

Environmental Management System – laboratory user (2015)

The following summarises the key aspects related to environmental risks and impacts within the Workshop environment.

Emergency preparedness and response

All activities should be risk assessed for health & safety and environmental risks. Responsibilities and expectations are explained in the 'Emergency Preparedness and Response Procedure'.

The use of Hazardous Materials

The 'Hazardous Substances Standard' and 'Management of Hazardous Substances' Procedure should be referred to.

The storage and delivery of oil is covered by the 'Oil delivery, storage and transfer guide'.

Waste & recycling

The key principles and requirements of managing re-use, recycling and waste at the University are explained within the 'Reuse, Recycling and Waste Standard'.

If waste is taken off site a Waste Transfer Note must be completed for general waste and a Hazardous Waste Consignment Note for hazardous waste. A copy of this must be recorded as a record on EQMS.

Skip waste – skip waste must only contain inert, non-reusable waste. Hazardous waste, waste electrical and electronic waste, healthcare waste, fluorescent lighting must all be disposed of via the correct University waste streams.

Re-use – the University has a legal and moral responsibility to attempt to reuse materials and equipment. The University reuse@leeds system should be used or a University approved reuse contractor.

- Chemical Waste – 'Management of Hazardous Chemical Waste'
- Disposal to drain – 'Management of Waste Disposal to Drain'
- Asbestos waste – 'Asbestos Standard 2015' & related guide
- Fluorescent tubes & lighting - 'Fluorescent tubes & Lighting Disposal Procedure'
- Waste Electrical and Electronic Waste – 'Waste Electrical and Electronic Waste Procedure'
- All other waste – see 'Reuse, Recycling and Waste Guide'

Reporting an incident or non-conformance

If an accident happens please report it via Sentinel.

If reporting an observation or non-conformance any of the following methods can be used:

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