

Sustainable development impact assessments

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Old instruction number:

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Owner: **Assistant Director, Procurement and Commercial**

Responsible work team: **Sustainable Development**

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Summary

Definition of sustainable development

Sustainable development in LFB means that we take a proactive and balanced approach to managing the impact that our activities have on the environment, society and the economy.

This is further explained by the Brigade's sustainable development framework (Appendix 1) which illustrates the key areas where we can, do, and will take action to improve the sustainability of the services we provide.

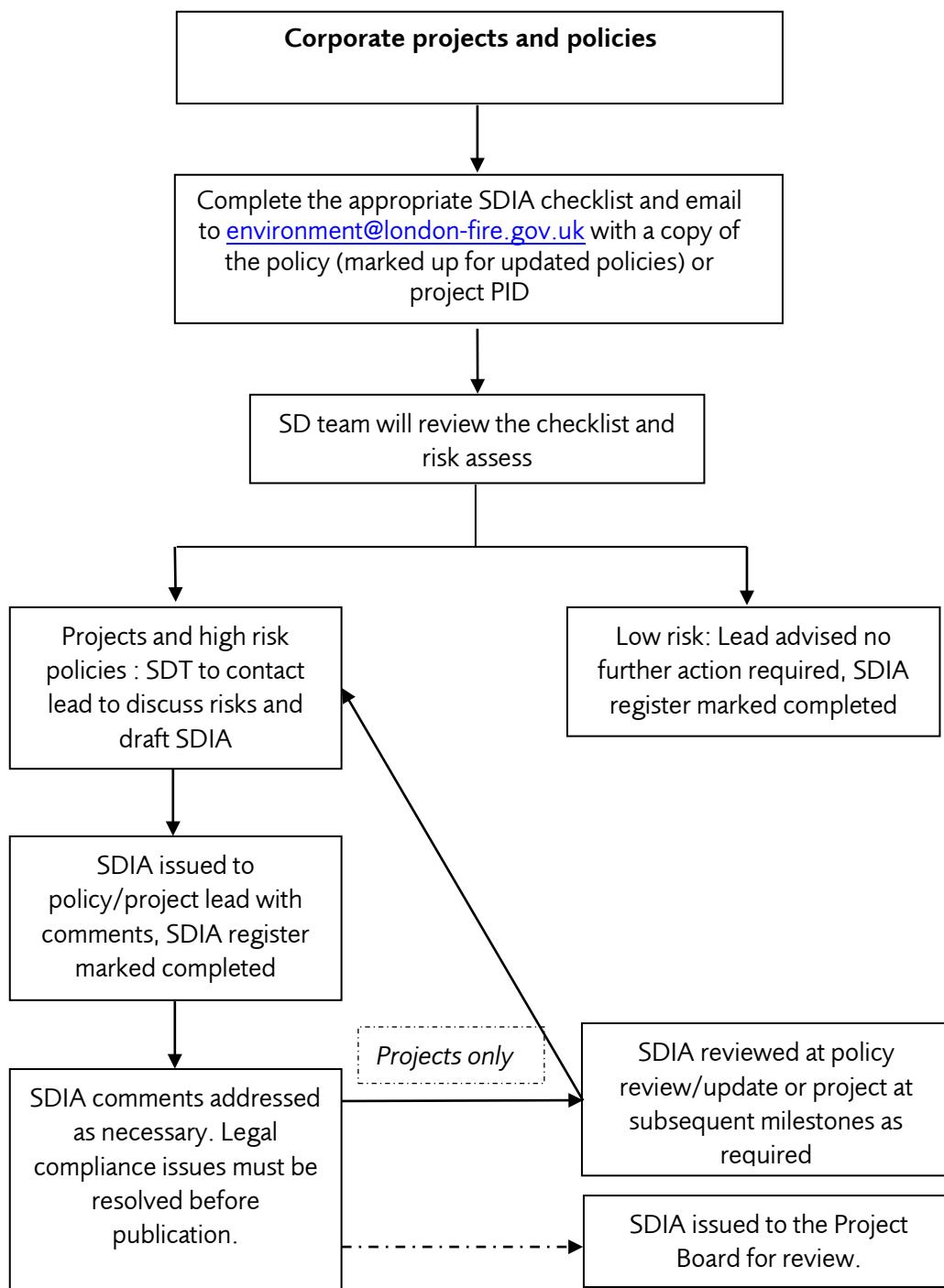
1 Introduction

- 1.1 The purpose of a sustainable development impact assessment (SDIA) is to consider the likely sustainability impact of a strategy, policy or project. It supports the Brigade to avoid or minimise environmental impact and take opportunities to improve social and economic outcomes in London through the service we provide.
- 1.2 All Brigade policies defined by a policy number (PN) and corporate projects should be assessed via the SDIA process.

2 Why complete an SDIA

- 2.1 **Legislative compliance:** To check that the work complies with the raft of regulations on environmental and socio-economic aspects that we need to address such as waste, water use, energy, transport, pollution, chemicals, biodiversity and social value.
- 2.2 **Brigade policies, strategies and targets:** To ensure we deliver on internal policies, strategy and targets covering sustainability and more specifically areas such as environment, energy, waste and responsible procurement.
- 2.3 **Mayoral policies:** To ensure that we deliver on Mayoral policies or priorities such as air pollution, carbon reduction, apprenticeships, living wages, waste reduction, cycling, and supporting small businesses.
- 2.4 **Audit trail:** For project sponsors, project managers and policy owners to demonstrate that the work complements Strategic Aim 6: Principles.
- 2.5 **Cross check:** To confirm that other departments have been consulted on key issues such as health and safety, inclusion and HR/wellbeing.

3 The SDIA process



SDIA checklist

- 3.1 The SDIA checklist provides a quick method to determine the sustainability risk level of policies and projects. It should be completed by project or policy leads and forwarded to the [Environment mailbox](#) along with a marked up copy of the policy or the project PID. The checklist will be used as a guide by the Sustainable Development Team to risk rate the policy/project in terms of sustainability risks and to determine if there is a need to provide more detail by completing the full SDIA.
- 3.2 The sustainable development checklist in Appendix 2 should be reviewed as part of the policy drafting process. Authors are to consider how the questions apply to the new or updated policy. Policies that are technical notes covering the operation, maintenance and testing of equipment should use the checklist provided in Appendix 3. Where the impact is identified as low risk, a full SDIA is not required.
- 3.3 Where an existing policy is reviewed with minor or no changes and an SDIA was completed previously, a marked up copy of the policy should be sent to environment@london-fire.gov.uk with a copy of the SDIA. In most instances the checklist can be updated as current with the date of latest review of the policy. The SD team will advise in such cases.

Full SDIA

- 3.4 All projects will need to complete the full SDIA (Appendix 4). Policy owners will be advised if their policy is rated as high risk, whereby a full SDIA may be required and future reviews of the SDIA, when the policy is reviewed. The Sustainable Development Team (extension 31215) will arrange a meeting/phone call with the policy/project lead to discuss further, and assistance will be provided to complete the SDIA form.
- 3.5 For projects a completed SDIA should be submitted to the Project Board for review and evidence provided via the [Environment mailbox](#) once this has been completed.

Record keeping

- 3.6 The SDIA acts as an audit trail that Brigade policies and or projects comply with environmental and sustainability related regulations and support related Brigade and Mayoral policies and strategies.
- 3.7 The Sustainable Development Team will keep a record of all completed SDIAs and inform the Policies and Procedures Management Unit for monitoring purposes.

4 Completing an SDIA

- 4.1 The SDIA process should not be onerous and is designed to assist in policy or project development. Completed SDIA forms should be no more than one to two sides of A4. Bullet points may be used. The most important sections of the form are identification of the issue and mitigating actions, or justifiable reasons why nothing can be altered at present.
- 4.2 The SDIA process should be used to identify the impact the policy may have against all aspects of LFB's sustainable development framework (Appendix 1). This may be positive or negative and may be identified from evidence gathered from other internal/external sources.
- 4.3 Where necessary, changes to the policy or project should be identified to reduce the negative impact wherever possible and, as importantly, to result in a positive impact. Where more than one option is identified an assessment of these options should be shown in the SDIA.

4.4 Changes needed should be planned carefully, and necessary arrangements made. Consider action owners and timeframes. (Can the change be made immediately? Does it need a staged approach or more information to plan the approach?)

5 Timescales

5.1 To be of optimum effectiveness and allow opportunities for improvement to be genuinely considered, the SDIA should be completed by the project manager at the start of any project, or when any policy is being drafted/amended.

5.2 The Sustainable Development Team will aim to review new SDIAs within a maximum of ten working days.

5.3 Where the full impact(s) of a project may not be understood until the delivery phase is reached, or where further action has been identified as needed to meet legal or policy compliance a review date for the SDIA may be set as agreed jointly by the project manager and the Sustainable Development Team.

6 Risk rating

6.1 When an SDIA is undertaken the Sustainable Development Team in consultation with the policy owner will rate the policy as low or high risk (in terms of sustainability). This should be identified on the policy document under the assessments heading on the document history page, next to the SDIA section, this should be indicated as either H for High risk or L for Low risk. The SDIA must be reviewed whenever a high risk policy is being reviewed or amended.

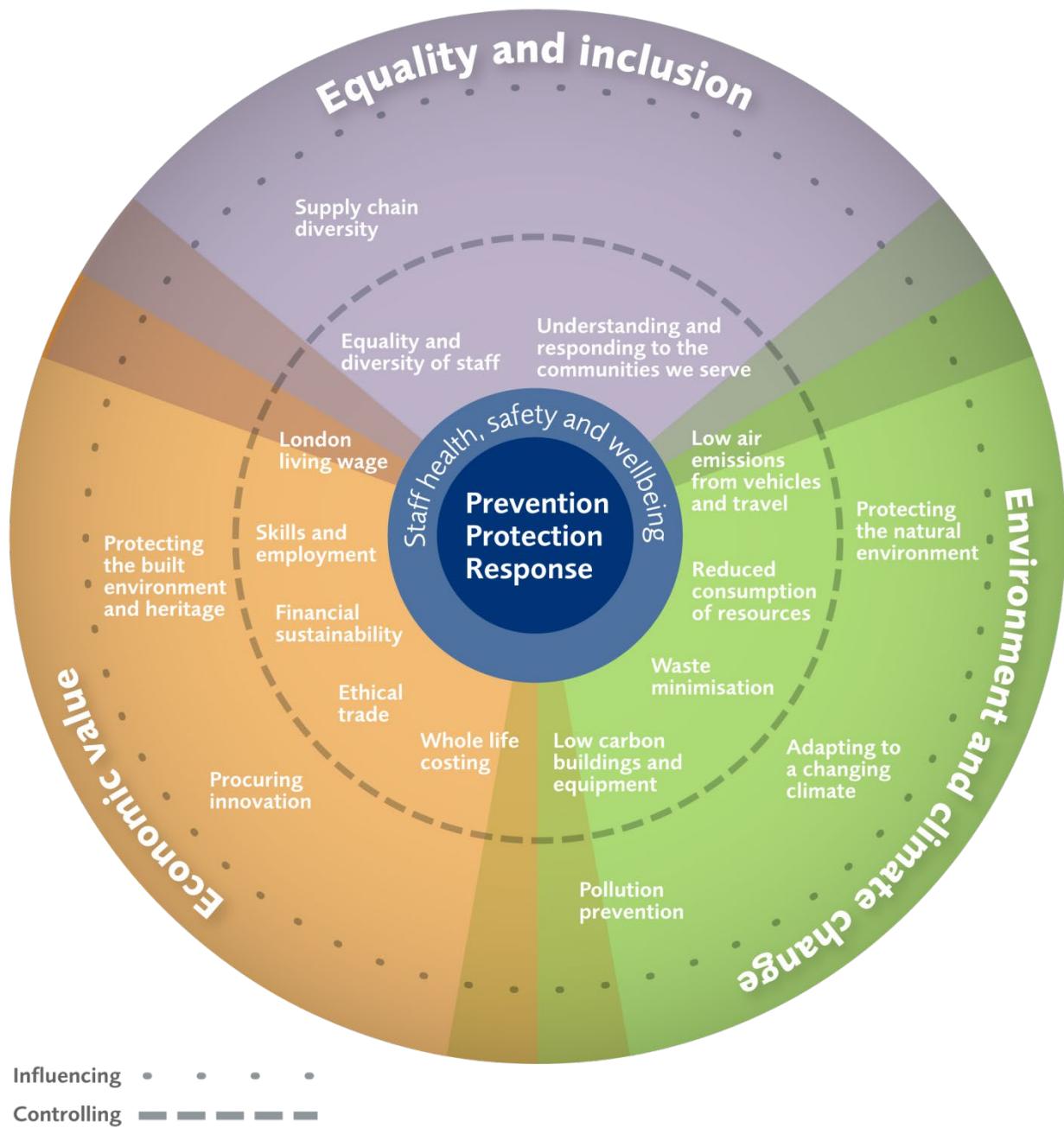
6.2 Policies rated as low risk only need to complete a SDIA once, no further reviews are required.

6.3 Copies of previously completed SDIAs are held by the Sustainable Development Team along with a record log of risk rating.

7 Documentation

7.1 All SDIA templates and guidance notes can be found on hotwire
<https://londonfire.sharepoint.com/sites/HW-PoliciesHowWeWork/SitePages/Project-management.aspx>

Appendix 1 - Sustainable development framework



Appendix 2 - SDIA checklist

Project Name/ Policy Name & No: _____

Contact Person: _____

Date completed: _____

Please send through the completed checklist with a copy of the project PID or the draft policy to environment@london-fire.gov.uk . For existing policies undergoing minor amendments, please send through a marked up copy of the policy, with the original SDIA only.

Other impact assessments completed		Yes	No		
1. Has an Equalities Impact Assessment been completed?		<input type="checkbox"/>	<input type="checkbox"/>		
2. Has a Health, Safety and Wellbeing assessment been completed?		<input type="checkbox"/>	<input type="checkbox"/>		
Environmental Impacts					
3. Will this consume any of the following (please tick those that apply and state how and if this would increase or decrease our consumption):					
Gas	<input type="checkbox"/>	Electricity	<input type="checkbox"/>	Water	<input type="checkbox"/>
Petrol or diesel	<input type="checkbox"/>	Hazardous chemicals	<input type="checkbox"/>	Other natural resources e.g. timber	<input type="checkbox"/>
Comments:					
Click here to enter text.					
4. Will this produce or reduce our production of (please tick those that apply and describe what and how):					
Non-hazardous waste	<input type="checkbox"/>	Hazardous waste (see PN 862)	<input type="checkbox"/>	pollutants to air, land or water	<input type="checkbox"/>
Comments:					
Click here to enter text.					
5. Will this impact (positively or negatively):				Yes	No
a. Operational/business travel by staff				<input type="checkbox"/>	<input type="checkbox"/>
b. Travel/deliveries by our suppliers				<input type="checkbox"/>	<input type="checkbox"/>
c. Environmental protection at incidents				<input type="checkbox"/>	<input type="checkbox"/>
d. A site of special scientific interest				<input type="checkbox"/>	<input type="checkbox"/>
e. Gardens or other wildlife at stations/brigade sites (e.g. nesting birds or bats)				<input type="checkbox"/>	<input type="checkbox"/>
Comments:					
Click here to enter text.					

Procurement	Yes	No
6. Will this result in the purchase of goods, services or works or influence how they are procured?	<input type="checkbox"/>	<input type="checkbox"/>
f. Is this for a purchase of greater than £1m?	<input type="checkbox"/>	<input type="checkbox"/>
g. Will this use/result in a tender for manufactured goods such as electronics, textiles, and building materials?	<input type="checkbox"/>	<input type="checkbox"/>
h. Will this service require low skilled/low paid employees?	<input type="checkbox"/>	<input type="checkbox"/>
i. Will the goods consume utilities or consumables?	<input type="checkbox"/>	<input type="checkbox"/>
j. Does this involve major works taking place?	<input type="checkbox"/>	<input type="checkbox"/>
k. If so are BREEAM and Ecological surveys required?	<input type="checkbox"/>	<input type="checkbox"/>
l. Will this support future cost avoidance?	<input type="checkbox"/>	<input type="checkbox"/>
m. Could all or part of the purchase be provided by small or local businesses?	<input type="checkbox"/>	<input type="checkbox"/>
n. Could this be delivered by a voluntary/community sector organisation?	<input type="checkbox"/>	<input type="checkbox"/>
o. Has a Request For Tender been submitted to Procurement through hotwire?	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Click here to enter text.		

For the SD Team to complete:

Policy sustainability risk rating: H / L

Inputs/outputs/ impacts to address in Full SDIA: _____

Date completed: _____

Appendix 3 – SDIA checklist for technical notes (operating, maintaining and testing equipment)

Policy Name & No: _____

Contact Person: _____

Date completed: _____

Please complete the checklist below and email to environment@london-fire.gov.uk . The Sustainable Development Team will be in touch to discuss if a full SDIA is required.

		Yes	No	Comments
Maintenance	If the equipment is maintained by LFB staff, will they use any oil, grease or petrol? If yes, please state the amount.			
	When cleaning equipment, does it require the use a cleaning agent by LFB staff? Please describe.			
	If any equipment is contaminated, does the policy inform LFB staff about what they need to do?			
	Does the equipment use batteries?			
Disposal	If the equipment uses batteries, who is responsible for managing the disposal? Is this process detailed in the policy?			
	If the equipment is damaged, does it need to be disposed by LFB staff? If yes please describe how.			
	Will the use of the equipment or maintenance of it produce any waste (incl. hazardous), pollutants to air, land or water?			
	If yes, do LFB staff need to dispose of any of that waste produced?			

For the SD Team to complete:

Policy sustainability risk rating: H / L

Date completed: _____

Appendix 4 – Full SDIA template

Name or Title of Policy/Project and Reference Number (if available):	
<p><i>Please attach the policy/project documents and completed SDIA checklist</i></p> <p>Click here to enter text.</p>	
Purpose of Policy/Project: Provide a brief description, including the overarching aim of the policy or project	
<p>Click here to enter text.</p>	
IMPACTS: Provide further detail on any potentially negative impacts identified in the checklist for further detail. Include the quantity or scale of these where possible.	
<p>Click here to enter text.</p>	
BENEFITS: Detail any benefits of the policy/project that are considered to outweigh the negative impacts, such as improvements to fire prevention or the health and safety of staff. Include the scale of benefits expected where possible.	
<p>Click here to enter text.</p>	
EVIDENCE: What evidence or information has helped to indicate what the potential impacts will be? Did you seek any further advice or guidance from any internal or external sources, and if so how have they contributed? e.g. Govt. report, previous experience, case studies/experience of others.	
<p>Click here to enter text.</p>	
IMPLEMENTATION: How will any changes be implemented? e.g. collection by our waste contractor; internal promotion of the new scheme	
<p>Click here to enter text.</p>	

To be completed by the Sustainable Development Team

Compliance issues	
Environmental Legal Compliance	Click here to enter text.
Brigade Policy compliance	Click here to enter text.
Review for projects	
Is a review of this SDIA required?	
	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
Review date	Click here to enter text.
Comment: What will this cover and why? e.g. options for delivery will be defined at a later stage and therefore the impacts and their scale will be identified later on	
<p>Click here to enter text.</p>	

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	14/11/16	SDIA	L - 30/07/19	HSWIA	18/10/16	RA	NA
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 5	Risk rating header to header 6. and information added	30/07/2019
Page 3	Documentation header changed to 7	
Page 4	SDIA process amended	
	Amendment made to text	
Appendix 3	Changes made to the technical notes SDIA checklist. To include details regarding the use and disposal of batteries.	17/10/2019
Page 5	Hotwire link updated.	20/12/2022
Throughout	Reviewed as current with no further changes.	
Throughout	Reviewed as current with no changes made.	08/01/2026

Subject list

You can find this policy under the following subjects.

Impact assessments	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification