

# Environmental Management System- Documented Information Index

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The aim of this document is to explain the core documented information of the EMS/EnMS. It contains information on the University's activities, products, and services and the University's management structure. It also acts as an index for locating key documents in accordance with the specifications of the EcoCampus framework, ISO 14001:2015, and ISO 50001:2018

## A. SCOPE

The University of Worcester occupies the following sites:

- St John's Campus
- City Campus
- Severn Campus
- Lakeside Campus



The Environmental Management System (EMS) and Energy Management System (EnMS) cover the whole of the University's estate and all its activities and operations.

The main activity of the University is to provide an academically rewarding, personally fulfilling experience for students. The University aims to improve environmentally- sustainable practices across all aspects of university life.

The University is organised into 10 academic schools split in two 2 colleges and 9 professional services departments:

- School of Allied Health and Community
- School of Arts
- School of Education
- School of Humanities
- School of Nursing and Midwifery
- School of Psychology
- School of Science and the Environment
- School of Sport and Exercise Science

- Worcester Business School
- University of Worcester International College

The intended outcomes of the EMS/EnMS are defined in the Sustainability Policy.

The EnMS scope includes the University's two major fuels type of natural gas and electricity. Across the baseline year 2018/19 the University consumed 15,195,566 kWh of energy, with natural gas accounting for 64% and electricity accounting for 36% consumption.

## Students and staff

Across 2022/23, the number of FTE students attending the University was 8,106. For the same period, the number of FTE staff was 1,041 based in Worcester and doesn't include students from our partner institutions.

More information about the University can be found [here](#).

All interested parties relevant to the EMS/EnMS, as well as their needs and expectations, have been identified in the Log of Interested Parties.

## B. ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS

### BRONZE PHASE 1 – PLANNING

#### 1.1 Leadership and commitment

Top management has integrated environmental management into the University's business processes and strategic direction. Management responsibilities and authorities are delivered via the reporting structure shown in Figure 1.

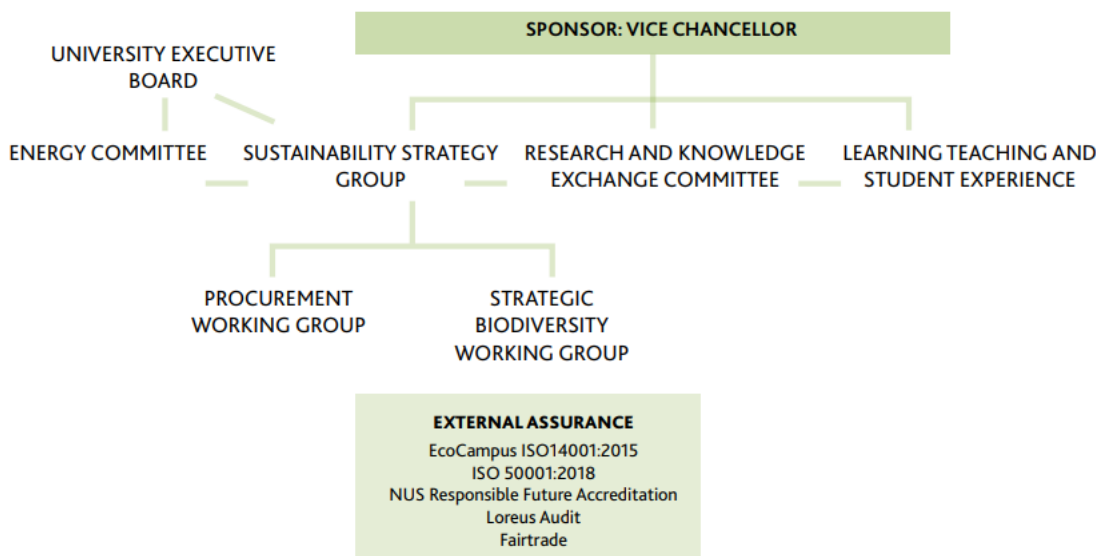


Figure 1 shows the governance and reporting structure for sustainability at the University.

Integration within business processes across the University is ensured through sponsorship by the Vice Chancellor, who is a member of the University Executive Board, and the sponsor for sustainability at the University. The Pro Vice Chancellor – Research chairs of the Sustainability Strategy Committee (SSC), which has recently been reviewed and takes over from the previous sustainability strategy group, having a more strategic focus. This retains the two working groups,

Biodiversity and Procurement, and a new Sustainability Forum will be established in 2023/4 to broaden access to influencing sustainability targets and focus on the wider staff and student population. The Energy Committee, chaired by the Pro Vice Chancellor Finance and Resources, sits alongside SSC with a focus on and oversight of energy management at the University. Curriculum and research matters are overseen by the Learning and Teaching and Student Experience Committee and Research and Knowledge Exchange Committee respectively.

The annual management review is undertaken by the Sustainability Strategy Committee. The chairs of the Sustainability Strategy Committee, and Energy Committee provide key sustainability updates to the University Executive Board and the Board of Governors (via the Audit Committee).

More information about environmental sustainability leadership at the University can be found in procedure 1.1.1 Leadership and EMS / EnMS Scope.

## **1.2 Context of the University**

External and internal environmental risks and opportunities that are relevant to the University have been determined. This includes environmental conditions capable of affecting the University, as well as the University's impact on the environment. Findings of this exercise have been collated in the PESTLE Analysis document.

The Log of Interested Parties outlines parties who have an interest in the University's ability to meet EMS objectives.

In addition, the Annual Sustainability Report takes accountability of the effectiveness of the environmental management system. This report is independently verified.

## **SILVER PHASE 2 - IMPLEMENTATION**

### **2.1 Compliance requirements**

Procedure 2.1.1 Compliance Requirements demonstrates how the institution determines and accesses compliance requirements applicable to its environmental aspects. The procedure also highlights how the University considers compliance requirements when establishing, implementing, maintaining, and continually improving its EMS/EnMS.

#### ***Mandatory legal requirements***

The organisation subscribes to the EAUC which provides regular updates on environmental legislation. The EMS Manager assesses the implications of relevant legislation and regulations for the University. Requirements relevant to the University are compiled in the Compliance Register.

#### ***Other compliance requirements***

The University's Log of Interested Parties documents the needs and expectations of interested parties, which are considered compliance requirements.

### **2.2 Environmental aspects**

Procedure 2.2.1 Environmental Aspects demonstrates how the University determines the environmental aspects of its activities and services, whether these can be controlled or influenced, and their associated environmental impacts. The procedure also demonstrates how compliance requirements apply to environmental aspects, and how a life cycle perspective is considered when assessing the significance of aspects in terms of their impacts on the environment under a range

of scenarios. Risks and opportunities associated with identified environmental aspects are also considered.

All environmental aspects and impacts are detailed and ranked in order of significance in the Aspects Register.

## 2.3 Planning action

The University has set environmental objectives and developed operational control processes to address its environmental aspects, compliance requirements, and risks and opportunities.

## 2.4 Environmental objectives

Procedure 2.4.1 Environmental Objectives describes how the University determines its environmental objectives, considering the University's significant environmental aspects and compliance obligations.

The EMS Manager prepares six monthly progress reports. Annual progress reports are prepared during the management review process, and progress is indicated using a RAG rating system. During the management review process, the Sustainability Strategy Committee ensures objectives are consistent with the University's strategic direction.

Environmental objectives, key performance indicators, and actions to achieve objectives are detailed in the University's Annual Sustainability Report.

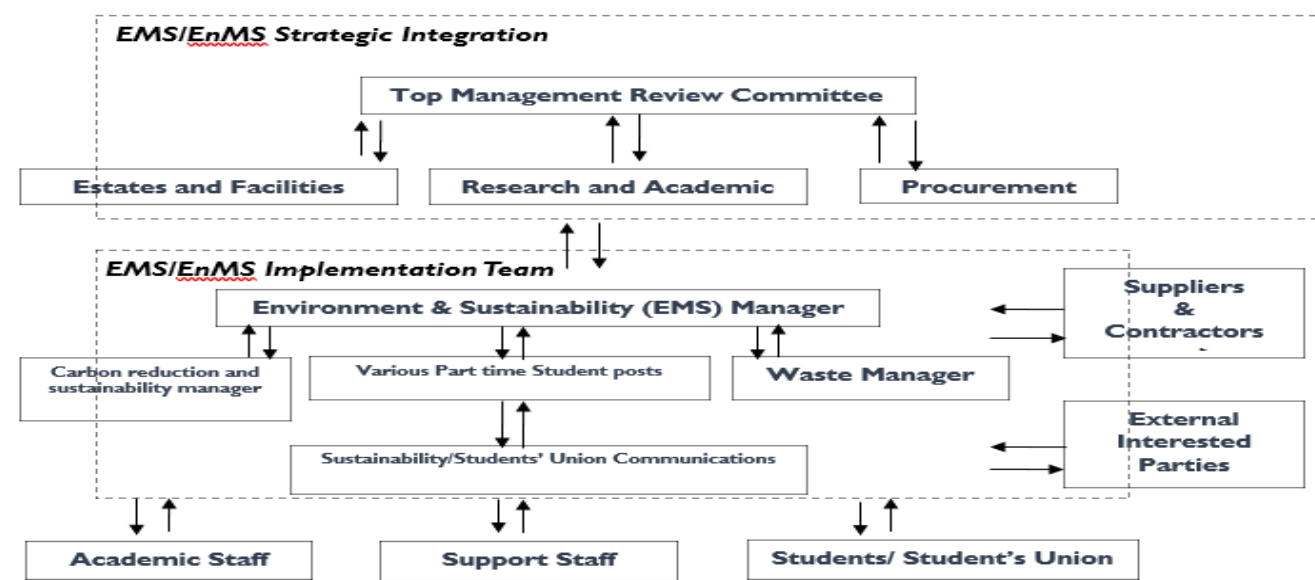
## 2.5 Sustainability Policy

Procedure 2.5.1 Sustainability Policy explains how the University's Sustainability Policy is written and revised.

# OPERATION

## 3.1 Institutional roles, responsibilities, and authorities

Procedure 3.1.1 Institutional Roles, Responsibilities & Authorities explains how those involved in the EMS/EnMS are assigned roles, responsibility, and authority. The individuals and committees responsible for implementing the EMS/EnMS are shown below in Fig.1.



The reporting structure for implementing the EMS/EnMS shown above in fig.1 highlights how top management and the EMS/EnMS Implementation Team interact both internally and externally with interested parties and how information regarding the EMS is integrated across the 3 relevant institutional functions, i.e. Estates and Facilities, the Research and Academic communities and Procurement.

The details of the roles, responsibilities and authorities associated with the EMS/EnMS Reporting Structure are as follows:

**Top Management Review Committee:**

- Ensures the continuing suitability, adequacy and effectiveness of the EMS/EnMS.
- Assigns responsibilities and authorities across the institution,
- Determination of the scope of the EMS/EnMS,
- Monitor the performance of the EMS/EnMS, including the review of the institution's **Sustainability Policy, Environmental Objectives and Energy Objectives**,
- Ensures the integration of the EMS/EnMS into institutional processes.
- Secure the resources required to maintain the EMS/EnMS.

**Core Institutional Functions (Estates and Facilities, Academic & Research Departments, Procurement):**

- Ensure that the institution's EMS/EnMS and environmental performance is taken into consideration during strategic decision making, in line with the **Sustainability Strategic Plan**.
- Report to Top Management periodically to ensure the EMS/EnMS is progressing as required to meet the institution's environmental objectives and work towards improving environmental improvement.

**EMS Manager:**

- Reports to the Top Management Review Committee on the functioning of the EMS,
- Reviews and updates the **Compliance Register** to ensure that the institution is up to date with relevant legislation and other compliance obligations,
- Ensures all compliance controls are identified, listed, and evaluated,
- Identifies and prioritises the significance of environmental aspects and impacts in the **Aspects & Impacts Register**,
- Coordinates the setting of the **Environmental Objectives**,
- Plans action to achieve environmental objectives,
- Liaise with EMS Implementation Team to ensure actions are progressing as required to meet objectives,
- Liaise with internal interested parties, such as staff and students/Students' Union, as part of the Sustainability Network,
- Communicates to interested parties about their EMS/EnMS obligations, including suppliers and contractors,
- Co-ordinates environmental training and competence evaluation,
- Compiles, updates, controls, stores, and distributes relevant documented information,
- Organises the programme of internal audits and management reviews,
- Ensures internal EMS/EnMS auditors are appropriately trained,
- Co-ordinates external audits with UKAS accredited certification body, Interface,
- Implements the opportunities for improvement /corrective actions from audits and Top Management Review Committee meetings,
- Revises processes, procedures and other EMS/EnMS documentation.

**Sustainability Strategy Committee:**

Members of the Sustainability Strategy Committee are senior decision makers from all areas of the institution. Members liaise on a regular basis to:

- Aid the EMS manager with the implementation and maintenance of the EMS/EnMS,
- Devise and promote initiatives to inform interested parties about the EMS/EnMS,
- Assist the EMS/EnMS Manager to conduct internal environmental audits and evaluation of compliance audits,
- Assist with the delivery of environmental training and general awareness raising,
- Ensure operational control processes are being adhered to,
- Conduct monitoring and measuring of environmental performance.

### **Energy Committee**

Focus for the committee is: Additional means of generating energy, exploring possible ideas for reducing energy dependence on fossil fuels, Obtaining external funding to support both energy generation and energy saving projects, Procurement policy for purchasing energy, Review of all campus based activity that consumes energy – both in location (i.e. inefficient buildings, etc.) and by type of energy consumption (e.g. ‘vampire’ electronic devices left on stand-by, etc.), Evaluating investment proposals relating to the above and providing recommendations to the University Executive Board (UEB) on schemes and projects that will generate and / or save energy, Deliver and monitor progress on any UEB approved projects, Devise the policy and mechanisms for accurately measuring energy usage, and associated reporting to enable the Committee and UEB to assess the progress of the above work.

### **Staff**

#### **All staff:**

- Are aware of the **Sustainability Policy**, environmental impacts associated with their area of work, their contribution to the EMS/EnMS and any implications of not conforming to compliance obligations.

#### **Specific staff:**

- Liaise with suppliers and contractors to ensure that they meet the institution’s environmental requirements,
- Provide the EMS Manager with appropriate operational control documented information,
- Know who to contact in the event of an environmental incident or emergency.

### **Students:**

- Receive regular internal communications and have access to information about the Institution’s environmental performance and initiatives.

### **Suppliers/Contractors:**

- Should satisfy the EMS Manager that they are conforming to the institution’s relevant environmental processes,
- Provide the EMS Manager with appropriate operational control documented information.

### **External Interested Parties:**

- The needs and expectations of interested parties in relation to the EMS are recorded in the **Log of Interested Parties**. In some instances, these relate to compliance obligations.
- The EMS Manager is responsible to ensuring these needs and expectations are communicated and met.



Specific roles and responsibilities for individual staff can be found in the **Roles, Responsibilities & Training Spreadsheet**- under Folder 3.1 Institutional Roles, Responsibilities and Authorities in the online **Sustainability Manager (Procedures Module)**.

The EMS Managers communicates the description of their roles and responsibilities to all relevant staff, who then return a signed copy to the EMS Manager to confirm their agreement to the description. All signed descriptions of the roles and responsibilities are then stored in folder Records/Roles & responsibilities in the document control system.

### 3.2 Competence and awareness

Procedure 3.2.1 Competence and Awareness describes how the University determines that people are competent in their roles, identifies training needs in relation to the EMS, and raises general environmental awareness.

The organisation uses EAUC and Lynda.com, LinkedIn training for general staff training, Loreus Trainer, and other training resources for its environmental training. General environmental awareness training aims to enhance the importance of an individual's behaviour in achieving the objectives and targets of the EMS/EnMS. Advanced training is for those whose work has or could have a significant impact on the environment. Training is also provided for internal environmental auditors.

Environmental competence and awareness documents are detailed within the **Roles, Responsibilities, and Training Register**. All training records are held by relevant area managers.

### 3.3 Communication

The University uses procedure **3.3.1 Communication** to ensure that internal and external communications, relating to the EMS/EnMS, are dealt with appropriately. The procedure describes how to receive, document, and respond to communications with interested parties.

### 3.4 Documentation

Procedure 3.4.1 Documented Information describes the process for creating, updating, and controlling EMS/EnMS documentation, to include how EMS/EnMS documents are classified and managed, and how procedures are written, approved, revised, and controlled.

All documented information can be found in their respective folder in the online SharePoint. Obsolete EMS/EnMS documents are kept for three years.

The document control system is structured and numbered in line with the clauses of the EcoCampus framework (fig. 2).

Fig. 2 **The structure of the document control system**

- 1. **Planning**
  - 1.1
    - 1.1.1 Leadership and EMS/EnMS Scope
- 2. **Implementing**
  - 2.1
    - 2.1.1 Compliance Obligations

## **2.2**

### **2.2.1 Environmental Aspects**

## **2.3**

### **2.3.1 Environmental Objectives**

## **2.4**

### **2.4.1 Environment (Sustainability) Policy**

## **3. Operating**

### **3.1**

#### **3.1.1 Institutional Roles, Responsibilities & Authorities**

### **3.2**

#### **3.2.1 Competence and Awareness**

### **3.3**

#### **3.3.1 Internal & External Communication**

### **3.4**

#### **3.4.1 Documented Information**

### **3.5**

#### **3.5.1 Operational Planning & Control**

### **3.6**

#### **3.6.1 Emergency Preparedness & Response**

## **4. Checking & Correcting**

### **4.1**

#### **4.1.1 Monitoring, Measuring, Analysis & Evaluation**

### **4.2**

#### **4.2.1 Evaluation of compliance**

### **4.3**

#### **4.3.1 Nonconformity & Corrective Action**

### **4.4**

#### **4.4.1 Internal Audit**

### **4.5**

#### **4.5.1 Management Review**

## **5. Management System Index**

### **5.1.1 Management System Index**

## **6. Energy Management System**

**6.3** Energy Review – An annual Energy Review is completed with the methodology and results outlines with in final report.

**6.4** Energy performance indicators – Energy performance indicators are defined in the Energy & Water Management Strategy (EWMS) and reviewed annually in the Energy Review.

**6.5** Energy baseline – the Energy baseline is defined in the EWMS.

**6.6** Planning for collection of energy data – data collection outlined in operational procedure Energy and Waster operation procedure.

### **3.5 Operational control**

Procedure 3.5.1 Operational Control describes how the environmental impacts of the University's operations are identified and controlled. Detailed operational procedures are used to ensure that all activities are correctly carried out and monitored. These documents are used to reduce the

environmental impacts of all the processes associated with the organisation's significant environmental aspects and to ensure compliance with relevant environmental legislation.

### **3.6 Emergency preparedness and response**

Procedure 3.6.1 Emergency Preparedness and Response explains how the University prepares for and responds to environmental emergency situations. It ensures that actions are planned to prevent and mitigate adverse environment impacts. The University reviews, revises, and periodically tests this procedure and supporting documented information.

The **Environmental Incident Report Form** for recording accident and emergencies is located online via the SharePoint.

## **PLATINUM PHASE 4 – CHECKING & CORRECTING**

### **4.1 Monitoring, measuring, analysis, and evaluation**

Procedure 4.1.1 Monitoring, Measuring, Analysis, and Evaluation outlines how the University monitors, measures, and evaluates its environmental performance and the effectiveness of the EMS, including setting environmental performance criteria and indicators.

### **4.2 Evaluation of compliance**

Procedure 4.2.1 Evaluation of Compliance details the methods used to ensure the University meets its compliance requirements. This includes:

- Determining the frequency that compliance will be evaluated
- Evaluating compliance and acting to boost compliance where needed
- Maintaining knowledge of compliance requirements

Records of previous audits and their findings are held.

### **4.3 Nonconformity and corrective action**

Procedure 4.3.1 Nonconformity and Corrective Action defines the responsibility and authority for investigating and addressing nonconformances.

This process includes:

- Identification of the causes of the nonconformances
- Root cause analysis of the causes of the nonconformances to avoid any repetition.
- Actions to implement the necessary corrective actions
- Assessment of the effectiveness of the corrective actions

Each time a nonconformance is identified, the EMS Manager records this on the Log of Nonconformances and raises a corrective action record which is then shared with the nonconformance owner.

### **4.4 Internal audit**

Audits are periodically conducted to assess the effectiveness of the EMS/EnMS. Procedure 4.4.1 Internal Audit describes:

- The clauses to be audited
- The areas to be audited
- The frequency of audits
- The responsibilities associated with managing and directing audits
- The training of internal auditors
- The communication of audit results
- The review of the audit findings via the management review process

A team of internal auditors is coordinated by the EMS Manager to carry out a programme of internal audits.

#### **4.5 Management review**

Procedure 4.5.1 Management Review describes the method used by the Sustainability Strategy Committee to review the continuing suitability, adequacy, and effectiveness of the EMS/EnMS. The review considers a range of information, including audit results, progress towards environmental objectives, changes to compliance requirements and the needs and expectations of interested parties.

The **Management Review Committee** is chaired by **Top Management**. It meets at least annually and is minuted to record all outputs and conclusions regarding the review of the EMS/EnMS.