

Environmental & Oil Storage Policy

Document Summary

To ensure Cumbria Partnership NHS Foundation Trust recognises and discharges its responsibility in maintaining an environmentally safe and sustainable environment and also ensure that oil is stored in appropriate vessels and that adequate precautions are in place to prevent spillages.

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POLICY AUTHOR	Professional Head of Estates

Important Note:

The Intranet version of this document is the only version that is maintained.

Any printed copies should therefore be viewed as “uncontrolled” and, as such, may not necessarily contain the latest updates and amendments.

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1 SCOPE

This policy provides an exemplar statement of how The Trust intends its Managers and staff to manage the environment and the safe operation of oil storage as required by the Environmental Permitting Regulations (EPR) and consequently discharge its duty in law as far as is reasonably practicable.

Estates Policies have been drafted to cover all Trust owned, leased or informally occupied premises throughout the County; these can be solely occupied or shared with other organisations.

Where properties are managed and maintained by other organisations, they will be formally advised of the Trust's limits of responsibility and will be provided with sufficient and reasonable advice to ensure that the building owner or head lease holder maintains compliant systems.

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Because of the complexity of the property portfolio a table has been produced, see **appendix 2** detailing the relevant policies that staff must follow. If staff are unsure about which Policy applies in the area that they are working, please contact the Estates Department for clarification.

Estates Helpdesk: 01228 603131

Email: Estates-Helpdesk@cumbria.nhs.uk.

All the above areas are audited and monitored for statutory compliance during the formal Quarterly Review Meetings with each service provider.

2 INTRODUCTION

Cumbria Partnership NHS Trust recognises, and accepts, its responsibility to safeguard the environment as required by the Environmental Permitting Regulations 2016. The Trust also recognises, and accepts, its responsibility to ensure the health and safety of staff, patients, visitors and others who might be affected by the conduct of its business in respect of environmental issues.

The Trust will undertake all reasonable and practical steps to minimise the impact of its operations on the environment and to maximise potential for the provision of an environmentally sustainable future.

3 STATEMENT OF INTENT

Cumbria Partnership NHS Foundation Trust Environmental and Oil Storage Policy has been produced to protect the environment from any harm that may result from its work

activities.

The policy covers environmental management on all Trust occupied premises and by all Trust employees.

4 DEFINITIONS

BATNEEC: Best Available Techniques not Entailing Excessive Cost

BPEO: Best Practical Environmental Option

ECA: Enhanced Capital Allowance

ETL: Energy Technology List

EPC: Energy Performance Certificate

EPR: Environmental Permitting Regulations

GHG: Green House Gas

TRV: Thermostatic Radiator Valves

5 DUTIES

5.1 Chief Executive

The Chief Executive has overall responsibility for ensuring the effective implementation of this policy by Directors.

5.2 Accountable Director

The Accountable Director has responsibility for ensuring that the Environmental and Oil Storage Policy is deployed effectively within their area of control and agreeing the strategy and future direction of the policy.

5.3 Professional Head of Estates

The Professional Head of Estates is the Nominated Responsible Person within the Trust in respect of all aspects of environmental and sustainability management and is responsible for ensuring that all oil storage equipment is risk assessed, inspected, serviced and maintained in a safe manner without hazard to staff, patients and members of the public or the environment.

The Professional Head of Estates shall appoint the Trust's Responsible Person to manage the installation, maintenance and operation of oil storage facilities.

5.4 General, Ward and Department Managers

General, Ward and Department Managers are accountable for environmental protection in their own area of responsibility.

Department Managers are responsible for ensuring that adequate arrangements are in place for this policy to be fully implemented at ward and department level. This will include:

- Developing Directorate/Department procedures in support of this policy document.
- Identifying all significant hazards, evaluating the risks, and introducing controls to reduce the risk.

- Ensuring that safe systems of work are used within their area of responsibility.
- Reporting any environmental related incident, or near miss that occurs within their area of responsibility.
- Ensuring staff are aware of their responsibilities.

6 PURPOSE AND OBJECTIVES

The purpose and objectives of the Environmental & Oil Storage Policy are:

- To protect the environment, and ensure the health and safety of staff, patients, visitors and the general public.
- To comply with legal requirements imposed by the Environmental Permitting Regulations (EPR), and all other relevant legislation.
- To continually review environmental performance, and systematically monitor changing legislative requirements and new technical developments with the aim of continual environmental improvement.
- To ensure the most efficient use of energy, water and material resources.
- To adequately control all wastes, discharges and emissions.
- To minimise waste and to maximise reuse and recycling where practical.
- To monitor the purchasing/procurement of resources to optimise sustainability of the environment.

7 ORGANISATION FOR ENVIRONMENTAL MANAGEMENT

7.1 Duties of the Trust

The Environmental Permitting Regulations (EPR) imposes a duty to introduce a system of EPR (replacing integrated pollution control (IPC)) to the release of pollutants to air, water and land.

The aim of EPR is to achieve the best practical environmental option (BPEO) through the use of the best available techniques not entailing excessive cost (BATNEEC).

In carrying out this policy the Trust will ensure:-

- Legislation, regulations, codes of practice and other guidance and technical information relating to environmental management is regarded as the standards.
- Suitable and sufficient assessments of the risk to the environment will be conducted.
- Information is provided to employees about matters affecting environmental management.
- Arrangements are developed for the promotion and maintenance of standards to ensure the safety of the environment. This will include the implementation of a joint staff and management Environment Group to monitor environmental efficiency and seek to implement environmental improvements.
- Sufficient resources are allocated where required to manage and improve environmental compliance.

- Sufficient resources are allocated to improve Trust premises BREEAM Healthcare (B4H) scores to the optimum level. BREEAM Healthcare (B4H) (replaces NEAT) is the NHS national system for measuring environmental efficiency on buildings.
- Environmental factors are taken into account when new processes or premises are being planned, or when changes are considered.

7.2 Duties of Employees

Successful implementation of this policy requires the co-operation of all employees. In particular employees have a duty to: -

- Co-operate with the Trust to ensure that all statutory duties and requirements are complied with.
- Not interfere intentionally or recklessly with systems developed for the protection of the environment
- Inform their line manager of any work situation or practice that may be considered an environmental hazard and any shortcomings in the Trusts arrangements for the protection of the environment.

8 GENERAL ENVIRONMENTAL REQUIREMENTS

The Estates Department have established systems and procedures which address the issues set out below in ways appropriate to the type of activity being undertaken:

8.1 Waste Management

The Trust generates household, commercial, industrial, clinical, and hazardous waste. Under the Environmental Permitting Regulations (EPR), producers of waste have a duty to ensure that waste does not escape from their control and is passed only to an authorised person for disposal. The safe storage and disposal of waste are essential measures in preventing pollution. Managers must adopt methods of reducing the volume of waste generated and must ensure that all waste generated is properly dealt with.

Waste awaiting collection should be stored securely in areas not likely to contaminate surface water drains to prevent contaminated rainwater from polluting local rivers and streams.

Waste products must not be disposed of down sinks or surface water drains unless the safety data sheet for the product indicates that it is safe to do so. In particular mercury spillages must not be disposed of down sinks or drains.

Managers must ensure that all control measures are properly used, and every employee must make full and proper use of all control measures, reporting any defects to their manager.

8.2 Site Drainage

Some site drainage systems comprise separate foul water and surface water. Foul water drains are designed to carry soiled water from toilets etc to a sewage works for

treatment. Surface or clean water drains are designed to carry only uncontaminated rainwater and will lead directly to a local river, stream or soak away. Problems arise when wrong connections allow pollutants to enter surface water drains.

The Estates Department shall identify and record all site drainage routes as soil or surface water. Marking of all manhole covers and drainage grids shall identify drains. Foul water drains should be easily identifiable from surface water drains. Staff should be made aware of the marking system.

A comprehensive site drainage plan accurately identifying all drains shall be kept at each site. Key staff should be familiar with the plans and have easy access to them, particularly if required by the emergency services.

It is important to ensure that there are no wrong connections above or below ground. Any other facilities such as toilets, sinks and washbasins must also be drained to the foul water system. These include mess rooms, darkrooms, showers, canteens, laboratories, dishwashers and washing machines.

8.3 Deliveries of Potential Pollutants

Special care must be taken during deliveries, particularly when hazardous substances and materials are being handled. Deliveries should be supervised at all times.

Establishing safe procedures and making someone responsible for supervising deliveries can help avoid spillages, preventing damage to the environment and saving raw materials.

All storage containers must be labelled with the nature and volume of their contents. Storage tanks must be designed and constructed to suitable standard to safely contain its contents.

Loading and unloading areas should be clearly marked and isolated from surface water drains. Staff should be made aware of what to do in the event of a spillage.

Prior to delivery storage tank levels should be checked to prevent overfilling.

Pipelines should be installed above ground wherever possible. If a pipeline to be installed underground it should be placed in a protective sleeve or duct and regularly inspected and tested for damage.

Stocks of absorbent materials should be readily available to mop up spillages.

8.4 Oil Storage

The Estates Department is committed to ensuring that all oil storage facilities are installed, inspected and maintained in accordance with all of the legislation to ensure that such installations do not pose a health or operational risk to either staff, clients, members of the public or the environment. The responsible person will therefore ensure that:

- All oil storage equipment is designed and installed by suitably qualified personnel and complies with the requirements of the relevant British Standard and the Control of Pollution (Oil Storage) (England) Regulations 2001
- All existing oil storage facilities shall be risk assessed to ensure that they comply with the minimum requirements of the above regulation/standards
- When new equipment is accepted for use, full information as to its designed mode of operation together with maintenance procedures is provided as part of the handover procedure

- All service and maintenance procedures shall comply with the requirements of the Control of Pollution (Oil Storage) (England) Regulations 2001
- All oil storage facilities have an adequate means of measuring the quantity of oil within the tank so that the person filling the tank has the necessary information to calculate how much oil is required to fill the tank and prevent any overspill
- A reserve of oil supplies shall be maintained for both generators and boilers to provide a minimum of 3 days storage on full load
- All oil storage areas should be as resistant as possible to unauthorised interference and vandalism.

OIL STORAGE PROCEDURES

The following operational procedures shall be defined. The procedures will be implemented by appropriate Estates or local site staff as defined:

- The supervision of deliveries of oil to help avoid spillages
- Carry out a risk assessment with the oil delivery company to agree safe delivery and emergency procedures
- A 6 monthly inspection of all bunds, tanks and pipe work for signs of damage
- Removal of rainwater from bunds after significant rainfall
- Removal of accumulated debris from within bunds
- Regular readings to confirm the current levels of oil and arrangements for re-filling
- Adequate security arrangements shall be agreed to avoid the risk of theft or vandalism

REQUIREMENTS

The Estates Department have established systems and procedures which address the issues set out below in ways appropriate to the type of activity being undertaken:

Processes

- To have a maintenance regime in place covering all maintenance activities, including the need for planned preventative maintenance.
- Training shall be carried out to ensure all relevant management and staff understand and implement this Policy.
- In all cases the personnel given the task of carrying out the maintenance activities must be made aware of the safe procedures to be adopted. They shall be informed of the hazards to themselves and others that may occur if the agreed procedures are ignored.

Information

The following information shall be provided adjacent to the facilities to which it refers:

- General information regarding the capacity of the tank and type of oil to be stored.
- Procedures to be followed when filling the storage tank.

- Procedures to be followed in the event of a spillage

Management

- All maintenance, inspections and the like carried out on any equipment will be recorded and logged on an appropriate system in a format readily retrievable for audit purposes.
- The results of any decisions made with regard to maintaining/servicing any equipment shall be documented and the resulting actions implemented through agreed procedures.
- Ensure that specific measures are in place to ensure continuing compliance with Health and Safety and Environmental Protection legislation.

Bulk storage of oil and chemicals represents a major threat to the water environment. The potential for accidental spillage is greatest during deliveries, but storage facilities also pose a risk.

Above ground storage tanks should be protected by a bund walls or in double banded tanks. Bund walls should be regularly checked to ensure that they are secure. The wall and floor must be impermeable to the materials stored in it, and there should be no drains or valves. Overflow pipes on all tanks should discharge within the bund area. Rainwater may collect within bund areas, and should be regularly pumped out.

Drums should be stored within a bund area or on proprietary bund pallets to contain any spillage or leaks.

To prevent oil pollution, oil separators (interceptors) should be placed on any surface water drains that could be at risk from possible oil contamination, including vehicle parking areas. Oil interceptors must be maintained and emptied regularly, be designed to a sufficient size, and be protected from detergents. Water containing detergents must be prevented from draining into oil separators, as this will render them useless and allow oil to be washed through.

Security measures to prevent vandalism and theft should be considered. Lockable valves should be fitted on all storage tanks, fences should be secure and doors and gates kept locked. Where possible, materials should be stored under cover.

8.5 Cleaning

Washing operations should be carried out in areas that drain to the foul water sewer. No detergents are suitable for discharge to surface water drains, even those described as biodegradable. Service and parking areas should not be cleaned by hosing to surface water drains.

8.6 Groundwork Pollution

Spillage or incorrect storage of chemicals or waste materials on unprotected land can damage to the water environment. Pollutants such as oil, solvents and chemicals can seep through the earth and contaminate groundwater, a vital source of drinking water.

In particular, chlorinated solvents are the most widespread and severe cause of groundwater pollution.

It is essential that this type of pollution is avoided as once groundwater has become contaminated it is very difficult and expensive to clean up.

8.7 Emissions into the Atmosphere

The Clean Air Act 1993 controls the emission of dark and black smoke, grit and dust into the atmosphere. The Trust will prevent the emission of dark smoke from chimneys into the atmosphere. The Trust will not permit any burning of site rubbish by open fires without prior approval of the Environment Agency.

The Trust will prevent noxious or offensive gases being emitted into the atmosphere from Trust premises. Any substances discharged into the atmosphere must be rendered harmless and inoffensive.

8.8 Noise

The Trust will limit noise levels from plant and machinery that might constitute a statutory nuisance as required by the Environmental Protection Act 1990 and Noise at Work Regulations 2005. The local authority has the power to serve a notice on the occupier of premises requiring abatement of a noise nuisance or prohibiting or restricting its occurrence or recurrence.

8.9 Energy

The Estates Department will implement systems for efficient energy and utility management, all to conserve scarce resources and minimise cost. Targets shall be set for achieving a reduction in energy consumptions and consequent CO₂ emissions. All staff has an important role to play in energy management by ensuring that equipment is not left switched on when not in use and lights are switched off when rooms are not occupied. Department managers can minimise wastage by monitoring, promoting and encouraging good housekeeping practices.

Energy Targets and Greenhouse Gas Emissions

Providing healthcare services to communities results in environmental impacts, including greenhouse gas (GHG) emissions that contribute to climate change. Climate change impacts are set to become a major health threat. Global temperatures will rise to a level that will have major impacts on the environment and societies worldwide. In recognition of the urgency that arises from this, published in 2009, NHS Carbon Reduction Strategy for England, which outlines the key areas in which the NHS can take action to achieve UK Government carbon reduction targets of 10% reduction by 2015, 34% by 2020 and 80% by 2050.

Addressing environmental impacts, alongside economic and social issues, is central to the UK Government's sustainable development strategy.

Improvements and Energy Efficiency

Replacement of inefficient buildings, services and materials with higher energy efficient solutions shall be considered. A simple pay back of 5 – 10 years or less shall be used for

energy efficient measures. All measures of less than 12 months payback will be implemented within the same financial year that they are assessed.

When purchasing new or replacement plant or equipment, energy efficiency must be the prime selection criteria. All new buildings and plant are to comply with the current building regulations "Part L" for energy.

An energy audit shall be conducted for each premise to identify energy use and any deficiencies.

Room Temperatures

Statutory Limits

During working hours the temperature in all workplaces inside buildings shall be reasonable. Workplace (Health, Safety & Welfare) Regulations 1992 to be 'reasonable' the temperature in work rooms should normally be at least 16°C (61°F) according to the approved code of practice. Note 'reasonable' is not the same as reasonably comfortable and hence the above is considered as a minimum.

The Department of Health has published normal environmental air temperatures for hospital buildings and these will be the recommended temperatures, see appendix 1.

Heating season

The heating season will be from 30 September to 30 April inclusive, subject to weather conditions. During the non-heating season, heating systems will be isolated, subject to weather conditions. Heating systems will only be operated outside this heating season in patient areas, subject to weather conditions, and only in agreement with local unit managers and the local estate manager.

8.10 Water Management

Water quality and conservation is an integral part of the water management strategy in order to conserve precious resources and reduce costs. Water quality and conservation techniques will include:

- Reducing underlying inefficiencies, particularly leaks, this includes installing leak detection systems as appropriate.
- Water storage is controlled and distribution systems and temperatures are monitored.
- Aerosols created by water are minimised.
- Predicting faults by identifying areas of excessive water consumption
- Ensuring taps are not left running without reason, and repairing dripping taps
- Ensuring urinals are not flushing too frequently by utilising movement sensors in co-ordination with lighting systems.
- Reducing the inefficient use of washing machines etc.
- Installing water saving devices where practical such as spray taps with push top and low volume cistern flush toilets (including low cost cistern displacement devices).
- Consider installing rain water harvesting for grey water applications.

8.11 Grounds and Gardens

The Trust will ensure that all pesticides, insecticides and weed killers used on Trust premises are environmentally friendly; comply with all relevant Conditions of Approval for use and where required are applied by a competent person.

8.12 Transport

The Trust will encourage its staff to share cars or use public transport to work. Staff will also be encouraged to walk or use bicycles to get to work as part of occupational health and environmental management programmes.

The Inland Revenue now rate cars within tax bands according to the amount of CO2 emission produced per km. Lower tax bands incur reduced tax cost. Lease car users within the Trust will be encouraged to lease cars within the lower CO2 Revenue Tax rating bands.

Measures to reduce employee travel where possible shall be adopted, these will include planning meetings to a local venue and maximising the use of video conference facilities.

Where practical, fleet vehicles operated by the Trust and staff travelling in own vehicles on Trust business shall minimise vehicle CO2 emissions by: -

- Planning regular work routines and journeys to minimise travel distance and time.
- Monitor fleet vehicle fuel consumption against identified norms.
- Service and maintain vehicles to manufacturer's standards to ensure optimum operating efficiency.
- The impact on the environment shall be a significant factor when evaluating new vehicle acquisitions and the Trust will, where practical, acquire vehicles with alternative fuels less harmful to the environment.
- Encourage driving habits which reduce vehicle fuel consumption in a safe and proper manner.
- Allow short haul air transport as a last resort on Trust business.
- Provide information on local transport for all visitors and staff at all sites with the help of local providers if necessary so as to avoid using cars where possible.

8.13 Purchasing Policy

The Trust will work with its suppliers and the NHS Supplies Agency to minimise the impact of their operations on the environment through a quality purchasing policy, and the development of environmental procurement standards. Environmental considerations will be incorporated into all tendering processes.

This policy includes:-

- (i) Assessing life time costing of capital goods prior to purchasing when comparing products. Particularly energy using equipment should be

- assessed by the nominated responsible person. This should include large plant and large numbers of small items should as computers.
- (ii) Apply BREEAM Healthcare (B4H) to all new buildings and refurbishments to attain the highest practical energy efficiency.
 - (iii) Where applicable purchase energy using equipment from the Energy Technology List (ETL) and Water Technology List (WTL) under the Enhanced Capital Allowance (ECA) scheme. This especially applies to replacement light fittings, boilers and air conditioning equipment.
 - (iv) For white goods assessing the efficiency performance from the EU Energy Label.
 - (v) Purchase only high efficiency electric motors for new products and replacement motors, especially avoiding rewind electric motors.
 - (vi) Apply a computer replacement policy for computers directed to replacing PC's with more efficient or lap top computers.
 - (vii) When purchasing and leasing properties due consideration should be given to the Energy Performance certificate (EPC) in the evaluation.

8.14 New Construction and Refurbishment

Environmental impact will be routinely considered in all new construction works and alterations. Works will be designed to meet at least prevailing energy and environmental standards BREEAM (B4H). Materials with minimal environmental impact from sustainable resources shall be used in preference to other higher impact alternatives.

For smaller contracts sub division of rooms should be evaluated for lighting and environmental temperature control prior to carrying out the work.

Seasonal commissioning should be included in the contract to ensure optimum setup in operation. This should include fixing of Thermostatic Radiator Valves (TRV's) at the correct environmental temperature.

Where used low surface temperature radiator guards should allow easy access to TRV's.

Utility meters should be the 'smart meter type' and sub meters installed to measure energy use. Central control of the building via a remote Building Management System direct to the Trust's Estates Department should be included.

Low carbon heating solutions should be evaluated including biomass, solar water heating and air conditioning should be avoided wherever possible. Low energy solutions to air conditioning should be evaluated when it is necessary.

8.15 Incident Reporting Arrangements

It is the duty of all staff to report all incidents, including chemical spillages, mercury spillages, pollution incidents and near misses.

Incidents should be reported using the Trusts significant event reporting system,

which is available in all wards and departments.

Serious incidents likely to have significant consequences, for example large- scale oil or chemical spillages, must be reported immediately to the Estates Manager or Estates Officer on call to ensure emergency contingency measures can be enacted.

8.16 Contractors and Self- Employed Persons

The Trust has a duty to ensure that contractors, self employed persons, and employees of other Trusts/organisations working on a Trust premises recognise their obligation to comply with the Trusts environmental management policy.

Contractors will be given information on prevention of pollution in the workplace, and will be subject to the Trusts safe systems of work. The Trust will work with other employers sharing the workplace to develop joint arrangements for environmental management.

8.17 Control and Review of the Environmental Management System

The Trust will ensure that processes and systems are operating safely by documenting policies, procedures, standards and guidelines in all areas where an absence of same could lead to deviations from the environment policy, its objectives and targets. Contingency plans will be developed to cover action to take in emergency situations (e.g. major spillages) in order to minimise the environmental impacts associated with them.

The Trust shall establish a system of periodic audits to determine the level of compliance with environmental management systems. Where non-compliance is discovered the cause will be identified along with the necessary corrective actions. Controls will be implemented or modified to avoid repetition of any non-compliance and the changes will be recorded in written procedures.

The Environmental Management Policy will be subject to periodic review to ensure its continued suitability, adequacy and effectiveness. The review will address the need for changes to policies, procedures and objectives in the light of legislative changes, audit results, and the commitment to continual improvement.

9 TRAINING

Training required to fulfil this policy will be provided in accordance with the Trusts Training Needs Analysis. Management of training will be in accordance with the Trusts learning and development Policy.

10 MONITORING COMPLIANCE WITH THIS DOCUMENT

The table below outlines the Trusts' monitoring arrangements for this policy/document. The Trust reserves the right to commission additional work or change the monitoring arrangements to meet organisational needs.

Aspect of compliance or effectiveness being monitored	Monitoring method	Individual responsible for the monitoring	Frequency of the monitoring activity	Group / committee which will receive the findings / monitoring report	Group / committee / individual responsible for ensuring that the actions are completed
Ensure that the trusts carbon footprint is reviewed annually and updated.	Estates Department Quarterly Management Review Meetings with CPFT staff and other SLA providers	Professional Head of Estates	Annual	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement
Ensure that an annual Environmental aspects and impact assessment is undertaken.	Estates Department Quarterly Management Review Meetings with CPFT staff and other SLA providers	Professional Head of Estates	Annual	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement
Ensure that risk assessments for all oil storage tanks are reviewed annually and updated.	Estates Department Quarterly Management Review Meetings with CPFT staff and other SLA providers	Professional Head of Estates	Annual	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement
Ensure that all maintenance and inspections of oil storage tanks are carried out and recorded.	Estates Department Quarterly Management Review Meetings with CPFT staff and other SLA providers	Professional Head of Estates	Annual	Corporate Fire Health Safety and Security Committee	Director of Performance Improvement

11 REFERENCES/ BIBLIOGRAPHY

The main Standards and Legislation governing this policy are contained in, but not limited to:

- Control of Pollution (Oil Storage) (England) Regulations 2001.

- Noise at Work Regulations 2005
- Pollution Prevention Guidelines for Above Ground Oil Storage Tanks (PPG2)
- The Clean Air Act 1993
- Environmental Permitting Regulations (England & Wales) 2016

12 RELATED TRUST POLICY/PROCEDURES

POL/002/036 Control of Contractors
POL/002/049 Ventilation Policy
POL/002/052 Control of Asbestos Policy
POL/002/054 Water Safety and Control of Legionella Policy
POL/002/055 Waste Management Policy

**APPENDIX 1
RECOMMENDED ROOM TEMPERATURES FOR USE IN TRUST PROPERTIES**

The following schedule shows the room temperatures in degrees Celsius and Fahrenheit applicable to each type of department. Due to the design of the heating and cooling systems individual rooms will, on occasion, vary from these standards.

	° C	° F		° C	° F
Bathrooms/showers	21	70	Overnight stay visitors	18	65
Cleaners	16	61	Patients Changing	21	70
Clean Utility	18	65	Patients Toilets	16	61
Cloakrooms	16	61	Porter Base	18	65
Conference Rooms	18	65	Reception Desks	18	65
Consulting Rooms	21	70	Seminar Rooms	18	65
Corridors (Public)	18	65	Staff/Nurses Stations	18	65
Dark Rooms	18	65	Staff Changing	18	65
Day Rooms	18	65	Staff Toilets	16	61
Dining Areas	18	65	Staff Rooms	18	65
Dirty Utility	16	61	Staircases, Public	16	61
Disposal Rooms	16	61	Telephone Switchboard	18	65
Entrance Foyer	16	61	Test Rooms	16	61
Equipment Stores	10	50	Therapy Rooms/Physio	21	70
Flower Rooms	16	61	Treatment Rooms	21	70
Interview Rooms	18	65	Visitors	18	65
Laboratories	18	65	Waiting Rooms	18	65
Lecture Room/Class	18	65	Ward Pantry	16	61
Library	18	65	Wards General	18	65
Linen Store	16	61	Wheelchair/Trolley Bar	16	61
Milk Kitchen	18	65	Workshops, Maintenance	15	59
Nurseries	21	70	Workshops (Heavy) Patients	16	61
Offices	18	65	Workshops (Light) Patients	18	65

SPECIFIC AREAS

Examination Rooms	21	70
Appliance Fitting	18	65
Plaster	18	65
Single Bed Area	(16	(61

—
27) 81)

KITCHENS

Cooking Area	16	61
Day Store	13	56
Diet Store	13	56
Main Store	16	61
Servery	16	61
Veg Prep/Pan Wash	16	61

OFFICES

General	21	70
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WORKS DEPARTMENT

Workshop	16	61
Equipment Store	10	50

DENTAL

Dental Surgery	18	65
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MORTURY

Body Store	13	56
Post Mortem Room	16	61
Viewing Room	16	61

DAY HOSPITALS

Day Rooms	21	70
Wards	21	70

Appendix 2 – Property Portfolio

	LOCATION	PROPERTY	ESTATES SERVICES PROVIDER
IF YOUR PROPERTY IS NOT LISTED BELOW YOU MUST FOLLOW THE CPFT POLICIES			
Total			
1	Alston	Ruth Lancaster James Hospital, Town Foot Road, Alston, CA9 3QX	CPFT
2	Ambleside	Ambleside Health Centre, Ambleside	NHS Property Services
3	Appleby	Appleby Medical Practice, The Riverside Building, Chapel Street,	NHS Property Services
4	Aspatria	West Street Health Centre, West Street, Aspatria, CA7 3HH	NHS Property Services
5	Barrow in Furness	102 Dalton Lane, Furness General Hospital, Barrow, LA14 4LF	UHMBFT
6	Barrow in Furness	Abbey Road Clinic, Barrow-in-Furness	UHMBFT
7	Barrow in Furness	Abbey View Day Hospital, Dalton Lane, Barrow. LA14 4LF	UHMBFT
8	Barrow in Furness	Dova Ward, Furness General Hospital, Barrow LA14 4LF	UHMBFT
9	Barrow in Furness	Ramsey, Furness General Hospital, Barrow LA14 4LF	UHMBFT
10	Barrow in Furness	Fairfield Offices, 2 - 6 Fairfield Lane, Barrow-in-Furness, LA13 9AH	NHS Property Services
11	Barrow in Furness	Gum Clinic Barrow - Birchwood	UHMBFT
12	Barrow in Furness	PCAS FGH	UHMBFT
13	Barrow in Furness	Stafford House, Abbey Road, Barrow in Furness	NHS Property Services
14	Barrow in Furness	Atkinson Health Centre, Market Street, Barrow in Furness, LA14 2LR	NHS Property Services
15	Barrow in Furness	Community Nurses FGH	UHMBFT

16	Barrow in Furness	Dental Access Centre, Unit 5, Old Fire Station, Abbey Road, Barrow - in - Furness LA14 1XH	UHMBFT
17	Barrow in Furness	Dental FGH	UHMBFT
18	Barrow in Furness	Fairfield Centre, LA14 1LF	UHMBFT
19	Barrow in Furness	Furness General Hospital (Podiatry), Dalton Lane, Barrow in Furness, LA14 4LF	UHMBFT
20	Barrow in Furness	Hoops Gym	Follow Landlords Procedures
21	Barrow in Furness	College House, Howard Street, Barrow LA14 1NB	Follow Landlords Procedures
22	Brampton	Brampton War Memorial, Tree Road, Community Hospital, Brampton, CA8 1TQ	CPFT
23	Carlisle	Capital Building, Hilltop Heights, London Road, Carlisle	CPFT
24	Carlisle	Carleton Clinic - Physio Dept	CPFT
25	Carlisle	Dental Education Centre	CPFT
26	Carlisle	Orton Lea, Orton Road, Carlisle Springboard Centre	CPFT
27	Carlisle	PCAS CIC	NCUHT
28	Cleator Moor	Cleator Moor Health Centre, Birks Road, Cleator Moor, CA25 5HP	CHP
29	Cockermouth	Cockermouth Cottage Hospital, Isel Road, Cockermouth, CA13 9HT	CHP
30	Dalton	Dalton Clinic, Dalton-in-Furness	NHS Property Services
31	Egremont	Beech House Medical Centre, St Bridget's Lane, Egremont, CA22 2BD (part only)	NHS Property Services
32	Grange over Sands	Grange Health Centre, Kent Bank Road, Grange-over-Sands, LE11 7DJ	NHS Property Services
33	Haverigg	HMP Haverigg, North Lane, Haverigg, LA14 4NA	Follow Landlords Procedures
34	Kendal	1&2 Weaver's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT

35	Kendal	17&18 Flaxman's Court, Westmorland General Hospital, Burton Road, Kendal, LA9 7RG	UHMBFT
36	Kendal	Blackhall Unit WGH	UHMBFT
37	Kendal	Chiropody WGH	UHMBFT
38	Kendal	Dental Clinic WGH	UHMBFT
39	Kendal	Garburn House, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
40	Kendal	Kentmere Ward, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
41	Kendal	Kinta House & Annex, Helme Close. Kendal, LA9 7HY	UHMBFT
42	Kendal	Kirkstone Unit, Westmorland General Hospital, Kendal LA9 7RG	UHMBFT
43	Kendal	Murley Moss (units A1 & A2), Murley Moss Business Park, Kendal, LA9 7RL	Follow Landlords Procedures
44	Kendal	PCAS WGH	UHMBFT
45	Kendal	SUSD WGH (Langdale North and South)	UHMBFT
46	Kendal	Bridge Mill, Kendal. LA9 4UB	Follow Landlords Procedures
47	Keswick	Mary Hewitson Community Hospital, Crossthwaite Road, Keswick, CA12 5PH	CPFT
48	Kirkby Stephen	Kirkby Stephen Health Centre, Silver Street, Kirkby Stephen, CA17 4RB	NHS Property Services
49	Longtown	Longtown Medical Centre, Moor Road, Longtown	NHS Property Services
50	Maryport	Maryport Clinic, Ewanrigg Road, Maryport - viewed as one site with hospital	CPFT
51	Maryport	Victoria Cottage Hospital, Ewanrigg Road, Maryport, CA15 8EJ	CPFT
52	Millom	Millom Hospital, Lapstone Road, Millom, LA18 4BY	UHMBFT
53	Milnthorpe	1a Haverflatts Lane, Milnthorpe	Follow Landlords Procedures

54	Penrith	2 – 8 Tynefield Drive, Penrith	CPFT
55	Penrith	Penrith Community Hospital, Bridge Lane, Penrith, CA11 8HX - excludes Beacon / Lonsdale, maternity and 2a, 4, 6 & 8 Tynefield	CPFT
56	Penrith	Penrith Health Centre, Bridge Lane Penrith, CA11 8AX	CPFT
57	Sedbergh	Sedbergh Medical Centre, Station Road, Sedbergh, LA10 5DL	Follow Landlords Procedures
58	Shap	Shap Health Centre, Peggy Nut Croft, Shap	NHS Property Services
59	Silloth	Silloth Clinic, Lawn Terrace, Silloth-on-Solway, CA7 4AH	NHS Property Services
60	Ulverston	Gill Rise, Stanley Street, Ulverston	CPFT
61	Ulverston	Ulverston Community Health Centre	NHS Property Services
62	Whitehaven	Copeland Unit, Whitehaven Hospital, Hensingham, Whitehaven, CA28 8JG	NCUHT
63	Whitehaven	Flatt Walks Health Centre, 3 Castle Meadows, Catherine Street, Whitehaven, CA28 7QE	NHS Property Services
64	Whitehaven	Footsteps CDC	NCUHT
65	Whitehaven	Hillcroft , West Cumberland Hospital, CA28 8JG	NCUHT
66	Whitehaven	Diabetics & CAT Team, West Cumberland Hospital, CA28 8JG	NCUHT
67	Whitehaven	Yewdale Ward, West Cumberland Hospital, CA28 8JG	NCUHT
68	Whitehaven	PCAS , West Cumberland Hospital, Hensingham	NCUHT
69	Wigton	Brookside Centre, Birdcage Walk, Wigton. CA7 9HB	CPFT
70	Wigton	Wigton Community Hospital, Cross Lane, Wigton, CA7 9DD	CPFT
71	Wigton	Wigton Health Centre, Southend, Wigton, CA7	NHS Property Services
72	Workington	Ann Burrow Thomas Health Centre, South William Street, Workington, CA14 2ED	NHS Property Services

73	Workington	The Elms, Infirmary Road, Workington, CA14 2UG	CPFT
74	Workington	Lilliehall Business Park, Workington CA14 3BT	Follow Landlords Procedures
75	Workington	Park Lane Clinic, Park Lane, Workington, CA14 2RR	CPFT
76	Workington	Workington Community Hospital, Park Lane, Workington, CA14 2RW	Follow Landlords Procedures

UHMBFT - UNIVERSITY HOSPITAL OF MORECAMBE BAY NHS FOUNDATION TRUST

NCUHT - NORTH CUMBRIA UNIVERSITY HOSPITAL TRUST

CPFT - CUMBRIA PARTNERSHIP FOUNDATION TRUST

NHSPS - NHS PROPERTY SERVICES

CHP – COMMUNITY HEALTH PARTNERSHIP