Plan / template · ENV-PLN-001 · Version 1.1 · Approved by the ASF Expert Committee

Supports: 2B.7

At a glance

- Measure energy, water and waste use each month.
- Set targets for each, with a date and an owner.
- Reduce waste by segregation and by avoiding single-use items where safe.
- Report progress each quarter to the governing body.
- Review the programme each year.
- Stop and get help straight away if: the programme has no measured baseline or no owner.

1. Purpose

To reduce the facility's environmental impact through a documented, measured programme covering energy, waste and resource use [E-006, EC].

2. Scope

Applies to	The governing body, facilities, procurement, clinical and support staff
Locations	The whole facility
When	Continuously; baseline within 6 months; reported quarterly
Does not apply to	Carbon targets set at national level, which the facility follows where required

3. Definitions

Term	Meaning
Baseline	The starting measurement from which progress is judged
Target	A measurable change to reach by a date
Waste reduction	Less waste produced, and more segregated and recycled waste

4. Background

A general statement of environmental awareness does not reduce emissions or waste. Criterion 2B.7 asks for a documented programme with measured progress. The ASF environmental policy provides the principles, adapted here for a hospital [E-006].

5. Responsibilities

Role	Responsibility	Competence
Chief executive	Approves the programme and the targets	Executive leadership
Facilities manager	Owns energy and water; runs measurement	Facilities management
Waste lead	Owns waste segregation and reduction	Waste management
Procurement lead	Specifies lower-impact products where safe	Procurement

6. Materials and equipment

Item	Requirement	Condition
Meters and records for energy and water	Read monthly	Working
Waste records (WST-FRM-001)	Current	Monthly summary

7. Safety

- Energy and resource savings must never reduce safety. Do not switch off equipment or ventilation that keeps patients safe.
- Do not reduce disinfection or sterilisation to save water or energy.

8. Before you start

- Set the baseline for energy, water and waste.

9. Procedure

Step 1. Set the baseline.

- Measure energy, water and waste for the most recent 12 months where data exist, or for 6 months from now.
- Record the baseline values and their sources.

Key point: Without a baseline, no one knows whether anything improved.

Step 2. Set targets.

- Set one target each for energy, water and waste, with a date and an owner.
- Agree the targets with the governing body.

Key point: A target with no date and no owner is a wish.

Step 3. Act on the main sources.

- Identify the largest energy and water users and the largest waste streams.
- Plan at least three actions, such as lighting controls, leak repair, waste segregation or buying reusable items where safe.

Key point: Focus on the largest sources first.

Step 4. Measure and report progress.

- Measure each month and report each quarter with the trend against the baseline.
- Explain changes and actions taken.

Key point: Progress is only shown by a trend against a baseline.

Step 5. Review yearly.

- Review the targets, the actions and the results each year.
- Update the programme and record the version.

Key point: The programme must adjust to what the data show.

10. Decision points

- If a target is missed for two quarters, the owner proposes new actions to the governing body.

11. Special situations

Situation	Action
Construction or refurbishment	Include environmental and social screening for the project, as in ASF Policy 33, before work starts.

12. Escalation

- Significant environmental incidents (spills, emissions) are reported as incidents at once (INC-POL-001).

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Baseline measured	Yes	Within 6 months	Facilities manager	Escalate to governing body
Progress reports each quarter	100%	Quarterly	Facilities manager	Escalate to chief executive
Targets met or action plan in place	100%	Quarterly	Chief executive	Review at governing body

14. Records

Record	Kept in	Retention
Baseline and monthly measurements	Facilities file	the period set by the facility’s records policy years
Quarterly progress report (ENV-FRM-003)	Governance file	the period set by the facility’s records policy years

15. Training

- Staff are briefed on the programme and their part in it at induction (EC).

16. Related documents

ID	Title	Use
ENV-FRM-003	Sustainability Progress Report	Quarterly report
WST-SOP-001	Sharps and Clinical Waste Management	Waste segregation
GOV-PLN-001	Strategic Plan	Programme links to goals

17. Evidence

Reference	Note
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus. Targets are set by the facility, to be checked by the committee.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	Approved by the ASF Expert Committee
1.1	the date of approval	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee

E-learning for this document

- **Environmental Sustainability Standards for ASF Accreditation** (ENV-001)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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Related standard

- **Standard 2: Governance and Safety Culture**

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