

# LUU EMS Manual

## Contents

Environmental Policy .....	4
EMS Purpose and Scope.....	7
Environmental Management Action Plan (EMAP) Procedures .....	8
Identifying Activities, Aspects and Impacts.....	9
Identifying Legal and Other Requirements .....	10
Identifying Management Controls and Setting Targets.....	12
Significance Scoring.....	13
EMS Implementation and Operation Procedures .....	14
Resources, Roles and Responsibilities .....	15
Communication .....	16
Competence, Training and Awareness Raising.....	18
Control of documentation.....	19
Operational Control Procedures.....	20
Energy Management Procedure .....	21
Energy Management Guidelines .....	22
Waste Management Procedure.....	24
Waste Management Guidelines .....	26
Water Management Procedure.....	32
Water Management Guidelines.....	33
Sustainable Procurement Procedure .....	34
Sustainable Purchasing Policy .....	35
Recycling Procedure.....	36
Recycling Guidelines.....	37
Transport Procedure.....	39
Sustainable Travel Policy .....	40
Emergency Preparedness and Response Procedures.....	41
Emergency Preparedness .....	42
Checking, Auditing and Reviewing Procedures.....	44
Internal Audit Procedure .....	45
Evaluation of Compliance Procedure .....	46
Management Review Procedure .....	47
Monitoring and Measuring .....	48
Energy Monitoring and Measuring .....	49

Waste Monitoring and Measurement .....	50
Water Monitoring and Measurement.....	51
Transport Monitoring and Measuring .....	52
Non-conformative, Corrective and Preventative Action Procedure .....	53
Contact.....	54
Appendices.....	55
Appendix 1: Lighting and Equipment Responsibility Template.....	56
Appendix 2: Holiday Shutdown Procedure.....	59
Appendix 3: Energy Spot Check, checklist .....	62
Appendix 4: Energy Efficiency Guide .....	65
Appendix 5: Site Waste Management Plan Template .....	69
Appendix 6: Pre Qualification Questionnaire.....	73
Appendix 7: Contractor Control Guidelines .....	75
Appendix 8: List of Local Charities .....	77
Appendix 9: Incident Reporting Form .....	81
Appendix 10: Compliance Audit Checklist .....	83
Appendix 11: Site Audit Checklist.....	88
Appendix 12: Audit Report Template .....	94
Appendix 13: Management Review Agenda.....	99

Leeds University Union

## **Environmental Policy**

---

Leeds University Union (LUU) recognises that its operations and the operations of its suppliers and contractors have an impact on the environment.

LUU is committed to working towards a more sustainable future through; reducing our impact on the environment, continually improving our environmental performance and complying with legal and any other requirements to which LUU subscribes.

This will be done through managing our significant environmental impacts by setting targets under the key themes and objectives outlined below;

### **Climate Change**

CC1- LUU will implement measures to reduce greenhouse gas emissions from its operations.

### **Energy**

EN1- LUU will implement measures to reduce the energy used to deliver its services.

EN2 – LUU will work with tenants to reduce the energy used for their operations.

EN3 - LUU will seek alternative and renewable energy supplies where possible.

### **Waste**

WA1- LUU will implement actions to reduce, reuse, recycle and recover value from the waste we produce.

WA2- LUU will seek further alternative methods for reducing, reusing and recycling waste.

### **Water**

WT1- LUU will implement actions to reduce, reuse and recycle water from its operations.

### **Transport**

TP1- LUU will implement actions to reduce the environmental impact of its vehicles.

TP2- LUU will work with its members and staff to reduce the environmental impact of their travel to work and university.

TP3 - LUU will encourage walking, cycling and public transport for all business travel.

### **Biodiversity**

BD1- LUU will seek to actively protect and enhance the natural environment and support others in doing so.

### **Procurement**

PO1- LUU will seek to minimise the social, economic and environmental impact of the goods and services it procures through the LUU sustainable procurement policy.

PO2- LUU will work with suppliers and contractors to minimise the social, economic and environmental impacts of the goods and services they provide.

### **Raising Environmental Awareness**

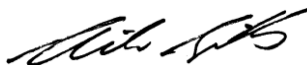
RA1- LUU will work with staff to ensure they are trained and motivated to conduct their activities in an environmentally responsible way.

RA2 - LUU will raise awareness of environmental and sustainability issues amongst members, tenants and other users of the LUU building.

RA3 - LUU will work with other local and national organisations to encourage and support environmental initiatives.

### **Built Environment**

BE1- LUU will work with contractors and other partners to ensure sustainable design and management of any building renovations.



Aidan Grills  
Chief executive LUU

Date: 05/11/2015

This environmental policy will be reviewed annually to ensure that the themes and objectives outlined above are still in line with LUU members' priorities

## EMS Purpose and Scope

---

### Purpose

The purpose of Leeds University Unions Environmental Management System is to:

- Manage our impact on the environment
- Ensure we are compliant with or legal and other requirements, and;
- To continually improve our environmental performance

### Scope

The scope of Leeds University Unions Environmental Management System covers:

#### Facilities

- Activities that take place on Union premises, University Square, Lifton Place, Leeds LS2 9JZ

#### Personnel

- All LUU staff and contractors on site
- Tenant personnel are required to comply with legal requirements.

#### Off Site Activities

- Field activities limited to office travel.
- Awareness influence on LUU Staff and Customers.

# **Environmental Management Action Plan (EMAP) Procedures**

This section of the manual contains procedures and guidance detailing how to complete LUUs departmental Environmental Management Action Plans.



## Identifying Activities, Aspects and Impacts

### Purpose

To identify the services and products of LUU, how they affect the environment and what impact they have upon the environment.

### Procedure

Each LUU department must identify the activities undertaken as part of the delivery of their services and products. They must also identify how these activities interact with

Activity (A service or product of LUU)	Aspect (What part of the activity interacts with the environment?)	Impact (Positive or negative change to the environment?)
Example: Use of vehicles	Example: Use of natural resources (Fuel)  Emissions to air (exhaust Fumes)	Example: Depletion of natural resources  Air pollution  Contribution to climate change

the environment and the impact this has.

## Identifying Legal and Other Requirements

### Purpose

To identify any environmental legislation or other requirements, relating to or affecting our activities.

### Procedure

For each activity identified in the EMAP you must list any applicable legal or other requirements that you must act in accordance with.

Where legal or other requirements are identified, a bi annual review must be undertaken to check for new or updated legislation or agreements.

### Guidance

#### Legal Requirements

Legal requirements can be identified on the Business Link and Environment Agency websites. These are government sites dedicated to assisting organisations with their environmental legal requirements.

#### Gov UK

Gov UK provides information and support about legal compliance;

[www.gov.uk/browse/business/waste-environment](http://www.gov.uk/browse/business/waste-environment)

#### Environment Agency

The EA is the public body responsible for the improvement and protection of the environment in England

<http://www.environment-agency.gov.uk/>

#### Other Requirements

Other requirements are policies and agreements, which may not have a legal obligation that an organisation subscribes to, for example, the LUU Environment Policy.



## Identifying Management Controls and Setting Targets

### Purpose:

To identify measures in place to control the impact of our activities on the environment.  
To set targets where management controls are absent or insufficient.

### Procedure:

Management Controls - Each activity identified in the EMAP must have a control in place to prevent or manage its impact on the environment.

Target Setting - Targets to improve environmental performance must be set against activities where:

- Improvements could be made,
- Management controls are not in place, or;
- Management controls are insufficient.

### Guidance

**Management Controls** - Management controls are actions that we take to reduce, control or improve the impact of our activities on the environment.

For example: Having our hazardous waste (e.g. fluorescent Tubes) removed by an Environment Agency registered contractor. This ensures that we are managing our waste and that we are legally compliant with hazardous waste legislation.

**Target Setting** - Targets are improvements that we can make to ensure that we are continually improving our environmental performance, which is a key principle of Environmental Management Systems.

For example: in relation to the example above a target would be: to stop using fluorescent tubes, which would prevent the production of hazardous waste and improve our environmental impact.

## Significance Scoring

### Purpose

To ensure we focus on managing and improving our activities with the highest environmental impact or enhancement.

### Procedure

A significance score must be assigned to each activity listed in the EMAP.

A significance score can be assigned using a set of predetermined questions that can be found in the "significance Score" tab of the EMAP.

### Guidance

#### Significance Scoring

Significance Scoring is important for Environmental Management Systems. It ensures an organisation prioritises its response to activities and aspects that have the highest environmental impact.

# EMS Implementation and Operation Procedures

This section of the Manual contains procedures and guidance for how to implement LUUs EMS and how to put this into practice.

## **Resources, Roles and Responsibilities**

### **Purpose**

To ensure that each department has the right amount of support, and;

To ensure staff are aware of what they must do and who to contact for anything in relation to the Environmental Management System.

### **Procedure**

Resources - Each department must nominate an EMAP Officer to support the implementation of the EMS.

Roles and Responsibilities - Each departmental EMAP officer must assign roles and responsibilities within the EMS to relevant department team members.

The Environment Manager will also provide an LUU Roles and Responsibilities list for overall roles and responsibilities within the EMS.

### **Guidance**

#### Resources

EMAP Officers are responsible for liaising with the Environment Manager on completion of the departmental Environmental Management Action Plan and any other environmental issues relevant to the department.

#### Roles and Responsibilities

To ensure that the EMS is implemented and embedded into the department, roles and responsibilities must be assigned to relevant staff members. For example, each department must know who their EMAP officer is or who to contact if they have hazardous waste to dispose of.

## Communication

### Purpose

To ensure information relating to LUUs EMS is controlled, communicated and recorded effectively both from internal and external sources.

### Procedure

#### Internal Communication

All EMS communications including changes and updates to policy and procedures or performance reports will be communicated by or on behalf of the Environment Manager in the following ways:

- Training Sessions
- E-mail Updates/Newsletters
- The EMS Intranet pages
- Team Meetings
- The ECO Network

All internal enquiries regarding LUUs EMS should be referred to the Environmental Manager.

#### External Communications

LUU will communicate the following details regarding its EMS to external stakeholders through the organizations website and social media:

- Environmental Policy
- Overview of the EMS
- Key Environmental performance information regarding energy, waste, water, transport and carbon emissions
- Significant achievements or case studies

All external enquiries regarding LUUs EMS, environmental performance or general “green” credentials should be referred to the Environmental Manager.

All external communications and enquiries will be recorded by the Environment Manager





## Competence, Training and Awareness Raising

### Purpose

To ensure that LUU staff and those working on behalf of LUU are aware of:

- Environmental policies and procedures in place at LUU
- Environmental issues related to their job, and are;
- Trained to a competent level to manage and maintain LUUs EMS

### Procedure

All staff and others working on behalf of LUU must be:

- Aware of their roles and responsibilities in relation to LUUs Environmental Management System
- Trained in policies and procedures to ensure they are competent to implement them in their department

It is the responsibility of the Environmental Manager, EMAP Officers and Departmental Managers to ensure that staff and contractors are trained, aware and competent to manage the impact of their job and LUUs operations on the environment.

This should be done through:

- Corporate and departmental inductions
- Identification of individual training needs in the Environmental Management Action Plans
- Team Meeting updates
- Networking and information sharing through the ECO Network

### Guidance

#### Training and Competence

Book a new member of staff on to the EMS Induction Course. Contact HR to find out dates, times and location of the next training session.

Direct new and existing members of staff to the LUU Green Guide web page:

<http://www.leedsuniversityunion.org.uk/greenguide/>

#### Awareness Raising

Read the LUU weekly newsletter for updates and weekly information, hints and tips to share with your colleagues and take home!

Implementation and Operation Procedures

## **Control of documentation**

### **Purpose**

To ensure all available information, policies and procedures regarding LUUs EMS are up to date.

### **Procedure**

All EMS documentation, policies and procedures will be reviewed and updated by the Environmental Manager on an annual basis, or when any significant changes take place.

All documentation related to the EMS will have a:

- Date of creation
- Date of review/update
- Version number

All EMS Documentation will be kept electronically on the LUU "O" drive and the LUU Intranet.

Printed versions of policies and procedures must be made available, where electronic copies are not accessible.

Where printed copies are kept, regular checks must undertaken by department EMAP officers and the Environment Manager to ensure they are the most recent version.

# Operational Control Procedures

This section of the manual contains policies and practical procedures and guidance for all staff to follow in order to manage LUUs significant environmental impacts and remain compliant with environmental legislation.

Operational Control Procedures

## Energy Management Procedure

### Purpose

To ensure that LUUs electricity and steam use is managed efficiently and effectively.

### Procedure

Each LUU department must follow the Energy Management Guidelines.

Each LUU department must develop a daily lighting and equipment responsibility and holiday shutdown procedures.

The Environmental Manager will conduct energy spot checks to ensure that shutdown procedures are in place and implemented.

All shut down procedures must be reviewed annually by the department EMAP officer and Environment Manager.

### Guidance

#### Energy Management Guidelines

The Energy Saving Guidelines are actions to take to ensure that your departments' energy use is as efficient as possible. See below.

#### Shut Down Procedures

Lighting and Equipment Responsibility template: [Appendix 1](#)

Holiday Shutdown Procedure template: [Appendix 2](#)

#### Energy Spot Checks

Energy Spot Check list [Appendix 3](#)

#### Energy Efficiency Guide

The energy efficiency guide provides advice and guidance on the procurement of electrical equipment and how to ensure if energy is efficient: [Appendix 4](#)

Operational Control Procedures

## **Energy Management Guidelines**

### **Energy Management**

The Energy Management Guidelines have been designed to help LUU departments work towards the Environment Policy objectives:

“EN1- LUU will implement measures to reduce the energy used to deliver its services”

“EN2 – LUU will work with tenants to reduce the energy used for their operations”

“EN3- LUU will seek alternative and renewable energy supplies where possible”

The Guidelines below give a brief explanation of what LUUs main energy consumption areas are and what we can do to manage them.

### **Heating**

Heating in LUU is provided by steam which is piped around the building via radiators.

The heating is remotely controlled by but the University Energy Team through a Building Energy Management System (BEMS).

Heating is set to between 19 and 21°C, if the temperature in the building drops below 19°C the heating will come on. If the temperature in the building exceeds 21°C the heating will switch off.

Tips to save energy on heating:

- Keep doors and windows closed when heating is on
- Do not switch air conditioning on when the heating is on
- Radiators should be free from obstructions
- Portable electric heating should never be used unless in an emergency situation

If your office is too hot and the heating is on contact the Environment Manager

### **Cooling**

Cooling in LUU is provided via numerous air handling and air conditioning units.

These units must be set to a maximum of 24°C to ensure optimum efficiency. Cooling to lower temperatures will waste energy and increase LUUs carbon footprint.

Only use air conditioning if;

- The heating is off, and;

- The room temperature is higher than 24°C even with windows and doors open

When air conditioning is on ensure doors and windows are closed.

## Lighting

Ensure that you are utilising all natural light by:

- Keeping windows clear
- Opening blinds/curtains

Use artificial lighting efficiently by ensuring lights are switched off when:

- Not in use/area doesn't need lighting
- Natural light has increased

When purchasing lighting (new bulbs or lamps):

- Ensure they are the most energy efficient available in line with the [Sustainable Purchasing Policy](#)

## Electrical Equipment

Use electrical equipment efficiently by:

- Switching off or using low power modes when not in use
- Switching off when closing down
- 

When purchasing electrical equipment:

- Ensure they are the most energy efficient available in line with the [Sustainable Procurement Policy](#).

## Hot Water

Hot water in LUU is supplied by a number of electrical water heaters as we do not have a conventional gas supply.

Hot water heaters should be:

- Set to heat water to 60°C, any lower and there is risk of legionella, any higher is a waste of energy.
- Timed to switch off when not in use.

## Waste Management Procedure

### Purpose

To ensure that LUU's waste is managed efficiently and effectively to remain compliant with LUU's Duty of Care under the Environmental Protection Act 1990.

### Procedure

#### General Waste

All non-hazardous, un-recyclable (aka "general") waste must be disposed of through LUUs contracted waste collection service.

Each LUU department is responsible for ensuring that their general waste is included in the collections.

#### Hazardous Waste

Hazardous waste must be recorded, stored and disposed of separately to all other waste streams in LUU.

The process for dealing with hazardous waste is as follows:

1. Ensure waste is stored separately and securely,
2. Contact an Environment Agency registered waste contractor to collect the waste. On collection a Hazardous Waste Consignment Note will be produced as proof of collection and safe disposal.
3. Record the type and amount of hazardous waste
4. Record details of the waste contractor and disposal route in the EMAP Waste Matrix\*
5. Keep a record of the Hazardous Waste Consignment Note.

\*Details of contractors listed in the waste matrix must be checked every six months ensure they are still valid.

#### Site/Construction Waste Management

For all one off building or refurbishment projects a Site Waste Management Plan must be completed prior to the project taking place.

### Guidance



Waste Management Guidelines: below

Site Waste Management Plan Template: [Appendix 5](#)

## Waste Management Guidelines

### General Waste Management

Under the Environmental Protection Act 1990, every organisation in the UK has a “Duty of Care” to ensure that the waste it produces is managed, stored and disposed of lawfully. Failure to manage your waste properly can result in higher disposal costs and leave you liable to prosecution from the Environment Agency

### Waste Hierarchy

There are numerous ways in which we can manage our waste, the waste hierarchy ranks the various waste management options you can follow in order of lowest to highest environmental impact:

**Prevent-** Before you think about how to dispose of your waste, can you stop it altogether?

Resource Efficiency is all about using resources in the most effective way as many times as possible. Look at the products you use/produce/sell:

- Do you need them?
- Is there a more efficient alternative?
- Can their design be changed?
- Can they be used more efficiently?
- Can they be reused more than once?

**Reduce-** Where you cannot prevent waste, look at how you can reduce it:

- Can products be delivered in less packaging?
- Will the supplier take the packing back?
- Do you need the amount of items you are ordering?

**Reuse-** Where you cannot prevent or reduce waste, look at how it can be reused:

- Can you reuse any of your waste? E.g. paper, boxes etc
- Is there a different department that could use your waste?
- Is there a local organisation or charity that could make use of your waste their projects?

**Recycle-** sends the item to be broken down and recycled

**Incineration with energy recovery-** Waste is burned to generate energy

**Incineration-** a final alternative to landfill

**Landfill**- disposal of waste through burial

## Waste Management at LUU

LUUs Environment policy contains the following waste management objectives:

“WA1- LUU will implement actions to reduce, reuse, recycle and recover value from the waste we produce”

“WA2- LUU will seek further alternative methods for reducing, reusing and recycling waste”

Waste is disposed of in one of three ways at LUU:

1. It's recycled! - Cardboard, plastic, cans, tetra pak, printer cartridges and food waste are all recycled at LUU. For more information see the [LUU Recycling Procedure](#).
2. It goes to a Material Recycling Facility (MRF) - all general waste that cannot be recycled is collected as part of a general waste collection service. Once at the MRF, further recyclable material is removed and anything left over is incinerated at a local energy recovery plant.
3. It's collected by an external waste contractor - different LUU departments can arrange one off collections by an Environment Agency registered contractor\*

\*If your department employs an external waste contractor, you must record their details in the EMAP waste matrix. If the waste is hazardous, the type and amount of waste must also be recorded in the Hazardous Waste Log.

## Hazardous Waste Management

Hazardous waste is waste that may be harmful to human health or the environment which must be stored safely and securely to prevent pollution.

Hazardous waste is covered by two main pieces of environmental legislation:

- Hazardous Waste Regulations (2005)
- The Lists of Wastes Regulations (2005)

These regulations ensure that hazardous wastes are identified, controlled, transported, tracked and disposed of legally and responsibly.

Some examples of hazardous waste are:

- Asbestos
- Chemicals, e.g. printer toner
- Healthcare wastes, e.g. syringes, drugs and dressings
- Electrical equipment containing hazardous components such as cathode ray tubes or lead solder, e.g. computer monitors, televisions
- Fluorescent light tubes, e.g. energy-saving light bulbs
- Lead-acid batteries
- Oils
- Pesticides
- Solvents
- Aerosols

### Storing Hazardous Waste

Hazardous waste must be stored separately from all other waste materials in containers that are; sealed, labelled, covered and waterproof.

In addition to this hazardous waste containment areas must be; in separate designated areas, secure, clearly signed, on impermeable surfaces and bonded.

### Environmental Permits

For some hazardous wastes the Environment Agency requires an organisation to have permits to produce and store the waste.

You do not need an environmental permit if you store hazardous waste on the site where it was produced for up to 12 months while you wait for it to be collected.

If the waste is stored for over 12 months you must apply for a permit.

If you produce 500 kilograms or more of hazardous waste in a year you must register your premises with the Environment Agency.



## Site Waste Management

Waste from construction or building refurbishments is covered by additional waste management legislation. If you are planning a refurbishment or any construction work, you need to be aware of The Site Waste Management Plan Regulations 2008

### Site Waste Management Plans

Projects costing £300,000 and above:

A site waste management plan (SWMP) is a legal requirement for all construction projects worth more than £300,000. If your project is worth over £500,000 a more in depth SWMP is also required.

A SWMP is designed to help you identify your major impacts and liabilities and reduce unnecessary use of resources. It should outline how you will segregate waste, optimise recycling options and identify how any hazardous wastes will be minimised and segregated for appropriate management.

Your subcontractors also need to follow duty of care obligations. Include this as a requirement in their contracts, together with a request for them to use the facilities for segregating waste.

Projects under £300,000:

Although not a legal requirement, as part of the LUUs EMS all departments must ensure that contractors complete a simple version of a SWMP. This helps us to remain compliant with waste legislation and ensure that we know where our waste is going.

## **Water Management Procedure**

### **Purpose**

To prevent water pollution and ensure that LUUs water consumption is managed efficiently and effectively.

### **Procedure**

Each LUU department must follow the Water Management Guidelines.

The Environment Manager will monitor and report on LUUs monthly water consumption and associated carbon emissions.

### **Guidance**

#### Water Management Guidelines

The water management guidelines (below) are actions to take to prevent water pollution and to ensure that your department uses water effectively and efficiently.



## Water Management Guidelines

### Water Management

It is the responsibility of all LUU departments to work towards the LUU Environment Policy objective regarding water management:

“WT1- LUU will implement actions to reduce, reuse and recycle water from its operations”

### Saving Water- Hints and Tips

Reducing the amount of water we use will not only reduce our impact on the environment, but it will also save money.

Simple ways to improve water efficiency are:

- Carry out a water use survey- Identify water use in your department and monitor it.
- Buy water efficient products (e.g. dishwashers)
- Fit water saving devices to toilets and taps.
- Report leaks as soon as possible.
- Look for alternative sources e.g. rain water capture.

### Preventing Water Pollution

Water pollution occurs when solids, liquids or gasses are released into surface waters or ground water systems.

Examples of water pollution are:

- Chemicals released into surface waters e.g. cleaning detergents.
- Spills or leaks from oil and chemicals stored outside.

All water used as part of LUUs operations should only enter foul drains or waste water sewer system.

At no point should water from LUU operations be emptied into a surface water drain or any other surface or groundwater system.

If your department has the potential to cause a water pollution incident, you must prepare an emergency response plan. Please see the EMS Emergency Preparedness Procedure.

Operational Control Procedures

## Sustainable Procurement Procedure

### Purpose

To ensure all of LUUs procurement activities are socially, economically and environmentally sustainable.

### Procedure

#### Sustainable Procurement Policy

All LUU departments will procure through the NUS Purchasing Consortium where possible.

Where LUU departments procure outside of the NUS Purchasing Consortium they must incorporate the Sustainable Procurement Policy into their procurement process. This will be achieved by:

- Assessing all suppliers and contractors through Pre-Qualification Questionnaires and Contractor control Guidelines
- Taking actions to use resources efficiently
- Working centrally for common procurement needs

### Guidance

#### Sustainable Procurement Policy

Each LUU department must implement the sustainable procurement policy (below)

#### Pre-Qualification Questionnaire (PQQ)

All suppliers and contractors for LUU must complete a Pre-Qualification Questionnaire. The PQQ can be found in [Appendix 6](#)

#### Contractor Control

Contractors working for LUU must be aware of our Environmental policies and their legal requirements whilst on site.

Please see the contractor control guidelines in [Appendix 7](#)

## Sustainable Purchasing Policy

---

Leeds University Union recognises that the goods and services it procures can have significant impact on the environment, the economy and social and ethical practices.

LUU is committed to reducing the environmental, economic, social and ethical impact of its procurement activities by;

- Incorporating social, economic and environmental considerations into supplier and product selection,
- Ensuring we use our resources effectively and efficiently,
- Using collaborative procurement where appropriate,

These three commitments will be implemented through:

### Pre Qualification assessment

Before agreeing to do trade with or use the services of a supplier or contractor we must investigate the environmental, economic, social and ethical policies of the company in question. This will be done through a pre qualification questionnaire that all suppliers and contractors must complete before a contract is signed or products are supplied.

### Resource Efficiency

Resource efficiency is about using natural resources in the most effective way, as many times as possible while minimising the impact of their use on the environment. This will be done by incorporating smarter design and build, smarter use and reuse and effective recycling and recovery into all our procurement decisions.

### Collaborative procurement

Collaborative procurement is about all departments working together for their procurement needs to obtain better deals from suppliers, controls expenditure and prevents over procurement. This will be done by ensuring those responsible for procurement have engaged all LUU departments in the procurement process.

### Contractor Control

If goods or services are procured from an external contractor, the contractor must remain compliant with LUU environmental policies and legal requirements.

This will be done by training all external contractors to ensure they are aware of:

- LUUs environmental policies
- Legal requirements associated with the works that are being undertaken, and;
- Can provide evidence of legal compliance on site (i.e. waste transfer notes for skips)



Operational Control Procedures

## Recycling Procedure

### Purpose

To ensure that LUU recovers and recycles as much of its waste as possible

### Procedure

Each LUU department must follow the Recycling Guidelines.

This includes segregating and recycling the following from their general waste:

- Paper (office paper, leaflets, magazines, newspaper etc)
- Cardboard
- Steel and Aluminum Cans
- Plastic
- Food Waste
- Tetra Pak (liquid food and juice cartons)
- Batteries
- Printer and toner cartridges

All other types of waste must also be assessed to see if it can be reused or recycled either internally to LUU or externally.

### Guidance

#### Recycling Guidelines

The recycling guidelines (below) are actions to take to ensure that LUU recovers and recycles as much of its waste as possible.

.

## Recycling Guidelines

### Recycling at LUU

LUU has extensive recycling facilities which all departments must use and raise awareness of.

Where any waste product can be reused or recycled, LUU departments must make every effort to ensure this happens either through internal LUU services or external contractor.

LUU provides the following recycling services across the building for members, customers and staff:

#### Mixed Recycling

LUU had a mixed recycling facility in operation; this means you can put all recyclable materials in the same. Our mixed recycling bins take:

Paper, Cardboard, Tins/Cans and all types of plastic

#### Tetra Pak

LUU had separate bins to collect tetra pack cartons at each waste and recycling point.

#### Food Waste (for composting)

LUU had large brown bins at each waste and recycling point for all food waste and compostable packaging

#### Batteries (bin located in Essentials)

All types of batteries can be recycled at our battery recycling point, next to the batteries for sale in Essentials.

#### Printer Cartridges

Are collected and recycled through Cartridge Express. Collection boxes are located in the LUU Resource Room and behind the Helpdesk.

#### Reusable Items (furniture, stationery, electrical equipment etc)

Office furniture can be advertised for reuse within LUU or the University of Leeds via the Reuse Website:

<http://reuse.leeds.ac.uk/>

Alternatively you can donate the items to local charities, a list of local charities accepting donations can be found in [Appendix 8](#)

If the item you have cannot be reused you must dispose of it using a suitable recycling contractor such as Hills:

Hills Corporate Interiors  
Bradford Road  
Cleckheaton  
West Yorkshire  
BD19 5BD  
01274 876 761  
01274 851 186  
[www.over2hills.co.uk](http://www.over2hills.co.uk)

Operational Control Procedures

## **Transport Procedure**

### **Purpose**

To ensure LUU is recording and monitoring its staff travel and other transport uses.

### **Procedure**

[LUU Sustainable Travel Policy](#)

All LUU departments must follow the Travel policy

[Staff Travel](#)

Any travel undertaken by staff for business purposes must be recorded through the Finance Departments expenses claim form.

[Other Transport](#)

Any travel undertaken in vehicles hired or owned by LUU must be recorded by the department responsible for hiring or owning the vehicle used.

### **Guidance**

[LUU Travel Policy](#)

Please see the LUU Sustainable Travel Policy below.

## **Sustainable Travel Policy**

---

Leeds University Union recognises that the travel and transport undertaken for business purposes has a significant impact on the environment.

To ensure our impact from travel is reduced and managed effectively each LUU department must consider the following before travelling on LUU business:

- Is the trip essential to LUU business?
- Could the business be completed via e-mail, phone or video conferencing?
- Could the trip be tied in with other tasks for LUU? I.e. multiple meetings in one area.

Where travel is essential to LUU business the following measures must be taken:

### **Air Travel**

All LUU departments must consider alternative methods of transport before flying. Flights may be undertaken for business purposes if alternative travel methods cause unreasonable cost or travel times.

### **Car Travel**

All LUU departments must investigate alternative public transport options before personal or hire cars are used for business travel.

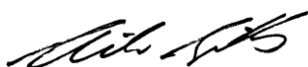
### **Vehicle Hire**

Before hiring a vehicle LUU departments must consider alternative public transport methods.

When hiring a vehicle for LUU business travel, consideration must be given to the environmental credentials and suitability of the vehicle for its intended purpose.

### **Public Transport**

All LUU departments must ensure public transport is the preferred method for travelling on work business. This can include Trains, busses, trams, taxis and car share schemes.





Aidan Grills  
Chief executive LUU

Anthony Hadley  
LUU Student Executive

## **Emergency Preparedness and Response Procedures**

This section of the manual contains procedures and guidance for ensuring we are prepared for and potential emergency situation.

## Emergency Preparedness

### Purpose

To identify and prepare for responding to potential emergencies.

### Procedure

Departmental EMAP officers with support from the Environmental manager are responsible for:

- Identifying where potential emergency situations could occur within the operation of their department.
- Providing suitable equipment to enable staff to respond to the potential emergency.
- Providing regular training and refresher training for staff that could be involved in an emergency.

Where practicable, emergency procedures will be tested on an annual basis

Where an emergency situation arises the following procedure should be followed:

1. Inform the Environmental Manager immediately.
2. Action the department emergency response procedure.
3. Details must be recorded and on an Incident report form and in the department EMAP under “non-conformance”.
4. Where a serious pollution incident occurs, the Environment Agency must be informed.

### Guidance

#### Emergency Preparedness –

Contact the Environment Manager for support in identifying potential emergencies in your department.

#### Incident reporting

Any incident should be reported to the Environmental Manager and recorded using an incident report form, which can be found in [Appendix 9](#)

In the case of a control procedure failing, resulting in a pollution incident, the Environment Agency should be informed immediately.

# Checking, Auditing and Reviewing Procedures

This section of the manual contains procedures and guidance detailing how LUUs EMS is checked, audited and review to ensure compliance.

## Internal Audit Procedure

### Purpose

To ensure that the EMS complies with the policies and procedures outlined within it.  
To ensure that LUU departments are compliant with all policies and procedures in the EMS.

### Procedure

Departmental compliance audits will be carried out by the Environmental Manager at regular intervals determined by the significance of the department's environmental impacts.

A full EMS System audit will be carried out by the Environmental Manager on an annual basis.

Results from all audits will be written into reports where any findings are reviewed and followed up within a set time period dependant on the severity in the finding.

### Guidance

#### Compliance Audits

To prepare for your compliance audit use the audit checklists:

The Compliance audit checklist can be found in [Appendix 10](#)

The Site Audit Checklist can be found in [Appendix 11](#)

#### System Audit

The environmental manager will audit the policies and procedures of the EMS annually to ensure that they are fit for purpose.

#### Audit Report

An audit report will detail the findings of an audit, severity of those findings and recommendations for improvement. The audit report template can be found in [Appendix 12](#)

## **Evaluation of Compliance Procedure**

### **Purpose**

To ensure LUUs compliance to legal and other requirements is periodically evaluated.

### **Procedure**

The Environment Manager will undertake annual legal compliance audits to check that all LUU Departments can demonstrate they are compliant with legal and other requirements.

## Management Review Procedure

### Purpose

To review the performance of the Environmental Management System (EMS) within departments and across the whole of LUU.

### Procedure

The Environment Manager will conduct annual departmental Management Reviews with each departmental EMAP officer.

In addition the Environment Manager will conduct an EMS System Management Review with the Senior Leadership Team.

### Guidance

To prepare for the Management review, see the meeting agenda in [Appendix 13](#)

## Monitoring and Measuring

### Purpose

To ensure key characteristics of the EMS are measured and monitored to make sure they are managed effectively.

### Procedure

Departmental EMAP offices must ensure that procedures are in place to monitor and measure all significant aspects outlined in the EMAP.

The Environment Manager must put procedures in place to monitor and measure key aspects of the EMS which have permits, exemptions, legal or other requirements.

### Guidance

#### Departmental Procedures

Contact the Environment Manager for support in creating department specific measuring and monitoring procedures.

#### LUU Monitoring and Measurement Procedures

The Environment Manager has created measuring and monitoring procedures for the following key aspects of LUUs EMS:

- Energy
- Waste
- Water
- Transport

These procedures are detailed below:



Checking, Auditing and Reviewing Procedures

## **Energy Monitoring and Measuring**

### **Purpose**

To measure and monitor LUUs electricity and steam consumption in order to effectively manage use, demonstrate reductions and calculate carbon emissions.

### **Procedure**

#### Measuring Electricity

Building Services will take monthly meter reading from all separately metered areas.

#### Measuring Steam

The Environment Manager will obtain monthly consumption figure from the University of Leeds.

#### Monitoring Electricity and Steam

The Environment Manager will monitor electricity and steam consumption, cost and associated carbon emissions on a monthly basis.

### **Guidance**

LUUs monthly energy consumption figures are available in the corporate KPI dashboard

Checking, Auditing and Reviewing Procedures

## **Waste Monitoring and Measurement**

### **Purpose**

To measure and monitor LUUs waste production, recycling and disposal in order to effectively minimize and manage production, demonstrate reductions ensure legal compliance with LUUs Duty of Care.

### **Procedure**

#### Measuring Waste Production

Cleaning Services will record number of bin lifts on a monthly basis.

#### Measuring Recycling

The Environment Manager will obtain monthly recycling figures for Plastic, Cans and Cardboard.

#### Legal Compliance

The Environment Manager will monitor compliance with LUUs duty of care by ensuring all waste is disposed of through an EA registered contractor and that all hazardous waste is recorded separately and disposed of through an EA registered contractor.

#### Hazardous Waste

The Environment Manager will work with LUU departments and external contractors to record types and amounts hazardous waste disposed of.

#### Waste and recycling Monitoring

The Environment Manager will monitor waste and recycling rates on a monthly basis.

### **Guidance**

LUUs monthly waste and recycling figures will be reported on an annual basis

Hazardous waste disposal will be recorded in the LUU Waste Management folder

Checking, Auditing and Reviewing Procedures

## **Water Monitoring and Measurement**

### **Purpose**

To measure and monitor LUUs water use in order to effectively minimize and manage use and demonstrate reductions.

### **Procedure**

#### Measuring and Monitoring Water Use

The Environment Manager will obtain water use figures and calculate associated carbon emissions on a monthly basis.

### **Guidance**

LUUs water consumption figures will be reported on annual basis

Checking, Auditing and Reviewing Procedures

## **Transport Monitoring and Measuring**

### **Purpose**

To measure and monitor LUUs transport and staff travel in order to effectively manage, demonstrate reductions and calculate carbon emissions for transport.

### **Procedure**

#### Measuring Staff Travel

All staff travel conducted on LUU business will be recorded through the Finance department.

#### Measuring Transport

Transport mileage from hired vehicles undertaken by LUU departments and societies will be recorded by Student Activates and Helpdesk.

#### Monitoring of Transport and Staff Travel

The Environment Manager will monitor type, mileage and associated carbon emissions with all LUU transport and staff travel.

### **Guidance**

LUUs monthly staff travel and transport figures will be displayed in the corporate KPI dashboard

## **Non-conformative, Corrective and Preventative Action Procedure**

### **Purpose**

To ensure non conformities are identified, recorded and corrective and preventative actions are put in place.

### **Procedure**

When a non conformity is identified the departmental EMAP officer will record it in the EMAP "Non Conformity" tab.

The Environment Manager will investigate the cause and source of the non conformity and recommend corrective or preventative action that must be taken within the specified time frame.

### **Guidance**

#### Non Conformities

A non conformity is a failure, by a person or department, to comply with LUUs EMS standards, policies and procedures.

Non conformities can be found as part of routine audits, reported by EMAP officers, ECOs or staff or as a result of an emergency situation.

There are three severities of a non conformity:

Major Non Conformance – MA NC: needs urgent action. Preventative or corrective action to be taken within 1 month

Minor Non Conformance – MI NC: needs action within 2-3 months

Scope for Improvement – SFI: A recommendation made to improve the environmental performance of a department. Action should be taken within 6 months.

## Contact

If you have any questions about any of the policies, procedures or guidance in this document please contact the LUU Environment Manager

Alexis Fennell  
Environment Manager

Leeds University Union  
University Square  
Leeds LS2 9JZ

Tel 0113 3801436  
Fax 0113 3801439  
[www.leedsuniversityunion.org.uk](http://www.leedsuniversityunion.org.uk)

Together, we'll make sure you love your time at Leeds

Leeds University Union is a registered charity no. 1136742 and a company limited by guarantee registered in England and Wales no. 7284768

# Appendices

# Appendix 1: Lighting and Equipment Responsibility Template



# Leeds University Union

## Energy Management: <insert department> Lighting and Equipment Responsibility Plan

---

To build the lighting and equipment responsibility plan, begin by listing each area under your responsibility, the lighting and equipment in this area and who has responsibility for day to day shutdown and maintenance.

Area	Lighting	Equipment	Responsibility

--	--	--	--

## Appendix 2: Holiday Shutdown Procedure

# Leeds University Union

## Energy Management: <insert department> Holiday Shutdown Procedure

---

To build the holiday shutdown procedure, beginning by listing each area under your responsibility, add the procedure for shutting lighting and equipment down over holiday periods and who is responsible for this.

For office based departments your main procedures will be to ensure computers, lighting printers etc are switch off and unplugged.

For Commercial departments this will be a more comprehensive list of the equipment you have and who is responsible for ensuring it is switched off, unplugged, on a low setting etc.

Area	Lighting Procedure	Equipment Procedure	Responsibility

Add rows as needed			
--------------------	--	--	--

## Appendix 3: Energy Spot Check, checklist

# Leeds University Union

## Energy Spot Checks

The Environmental Manager or a representative acting on behalf of the Environmental Manager can undertake a spot check at any date and time without prior notification. Results of the spot check will be discussed with the departmental EMAP officer.

<b>Date:</b>	
<b>Time:</b>	
<b>Department:</b>	
<b>Areas Checked:</b>	

<b>Heating</b>			
<b>Question</b>	<b>Y/N</b>	<b>N/A</b>	<b>Comments</b>
Was the heating on?			
Were windows and door closed?			
Was air conditioning turned off?			
Were radiators clear from obstructions?			
What was the room temperature at the time of spot check?	XX°C		
Any obvious problem with room temperature?			
Are there any areas for improvement?			
<b>Cooling (Air Conditioning and Air Handling Units)</b>			
<b>Question</b>	<b>Y/N</b>	<b>N/A</b>	<b>Comments</b>
Is the air conditioning/AHU on?			
Is the air conditioning/AHU set to no lower than 24°C?			
Are windows and door closed?			
Has the air conditioning/AHU been left on unnecessarily?			
Are there and areas for improvement?			

<b>Lighting</b>			
<b>Question</b>	<b>Y/N</b>	<b>N/A</b>	<b>Comments</b>
Has any lighting been left on unnecessarily?			
Are windows clear with curtains/blinds open?			
Is lighting energy efficient			
Are there any areas for improvement?			
<b>Electrical Equipment</b>			
<b>Question</b>	<b>Y/N</b>	<b>N/A</b>	<b>Comments</b>
Has any equipment been left on unnecessarily?			
Is equipment on a timer?			
Are fridge's/freezers set to most efficient temperatures?			
Have any energy efficiency measures been put in place? (e.g. Sava Plugs, energy monitors)			
Are there any areas for improvement?			
<b>Hot Water</b>			
<b>Question</b>	<b>Y/N</b>	<b>N/A</b>	<b>Comments</b>
Is the hot water heater set to 60°C?			
Is the water heater on a timer?			
Are there any areas for improvement?			



# Appendix 4: Energy Efficiency Guide

# Leeds University Union

## Energy Efficiency Guide

To ensure the products we purchase at LUU are sustainable, we must consider the energy efficiency performance of any equipment we buy.

An easy way to do this is to assess the energy label of the product you want to procure.

As required by the LUU Sustainable Procurement Policy, any product purchased must achieve a balance between environmental, social and economic impact.

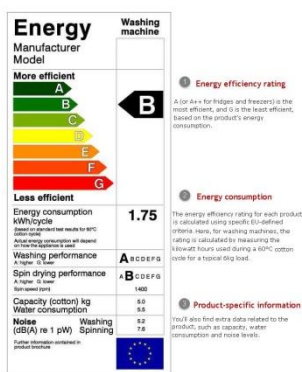
This means you must procure the most energy efficient product available that also meets our social and economical requirements.

### Energy Labelling

Energy labels help you assess and compare the products and equipment you are purchasing.

The different types of energy label found in the UK and Europe are below:

#### The European Energy Label



The European Energy Label shows how efficiently a product uses energy.

Products are given a rating from A to G, with an "A" rating been the most energy efficient. Higher categories also appear (A+, A++ and A+++) which have been developed as products become more energy efficient.

For the most efficient product, look for the darkest green band

The European Energy Label is compulsory on these products:

- household fridges and freezers

- washing machines, tumble dryers and washer-dryers
- dishwashers
- air conditioners
- electric ovens
- light bulbs
- televisions (from December 2011)

### **Energy Saving Trust Recommended**



The Energy Saving Trust Recommended scheme is voluntary and gives you reassurance that the product is energy efficient.

The scheme covers the following products:

- washing machines and fridges
- light fittings
- boilers and hot water cylinders
- insulation
- glazing
- televisions

The scheme is managed by the Energy Saving Trust

### **European Ecolabel**



The European Ecolabel is given to products that are less harmful to the environment than other similar products – and this includes using less energy.

## TCO label



There are several different TCO labels. All of them show that IT equipment is energy efficient and made with fewer harmful chemicals.

## Energy Star



The EU Energy Star scheme is voluntary. It shows that office equipment has reached energy efficiency standards set by the EU, both when being used and in standby mode.

The logo appears on some types of office equipment, like:

- computers
- monitors
- printers
- fax machines

## Appendix 5: Site Waste Management Plan Template

## Leeds University Union Site Waste Management Plan Template

---

This SWMP should be completed by the primary contractor of the works been carried out with the support of the LUU Environment Manager.

<b>Project name:</b>			
<b>Date when this sheet was filled out:</b>			
<b>Stage of project (e.g. planning stage, during project delivery, end of project):</b>			
<b>Project address/location:</b>			
<b>Estimated cost of the project:</b>			
<b>Principal contractor:</b>			
<b>Person responsible for waste management on site (name and job title):</b>			
<b>Person and company completing this form, if different from above:</b>			
<b>Sites your waste is going to (including permit, licence or registered exemption reference number and details):</b>			
A	B	C	D

Details of the people removing the waste from your site (including their waste carrier registration number):																		
A		B						C						D				
		Quantity of Waste (specify volume or weight, e.g. m <sup>3</sup> , kg, T, number of skips)																
Types of waste arising from works carried out.	EWC * code	Reused				Recycled						Disposed of				Destination of waste		WTN ** complete ?
		on site		off site		for use on site		for use off site		sent MRF		land-fill		other (e.g. incinerator)				
Target/ achieved (T/A)		T	A	T	A	T	A	T	A	T	A	T	A	T	A	Waste site	Waste carrier	
Inert (bricks, stone, soils etc)																a/b/c/d etc	a/b/c/d etc	
Non-hazardous (wood, plastics etc)																		
Hazardous (gypsum, WEEE etc)																		

<b>Totals (m<sup>3</sup>, kg, T)</b>																	
<b>Performance against target and actual as %</b>																	
<b>SWMP target %</b>																	

\* European waste catalogue

\*\* Waste transfer note, or consignment note for hazardous waste



## **Appendix 6: Pre Qualification Questionnaire**

## Leeds University Union

### Sustainable Purchasing Pre Qualification Questionnaire (PQQ)

As part of the formal purchasing process, potential contractors and suppliers must complete a Pre Qualification Questionnaire.

<b>Date:</b>	
<b>Company Name</b>	
<b>Company Address</b>	
<b>Contact Name</b>	
<b>Contact Number</b>	

Question	Y/N	Comments
<b>Environmental Criteria</b>		
Do you have an Environmental Policy? If yes please provide a copy		
Do you implement an Environmental Management System (EMS)? If yes please provide evidence (policies, procedures, certificates)		
How would you minimize the environmental impact of the goods/services you are providing to LUU?		
How would you ensure environmental legal compliance when providing goods or service to LUU?		
<b>Social and Ethical Criteria</b>		
Do you have any social or ethical standards or policies in relation to the following?: (if yes, please provide evidence)		
Encouraging an open, fair and competitive business environment, free from corruption.		
Human rights and labor standards (including forced or child labor).		
Equality and Diversity.		

Do you have any other comments?

## **Appendix 7: Contractor Control Guidelines**

# Leeds University Union

## Contractor Control Guidelines

---

### **Contractor Control**

Contractors working on behalf of LUU must comply with LUUs environmental policies and procedures.

Contractors must also remain compliant with all environmental legal requirements whilst on site and when disposing of waste off site.

It is the responsibility of the department commissioning the contacted works to ensure this happens.

The Environmental Manager will support all departments with contactor control.

### **Contractor Waste Management**

All contractors producing and depositing of waste on behalf of LUU must be compliant with the LUU Waste Management Procedure which includes legal requirements under:

- The Environmental Protection (Duty of Care) Act
- Hazardous Waste Regulations
- Site Waste Management Plan Regulations

### **Contractor Spot Checks**

The Environment Manager will conduct spot checks on contractors working on site to ensure they are remaining compliant with LUUs EMS.

## **Appendix 8: List of Local Charities**

## Leeds University Union

### List of Local Charities

<b>Name and contact details</b>	<b>Opening times</b>	<b>Areas covered</b>	<b>Collection service available</b>	<b>Items we accept</b>
<b>Sidney Bridge</b> 34 Coldcotes Circus, Harehills, LS9 6QQ Tel 0113 217 5388	Monday to Friday 9.30 am – 5 pm Saturday 11.30 am – 5 pm	All Leeds districts	Yes	Furniture
<b>Seagulls Reuse Ltd.</b> Aire Place Mills, Kirkstall Road LS3 1JL Tel 0113 246 7510	Monday to Friday 10 am – 4 pm Saturday 10 am- 2 pm	All Leeds district	Small charge for collection from trade suppliers	Paint. Paint can also be donated by the public at Pudsey Grangefield, Holmewell Road Middleton, Milner's Road Yeadon, Meanwood Road and Thorp Arch household waste sorting sites
<b>SLATE</b> 1 Low Road, Hunslet, LS10 1QR Tel 0113 270 4005	Monday to Friday 9.30 am – 4 pm	LS9, LS10,LS11, Wortley, LS26, LS27	Yes - free within seven days	Furniture, white good (no gas) and electrical items in working order
<b>St Gemma's Hospice Furniture</b>	Monday to Saturday 9 am – 5 pm	All Leeds district	Yes - free	Furniture, clothing, bedding, bric –

<b>Shop</b> 44 Harrogate Road, Leeds, LS7 4LA Tel 0113 262 4802				a – brac, books
<b>St Jude's Furniture Store</b> Marshall Street, Holbeck, LS11 9EH Tel 0113 245 0800	Monday to Friday 8.30 am – 4.30 pm	All Leeds district	Yes - free within two weeks	Bicycles Small electrical items Furniture White goods e.g. fridge Clothing, curtains and bric a brac
<b>Emmaus Leeds</b> St Mary's Street, Mabgate, LS9 7DP, Tel 0113 2484288	Monday to Saturday 9 am – 4.45 pm	All Leeds district	Yes – free	Bicycles, Small electrical items, furniture, clothing, bric-a-brac and books
<b>Leeds and Moortown Furniture Store</b> Unit D Seacroft Industrial Estate, Coal Road, LS14 2AQ Tel 0113 273 9727	Monday to Friday 9 am – 4 pm (office hours only). NO SHOP	All Leeds district	Yes – free within seven days	Furniture
<b>Re-Work</b> (office furniture) Unit 15, Hunslet Trading Estate, Severn Way,	Monday to Friday 8.30 am – 1.30 pm	All Leeds district	Very competitively priced delivery service	Office furniture only

LS10 1BL Tel 0113 272 1341				
<b>Safe Haven Furniture Store</b> Willow Green, Parkside, Horsforth, LS18 4DJ Tel 0791 054 5569	Monday to Friday 9.15 am – 4 pm	All Leeds district	Yes, free	Furniture, clothing, bedding, bric - brac
<b>Scrap Creative Reuse Project</b> Aire Place Mills, Kirkstall Road, LS3 1JL Tel 0113 244 1576	Monday to Friday closed Tuesday. Occasionally open weekends 10 am – 4 pm	All Leeds district	Free collection for scrap suppliers	Materials suitable for use as arts materials e.g cardboard, paper, textiles, wool, plastics, rubber and vinyl



## **Appendix 9: Incident Reporting Form**

## Leeds University Union Incident Reporting Form

---

<b>Date:</b>			
<b>Time (approx)</b>			
<b>Location of Incident</b>			
<b>Persons Involved</b>			
<b>Details of incident: (type, cause, scale, action taken)</b>			
<b>Was an emergency procedure in place and followed?</b>			<b>Y</b>
			<b>N</b>
<b>Details of procedures followed: (link to procedure, suitability)</b>			
<b>What was the outcome of the incident?: (pollution contained, minor, moderate or major contamination occurred)</b>			
<b>Who was the incident reported to?</b>			
<b>Action taken as a result of the incident?: (re-assessment of procedure, additional training)</b>			

## **Appendix 10: Compliance Audit Checklist**

## Leeds University Union Internal EMS Compliance Audit Checklist

General Information	
<b>Department:</b>	
<b>Tel:</b>	
<b>Auditee:</b>	
<b>Date of Audit:</b>	
<b>Auditor:</b>	
<b>Who else took part? (if applicable)</b>	

### Audit Questions

Area Check	Yes	No	N/A	Additional Comments
<b>Environmental Policy</b>				
Is there a copy of the Environment Policy available to all departmental staff?				
<b>Planning</b>				
Activities , Aspects and Impacts				
Are environmental aspects and impacts of the departments activities identified in the EMAP?				
Are these aspects identified in terms of significance?				
Legal and Other Requirements				
Is all relevant legislation identified in the EMAP?				
Are other requirements also identified? e.g. <ul style="list-style-type: none"> <li>• LUU Strategic Plan</li> </ul>				
Is it clear how these legal and other requirements relate to the environmental aspects?				
Objectives and Targets				
Have environmental objectives been identified in the EMAP using the Environment Policy codes?				
Have measurable targets been set that demonstrate: <ul style="list-style-type: none"> <li>• Prevention of pollution,</li> <li>• Compliance with legal and other requirements, and;</li> </ul>				

Area Check	Yes	No	N/A	Additional Comments
<ul style="list-style-type: none"> <li>Continual improvement.</li> </ul>				
Are objectives and targets clearly designated and given realistic timescales?				
<b>Implementation and Operation</b>				
Resources, Roles and Responsibility				
Does the department have suitable resources to establish, implement, maintain and improve the EMS?				
Are roles and responsibilities defined, documented and communicated within the department?				
Has an individual been identified within the department to manage the EMS and report performance?				
Competence, Awareness and Training				
Are awareness and training needs recorded in the EMAP?				
Are there procedures in place to make Contractors, sub-contractors and temporary workers aware of the departments EMS practices?				
Communication				
Is the departments EMS effectively communicated internally?				
Is there a procedure in place for receiving, documenting and responding to relevant communication from external parties?				
Documentation				
Is the EMAP complete and up to date?				
Control of Documents				
Are all documents relevant to the departments EMS up to date, with correct version status identified?				
Operational Control				
Are the following operational controls used effectively in the department?				
Energy Management				
Waste Management				
Water Management				
Sustainable Procurement				
Recycling				
Transport				
Emergency Preparedness and Response				

<b>Area Check</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Additional Comments</b>
Has the department Identified any activities that could cause potential emergencies/accidents that would have an effect on the environment?				
Does the department have an emergency response plan or procedures in place?				
Where appropriate are these plans/procedures periodically tested?				
<b>Checking and Corrective Action.</b>				
<b>Monitoring and Measurement</b>				
Are the Departments management controls effective?				
Is monitoring/measuring recorded on a regular basis?				
<b>Evaluation of Compliance</b>				
Are procedures in place to periodically evaluate legal compliance?				
Are records of this available				
Are procedures in place to periodically evaluate compliance with other requirements?				
Are records of this available				
<b>Non conformity and Corrective Action and Preventive Action</b>				
Is a procedure in place to deal with actual and potential nonconformities?				
Are nonconformities and corrective action related to nonconformities recorded?				
If the effectiveness of corrective actions reviewed?				
<b>Control of Records</b>				
Does the department maintain the records necessary to demonstrate conformity to the EMS?				
Are these records up to date, legible, identifiable and traceable?				
<b>Internal Audit</b>				
Is an internal audit schedule available for the department?				
Is the last internal audit report available?				
Are there any outstanding actions?				
<b>Management Review</b>				
Are the last management review notes available?				
Are there any outstanding issues?				



## **Appendix 11: Site Audit Checklist**



## Leeds University Union Site Inspection Checklist

General Information			
<b>Department Area:</b>			
<b>Address:</b>	<b>Post Code:</b>		
<b>Tel:</b>			
<b>Date</b>			
<b>Who completed the site inspection:</b>			
<b>Who else took part in the inspection? (if applicable)</b>			
<b>Areas inspected:</b>	Site Boundary		Workshops
	Retail/Venues outlet		Transport to, from and within the site
	Materials Storage (including Hazardous Substances and Waste)		Warehousing

Area/Check	Yes	No	N/A	Comments/Details
<b>Waste and By-products</b>				
What waste streams are produced/stored on site:				
Is waste stored on site?				
Is the waste correctly segregated (general waste, WEEE, Hazardous Waste, gypsum etc)				

Area/Check	Yes	No	N/A	Comments/Details
Is any of the waste reused or recycled?				
Are there any waste minimisation				
<b><u>Releases to Water</u></b>				
Does the site conduct any of the following processes that produce effluent:				
Production Processes				Jet Washing
Floor Washing				Compressor Receiver (oily water discharges)
Vehicle Washing				Boiler blow down
Other (Give details)				
Can any processes on site contaminate or pollute storm water runoff/trade sewers/groundwater (e.g. storage or handling of hazardous chemicals)				
Does the site have any containment systems (e.g. pipe work, storage systems, bunds, drains or hard standings)				
Are these well maintained/serviced				
Does the site have any effluent discharge points and abatement equipment (e.g. interceptors)				
Are these well maintained/serviced				
Is there any evidence of pollution form effluent				

<b>Area/Check</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Details</b>
Is there any evidence of spillage of hazardous substances				
<b><u>Releases to Land</u></b>				
Are there activities on site that could cause land contamination				
Is there adequate containment of these activities				
Is there any evidence of contamination				
<b><u>Emissions to Air</u></b>				
Do any site processes produce emissions to air				
Does the site have any are emission points (stacks/vents)				
Are there sources of transport emission on site				
Does the site have any emission abatement equipment				
Is there any evidence of air pollution				
<b><u>Materials and Resources</u></b>				
What Materials are used on site i.e. Wood/chemicals:				
Are these materials purchases from sustainable source				

<b>Area/Check</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Details</b>
Is water usage on the site high				
Are there any water conservation mechanisms in place				
Are there any material/resource conservation issues (i.e. excessive wastage)				
<b><u>Energy</u></b>				
Is energy usage on the site high				
Are there any energy saving mechanisms in place				
Are there any energy conservation issues (i.e. excessive wastage)				
<b><u>Physical and Natural Attributes</u></b>				
Are there any biodiversity issues on the site				
If "yes" give details:				
<b><u>Nuisance</u></b>				
Are there any sources of nuisance on site (noise, odour, dust, litter)				
If "yes" give details:				
<b><u>EMS</u></b>				

<b>Area/Check</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments/Details</b>
Is the Environment Policy available?				
Are EMS Operational Procedures implemented				

## **Appendix 12: Audit Report Template**

# Leeds University Union

## Draft Internal EMS Compliance Audit

---

General Information	
<b>Department:</b>	
<b>Address:</b>	<b>Post Code:</b>
<b>Tel:</b>	
<b>Auditee:</b>	
<b>Date of Audit:</b>	
<b>Auditor:</b>	
<b>Who else took part in review? (if applicable)</b>	

1.0 Introduction
<p><b>(Insert Officer's name)</b> is the EMAP Officer for <b>(insert department)</b> however overall responsibility for EMAS is with Aidan Grills, Chief Executive of LUU.</p>
<p><b><i>(insert any other relevant info for example, , who actioned the audit and why, who else was interviewed, relevant background to the department or any major changes)</i></b></p>

2.0 Scope
<p>The EMS audit of <b>(insert department)</b> is a check to determine whether environmental management activities conform to LUUs Environment Policy, planned arrangements and the requirements of EMAS registration.</p>
<p>The audit aimed to determine whether the EMS system has been properly implemented and is being effectively maintained, and also to determine the adequacy of procedures within the department to achieve compliance.</p>

The audit examined department procedures for the following subject areas: **(amend if the scope is different from this)**

Implementation of the LUU EMS System;  
Assessment and identification of departmental environmental aspects/impacts & the significance of those impacts;  
Control of departmental environmental aspects/impacts  
Identification/compliance with relevant legal requirements;  
Action to reduce environmental impact;  
Water management;  
Raw material management;  
Waste minimisation, resource efficiency, recycling and reuse;  
Emergency preparedness (where applicable);  
Staff awareness;  
Documentation

### 3.0 Audit Findings

The audit findings and associated recommendations are summarised at Appendix A **(amend as required)** to this report.

### 4.0 Conclusions

4.1 **(Major conclusions of what you have found – for example root causes, examples of good practice)**

4.2

4.3

4.4

4.5

4.6

4.7

### 5.0 Recommendations

**All recommendations are to be agreed by (insert department name) before the final report can be issued.**



5.1 ***(Your recommendations from each finding you found in the audit. (See appendix). Include whether major, minor SFI etc).***

#### 6.0 Prioritisation of Recommendations

Audit recommendations are allocated a priority rating to signify the risk, or level of internal control weakness, associated with the issue identified. Recommendations contained within this report have been classified in line with those used by the LUU fro EMS audits as follows;

- **Major Non Conformance – MA NC: needs urgent action. Information to be sent to auditor within 1 month**
- **Minor Non Conformance – MI NC: need action within 2-3 months**
- **Scope for Improvement – SFI: consideration should be given to the recommendation and a reason why the recommendation has not been implemented should be provided to the auditor within 6 months**

#### 7 APPENDICES

A – Audit findings. ***(add extra appendices if required)***

#### 8 Distribution List

Alexis Fennell, Manager LUU  
Senior Leadership Team, LUU  
***(EMAP Officer and any others)***

**Appendix A. Findings 1**

Clause	Description	Evidence	Audit Recommendation	Grade

## **Appendix 13: Management Review Agenda**

# Leeds University Union

## Management Review Agenda

---

### Agenda

- 1. Actions from previous meeting.**
- 2. Review of Targets.**
  - Have targets for the year been achieved?
- 3. Review of aspects and Impacts.**
  - Have there been any changes to the departmental/organisational operations in the last 12 months.
- 4. Setting new targets for the year ahead.**
- 5. Review of audits.**
  - Have any audits been undertaken in the last 12 months.
  - Are the reports available?
  - Where there any actions from audits (i.e. Non Conformances)
- 6. Updates and review of legal and other requirements.**
  - Have legal requirements been reviewed in the last 12 months?
  - Are there any new legal or other requirements relevant to the department/organisation?
- 7. Communications/Complaints.**
  - Have there been any environmental communications or complaints in the last 12 months.
- 8. Training/Awareness raising.**
  - Are there and departmental/organisational training needs over the next 12 months.
- 9. Any Other Business.**