

UNIVERSITY OF EXETER HEALTH, SAFETY & ENVIRONMENT STANDARD

Environmental Management

Date of Approval	26 May 2017	Expiry Date	25 May 2019
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Aims	The University is committed to improving its environmental performance. This standard focuses on ensuring that all elements of the University Environmental Policy are implemented effectively within Colleges and Professional Services.		
Scope	This standard applies to all campuses of the University of Exeter.		
Relevant Legislation / Requirement	Environmental Protection Act (1990) and other specific environment legislation. ISO14001:2015 International Standard for Environmental Management Systems.		
Definitions	<p>Standard: An approved environmental document which sets out the requirements of Colleges and Professional Services in maintaining compliance to relevant environmental compliance obligations.</p> <p>Process / Protocol: An approved method / system which sets out the steps to take in order to gain compliance with an approved environmental standard.</p> <p>Guideline/ guidance: Suggested steps / advice that can be taken to help implement the requirements of an environmental standard or process or part thereof.</p>		
Responsibility for implementation	Overall responsibility for environmental management in Colleges rests with the Pro-Vice Chancellor. In Professional Services, Heads of Department have responsibility for the implementation of this standard.		
Training availability:	<p>University Induction (all staff)</p> <p>Environmental Sustainability in the Workplace (online course)</p> <p>Health, Safety and Environment Refresher Training (all staff)</p> <p>Health, Safety and Environment Management Course for Managers</p> <p>Pollution Prevention and Emergency Response Course</p>		
Standard to meet:		Accountability	Reference documents and more information
1.	<p>Management Agenda Item</p> <p>“Environment” will be a specific agenda item of a College or Professional Service management group or relevant committee, at least twice per year. Records of the discussions around environment will be kept for 3 years.</p>	Pro-Vice Chancellor / Head of Professional Service	
2.	<p>College / Professional Services Reports</p> <p>Colleges and Professional Services will receive an environmental report from the University Safety, Health and Wellbeing Service (SHWS) once per year relating to the environmental performance of the College / Professional Service.</p> <p>Colleges and Professional Services will use this information to identify risks and opportunities to improve. Actions arising from the reports will be the responsibility of the Colleges / Professional Services to take forward.</p>	<p>Safety, Health and Wellbeing Service</p> <p>Pro-Vice Chancellor / Head of Professional</p>	Environmental Report Template

		Services	
3.	<p>Estates and Environmental Sustainability Dual Assurance Report to Council</p> <p>Annually, the Estates and Environmental Sustainability Dual Assurance team will report to Council, detailing the environmental arrangements in place and the assurances taken by the team on compliance and continual improvement. The report will be compiled by the Environment and Sustainability Adviser in consultation with the Sustainability Vision and Change Catalyst Group (SVCCG) and the Campus Environment Management Group (CEMG). Actions arising from this report will be reported to the Estates and Environmental Sustainability Dual Assurance team and taken forward as relevant, led by the Environment and Sustainability Adviser.</p>	Environment and Sustainability Adviser	
4.	<p>Consultation on University Environmental Standards</p> <p>All specific environmental standards will be written by the Environment Team (SHWS), or where leadership on the standard is required within another Service (e.g. Campus Services) the Environment team will assist the development.</p> <p>All draft University Environmental Standards will be distributed to the University Consultative Health and Safety Committee, SVCCG and CEMG for comment. These draft documents will arrive electronically, along with an Equality Impact Assessment.</p> <p>The consultation period will be stated in the communication, normally no less than a period of two weeks. Comments after this date may not be accepted.</p> <p>All comments will be considered and a consultation log will be produced detailing the comments received and the rationale for accepting / declining comments.</p> <p>The final draft document will be forwarded to members of the Estates and Environmental Sustainability Dual Assurance team for a period of no less than one week, where after this time; the document will be approved, subject to any further comments.</p> <p>In the event of failure to agree the environmental standard the Director of Human Resources and other members of the Executive Team (as relevant) will make a final decision on the content of the standard.</p>	<p>Environment Team</p> <p>Colleges / Professional Services</p>	Environmental Consultation and Approval Process
5.	<p>Implementation of University Environmental Standards</p> <p>Colleges and Professional Services will be expected to lead on local implementation of all relevant environmental standards when approved. The approved documents will be issued by the Safety, Health and Wellbeing Service to the College Registrars, or equivalent in Professional Services, with the expectation that the College Registrars or Professional Services equivalent will lead the local distribution, communication and implementation of the standard.</p> <p>It will be the responsibility of the Colleges / Professional Services to decide how best to introduce the standard within the relevant areas to achieve maximum compliance.</p> <p>In some cases, a local procedure may be required in addition to the standard to develop processes for internal management.</p> <p>All approved environmental standards will be published on both the University of Exeter's Sustainability Webpage and the Health and Safety Webpage (alongside the health and safety standards).</p>	Pro-Vice Chancellor / Head of Professional Services	Green Exeter

6.	<p>Nominated Roles</p> <p>The Colleges / Professional Services are required to appoint a minimum of two Sustainability Coordinators for the College or Service. A strong, active network of Sustainability Coordinators across the University is required to provide advice and information regarding sustainability issues to colleagues, helping to promote and encourage improvements in environmental management.</p>	Pro-Vice Chancellor / Head of Professional Services	Sustainability Coordinators
7.	<p>Environmental Training</p> <p>Colleges and Professional Services are responsible for ensuring that all staff have received the relevant environmental training.</p> <p>Full details of the appropriate training by each staff group, is detailed in the environmental training needs analysis.</p> <p><u>Mandatory Training</u></p> <ul style="list-style-type: none"> All new staff will complete University Induction which includes key environmental information. Completion at all University Inductions are recorded on Trent. All new staff will receive a local induction which includes elements of environment, as required in their role. All local inductions must be recorded locally and be carried out by the Colleges / Professional Services according to the local arrangements in place. All staff who have worked at the University for more than 3 years will attend a mandatory update session every 3 years to ensure they are kept up to date with key environmental arrangements. <p><u>Environmental Training for Managers</u></p> <ul style="list-style-type: none"> Managers can choose to attend “Health, Safety and Environment Course for Managers”. Managers can also request 1:1 with a member of the SHW Service as part of their induction / professional development. <p><u>Role-specific Environmental Training</u></p> <p>Managers are required to identify any specific environmental training required by their staff according to risks in their role (e.g. pollution prevention and response).</p> <p>Many of these specific courses are available centrally and can be booked via Trent.</p> <p>In the event that a course is not available centrally, the manager will discuss the requirement with the Environment and Sustainability Adviser and a suitable plan will be developed to ensure training is received. Costs for these courses will be funded by the Colleges / Professional Service.</p> <p><u>Sustainability Coordinators</u></p> <p>Some staff will volunteer / choose to act as a Sustainability Coordinator. These staff will receive central training and update training as required.</p> <p>All Colleges and Professional Services should have systems in place to ensure that all staff receive training as required in their role and attendance is monitored.</p>	Pro-Vice Chancellor / Head of Professional Services	Environmental Local Induction Checklist Environmental Training Needs Analysis Online Environmental Toolkit

