

Sustainability Policy and Procedures

Why Is This Important...

At Pendine Park, we are striving to improve our environmental performance, as part of our commitment to reduce the carbon footprint and sustainability agenda. On a daily basis we are all facing increased energy and water costs in business and in our personal lives and as such the Organisation and its staff have a responsibility to reduce this wherever possible.

The Organisation is signing up to the Green Dragon Environmental Standards of good practice and in due course would like to enter the Times Green Company Award. In order for us to meet the standards we need to provide all staff with information and we need all staff to comply with these requirements at all times.

Water Usage

- Please ensure all taps are turned off after use.
- Report any leaking taps, showers or running toilets as a priority.
- When using water, use what is required and no more.
- If laundering clothing, ensure that there is a full load as the machines are big and therefore take a lot of water.
- When in the pot wash area and using the spray, ensure the plug is in to reduce usage.
- Do not leave the food macerator on when not in use as this wastes water.
- If hose-pipes are used to wash down trolleys, please keep it to a minimum and don't waste water.

Heating

- Ensure thermostats are at the correct temperature. If a room is found to be too warm, turn down the stat and reduce the radiator or turn off – **do not just open windows to let out heat.**
- Make sure that windows **are closed** if radiators are switched on.
- If air conditioning units are fitted, these should only be used in very hot conditions and external windows and doors **must** be closed for this to work effectively. The manager **must** approve use of these units.

Food

- Only order what is required by the resident - in line with their nutritional needs.
- Store food correctly to prevent waste and the need to dispose.

Day Areas & Corridors

- Don't automatically turn on lights - assess the light level first.
- Turn off lights when there is no one in a room and where the external natural light is sufficient.
- Turn off TV's and radios which are not required, at the socket.
- Fans should only be in use and on when the client is in the room.
- Please keep all corridors and fire exits clear of obstructions.
- Make sure that all equipment is stored correctly to prevent damage or loss.

Residents’ rooms

- When residents are assisted to the lounge/day area, ensure that their room is left tidy by removing dirty pots, equipment and laundry. They may have a visitor prior to the housekeeping team getting to their room.
- Turn off the TV or any radio, which might be on, at the socket.
- Turn off the heating or reduce if they are expected to be in the lounge for a long period of time and put back on prior to them returning.
- Do not close curtains until the resident is back in the room or it goes dark, or turn back beds until resident is ready for bed (can cause confusion).

Laundry

- Check clothing and towels before putting it into the laundry to ensure it is dirty, as over laundering clothes not only spoils them, but also creates more work and wastes resources.
- When laundry is returned, ensure it is put away properly to prevent loss of items and the need for re laundering.

Use of medical supplies

- Use hand towels correctly.
- Only use what has been approved and agreed for the resident.
- Don’t put lots of supplies into residents rooms, for example:
 - Urinals
 - Incontinence products
 - Mouth care trays
 - Trachea equipment

Put only what you need as they cannot be used for others after being in a resident’s room due to cross infection and can result in huge waste of supplies. It also makes the residents rooms look unsightly and prevents the rooms being cleaned properly.

Removal of General & Clinical Waste

- When supplies have been stored after delivery, please ensure that all cardboard is removed from the homes immediately as this poses a fire hazard and that it is placed in the appropriate place in the bin area.
- All general and clinical waste must be removed from the home regularly to prevent build up of waste, to prevent smells and cross infection issues and again placed in the appropriate areas in the bin area.

Stationery & Printing

- Consider better ways of working, which would reduce stationery and printing costs.
- Before you print anything - ask yourself do you really need to?
- Before you photocopy ask yourself do you need to and if so, how many copies do you really need?

Inductor:

Name Signature..... Date

Staff:

Name Signature..... Date

Staff Sage No.