and partners working with our organisation and relates to all activities that contribute to the carbon footprint, including but not limited to transport, energy use, waste, procurement, and digital practices.

Objective

The primary objective of carbon reduction is to minimise the release of carbon dioxide (CO₂) and other greenhouse gases into the atmosphere. This helps combat climate change and promotes environmental sustainability.

Specifically, carbon reduction aims to:

- Reduce the organisation’s carbon footprint across all operations (e.g., energy, travel, waste).
- Support national and global targets, such as the UK Government’s goal of achieving Net Zero emissions by 2050.
- Promote sustainable practices that benefit the environment, economy, and community.
- Improve operational efficiency by lowering energy and fuel costs.

- Fulfil legal, regulatory, and ethical responsibilities in relation to environmental protection.

Policy

Key Areas of Action for Carbon Reduction

Transport and Travel

Transport is often the largest source of emissions in homecare services due to staff travelling between service users.

Actions:

- Optimise staff rotas to reduce travel distance using route-planning software.
- Encourage walking, cycling, or public transport for nearby visits.
- Promote carpooling among staff where appropriate and safe.
- Transition to hybrid or electric vehicles for company transport.
- Track mileage and fuel usage regularly to monitor progress.

Energy Use (Office and IT)

Energy used in office spaces and by digital systems contributes significantly to emissions.

Actions:

- Install energy-efficient lighting (e.g., LED) and appliances.
- Encourage staff to power down equipment when not in use.
- Use smart thermostats to manage heating efficiently.
- Switch to renewable energy suppliers where possible.
- Schedule routine energy audits to identify inefficiencies.

Digital Transformation

Using digital systems reduces paper consumption, unnecessary travel, and storage energy.

Actions:

- Implement digital care planning, medication records (eMAR), and visit logs.
- Use electronic rotas and payroll systems.
- Minimise printing and use secure cloud storage.
- Conduct meetings and training remotely when suitable.

Waste Management

Effective waste management reduces emissions from landfill and incineration.

Actions:

- Segregate waste into recyclables, general waste, and clinical waste.
- Provide clearly labelled recycling bins in offices.
- Reduce use of single-use plastics where clinically safe.
- Encourage the use of reusable items (e.g., washable aprons) where appropriate.

Sustainable Procurement

Purchasing decisions directly affect the carbon footprint through the lifecycle of products and materials used.

Actions:

- Choose local suppliers to reduce transport emissions.
- Prioritise eco-friendly, biodegradable, or reusable products.
- Avoid over-purchasing supplies that may go to waste.
- Include environmental criteria when evaluating suppliers and contracts.

Staff Training and Awareness

Engaged and informed staff are essential to successfully reducing carbon emissions.

Actions:

- Include environmental awareness and carbon literacy in staff induction.
- Offer refresher training and toolbox talks on sustainable practices.
- Encourage staff suggestions for green improvements (e.g., “Green Champions” scheme).
- Celebrate successes (e.g., energy savings or reduced paper use).

Service User Engagement

Involving service users and families supports a broader culture of sustainability.

Actions:

- Educate service users about small changes they can make at home (e.g., switching off lights, reducing waste).
- Respect service user choices while offering greener care options where possible.
- Include eco-friendly practices in care planning when relevant and appropriate.

Responsibilities

Responsibilities for Carbon Reduction

To ensure the success of the Carbon Reduction Policy, all members of the organisation—from leadership to frontline care staff—must understand and play their role in minimising carbon emissions. Below are the detailed responsibilities by role:

Registered Manager / Responsible Individual

- Ensure that carbon reduction is embedded in the organisation's mission, values, and business planning.
- Develop, review, and update the Carbon Reduction Policy in line with national guidance and local targets.
- Ensure compliance with environmental regulations and that actions align with CQC standards under the "Well-led" and "Safe" domains.
- Allocate appropriate budgets and resources (e.g., energy-efficient equipment, electric fleet) to support carbon reduction.
- Lead on reporting progress to senior management, stakeholders, and external bodies as required.

Office Staff / Care Coordinators

- Use mapping and rostering tools to group visits geographically to reduce mileage and fuel usage.
- Turn off computers, lights, and electrical appliances when not in use. Avoid unnecessary printing.
- Promote the use of digital systems (e.g., eMAR, digital care plans) to reduce paper waste.
- Liaise with eco-conscious suppliers for office materials, PPE, and other consumables.

Care Staff / Support Workers

- Walk, cycle, or use public transport where safe and practical. Carpool or use low-emission vehicles when possible.
- Encourage and follow energy-saving and waste-reducing practices while delivering care (e.g., turning off unused lights, proper waste disposal).
- Avoid unnecessary use of disposable PPE and use reusable items (e.g., washable aprons) where appropriate and safe.
- Report ideas or concerns regarding environmental practices to supervisors for improvement.

Training and Development Coordinator / HR Lead

- Include environmental sustainability and carbon reduction responsibilities in all staff inductions.
- Organise annual refresher training on energy-saving behaviours, digital systems use, and eco-conscious care delivery.
- Embed carbon literacy and sustainable care into staff development plans.

Maintenance / IT / Facilities

- Monitor heating, lighting, and electrical usage in office spaces and ensure equipment is energy-rated and well-maintained.
- Ensure appropriate recycling bins are available and clearly labelled.
- Maintain systems to enable efficient use of tablets, mobile devices, and digital scheduling platforms.

Internal Quality Assurer (IQA) / Governance Lead

- Include environmental impact metrics in internal audits. Track indicators such as paper use, mileage, and recycling rates.
- Evaluate the effectiveness of the Carbon Reduction Policy annually and suggest improvements.
- Benchmark performance against other providers and identify best practices for environmental leadership in care.

Service Users and Families

- Be encouraged to adopt eco-friendly behaviours at home where care is provided (e.g., waste separation, reducing energy use).
- Share suggestions on how care delivery can be made more environmentally friendly.

Procedure

Step-by-Step Procedure

Step 1: Conduct a Carbon Footprint Assessment

- Identify major sources of carbon emissions:
 - ✓ Staff travel (cars, mileage)
 - ✓ Office energy use (lighting, heating, IT)
 - ✓ Paper and printing
 - ✓ PPE and disposable supplies
 - ✓ Waste disposal
- Use a carbon calculator or audit tool (e.g., DEFRA Carbon Calculator).
- Record a baseline measurement to track improvement.

Step 2: Set Measurable Carbon Reduction Targets

- Establish short-term and long-term goals (e.g., reduce staff mileage by 15% in 12 months).
- Align targets with the UK Government's net-zero ambition by 2050.

Step 3: Implement Carbon Reduction Actions

A. Travel and Transport

- Plan care visits to reduce mileage (use route planning software).
- Promote car-sharing, cycling, or walking for local visits.
- Transition company vehicles to electric or hybrid models.

B. Office Energy Efficiency

- Switch to LED lighting and energy-efficient appliances.
- Set heating to an optimal level and avoid unnecessary use.
- Encourage remote working where possible to reduce building usage.

C. Waste Management

- Set up recycling points (paper, plastics, clinical waste).
- Introduce digital documentation to reduce paper usage.
- Monitor and reduce PPE waste where safe and practical.

D. Sustainable Procurement

- Choose local and environmentally responsible suppliers.
- Purchase reusable and recyclable items where possible.
- Avoid over-ordering to reduce stock wastage.

E. Digital Transformation

- Use electronic care planning, eMAR, and rostering systems.
- Conduct staff meetings and training online where suitable.

Step 4: Raise Awareness and Train Staff

- Include sustainability and carbon reduction in induction and mandatory training.
- Display posters and guidance in the office on reducing energy and waste.
- Encourage staff suggestions through a “Green Ideas” initiative.

Step 5: Monitor and Evaluate Progress

- Maintain a log of emissions-related metrics (mileage, energy use, waste volume).
- Conduct quarterly reviews of progress against targets.
- Submit an annual Carbon Reduction Report to management.

Step 6: Review and Update Procedures

- Update procedures yearly or when new legislation or best practices arise.
- Seek feedback from staff, service users, and stakeholders.
- Incorporate lessons learned into updated procedures and targets.

Carbon Reduction – Key Areas of Action Form

Organisation Name: _____

Policy Reference: _____

Completed By: _____

Date: _____

Review Due: _____

1. Transport and Travel Efficiency

| Action | In Place? (✓ / ✗) | Comments or Evidence |
|--|-------------------|----------------------|
| Staff rotas optimised to reduce mileage | | |
| Electric/hybrid vehicles promoted or in use | | |
| Staff encouraged to walk, cycle, or use public transport | | |
| Mileage logs maintained and reviewed | | |

2. Energy Consumption Management

| Action | In Place? (✓ / ✗) | Comments or Evidence |
|--|-------------------|----------------------|
| LED lighting and smart thermostats installed | | |
| Energy-efficient appliances used | | |
| All devices turned off when not in use | | |
| Renewable energy providers considered | | |

3. Digital and Paperless Working

| Action | In Place? (✓ / ✗) | Comments or Evidence |
|--|-------------------|----------------------|
| Digital systems used for care records and MARs | | |
| Staff meetings and training held online | | |
| Printing limited to essential only | | |
| Secure digital document storage used | | |

4. Waste Management and Recycling

| Action | In Place? (✓ / ✗) | Comments or Evidence |
|--------------------------------------|-------------------|----------------------|
| Recycling bins provided and labelled | | |
| Clinical waste disposed of safely | | |
| Single-use items limited | | |

| | | |
|---------------------------------------|--|--|
| where safe | | |
| Use of reusable PPE where appropriate | | |

5. Sustainable Procurement

| Action | In Place? (✓ / ✗) | Comments or Evidence |
|--|-------------------|----------------------|
| Local suppliers prioritised | | |
| Eco-friendly and recyclable products used | | |
| Stock ordered in sustainable quantities | | |
| Suppliers vetted for environmental practices | | |

Staff Engagement and Training

| Action | In Place? (✓ / ✗) | Comments or Evidence |
|---|-------------------|----------------------|
| Environmental training in staff induction | | |
| Ongoing staff updates on sustainability | | |

Service User Involvement

| Action | In Place? (✓ / ✗) | Comments or Evidence |
|---|-------------------|----------------------|
| Service users advised on energy-saving tips | | |
| Digital communication encouraged (e.g., e-docs) | | |
| Environmental topics included in care plans | | |

Overall Comments / Action Points: