### GER011 Environmental Training Needs Analysis (v9)

**Key Purpose**

What is the organisation's purpose?

- To achieve the university's ISO14001 objectives and continually improve its environmental performance

**Capability**

What are the capabilities required to meet this purpose?

- Managing Environmental Data
- Managing Energy & Water
- Working with Environmental Sustainability (General)
- Managing with Sustainability (General)

**Key Roles**

Who needs to have these capabilities?

- All Staff (including Postgraduate Students)
- All Undergraduate Students
- All Managers (People, process or place)

**Competencies**

What are the competencies required to meet these capabilities?

- Know the requirements of the Duty of Care, Waste Regs, Waste Electronic & Electrical Equipment Regs, Hazardous Waste Regs and Environment Information Regs and how these apply to them
- Know how to provide information for TEAM Software
- Know how to apply energy & water efficiency principles through the project process
- Know how to recycle relevant waste streams
- Know how to specify energy / water efficient equipment
- Know the importance of switching off lights, turning off taps and turning down heating
- Know how to recycle relevant waste streams
- Know how to find out more about sustainability
- Know how to recycle relevant waste streams
- Know how to identify improvements for energy & water efficiency (Relevant to area)
- Know how to provide information for TEAM Software
- Know how to apply energy & water efficiency principles through the project process

**Course(s) / Mechanism(s)**

How will the development of these competencies be supported?

- On Line Guidance
- Staff induction
- External Tech. Briefings / Conferences
- Mandatory Health, Safety and Environment Refresher Course
- PGR Webinar
- CUBO Sustainability Video
- Updates at CEMG Meetings
- On the job training
- Sustainability Coordinator Webinar / Briefing
- Energy Team
- Online Course
- Staff induction
- PGR Webinar
- CUBO Sustainability Video
- On Line Guidance
- External Tech. Briefings / Conferences
- Sustainability Coordinator Webinar / Briefing
- Energy Team

**Delivery Lead**

Who needs to have these capabilities?

- Learning and Development
- Safety, Health and Wellbeing
- Safety, Health and Wellbeing
- Safety, Health and Wellbeing
- Safety, Health and Wellbeing
- Energy Team
- Safety, Health and Wellbeing
- Energy Team
- Env & Sustainability Adviser
- Energy Team
- Env & Sustainability Adviser
- Energy Team
- Identified on demand
- Identified on demand
- Identified on demand
<table>
<thead>
<tr>
<th>Key Purpose</th>
<th>Capability</th>
<th>Key Roles</th>
<th>Competencies</th>
<th>Course (s) / Mechanism (s)</th>
<th>Delivery Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>To achieve the university's ISO14001 objectives and continually improve its environmental performance</td>
<td>Managing Waste</td>
<td>Sustainability Coordinators</td>
<td>Know the options available for disposing of different waste streams in accordance with the waste hierarchy</td>
<td>Sustainability Coordinator Webinar / Briefing</td>
<td>Environment &amp; Sustainability Adviser</td>
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<td></td>
<td>Assistant Pollution Operations Mgr Facilities Staff / Manager</td>
<td>Be able to provide advice and support for recycling and waste management</td>
<td>On the job training</td>
<td>Identified as required</td>
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<td>Cleaners / Sports Centre Staff</td>
<td>Be able to apply the waste hierarchy</td>
<td>CWM Introduction to Waste Legislation</td>
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<td>Laboratory Technicians (In postgraduate researchers)</td>
<td>Know the basic requirements of all relevant waste legislation including (as C2) plus Animal By Products regulations and Environmental Permitting Regulations</td>
<td>Spill and body fluids training</td>
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<td>Contractors (Refurbishment &amp; Maintenance)</td>
<td>Know the requirements for managing waste documentation</td>
<td>Sustainability Coordinator Webinar / Briefing</td>
<td>Env &amp; Sust Adviser</td>
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<td>Facilities Development Manager</td>
<td>Understand the correct disposal of bodily fluids</td>
<td>Contractor Induction</td>
<td>Estate Services</td>
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<td>Sustainability Coordinators</td>
<td>Understand the correct coding of hazardous waste</td>
<td>On the job training</td>
<td>Identified as required</td>
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<td>Sustainable Travel Officer</td>
<td>Understand the process of segregation, labelling, storage and disposal of hazardous waste</td>
<td>External technical briefings / Conferences</td>
<td>Env &amp; Sust Adviser</td>
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<td>Estates Services (Refurbishment &amp; Maintenance) Grounds staff</td>
<td>Understand specific requirements for cytotoxic / cytostatic waste and infectious material</td>
<td>Site Environmental Assessment Training (in development)</td>
<td>Env &amp; Sust Adviser</td>
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<td>Estate Patrol (Refurbishment &amp; Maintenance)</td>
<td>Understand the requirements listed in place regarding waste and recycling</td>
<td>Contractor Induction</td>
<td>Estate Services</td>
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<td>Grounds staff</td>
<td>Understand the procedures listed have in place nesting birds, tree protection, badgers, etc.</td>
<td>Protected Species Training Session</td>
<td>Identified as required</td>
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<td>Sustainability Coordinators</td>
<td>Know how to deal with live protected species</td>
<td>Sustainability Coordinator Webinar / Briefing</td>
<td>Env &amp; Sust Adviser</td>
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<td>Project Managers (Estate Services)</td>
<td>Know how to deal with live protected species within buildings.</td>
<td>Sustainable Travel &amp; Environmental Audit Training</td>
<td>Env &amp; Sust Adviser</td>
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<td>Environment &amp; Sustainability Adviser</td>
<td>Know how to handle incidents arising from protected species</td>
<td>Site Environmental Assessment Training (in development)</td>
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<td>Internal EMS Auditors</td>
<td>Know how to report incidents related to protected species</td>
<td>ESMA Advanced Auditor Course</td>
<td>Approved provider</td>
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<td>Technical Services Staff</td>
<td>Know how to deal with dead protected species</td>
<td>ESMA Internal Auditor Course</td>
<td>Approved provider</td>
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<td>Estate Patrol Grounds staff</td>
<td>Know how to report incidents related to protected species</td>
<td>Lab Spills Course</td>
<td>Safety, Health and Wellbeing</td>
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<td>Project Managers (Estate Services)</td>
<td>Know how to conduct an environmental assessment of a construction site (inc best practice waste, storage of hazardous materials, pollution prevention)</td>
<td>Site Environmental Assessment Training (in development)</td>
<td>Env &amp; Sust Adviser</td>
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<td>Contractors (Refurbishment &amp; Maintenance)</td>
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<td>Contractor Induction</td>
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