



Environmental / Energy Management System (EMS / EnMS)- Documented Information Index

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1. Introduction

This document describes the processes implemented as part of the University of Worcester's (the University) Environmental Management System (EMS) and Energy Management System (EnMS) to ensure compliance with the requirements of the EcoCampus framework, ISO 14001:2014 and ISO 50001:2018. It also acts as an index for locating key documents associated with the EMS / EnMS.

The University has developed its EMS / EnMS to:

- Deliver systematic and continuous improvement of environmental and energy performance, and in so doing better protect the environment
- Identify and fulfil environmental and energy compliance requirements, including mandatory and voluntary requirements
- Build environmental and energy resilience across the University, ensuring that the University is resilient to external changes in the environment / energy and that commitment to the environment and energy remains during periods of change at the University
- Ensure that top management remain informed and engaged with matters of the environment and energy at the University, and consider these in strategic planning

The intended outcomes of the EMS / EnMS are stated in the University's [Sustainability Policy](#).

2. Scope of the EMS / EnMS

The University operates at the following sites:

- St John's Campus
- City Campus
- Severn Campus
- Lakeside Campus

The University is a small teaching University which has some 1,200 FTE staff members and between 8,000 and 9,000 FTE students. The University's built estate comprises of around 50 buildings, with

Integration with business processes across the University is ensured through sponsorship by the Vice Chancellor, who is a member of the University Executive Board, and the sponsor for sustainability at the University.

The Sustainability Strategy Committee (SSC) is chaired by the Pro Vice Chancellor Research and is responsible for providing strategic oversight of and direction for sustainability at the University. The Sustainability Strategy Committee is also the parent committee to the Sustainable Procurement Working Group and the Strategic Biodiversity Working Group

The Energy Committee is chaired by the Pro Vice Chancellor Finance and Resources and is responsible for providing strategic oversight of and direction for energy management at the University.

Curriculum and research matters are overseen by the Learning Teaching and Student Experience Committee and the Research and Knowledge Exchange Committee respectively.

The annual management review is undertaken by the Sustainability Strategy Committee. The chairs of the Sustainability Strategy Committee and Energy Committee provide key environmental / energy updates to the University Executive Board and the Board of Governors (via the Audit Committee).

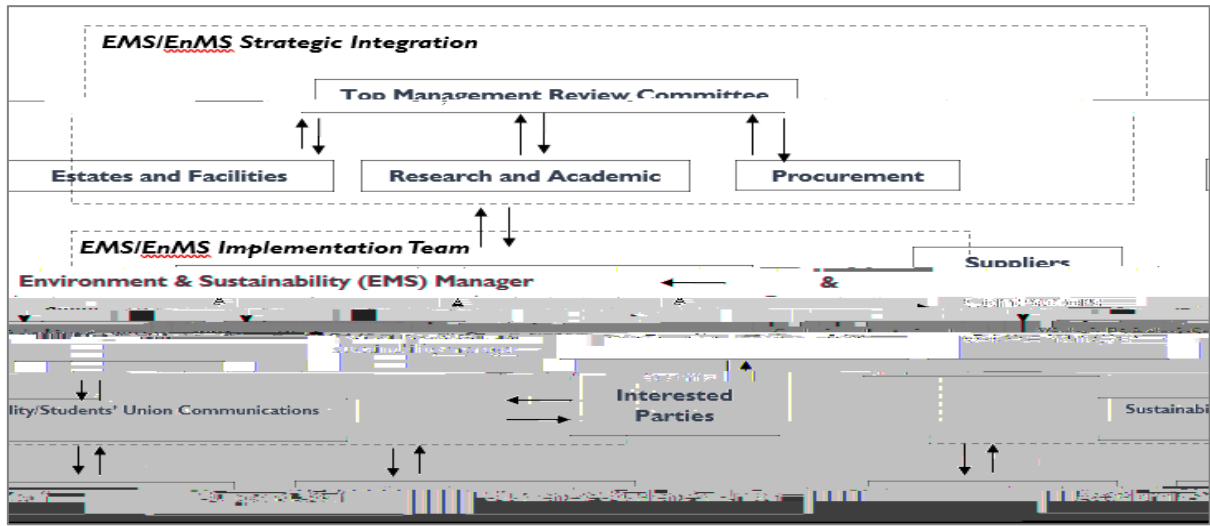
More information about environmental and energy leadership at the University can be found in procedure 1.1.1 Leadership and EMS / EnMS Scope.

1.2 Context of the University

External and internal environmental risks and opportunities that are relevant to the University have been determined. This includes environmental conditions capable of affecting the University, as well as the University's impact on the environment. Findings of this exercise have been collated in the PESTLE Analysis document.

The Log of Interested Parties outlines parties who have an interest in the University's ability to meet EMS objectives.

In addition, the



The reporting structure for implementing the EMS/EnMS shown above in Figure 2 highlights how Senior Management and the EMS/EnMS Implementation Team interact both internally and externally with interested parties and how information regarding the EMS/EnMS is integrated across the three areas of the organization. (n) 2.2.168T6

- Receive regular internal communications and have access to information about the University's environmental performance and initiatives.

Suppliers / contractors:

- Should satisfy the EMS EnMS Manager that they are conforming to the Univ

3.4 Documentation

Procedure 3.4.1 Documented Information describes the process for creating, updating, and controlling EMS/ EnMS documentation. This includes how EMS/ EnMS documents are classified and managed and how procedures are written, approved, revised and controlled.

All documented information is stored in a document management system, currently hosted in OneDrive. Documentation is stored in accordance with the phases of the EcoCampus framework. Obsolete EMS/ EnMS documents are kept for three years before being erased.

The document control system is structured and numbered in line with the clauses of the EcoCampus framework:

1. Planning
 - 1.1
 - 1.1.1 Leadership and EMS

4.5

4.5.1 Management Review

5. Management System Index

5.1.1 Management System Index

6. Energy Management System

6.3 Energy Review an annual Energy Review is completed with the methodology and results outlines with in final report.

6.4 Energy performance indicators–energy performance indicators are defined in the Energy & Water Management Strategy (EWMS) and reviewed annually in the Energy Review.

6.5 Energy baseline–the Energy baseline is defined in the EWMS.

6.6 Planning for collection of energy data–data collection outlined in operational procedure Energy and Waster operation procedure.

3.5 Operational control

Procedure 3.5.1 Operational Control describes how the environmental impacts of the University's operations are identified and controlled. Detailed operational procedures are used to ensure that all activities are correctly carried out and monitored. These documents are used to reduce the environmental impacts of all the processes associated with the organisation's significant environmental aspects and to ensure compliance with relevant environmental legislation.

3.6 Emergency preparedness and response

Procedure 3.6.1 Emergency Preparedness and Response explains how the University prepares for and responds to environmental emergency situations. It ensures that actions are planned to prevent and mitigate adverse environment impacts. The University reviews, revises and periodically tests this procedure and supporting documented information.

The Environmental Incident Report Form for recording accident and emergencies is located online via the SharePoint.

Platinum Phase (Checking and Correcting)

4.1 Monitoring, measuring, analysis, and evaluation

Procedure 4.1.1 Monitoring, Measuring, Analysis and Evaluation outlines how the University monitors, measures, and evaluates its environmental performance and the effectiveness of the EMS/EnMS including setting environmental and energy performance criteria and indicators.

4.2 Evaluation of compliance

Procedure 4.2.1 Evaluation of Compliance details the methods used to ensure the University meets its compliance requirements. This includes:

- Determining the frequency that compliance will be evaluated

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