

## **Environmental Management System – All staff (2015)**

The following summarises the key responsibilities within the Environmental Management System for staff at the University.

### **Environmental Policy**

All staff are responsible for ensuring they implement the requirements of the Environmental Policy. The Environmental Policy supports the 'making the most of resources' theme of the Sustainability Strategy.

### **Legislation and regulations**

All staff within their day to day activity must meet and, where appropriate exceed all relevant UK, European and international environmental legislative and regulatory requirements and agreements.

### **Waste & Recycling**

The University follows the principle of the waste hierarchy. Reusing materials, goods or equipment should be the first priority, followed by recycling, treatment, waste to energy and as a last resort disposal to landfill.

The 'Reuse, Recycling and Waste Guide' should be referred to for general enquiries. The 'Reuse, Recycling and Waste Standard' sets out the specific principles and requirements and has a number of associated procedures (see waste & recycling summary sheet).

### **Standards, procedures and guides**

All staff are responsible for checking they are following the requirements of the management system set out in standards, procedures and guides within their day to day activity. The service can be contacted if you are unsure via [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk).

### **Controlled documents**

Standards, Procedures and Guides are controlled documents to ensure that up-to-date copies are used within the management system. Documents should always be accessed via eqms at [universityofleeds.myeqms.com](http://universityofleeds.myeqms.com) or for health & safety documents at [http://wsh.leeds.ac.uk/info/131/health\\_and\\_safety](http://wsh.leeds.ac.uk/info/131/health_and_safety).

### **Communications**

General communication from third parties relating to environmental operations shall be forwarded onto the Sustainability Service, but only if deemed significant. A communication will be deemed significant if:

- it raises an issue or concern;
- it observes an environmental impact (such as lights being left on);
- it relates to the operation of the management system itself.

Any complaint registered by a member of the public, customer, supplier or other party relating to environmental operations should be forwarded to the Sustainability Service via [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk) who will co-ordinate a response.

### **Emergency preparedness and response**

All staff must ensure that their activities are risk assessed, that these include potential impacts to the environment and that they are aware of procedures or plans that need to be followed in the event of a serious environmental incident occurring.

### **Reporting an environmental incident, observation or non-conformance**

All staff are responsible for reporting environmental incidents, adhoc observations and non-conformances via one of four methods:

- Via an e-mail sent to [sustainability@leeds.ac.uk](mailto:sustainability@leeds.ac.uk)
- Via EQMS issues manager
- Via Sentinel for environmental incidents only
- Through contacting the Estates help desk on x35555

Definitions below:

Environmental incident: We define an environmental incident as something that can cause damage to the natural environment which needs to be resolved in the immediate to short-term. It is different to an emergency which needs immediate resolution and is dealt with in our Emergency Preparedness and Response Procedure. The level of priority (low-high) will be decided by a member of the EMS team once the incident has been reported.

*Example: a small oil spill which has contaminated some ground.*

Observation: Something that could lead to a non-conformance or incident if not resolved or increase the environmental impact of the University if not addressed.

*Example: a leaking roof of a waste electrical and electronic equipment store.*

Non-conformance: A significant deviation from work standards, practices, procedures, regulations, management system performance etc, either in number of occurrences or in seriousness. A non-conformance can lead to an environmental incident if not addressed or have a cumulative environmental impact (e.g. contribution to climate change).

*Example: waste is not being segregated correctly leading to contamination of waste streams.*