

Environmental Impact Review (leadership)

Standard operating procedure (SOP) | ENV-SOP-004

Document type	Standard operating procedure (SOP)
Title	Environmental Impact Review (leadership)
Document ID	{{facility.code}}-ENV-SOP-004
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	Adapts SOP-N09 (Environmental Sustainability Policy)
Standards and criteria supported	Standard 2C, criterion 2C.1
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

At a glance: what to do

1. Leadership reviews the facility environmental impact once a year, as a documented review.
2. The review lists specific negative impacts from the facility own activities.
3. For each impact, record at least one realistic mitigation, even a partial one.
4. Record findings, decisions and an owner for each action.

Stop and get help straight away if: the review was never done, or it lists no impacts and no actions.

1. Purpose

To make sure leadership looks at the facility environmental impact as a whole each year and decides what to change, rather than leaving it to individual purchases or to one department [E-006, EC].

2. Scope

Applies to	Chief executive, senior leadership team, facilities manager, procurement lead, waste lead
Locations	The whole facility at {{facility.legal_name}}
When	Once a year, and when a major change happens (new building, service change)
Does not apply to	Routine energy and waste monitoring, covered by ENV-SOP-006

3. Definitions and abbreviations

Term	Meaning in this SOP
Environmental impact	Effects of the facility activities on air, water, land, energy use, waste and climate
Mitigation	An action that reduces a negative impact, even partly

4. Background and rationale

Environmental decisions made one purchase at a time do not add up to a strategy. Criterion 2C.1 asks for a strategic review by leadership, which looks at the whole picture. The ASF environmental principles are used as the starting point [E-006].

5. Responsibilities

Role	Duties in this SOP	Competence needed
Chief executive	Chairs the review; approves actions	Executive leadership
Facilities manager	Prepares the data and the impact list	Facilities management
Waste lead and procurement lead	Provide data on waste and purchasing	Own area competence

6. Equipment, materials and resources

Item	Specification or standard	Check before use
Review template (ENV-FRM-006)	Current	Available to leadership
Data from energy, waste, procurement and carbon records	Latest 12 months	Available before the review

7. Safety and infection prevention

- Impact reduction must never reduce patient safety. Infection control, sterilisation and clinical waste rules always come first.

8. Before you start

- Collect the last 12 months of data from ENV-FRM-008, the waste records and the procurement records.

9. Procedure

Follow the steps in order. Where a step says "If", take the action for the case that applies. Do not skip a step. If a step cannot be done, use section 11 and section 12.

Step	Action	How to do it	Key point
1	Prepare the impact list.	- List the main impacts of the facility: energy, water, waste, transport, purchasing and emissions. - Use the data, not general assumptions.	A review without data is an opinion.
2	Hold the review.	- Leadership meets once a year to review the list. - Record attendance, findings and decisions on ENV-FRM-006.	The record shows that leadership, not only staff, looked at the question.
3	Identify realistic mitigations.	- For each main impact, record at least one realistic mitigation, even if it only reduces the impact partly. - Estimate cost and effect where possible.	A realistic partial step beats a perfect plan that is never started.
4	Set actions and owners.	- Agree actions with an owner and a date for each. - Link actions to the programme in ENV-PLN-001 and the goals in ENV-PLN-002.	An action without an owner is not an action.
5	Follow up.	Check progress at the next review, and record the outcome.	Follow-up shows the review changed something.

Decision points

- If an impact is high and no mitigation is possible, leadership records the reason and reviews it again within 12 months.

10. Special situations

Situation	What to do
New building, refurbishment or new service	Carry out an impact review before work starts, as part of the project approval.

11. Problems and escalation

- Significant environmental incidents are reported under INC-POL-001 at once.

12. Monitoring and compliance

What is checked	Target	How often	Who	If the target is missed
Annual leadership review held and recorded	Yes	Yearly	Chief executive	Escalate to governing body
Actions with owner and date	100%	Yearly	Facilities manager	Add owner within 14 days
Actions followed up at next review	100%	Yearly	Chief executive	Review

13. Records

Record	Where it is kept	Kept for
ENV-FRM-006 Leadership Environmental Review Record	Governance file	{{facility.records_retention_years}} years

14. Training and competence

- Leadership is briefed on this SOP at appointment and before each review (EC).

15. Related documents

ID	Title	Relationship
ENV-FRM-006	Leadership Environmental Review Record	Used in steps 2 to 4
SOP-N09	Environmental Sustainability Policy (generic)	Policy basis
ENV-PLN-001	Environmental Sustainability Programme	Programme links to actions

16. Evidence

ID	Source and status
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. Review frequency and scope set by the ASF Expert Committee.

EC = ASF Expert Committee consensus. Items marked EC are reviewed by the Committee each year.

17. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee