

# **RCHT Sterimelt - Environmental Management System V1.0**

**June 2021**

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## 1. Introduction

1.1. This document and its appendices constitutes the Environmental Management System for the Environmental Permit issued for the physical treatment of non-hazardous waste by the Royal Cornwall Hospitals Trust Sterimelt equipment.

1.2. This version supersedes any previous versions of this document.

## 2. Site Infrastructure

2.1. The site is located within the Sterile Services Department compound at the Royal Cornwall Hospital, Truro.

2.2. Appendix 1 contains site plans relevant to the facility:

Reference	Title
RCHT Sterimelt – Site Plan_06-21	Site location and permit boundary
RCHT Sterimelt – Site Plan_06-21	Emergency equipment and access
RCHT Sterimelt – Drainage_06-21	Drainage
RCHT Sterimelt – Gas_06-21	Utilities
RCHT Sterimelt – Electricity_06-21	
RCHT Sterimelt – Water_06-21	

## 3. Site Operations

3.1. The operations carried out on site are receiving waste, storing waste, heat treating waste, dispatch of plastic blocks off-site.

3.2. Waste will be stored on site for no longer than 96 hours before processing.

3.3. Waste will be stored in the order in which it is received to ensure the oldest waste is treated first.

3.4. Waste will be stored in wheeled, enclosed containers and not in loose piles. The volume stored on site will not exceed 1 tonne at any one time.

3.5. All waste received on site will be a single waste type (EWC 18 01 04) and will not require segregating.

3.6. Visual inspections of the waste will be carried out by operatives as they load the machine. Specific instructions and clear pictorial guides will be provided to anyone sending waste to the site for processing.

3.7. The Sterimelt machine has a built-in fire suppressant system, and is housed outside, under an open-fronted shelter. Waste will be stored in enclosed containers inside the main sterile services building, which is fitted with an appropriate fire suppression system, or external to the building in locked wheelie bins.

## 4. Site and Equipment Maintenance

4.1. The Sterimelt machine will be operated, maintained and serviced in line with

the manufacturer's requirements. Records of service visits and repairs will be retained.

4.2. In the event of a breakdown, the waste will be diverted to the hospital's main clinical waste disposal service. Waste due to be brought in from other sites will be appropriately disposed of by those locations. All locations have alternative options for disposal of 18 01 04 waste as they have been doing so throughout the Covid-19 pandemic, and prior to that for healthcare facilities.

## **5. Accident Prevention and Management**

5.1. The accident prevention and management plan has been completed. The activities on site are also governed by the Royal Cornwall Hospitals Trust Risk Assessment and Management Strategy and Policy v9.1 November 2020 and any subsequent updates.

5.2. It should be noted that the operations have been assessed by the hospital Trust's specialist Health & Safety team, who will continue to monitor the activities to ensure the safety of staff and site visitors.

### **5.3. Online Security**

All online security for the operations are managed by Cornwall IT Services (CITS) who operate in compliance with NHS Digital procedures and requirements.

### **5.4. Contact Information for the Public**

A board displaying the relevant contact information is displayed on the compound fencing.

## **6. Climate Change**

6.1. Climate change risk screening has been completed for the site and the total screening score calculated. Whilst the hope is that reusable items will be the norm within 5 years, allowing the permit to be surrendered, a lifespan of less than 20 years was used in the screening process. A climate change risk assessment has been completed for this waste operation.

## **7. Complaints Procedure**

7.1. The hospital Trust has a well-established and robust complaints process, managed by the Patient Experience Team.

7.2. Any correspondence regarding complaints is reviewed and acknowledged by the Patient Experience Team then sent to the relevant specialist manager for investigation and resolve. Responses to the complainant are reviewed in line with NHS Duty of Candour requirements and any other relevant legislation and guidance.

7.3. At the point of publication of this document, no complaints have been received regarding the site operations.

## **8. Staff Compliance and Training**

8.1. At least 1 member of the management team will hold the relevant WAMITAB qualification and will be present on site for the hours required in the permit. Managers holding this qualification will refresh their competency as required by WAMITAB.

8.2. Any member of staff operating the Sterimelt machine will have received training from the Sterimelt installation or servicing team, or an appropriately experienced member of staff.

8.3. The wider organisational staff training requirements are managed directly by the Royal Cornwall Hospitals Trust Learning & Development department and are not covered within this Environmental Management System.

## **9. Keeping Records**

9.1. All documentation regarding the permit and the site operations will be kept on the RCHT computer servers, accessible to all relevant managers.

9.2. Paper copies of documents relevant to the operation of the Sterimelt machine will be available at the permitted site.

9.3. Any action or improvement plans issued to the site will be kept in hard copy at the permitted location and electronically on the computer servers.

9.4. Transfer notes will be retained for all waste entering or leaving the site. These will use the Environment Agency template and be retained in line with regulatory requirements.

9.5. Document control logs will be established for all permit documentation as reviews and amendments are made.

## **10. Equality and Diversity**

10.1. This document complies with the Royal Cornwall Hospitals NHS Trust service Equality and Diversity statement which can be found in the ['Equality, Inclusion & Human Rights Policy'](#) or the [Equality and Diversity website](#).

## Appendix 1. Governance Information

<b>Document Title</b>	RCHT Sterimelt – Environmental Management System		
<b>Date Issued:</b>	24 June 2021		
<b>Date Valid From:</b>	24 June 2021		
<b>Date Valid To:</b>	24 June 2024		
<b>Directorate / Department responsible (author/owner):</b>	Heather Walker, Sustainability Lead		
<b>Contact details:</b>	07741 103763		
<b>Brief summary of contents</b>	Environmental Management System to support the safe operation of the Sterimelt machine.		
<b>Suggested Keywords:</b>	Sterimelt. EMS. Environmental Management System.		
<b>Target Audience</b>	RCHT	CFT	KCCG
	✓		
<b>Date revised:</b>			
<b>This document replaces (exact title of previous version):</b>	New Document		
<b>Links to key external standards</b>	Environment Agency Environmental Permitting Regulations.		
<b>Related Documents:</b>	RCHT Sterimelt – Climate Change Risk Assessment RCHT Sterimelt – Accident Prevention & Management Plan RCHT Sterimelt – Emissions Management Plan RCHT Sterimelt – Environmental Risk Assessment RCHT Sterimelt – Noise & Vibration Management Plan RCHT Sterimelt – Non Technical Summary RCHT Sterimelt – Site Condition Report RCHT Sterimelt – Odour Management Plan RCHT Sterimelt – Site Plan		
<b>Training Need Identified?</b>	No		

### Version Control Table

<b>Date</b>	<b>Version No</b>	<b>Summary of Changes</b>	<b>Changes Made by (Name and Job Title)</b>
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24 June 2021	V1.0	Initial version	Heather Walker

**All or part of this document can be released under the Freedom of Information Act 2000**

**This document is to be retained for 10 years from the date of expiry.**

**This document is only valid on the day of printing**

**Controlled Document**

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