



Essex County Fire & Rescue Service

ENVIRONMENT STRATEGY & ACTION PLAN

2017/2018

Doing more than we have ever done to make

ESSEX COUNTY FIRE AND RESCUE SERVICE ENGINEERING & ENVIRONMENT TEAM STRATEGY AND ACTION PLAN

INTRODUCTION

The Environment strategy is an essential part of sustaining building services that support the Essex County Fire & Rescue Service (ECF&RS) property portfolio. Future work will support and meet the needs of the Essex Fire Authority strategy.

SCOPE

This document will provide an overview of the environmental work for the forthcoming year.

PRINCIPLE AIM OF THE FIRE AUTHORITY

The principal aim of Essex Fire Authority is to ‘save and protect lives, property and the environment.’ In support of this, it is essential to provide property assets in the correct location and delivering these in suitable time with facilities to meet the needs of our work and local communities.

Essex Fire Authority is committed to ensuring that the property portfolio is appropriate and fit for purpose. All employees are committed to ECF&RS values of professionalism, open, honest, trustworthy, valuing the contribution of all, working as a team and being courageous in everything we do.

Furthermore being responsible for developing and maintaining building services to sustain the health, wellbeing, comfort and positive perceptions of all building users.

This strategy and action plan focusses on carbon footprint reduction.

Funding for Property based projects is filtered in one of two way:-



Environment

Environmental issues should be a concern of every employee of ECFRS. Human activity influences the natural environment and it is therefore imperative that the carbon footprint of ECFRS is minimal whilst providing an outstanding service to the county. The strategy focusses on carbon footprint reduction. In order to improve ECF&RS, consulting a number of functional areas of ECF&RS is essential:

Use of natural resources

Electricity and gas are the two main contributors to the carbon footprint of ECF&RS. Water is not included in this calculation due to the difficulty in quantifying this, but employees are encouraged to use water sparingly due to the shortages of water across our County.

Waste

Recycling rates have increased nationally over recent years. All sites are encouraged to reuse and recycle as much as possible. Our main waste contractor recycles 75% of our waste and processes the remaining 25% as refuse derived fuel.

Awareness and Consultation

It is very important to increase efforts in encouraging employees to be as environmentally friendly as possible and to sustain this effort. The following days will promote environmental awareness across the organisation:

World Environment Day – 5th June 17

Cycle to Work day – 13th Sept 17

World Car Free Day – 22nd Sept 17

Earth Hour – 31st March 18

Transport

The fleet transport team manages all vehicles and works to keep pace with engine changes and procure appropriately to perform well in this area. Encouraging staff to walk, cycle, use public transport and car share will reduce mileage.

Partnership Working

By working with contractors, suppliers and other blue light organisations, we can learn new environmental technologies and procedures to reduce our carbon footprint. ECFRS ensure that suppliers and contractors are in line with ISO14011.

Operational

The operational work of the organisation is core to its business and can have both a positive and negative impact on the environment. Legislation covers the majority of our operational work. To ensure ECF&RS is a high performing Fire and Rescue Service, it is essential to keep up to date with changing legislation through partnership working with the Environment Agency.

Core Functions:

- Identify and secure budgets each financial year and manage spend accordingly.
- Calculate annually ECFRS carbon footprint.
- Consider new technologies through the RADICALE (Research and Development in a Controlled and Logical Environment) group based on potential payback periods.
- Comply with ECFRS employee code of conduct.
- Being an active team player within property services taking responsibility for others and ourselves in all work activities within property services.

EMPLOYEE CODE OF CONDUCT

Essex County Fire and Rescue Service is committed to having policies in place that ensures all their employees and members of the public are treated equally, regardless of their age, race, religion or belief, gender, disability or sexual orientation.

As public sector workers, employees of Essex County Fire and Rescue Service must adhere to the highest professional and ethical standards of conduct at work.

This note details the standards of conduct expected of all Service employees in areas including:

- behaviour in the workplace, personal conduct and relationships, refusal to work with colleagues, dress code and personal hygiene, use of mobile phones at work
- fitness for duty
- health and safety
- use of email and the internet
- care of Service and personal property
- financial probity and conflicts of interest, hospitality and acceptance of gifts, intellectual property, confidentiality of information
- employment matters
- sponsorship
- political neutrality and membership of organisations
- compliance with Service policies and procedures

As a service and as individuals....

We are open, honest and trustworthy

We respect and honour all we do for the Service and our colleagues, being transparent and consistent in our communications and throughout our work

We are courageous in everything we do

Having the confidence to always own our part, not be a by-stander in order to progress and learn from our experiences

We work as one team

All in it together to deliver a safer Service and a safer Essex

We are always professional

We proudly stay ahead of the game by embracing training and development, continually learning, while delivering efficient professional standards to serve our community.

We value the contribution of all

We create an inclusive and non – judgemental environment that respects people as individuals and embraces diversity.

We value everyone equally, create opportunities and celebrate our successes.

Why we are here

To save and protect lives, property and the environment.

Where we are going

A time when our people feel inspired to deliver and be a part of the best fire and rescue service

We work with other people to do more than ever to make Essex safe.

How we do it...

Service led and values-driven.

It is expected that all employees set and adopt high standards of conduct and behave politely, respectfully and professional to all Service users, colleagues and outside agencies. The service is committed to promoting equality of opportunity, diversity and to eliminating unlawful discrimination.

Dignity at Work

ECFRS is committed to creating a work environment free of bullying, harassment and victimisation, where people and property are treated with dignity and respect.

Bullying, harassment and victimisation can have very serious consequences for individuals and the organisation. Harassment or bullying may make people unhappy, may cause them stress and affect their health, family, social relationships, work performance and could cause them to leave their job. Effects on ECFRS can include loss of morale, poor work performance, and increased turnover of staff, legal claims and damage to ECFRS' reputation.

ECFRS will not tolerate bullying or harassment of any kind. All allegations of bullying or harassment will be investigated and, if appropriate, disciplinary action will be taken. ECFRS will also not tolerate victimisation of a person for making allegations of bullying or harassment in good faith or supporting someone to make such a complaint. Victimisation is a disciplinary offence.

This policy applies to everyone working at ECFRS including employees, temporary or agency workers, trainees, work experience, contractors and consultants, potential new employees and recruitment candidates, including any usage of social media. All employees should be aware that any inappropriate posts made to social media sites could lead to disciplinary action up to and including dismissal.

This policy covers bullying, harassment and victimisation of and by managers, employees, contractors, agency staff and anyone else engaged to work at ECFRS, whether by direct contract with ECFRS or otherwise.

Managers have an overriding responsibility in eradicating language or behaviour that is contrary to this Policy by fostering an atmosphere of dignity and respect and managing people in a professional and caring manner.

Service Values

ECFRS values being open, honest, trustworthy, professional, valuing the contribution of all, working as one team and being courageous in everything we do.

Informal Procedure

Discuss any concerns with your line manager, a trained Dignity at Work Advisor, or a trade union representative and refer to the Dignity at Work guidance on resolving the issue.

Formal Procedure

If informal resolution is unsuccessful, the matter is managed through the Grievance Procedure.

Property Services is committed to providing the framework that the Authority has endorsed to help all staff understand their role and function. The process for Achievement First is outlined below. Every member of the team should have a one to one meeting and should make time for this process.

Part of the data collection defined within this strategy is to ensure that the framework on which the meetings are based is clear for the cycle.

The Achievement First Cycle



AIMS & KEY OBJECTIVES

Performance

- To ensure that display energy certificates (where required) are kept up to date.
- To monitor the carbon footprint of ECFRS property portfolio.
- To publish the income received and performance of solar panels.

Technology

- Consider new and emerging technologies for trial and demonstration, feeding into the RADICALE process.
- Continue to assist with updating and reviewing the property services design guide.
- To consider methods to utilise free electricity from the installation of solar panels.

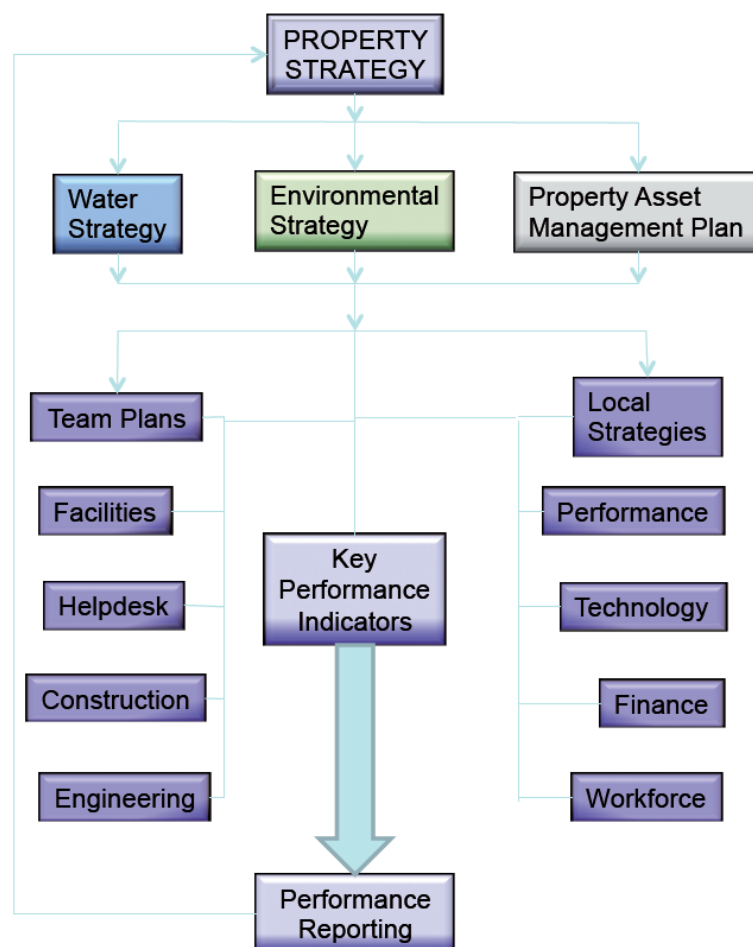
Finance

- Ensure any investment is in line with ECFRS strategy.
- To raise awareness of the importance of reducing energy use and carbon emissions.
- To monitor utility costs to ensure value for money and waste restriction.

Workforce

- Willingness to adapt to change.
- Maintain and expand our skill sets and knowledge to match existing and developing technologies.
- Gain and maintain membership of professional institution to develop and gain professional recognition.
- Ensure training and development correspond to organisational requirements and help personal development.
- Ensure that work related absences are minimal.
- Ensure that values and behaviours' match the requirements of the Authority.
- To be active team members supporting others in all Property Services activities.

PROPERTY STRATEGY



KEY PERFORMANCE INDICATORS

KPI	Measure	Green	Amber	Red
Carbon footprint	Reduction in carbon footprint of 2.75% per annum.	>2.75%	2.5-2.75%	<2.5%

A number of intermediary targets were set following the carbon footprint target of a 20% reduction by 2015, 30% by 2020 & 80% reduction by 2050, all based on 2006 figures:

- To hold total electricity consumption below 3 giga watt hours
- To hold total gas consumption to 6 giga watt hours
- To reduce waste to landfill by 50% based on 2006 figures
- To reduce diesel consumption by 10% from 2006 figures

ACTION PLAN

The Action Plan identifies key work areas that cross boundaries of teams within Property Services or departments within the Authority and as such may need wider communication.

Please see overleaf action plan for 2016 / 2017:

Performance			
KPI/Target	Actions	Target Date	Comp'd Date
Carbon footprint. To meet the Fire Authorities target of reducing our footprint by 20% by 2015 and 30% by 2020	Seek to report an annual reduction of 2.75% per annum	July 16	Aug 16
Update DEC's for KP, Workshops, Grays and Rayleigh Weir	Commission a CIBSE qualified DEC assessor to carry out the DEC's	June 16	Aug 16
	Record for RADICALE	Jul 16	Aug 16
Technology			
KPI/Target	Actions	Target Date	Comp'd Date
Install smart electricity meters across ECFRS property portfolio	Schedule works and oversee electrical shutdown of stations	Nov 16	Carry over into 17/18
Review hand dryer efficiency	Research and calculate financial advantage of installing hand dryer.	Sept 2016	Sept 2016
Finance			
KPI/Target	Actions	Target Date	Comp'd Date
Utilise full potential of solar panels in terms of using supplied electricity to run heating and or hot water	Formulate an action plan to implement opportunities and review through RADICALE	Sept 16	Ongoing process and learning opportunity

Ensure that all water meter numbers and readings are correct on invoice and at site.	Seek assistance from water section.	July 16	June 16
Decision to be made on the new water market in April 17	Procurement for water and sewage supply for all sites.	March 17	Ongoing
Workforce			
KPI/Target	Actions	Target Date	Comp'd Date
Environmental Communication to all ECFRS employees	Work with media and communications to publish environmental messages and news articles.	Dec 16	Ongoing
Identify site/sites where training foam can be used	Work with surveyors, engineers, Anglian Water and Thames Water, to establish a suitable location to train with foam.	March 17	Carry over to next year's Action Plan

KPI	Measure	Green	Amber	Red
Carbon footprint	Reduction in carbon footprint of 2.75% per annum.	>2.75%	2.5-2.75%	<2.5%

Carbon footprint – 33% reduction since 2006.

Please see below action plan for 2017 / 2018:

KPI/Target	Actions	Target Date	Comp'd Date
<u>Performance</u>			
Carbon footprint – to meet the Fire Authority's target of reducing our carbon footprint by 20% by 2015 & 30% by 2020	Seek to report an annual reduction of 2.75% per annum	July 17	July 17

<u>Technology</u>			
Smart gas meters	Put in place process for validating the need for smart gas meters across the portfolio. Define the outcomes from implementation of smart gas meters	Nov 17 Nov 17	Carry over to 18/19 – include in new gas tender
Smart electricity meters	Install smart electricity meters across outstanding sites across ECF&RS portfolio	Mar 18	
<u>Finance</u>			
Identify savings from diesel vehicles as opposed to petrol	Report on financial, performance and carbon savings from a diesel fleet of vehicles.	Jan 18	Nov 17
<u>Workforce</u>			
Solar panel condition. Review as part of stock condition surveys.	Set out process and incorporate into stock condition survey spread sheet for future capital program. Put together RAG assessment for recording productivity.	Nov 17 Mar 18	Dec 17
Environmental communication to all ECFRS employees	Work with Corporate Communications to raise awareness of environmental days.	Mar 18	Nov 17