

Policies, Procedures, Guidelines and Protocols

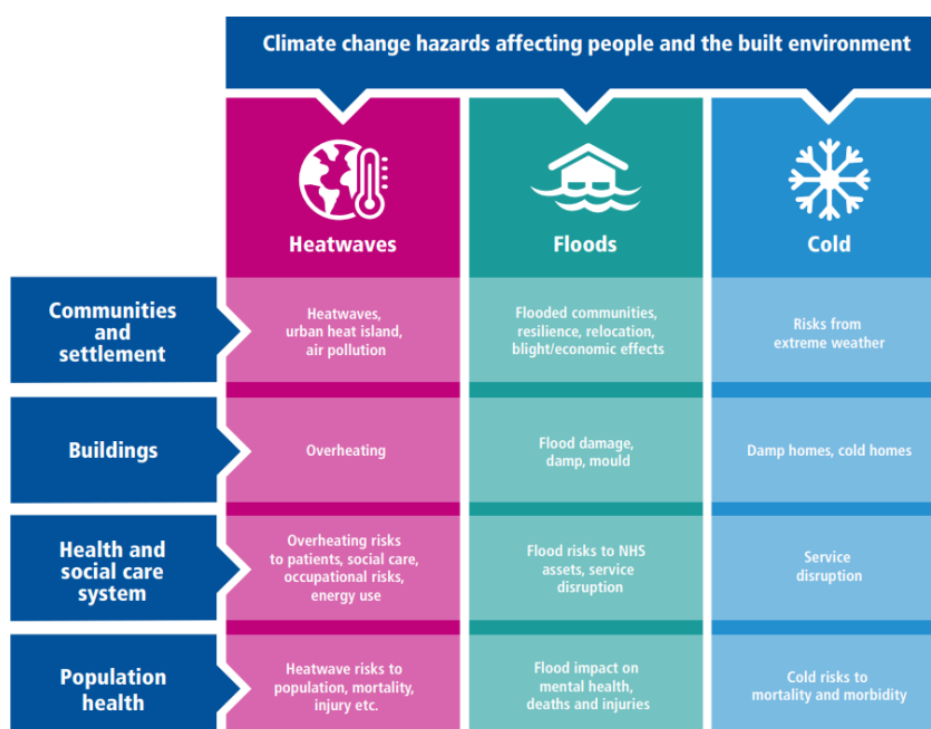
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1. PURPOSE

- 1.1 The objective of this policy is to demonstrate the commitment of the Shropshire Community Health Trust (SCHT) in providing a healthy safe working environment for all employees, patients and visitors. The Trust recognises the benefits to society of energy conservation and sound environmental management as supported by SCHT's Green Plan and the national Greener NHS team. By adopting the principles of this policy for the management of energy use, the Trust shall demonstrate its commitment to the conservation of these resources.
- 1.2 Climate change is considered to be the biggest global health threat of our century. There are significant health implications that are likely to be generated from climate change and its characteristics. Addressing the health impacts themselves, but also preparing the healthcare sector buildings for climate change can protect lives, save costs and improve health conditions in the country.
- 1.3 The management of energy, from procurement through to use will form part of SCHT's adaption and mitigation strategy helping to address the effects of Climate Change within our community. Energy consumption is directly linked to the weather patterns and increased reliance on fossil fuels to heat, cool and power our estate.
- 1.4 The figure below, copied from the third Health and Social Care Adaptation Report (December 2021) summarises the current and future hazards of climate change on the health sector noting as a county Shropshire has suffered from these events in recent years.



2. INTRODUCTION

- 2.1 This policy is intended to provide a general framework from which individual or generic site procedures may be produced to ensure unnecessary wastage is

avoided, whilst maintaining a suitable internal environment for patients, staff and visitors.

- 2.2 Moreover, the policy details the parameters the Trust should work within to minimise damage to the global environment by limiting where possible the rate at which fossil fuels and other natural resources are depleted.
- 2.3 This document is split into two distinct sections: -
- The Management policy
 - Appendices covering current procedures and practices
- 2.4 This policy is approved by the Capital & Estates Strategy Implementation Group with the delegated authority of the Trust Board.

3. PRINCIPLES

- 3.1 Energy expenditure is a controlled overhead, and the Trust expects all its employees to act responsibly and to contribute to the conservation process.
- 3.3 The Trust will purchase energy as economically as possible, ensuring that it is converted and distributed at the highest practical efficiencies, whilst requiring all staff to minimise use.
- 3.3 The environment within buildings used by the Trust is important to the delivery of high-quality healthcare services. The Trust therefore aims to develop procedures which give equal weight to energy conservation and improved internal conditions.

4. OBJECTIVES AND TARGETS

The energy management objectives of the Trust are to: -

- a) Comply with all relevant government legislation aimed at improving the global environment and the cost-effectiveness of healthcare.
- b) Control energy consumption and costs, whilst recognising the impact of increased clinical activity, site development and the evolving deregulated utilities market.
- c) Establish rolling programmes of energy conservation, reinvesting the savings into improving patient services and further energy saving schemes.
- d) Support the Green Plan and wider Greener NHS directives.
- e) Ensure that management systems are in place to deliver the information required to meet corporate planning objectives.

5. RESPONSIBILITIES OF STAFF

- 5.1 The Trust acknowledges that it is not practical for any individual to have sole responsibility for energy management. However, it is possible to identify areas where some staff groups have specific influence: -

Procurement of energy supplies at minimum cost, and the promotion of energy efficiency is primarily an Estates responsibility.

Energy conversion and distribution processes are closely matched to the maintenance department's activities.

The final use of energy is the responsibility of all staff.

5.2 The overall responsibility for energy management rests with the Associate Director of Estates for the Trust, to ensure that: -

There is a suitably qualified nominated Energy Manager, noting this may be a "bought in service".

Investment Programmes are promoted at Board level and properly accounted for in the business plans of the Trust.

All Trust managers participate fully in energy conservation and contribute to the effective operation of the Trust's Green Plan which energy consumption supports.

5.3 The Associate Director of Estates is assisted in his/her energy responsibilities by the nominated Energy Manager who will: -

- Advise on matters of energy policy and develop site specific strategies for utilities management.
- Produce an annual report on the utility performances of premises, highlighting areas of concern and identifying investment opportunities.
- Liaise with Estates, capital and planning staff on the energy consequences of all capital schemes.
- Ensure that adequate energy records are maintained, and procedures are in place for processing invoices in accordance with Standing Financial Instructions.
- Promote energy conservation amongst staff, providing training and advice to line managers.

5.4 The Associate Director of Estates will be responsible for the co-ordination of estates activities which impact on utility costs, including: -

- New design and refurbishment; ensuring that site developments do not compromise the site's energy strategy, procedures or engineering infrastructure.
- Maintenance of plant, equipment and buildings in accordance with the site's energy strategy, procedures and best current practice.
- Promotion of energy consciousness amongst staff.

5.5 All personnel who manage staff are required to ensure that: -

Their staff are aware of the Energy Management Policy and comply with it at all times.

They, or their staff with a responsibility for purchasing energy-consuming items, take account of running costs when selecting equipment.

All defects which cause energy waste are promptly reported to the **Estates Helpdesk** on **01785 783050** (where MPFT maintain our estate) or NHS PS via their portal [NHS Property Services | Report a non-urgent facilities management issue](#) .

All staff to comply fully with this Energy Management Policy and that they contribute to the conservation process.

5.6 SCHT recognises that the activities it undertakes have a significant impact on the environment.

The Trust is committed to taking the appropriate steps to limit the impact of these activities on the local and global environment.

5.7 Following this procedure will help the Trust to manage energy by: -

- Procuring utilities for Trust premises at the most economical cost.
- Procuring green energy, electricity initially monitoring the gas utilities as their green alternatives mature and become more sustainable from a cost perspective.
- Consuming energy in a responsible manner.
- Reducing the overall volume of energy used.
- Endeavouring to reduce air quality pollutants and in particular carbon dioxide emissions.
- Achieve standard room temperatures.

6. WORKING IN HOT AND COLD ENVIRONMENTS

Information about how the temperature of the environment you work in can affect staff, patients and visitors, and advice on how to manage it. (A useful resource can be found on the HSE portal via the attached link - [HSE - Temperature: What the Law says](#))

6.1 Issues and Risks

- Heat stress
- Cold stress
- Dehydration
- Working in the sun
- Handling food in a cold environment

6.2 Outdoor workplaces

- (a) When working outdoors the effects of the weather in this environment can potentially have a very serious impact on an employee's welfare if the risks have never been previously considered or managed properly. This impact may be immediate, or it may occur over a long time period.
- (b) For example, exposure to the sun can cause skin damage including sunburn, blistering and skin ageing and, in the long term, can lead to an increased risk of skin cancer. Skin cancer is one of the most common forms of cancer in the UK with over 50,000 new cases every year.
- (c) People can avoid unnecessary exposure by such means as: -
 - Wearing hats with a wide brim.

- Wearing long sleeve shirts or loose clothing with a close weave.
 - More frequent rest breaks.
 - Taking breaks in the shade whenever possible.
 - Scheduling work to cooler times of the day; and
 - If possible, provide shade where work tasks are being undertaken.
- (d) Sun protection is important, and people need to realise that sunburnt skin is damaged skin. A suntan is not a sign of good health.

6.3 Indoor workplaces The Trust must provide: -

- A reasonable working temperature in workrooms usually at least 16°C, or 13°C for strenuous work (unless other laws require lower temperatures).
- local heating or cooling where a comfortable temperature cannot be maintained throughout each work room (e.g., hot and cold processes), thermal clothing and rest facilities where necessary, e.g. For “hot work” or cold stores.
- Heating systems which do not give off dangerous or offensive levels of fumes into the workplace
- Sufficient space in work rooms.

6.4 What is the Maximum/Minimum Temperature in the Workplace?

- (a) The Workplace (Health, Safety and Welfare) Regulations 1992 lays down particular requirements for most aspects of the working environment
- (b) Regulation 7 of these Regulations deals specifically with the temperature in indoor workplaces and states that: during working hours, the temperature in all workplaces inside buildings shall be reasonable.
- (c) However, the application of the Regulation depends on the nature of the workplace e.g. a bakery, a cold store, an office, a warehouse, etc.
- (d) These Regulations go on to explain: -
 - The temperature in work rooms should provide reasonable comfort without the need for special clothing. Where such a temperature is impractical because of hot or cold processes, all reasonable steps should be taken to achieve a temperature which is as close as possible to comfortable. “Workroom” means a room where people normally work for more than short periods.
 - The temperature in workrooms should normally be at least 16°C unless much of the work involves severe physical effort, in which case the temperature should be at least 13°C. These temperatures may not, however, ensure reasonable comfort, depending on other factors such as air movement and relative humidity.
 - Where the temperature in a workroom would otherwise be uncomfortably high, e.g. because of hot processes or the design of the building, all reasonable

steps should be taken to achieve a reasonably comfortable temperature, for example by: -

- insulating hot plant or pipes.
- providing air-cooling plant.
- shading windows.
- siting at workstations away from places subject to radiant heat.

Where a reasonably comfortable temperature cannot be achieved throughout a workroom, local cooling may be provided. In extremely hot weather fans and increased ventilation should be used instead of local cooling.

- (e) Where, despite the provision of local cooling, workers are exposed to temperatures which do not give reasonable comfort, suitable protective clothing and rest facilities should be provided. Where practical there should be systems of work (for example, task rotation) to ensure that the length of time for which individual workers are exposed to uncomfortable temperatures is limited.

7. WHAT TEMPERATURE CAN I EXPECT IN MY WORKING ENVIRONMENT?

7.1 In general, temperatures will vary for many reasons. The most significant reason for variation is the weather. It should also be remembered that the design of a building also plays a significant role in temperature variations, for example older buildings have less thermal efficiency than modern structures and may have large windows and high ceilings, all of which give rise to thermal activity in the form of draughts. These draughts will cause an additional cooling effect when felt across your skin, much in the same way as a fan being used to cool you down in hot weather. What this means is, that the temperature may be 19°C in your workroom, but you may feel cold if your skin is exposed to draughts.

7.2 Health Technical Memorandum 03- 01: Specialised ventilation for healthcare premises- Part A: Design and validation recommends temperatures from 18°C to 28°C in general wards, and 18°C to 25°C for more sensitive areas, such as birthing and recovery rooms. Calculations are also needed to ensure that internal temperatures do not exceed 28°C dry bulb temperature for more than 50 hours per year. Specifically for hospitals, CIBSE Guide A: Environmental Design recommends ward temperatures from 22°C to 24°C during the winter and from 23°C to 25°C during the summer for air-conditioned buildings, assuming specific clothing and activity levels. Finally, the Heatwave Plan for England recommends that hospitals provide cool areas below 26 °C for use during heatwaves. Maintaining these ranges of temperature ensures thermal comfort conditions for the majority of the staff and patients and protects their health and well-being.

Appendix A gives indicative temperatures by room, but note that these may not be attainable in all areas on some older sites as a result of changes of use to a room but not the infrastructure such as radiator positions or heating controls and thermostats.

7.3 Modern day premises with building management systems using a combination of heated ventilation, clean and dirty extract systems can maintain these temperatures and provide a comfortable environment for those working within them. In contrast to older premises

with radiant heating only and no ventilation the lower band temperatures listed above can seem uncomfortable, particularly in buildings with draughts from windows and doors.

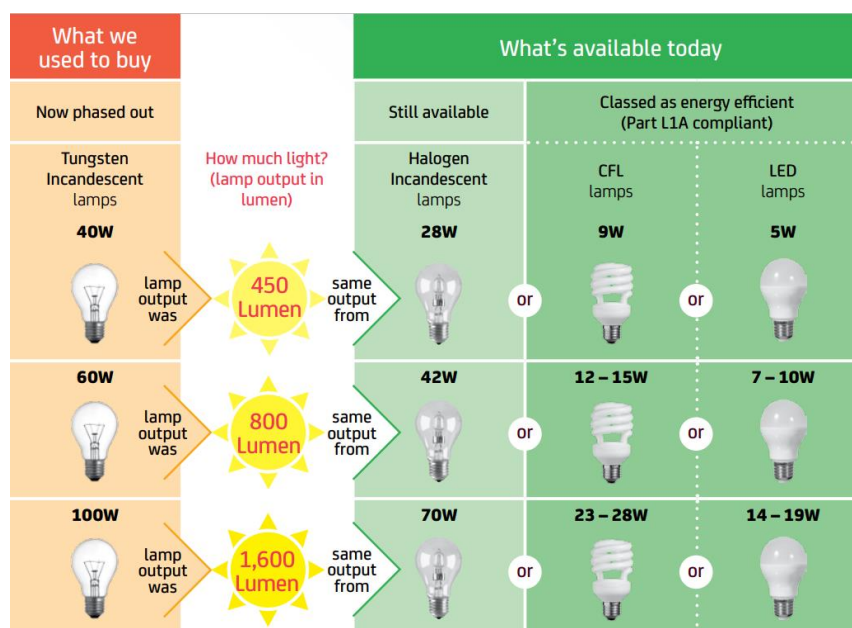
8. METHODS TO BE USED TO SUPORT THE REDUCTION OF ENERGY CONSUMPTION – CARBON FOOTPRINT.

Low Energy Lighting

- 8.1 Lighting technology has advance quickly over the last few years with a number of older type lamps and tubes now phased out and no longer available. Associated developments in artificial intelligence are also driving developments across the lighting systems available to use both at work and at home.

LED light bulbs now account for around two-thirds of all lightbulbs sold in the UK. The sale of halogen lightbulbs will be banned in the UK from September as part of ministerial efforts to cut carbon emissions. A ban on fluorescent lighting, which is mostly used in offices, will follow in September 2023.

- 8.2 The Trust will upgrade any standard tungsten light bulbs to energy saving compact fluorescent lamps (CFLs) which use 75% less energy, produce less unwanted heat and last eight to ten times longer.
- 8.2 The Trust will upgrade emergency lighting in the same way noting that in some instances it will go a step further when replacing systems across a site and move to low maintenance variations which self-monitor and report failures automatically.
- 8.3 Please note there is further information on lighting available at [Presentation Title \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk) which provide indicative “payback” periods for specific lighting types.
- 8.4 The image below shows lamps that are used both at home and within the workplace. Standard LED bulbs can be up to 80% more energy efficient than conventional bulbs, and waste far less energy than other styles of lighting. Fluorescent lights, for example, convert around 95% of the energy they produce into heat and only 5% into light. LED lights, however, convert 95% of their energy into light with only 5% being wasted as heat. This means that LEDs require less power than regular forms of lighting, so obviously the less energy they require, the more positive the effect on the environment.



8.4 How do they compare?

	LED	CFL	Halogen
Watts	6W	11W	35W
Average purchase price	£6.00	£3.50	£2.00
Typical lifetime*	30 years	10 years	2 years
Yearly purchase costs (over 30 years)	20p	35p	£1.00
Running cost per year**	£0.84	£1.55	£4.92

* Of 1,000 hrs per year | ** 14.05p/kWh | Tables: Energy Saving Trust

- 8.5 Fluorescent lighting is used extensively across the trust and is more complex to get it right for the specific area. That said opportunities will be taken to replace existing tubes and fittings for energy efficient types as efficiencies can be achieved resulting in lowering consumption, cost and carbon footprint as the table below identifies.

Power saving	Traditional fluorescent tube	LED Tube Light
Light effect	50-70lm/w	50-200lm/w
Power Efficiency	65%	95%
Light efficiency	60%	85%

- 8.6 Please be aware there are different disposal requirements for older lamps and tubes so please follow the waste policy when disposing of them.

9. OFFICE EQUIPMENT

- 9.1 According to Energy Consumption Guide (ECG)19, electricity consumption for office equipment ranges from 12 kWh/m² per year (for good practice Type 1 offices) to 32 kWh/m² per year (in typical Type 4 offices) [v]. These values respectively represent 36% and 9% of the total electricity consumption in each office type.

The table below, taken from CIBSE Guide F (both in its 2nd and 3rd editions) provides a methodology for calculating installed loads based on a 'bottom-up' approach and is believed to provide a robust prediction of energy consumption.

Typical levels of energy used by office equipment published in CIBSE Guide F^[iv, vii]

Item	Max. rating (W)	Average consumption (W)		Stand-by consumption (W)	
	2 nd ed.	2 nd ed.	3 rd ed.	2 nd ed.	3 rd ed.
PC and monitor	300	120-175	n/a	30-100	n/a
Personal computer	100	40	65	20-30	6.6
Laptop computer	100	20	15-40	05-10	1.4-4
Monitors	200	80	30	10-15	0.52-1.54
Laser Printer	1000	90-130	110	20-30	10-20
Ink Jet Printer	800	40-80	n/a	20-30	n/a
Printer/scanner/copier	50	20	135	08-10	20-80
Photocopiers	1600	120-1000	550-1100	30-250	15-300

What the table does show is that energy is still consumed whilst equipment is in standby, assuming most equipment is often left on when not being used, there are opportunities to make significant savings.

- 9.2 Staff should switch off all equipment when not in use and enable power down modes. As well as clearly reducing the energy consumption, it also reduces the heat produced by equipment which, in turn, lowers cooling costs.

Equipment lifespan will also be extended, and maintenance costs and risk of breakdown should be reduced.

- 9.3 Office equipment left on standby is still using energy – each little red dot costs around £1 a year for every watt of power used ($1\text{ watt} = 0.001\text{ kW} \times 24\text{ hr} \times 365 \times £0.114 = £0.97$) per appliance on standby. It all adds up and can make a noticeable difference to the energy bill both at home and at work.

- 9.4 Ideally heat-emitting equipment such as printers and photocopiers should be placed in a separate, naturally ventilated area with good air flow; this helps minimise air conditioning costs and excessive noise. Colder areas on the north side of buildings are ideal.

- 9.5 Ensure all new equipment has the most energy efficient rating available noting the rating system opposite.



10. VENTILATION AND AIR CONDITIONING

- 10.1 Ventilation using fans and ducting, and the use of cooling (including air conditioning) is becoming commonplace due to an increase in heat-gains from lighting, staff and office equipment. The more heat that is generated, the harder the ventilation and cooling systems have to work to maintain the desired temperature, as a consequence more energy is consumed.

- 10.2 As simple as it sounds, natural ventilation and cooling relies on natural air flow between openings on opposite sides of a room or building – or rising warm air being replaced

with cooler air sucked in through windows or vents. It may well be possible to use windows and doors to provide good levels of natural ventilation, allowing mechanical ventilation to be switched off or turned down to save money.

- 10.3 The trust will invest in improving its systems to ensure that energy consumption is reduced by moving towards a more energy efficient system that meets the needs of the services who use them.
- 10.4 Where issues arise locally across the estate the Associate Director of Estates will work with other staff, including Infection Prevention and Control to mitigate any risks as they arise.
- 10.5 SCHAT have commenced a refurbishment programme to address some of its older systems which will improve their performance as well as reducing the energy they consume.

NB: When opening vents, doors and windows, always consider the security implications.

11. HEATING

- 11.1 Heating accounts for almost 40% of energy costs across our estate in 2020-21 which means that there are big opportunities to make savings. It is possible to minimise the cost of heating, regardless of which system is in place noting we have a biomass boiler as the primary heat source at Whitchurch. By reducing the temperature by just one degree can cut fuel consumption in a typical office by 8% - that's enough energy to print over 40 million sheets of A4 paper!
- 11.2 The recommended temperature for offices and sedentary work is 21°C - 23°C, however, when setting temperatures, remember that office heating is normally not set above 19°C. (Please see Appendix 1 for NHS recommended room temperatures.) This is because internal heat gains from equipment and lighting will increase the room temperature quite considerably.
- 11.3 If it is cold outside, staff and visitors will typically be wearing warmer clothing, so ensure temperatures are set accordingly. Encourage staff to dress for the conditions.

This is just one "no cost" solution that will save money and maintain comfort.

12 GREEN ENERGY

- 12.1 As mentioned previously SCHAT invested in alternative heating sources at Whitchurch more than 10 years ago. In 2020-21 SCHAT paid £0.03 per kWatt from its biomass boiler compared to £0.43 per kWatt from the gas system. There are reasons for the cost difference which relate to fixed costs of supplying energy and not just the cost of the gas used. We also need the gas supply to provide resilience in the event of the biomass boiler being offline due to breakdowns, lack or reduced stock of the correct fuel pellets or servicing.
- 12.2 Biomass boilers however are not a solution for all of our estate, the capital cost can be prohibitive, we do not have the storage space to store the wood pellets necessary and in some instances the resource to manage and maintain the systems.
- 12.3 During 2021 and into 2022 SCHAT invested in solar panels at Bridgenorth and Whitchurch respectively. It is too early to identify the potential benefits both financially










and from a carbon reduction perspective, but the system at Bridgenorth is working effectively and is being monitored for its effectiveness. These 2 systems will be reviewed for the benefits noting that energy costs are rising for all utilities to support SCHTs adaption process away from reliance on fossil fuels and part of the overall decarbonisation plans as part of the Green Plan

13 ALIGNING ENERGY WITH CARBON EMISSIONS

13.1 Over the life of this policy SCHAT will establish its base line for energy as far back as is reasonable possible to support the Green Plan as it embeds into or normal routine

13.2 Aligned to this will be the establishment of SCHATs base line measured carbon footprint.

13.3 We have the ability to measure our own energy consumption (scope 1 and 2 emissions), business travel, waste and water (Scope 3 emissions) so have the ability to measure our carbon footprint. Over the next year we will look to capture data from our leased estate to enable us to establish a Carbon footprint baseline to enable us to identify and track where significant changes have occurred and more importantly understand how our actions supported the change.

Type of emissions	Emissions sources
Scope 1 Direct emissions from our activities	 Gas and fuels used to heat and operate our buildings
Scope 2 Indirect emissions from our electricity use	 Electricity used for lighting, IT equipment, ventilation, ...
Scope 3 Indirect emissions associated with our activities and supply chain	 Water consumed  Waste generated  Business travel Air and rail booked <hr/> Other business travel: expenses, hotels, taxis, ...  Staff/contractors travel Commuting to/from/across our portfolio  Goods & services All the things we purchase, including for construction projects
 Emissions measured <hr/>  Emissions not yet measured	

13.4 Definitions of emissions by scope

Scope 1	Scope 2	Scope 3
Fuel combustion Company vehicles Fugitive emissions	Purchased electricity, heat and steam	Purchased goods and services Business travel Employee commuting Waste disposal Use of sold products Transportation and distribution (up- and downstream) Investments Leased assets and franchises

13.5 over time these meanings will become clearer as all services will have influence on the carbon footprint and aim to reduce these significantly through the procurement opportunities identified and how services are delivered across the community.

14 SUPPORTING DOCUMENTATION

SCHT Green Plan

Health Technical Memorandum 07-02: EnCO2de 2015 – making energy work in healthcare

[Resources | The Carbon Trust](#)

[NHS-third-health-and-care-adaptation-report-2021.pdf \(england.nhs.uk\)](#)

[EST Lighting Guide - the Right Light.pdf \(energysavingtrust.org.uk\)](#)

Benchmarking Small Power Energy Consumption in UK Office Buildings: A Review of Data Published in CIBSE Guide F. (Anna Carolina Menezes, Andrew Cripps, Richard A Buswell and Dino Bouchlaghem)

APPENDIX A: ROOM TEMPERATURES FOR USE THROUGHOUT TRUST PROPERTIES

Room temperatures for use throughout Trust properties						
The following schedule shows room temperatures in degrees Celsius and Fahrenheit applicable to each designated room use. This is the maximum temperature the room will be heated to mechanically, but due to the design of the heating and cooling systems, individual rooms will, on occasions, vary from these standards.						
General Area	°C	°F		General Area	°C	°F
Bathrooms/Showers	21-23	70-73		Telephone Switchboards	21	70
Cleaners Cupboard	16-18	61-65		Test Rooms	18-21	65-70
Clean Utility	18-21	65-70		Therapy Rooms	20-23	68-73
Cloakroom	16-20	61-68		Treatment Rooms	21-23	70-73
Conference Rooms	18-21	65-70		Visitors	18-21	65-70
Consulting Rooms	19-22	66-72		Waiting Rooms	18-21	65-70
Corridors (Public)	16-20	61-68		Wards – General	18-21	68
Day Room	21-23	70-73		Workshops (heavy patients)	20	65-70
Dining Areas	18-21	65-70		Workshops (light patients)	18-21	65-70
Dirty Utility	18-20	65-68		Workshops Maintenance	18-21	65-70
Disposal Rooms	16-21	61-70				
Entrance (Foyers)	16-21	61-70		Specific Areas		
Equipment Stores	16	61		Examination	21-23	70-73
Interview Rooms	19-21	66-70		Single Bed Area (Residential)	21-22	70-72
Laboratories	20	68				
Lecture/Classroom	18-21	65-70		Kitchen		
Library	18-21	65-70		Cooking Area	18-19	65-66
Linen Store	16-19	61-66		Day Store	13-15	55-59
Nurseries	22-24	72-75		Diet Store	13-15	55-59
Offices	19-21	66-70		Main Store	15-16	55-61
Overnight stay (visitor)	20	68		Servery	18-21	65-70
Patient changing	21	70		Veg Prep/Pan Wash	18	65
Patient Toilet	18-21	65-70				
Porters’ Base	20-21	68-70		Works Department		
Reception Desks	19-21	66-70		Equipment Store	16	61
Seminar Rooms	18-21	65-70				

Staff/Nurses Stations	18-22	65-72		Toilets	18-20	65-68
Staff Changing	18-22	65-72		Workshops	18-19	65-66
Staff Toilets	18-20	65-68		Garages	9	48
Staff Rooms	18-21	65-70				
Staircases (Public)	18-19	65-66				
Area locations identified in bold type indicate maximum temperatures being set above the national standard based on working practices and common sense.						

APPENDIX B: HEATING AUTHORISATION

Persons authorised to request the heating to be turned on during the summer shut down period 1 June through to 30 September each year

Sites where policy is operated	Nominated Persons
Bridgnorth Community Hospital	Clinical Services Manager Site Administration Manager Senior Nurse Manager
Bishops Castle Community Hospital	Ward Manager Housekeeper
Ludlow Community Hospital	Site Manager Senior Nurse Manager
Whitchurch Community Hospital	Clinical Services Manager Operations Manager Senior Nurse Manager
Clinics and Health Centres	Team Leader
Much Wenlock Clinic	Team Leader (Southeast Locality) Therapy Services Manager
Adult & Learning Disabilities	Senior Management Administration Manager
Children's Services accommodation	Operations Manager Head of Therapy Services
Dental Services	Specialist in Special Care Dentistry Office Manager
William Farr House	Associate Director of Estates (Community Trust) Chief Finance Officer (CCG)
Oswestry Primary Care Centre	Administration Manager
Shropshire Rehabilitation Centre	Administration Manager
Community Equipment Store	Community Equipment Services Manager

APPENDIX C: SAVE ENERGY SAVE MONEY

- C.1 The heat is on saving energy not only saves money but saves the environment. Saving energy is easier than you think!

For example, turning off unnecessary lights will save energy; even turning off one light for only a few seconds will save energy, including fluorescent lights.

A common misconception is leaving a fluorescent light switched on because it will take more energy to switch it on and off all the time. With today's modern technology in lighting this is simply not true

- C.2 Saving energy makes an immediate difference to the Trust's bottom line. In the private sector this means extra profit, and in the public sector, money saved can be reinvested in patient services, staff, training or improved facilities

- C.3 Global warming is caused by greenhouse gases such as carbon dioxide, a by-product of all types of energy consumption.

By using energy more efficiently we can help to reduce carbon dioxide emissions, reducing the rate of climate change and the damage to the environment.

The workplace is a major consumer of energy and has a big role to play in energy efficiency

- C.4 Getting started doesn't take a long time or even any investment.

(See Appendix D for details on how you can help to save money to improve patient services by reducing the energy being used in your workplace.)

- C.5 There are many websites with lots of useful information on saving energy and what the impact of energy saving will have on everyone's future.

A good example is www.carbontrust.com/uk.

Beware: in contrast there is also lots of misinformation out there, so be careful.

APPENDIX D: ENERGY SAVING CAMPAIGN

- D.1 One of the most effective ways of saving energy is to raise staff awareness of the benefits that can be realised.

For example, the money saved can be used for improving patient care.

- D.2 There are several ways to raise this awareness and some techniques have been employed in the past.

For example, the production of an energy saving booklet, giving practical tips on ways you can help save money at work and at home.

The success of this type of media relies on the method of distribution in that we need to ensure all members of staff are issued with a copy and that they read it. Notwithstanding the fact that “you can take a horse to water, but you can’t make him drink”, this method relies on the knowledge retention of the reader and that they will put their knowledge into practice.

- D.3 Another tried and tested method is a poster campaign.

For example, posters with punchy statements and eye-catching graphics on noticeboards.

More serious examples may include posters next to light switches stating, “please switch me off when leaving the room”.

- D.4 The above examples may well have cost implications; however, the “Carbon Trust” provides free resource packs and downloadable posters which can easily be printed off on a colour printer. The posters can then be placed on noticeboards.

However, remember noticeboards need to be managed, for example change the poster frequently to keep the reader interested with something new and eye-catching.

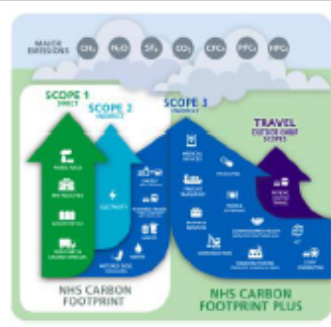
- D.5 The obvious drawback with a poster campaign within a Trust which has a large geographical area with many different sites such as Shropshire is that one person could not possibly manage the process alone. It will take commitment, starting from the top down and will need champions at selected locations to co-ordinate.

- D.6 Let’s save energy together and do our part in saving the environment!

APPENDIX E: TOOLBOX TALK – ENVIRONMENTAL AWARENESS

WHAT?

The burning of fossil fuels to drive industrial processes, light factories, heat homes and cook, produces carbon dioxide (CO₂). CO₂ contributes to the Greenhouse Effect and Global Warming. Global Warming is causing dramatic changes in the global climate at an unchecked rate as a direct result of our activities. The Greenhouse Effect is a natural process which maintains the conditions of the atmosphere making the world stable for life to survive.



WHY?

The NHS has been set a challenge arising from the UK Government's vision to:

To deliver the world's first net zero health service and respond to climate change, improving health now and for future generations.

With around 4% of the country's carbon emissions, and over 7% of the economy, the NHS has an essential role to play in meeting the net zero targets set under the Climate Change Act (Delivering a 'Net Zero' National Health Service).

Did you know that a population under climatic stress is more likely to be prone to mental health problems?

Two clear and feasible targets are outlined in the [Delivering a 'Net Zero' National Health Service](#) report:

- The NHS Carbon Footprint: for the emissions we control directly, net zero by 2040
- The NHS Carbon Footprint Plus: for the emissions we can influence, net zero by

DO

- 😊 Do turn unused lights and equipment off
- 😊 Do replace lamps with low energy lamps wherever possible
- 😊 Do turn the heating down wherever possible
- 😊 Do close doors when leaving a building
- 😊 Do use local traders
- 😊 Do check your vehicle tyre pressures regularly
- 😊 Do segregate rubbish and recycle it wherever possible.
- 😊 Do take your own waste home; businesses cannot recycle as easily as you can at home.
- 😊 Do inform your line manager if you notice that insulation, in roof voids or on pipes, is not put back or is missing.
- 😊 Do advise your line manager if you identify areas that would benefit from better controls that can be easily changed.
- 😊 Do take an interest; it is your world too.

DON'T

- 😞 DON'T leave lights on
- 😞 DON'T leave heaters on when not needed
- 😞 DON'T drive your vehicles with a full tank of fuel.
- 😞 DON'T leave engines running unnecessarily
- 😞 DON'T make un-necessary trips, phone before going to sites/patients/suppliers for example
- 😞 DON'T ignore time clocks that are set at the correct time, for example on outside lights
- 😞 DON'T leave computers or screens on when not in use
- 😞 DON'T leave air conditioning units on during the heating months.
- 😞 DON'T ignore it.

