

**University of Bristol  
Environmental Management System  
ISO 14001:2015**

**Environmental Management Manual**

**February 2020**

**Introduction**

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The purpose of the EMM is to explain the core elements of the EMS and document the procedures, responsibilities and processes which are being undertaken by The University of Bristol to establish and maintain an Environmental Management System (EMS), which meets the requirements of ISO 14001:2015

## **ISO 14001:2015 Clause**

### **4.0 Context of the organisation**

The organisational context is described in document 'Context of the organisation V1.3'. This incorporates the following clauses:

#### **4.1 Understanding the organisation and its context**

#### **4.2 Needs and expectations of interested parties**

#### **4.3 Scope of the EMS**

The Scope of the EMS is defined as 'Whole Institution EMS – covering all operations, learning, teaching and research'. This covers all activities carried out under the Chief Property Officer, all associated contractors and suppliers and curriculum.

#### **4.4 Environmental management system.**

This is supported by a published 'Risks and Opportunities' document which will be reviewed annually.

### **5.0 Leadership**

#### **5.1 Leadership and commitment**

The Environmental Management System is supported by Senior Management, which ensures that necessary resources are made available to maintain and continually improve the system and environmental performance. Sustainability is a key aspect of the University's vision and the Environmental Policy has been agreed by the Vice Chancellor. The EMS is key to delivery of the policies underlying strategies.

#### **5.2 Policy**

The Sustainability Policy 2017-2023 is aimed at addressing the principal activities of the University incorporating its significant aspects that have the greatest impact on the environment. It outlines the programme of environmental improvements the University of Bristol is working toward and directly relates to the defined scope of the EMS. The Sustainability Policy is published on the University's website.

#### **5.3 Organisational roles, responsibilities and authorities**

The Vice Chancellor has overall responsibility for the strategic direction of the University, including the integration of Sustainability and environmental considerations into core strategy. Delivery of the University's Sustainability Policy and strategies in line with ISO 14001 is described in 'EMS: Organisational roles, responsibilities and authorities.' The Sustainability Manager (Waste and EMS) ((SM)) has day to day responsibility for delivering the EMS.

## 6.0 Planning

### 6.1 Actions to address risks and opportunities

#### 6.1.1 General

Risks and opportunities associated with the Universities environmental aspects, compliance obligations, needs and expectations of interested parties and other items relating to the EMS are identified by the EMS manager in collaboration with Senior staff and recorded in the Environmental Aspects Register. Where appropriate strategic risks will be evaluated through the University's Risk Register Process.

#### 6.1.2 Environmental aspects

Environmental Aspects are recorded in the Environmental Aspects Register. All aspects consider direct and indirect environmental impacts, controlled and uncontrolled activities, normal, abnormal and emergency conditions. The Environmental Aspects Register is updated in accordance with **1.0 EMSP Aspects and Impacts Determining Significance**. The SM will maintain the Environmental Aspects Register. Significant aspects are also considered from a lifecycle perspective where appropriate.

#### 6.1.3 Compliance obligations

The University has identified the environmental compliance obligations and other requirements applicable to its activities and operations. A Register of Environmental Legislation has been developed which is maintained by the (SM). The Register is regularly reviewed and updated where necessary in accordance with **2.0 EMSP Legal Register Updates and Responsibilities** to meet changes in Legislation and communicated to relevant parties.

#### 6.1.4 Planning action

The University of Bristol develops plans to address its significant environmental aspects, compliance obligations as described in the register of environmental legislation, risks and opportunities, which are integrated into the EMS and evaluated for effectiveness. These plans are described in overarching strategies and annual 'Environmental objective action plans.'

### 6.2 Environmental objectives and planning to achieve them

The University has identified Objectives and Targets as part of its Strategy for Sustainability in line with its Significant Aspects and Impacts. These targets are reviewed annually and are implemented through Implementation Plans. It is the responsibility of the Head of Sustainability to report on Objectives, Targets and Programmes annually to senior management.

#### 6.2.1 Environmental objectives

The University of Bristol's environmental objectives are developed and maintained to control our significant aspects and compliance requirements and deliver the Policy for Sustainability strategies. Objectives are developed considering risks and opportunities.

#### 6.2.2 Planning actions to achieve environmental objectives

Annually an 'Environmental objective action plan' is delivered covering the strategy areas described in the Sustainability Policy. These are delivered by persons responsible for the

strategy areas and monitored by the Head of Sustainability. They are reported to Senior Management via the annual Sustainability report and management review process.

## 7.0 Support

### 7.1 Resources

Resources required to operate and continually improve the EMS, objectives and targets are identified by those persons responsible for delivering Sustainability Policy, strategies and environmental objective action plans. Responsibility for allocating resources lies with the Vice Chancellor for the University.

### 7.2 Competence

Specific responsibilities for Training and Competence are defined in procedures **4.0 EMSP Competence, Training and Awareness** to ensure that staff who perform tasks that may have the potential to cause a significant environmental impact (s) are appropriately trained. The training and competencies for staff are described in the Competence Matrix. This is updated annually as part of the Senior Management Review.

### 7.3 Awareness

All new staff are invited to induction to the University events whereby Sustainability promote the Sustainability Policy areas, how staff can get involved in Sustainability campaigns, and help to deliver continuous improvement initiatives. Contractors and suppliers are engaged in Sustainability through the procurement process. The University publishes Sustainability news, Policy and Strategy, plans and reports on the University 'Green' pages.

### 7.4 Communication

Procedure **5.0 EMSP Environmental Communications** details the actions and responsibilities associated with the management of both internal and external communications at the University. This procedure also documents responsibilities in relation to communications associated with implementation of the EMS. Annual environmental performance is communicated to senior management via an annual report.

### 7.5 Documented information

The Environmental Management Manual describes the core elements of the EMS. The SM is responsible for ensuring that all documents described are up to date and fit for purpose. The Environmental Manual is reviewed and updated annually or as required when changes to the Universities activities or risks and opportunities may impact upon its significant aspects and impacts. Procedure **6.0 EMSP Control of Documents** has been established to ensure that documents are suitably controlled, readily available and up to date. Responsibilities relating to co-ordinating the associated activities are identified in this procedure. Current versions of EMS procedures are available on the University website. Procedure **9.0 EMSP Records Control** has been established ensure environmental records are kept for required periods and maintained within the scope of the EMS to ensure conformity to the standard and applicable legislation.

## 8.0 Operation

### 8.1 Operational planning and control

Correct actions for activity at the University have been identified by two distinct categories: System Procedures (EMSP), which relate to the mechanisms of the EMS and Operational

Procedures, which outline a method of working and process which must be carried out to minimise a potential environmental impact. Operational controls describe how staff undertake and control operations associated with significant aspects, to manage or minimise their environmental impacts and maintain legal compliance.

### 8.2 Emergency preparedness and response

An emergency procedure has been developed at the University which identifies responsibilities and actions to be taken in the event of an emergency or crisis that may have an adverse effect on the environment.

## 9.0 Performance evaluation

### 9.1 Monitoring measurement and analysis

Methods have been established and are maintained, to monitor and measure on a regular basis, the key characteristics of the University's operations and activities that can have a significant impact on the environment. These are outlined in **7.0 EMSP Monitoring and Measurement**.

#### 9.1.1 General

The institutions significant environmental aspects and impacts are determined using procedure **1.0 EMSP Aspects and Impacts Determining Significance**. The EMS Manager determines how these significant aspects and impacts are monitored and measured.

#### 9.1.2 Evaluation of compliance

Procedure **3.0 EMSP Compliance Checks Procedure** details the methods used to ensure all relevant people comply with applicable legal compliance. It also ensures legal compliance is periodically reviewed at management meetings.

### 9.2 Internal audit

Procedure **10.0 EMSP Internal Audits** describes how audits are carried out at defined periods to evaluate the effectiveness of the EMS. Audits can be carried out by qualified internal or external auditors.

#### 9.2.2 Internal audit programme

The internal audit programme is published on the University website and describes when audits should occur.

### 9.3 Management review

Management reviews are carried out annually to determine the suitability and effectiveness of the EMS against the requirements of the scope and in line with procedure **11.0 EMSP Management Review**. This will be established through reviewing the progress of the objectives and targets set by the EMS Implementation team and Senior Management. The results of any internal auditing will be reported here.

## 10.0 Improvement

### 10.1 General

### 10.2 Non-conformity, corrective action and preventative action

Procedure **8.0 EMSP Nonconformity, corrective action and preventive action** describes the process to follow if activities do not comply with the EMS and the associated corrective action.

### 10.3 Continual improvement

The University uses the methods described in the EMM for EMS ISO14001:2015 to drive continual improvement in line with the University's Vision and Sustainability Policy.

Version	Reason for Change	Date
V1.1	Initial version for 2015 standard	20-03-2018
V1.2	Change of name of Bursar to Chief Property Officer. Change of 'Context of the organisation to V1.2', organisation roles version change,	22-03-2019
V1.3	Context of the organisation V1.3 change of context ion light of Climate Emergency and Campus Division Merger.	10-12-2019
V1.4	Adding reference to Procedure <b>9.0 EMSP Records Control</b> .	24-02-2020