University of Arts London (UAL)

VISIT NUMBER: 572883

DATE OF OPENING MEETING: 08/11/2021

THIS REPORT HAS BEEN PREPARED BY:

REGIONAL ASSESSOR: Jesse Culleton

CONTACT NUMBER: +44(0)7974 014210

EMAIL: Jesse.culleton@nqa.com

APPLICABLE STANDARD(S):

ISO 14001:2015
## Client Information

<table>
<thead>
<tr>
<th>Primary Contact:</th>
<th>Ian Lane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>272 High Holborn, , London, WC1V 7EY</td>
</tr>
<tr>
<td>Contact Tel:</td>
<td>0207 514 9829</td>
</tr>
<tr>
<td>Contact Email:</td>
<td><a href="mailto:i.lane@arts.ac.uk">i.lane@arts.ac.uk</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Contact:</th>
<th>As above</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing Tel:</td>
<td>As above</td>
</tr>
<tr>
<td>Billing Email:</td>
<td>As above</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit Conducted at:</th>
<th>Head Office (multi-site certification)</th>
<th>Participating / Temporary Site (multi-site certification)</th>
<th>Single Site Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑</td>
<td>☐</td>
<td>☒</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Audit Conducted as:</th>
<th>Fully On-Site</th>
<th>Split On-Site / Remote</th>
<th>Fully Remote</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>☐</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>System integration (integrated audits only):</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional information on integration (if required):</td>
<td>N/A</td>
</tr>
<tr>
<td>Certificate expiry date(s):</td>
<td>12/03/2023</td>
</tr>
<tr>
<td>Required changes to EAC or NQA Codes applied:</td>
<td>No changes required</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>At this location</th>
<th>Across all locations (Multisite)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total employees</td>
<td>CSM - 625</td>
</tr>
<tr>
<td></td>
<td>LCC – 625</td>
</tr>
<tr>
<td></td>
<td>LCF – 625</td>
</tr>
<tr>
<td></td>
<td>Chelsea – 200</td>
</tr>
<tr>
<td></td>
<td>Camberwell – 200</td>
</tr>
<tr>
<td></td>
<td>Wimbledon - 200</td>
</tr>
<tr>
<td></td>
<td>2500 including temp and associates</td>
</tr>
<tr>
<td>Repetitive or parallel workers</td>
<td></td>
</tr>
</tbody>
</table>

*Energy data only applicable for ISO 50001 audits. Further guidance available in ASR 47.2.1*

**The date of the next audit is:** TBA as part of Multisite
## Audit Information

<table>
<thead>
<tr>
<th>Audit duration (in days):</th>
<th>4 Days Over Four Sites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope of certification:</td>
<td>‘UAL Policies and procedures directly related to learning, teaching and research activities managed directly by University of the Arts London’. Scope is appropriate.</td>
</tr>
</tbody>
</table>

### Confirmation that audit objectives have been fulfilled: All objectives met.

If no, which objectives have not been met. Note that customers with installation/service activities within their scope must receive a minimum of one on-site visit once per cycle. Failure to achieve this may result in this activity being removed from the client’s scope of certification.

### NQA Audit Team

<table>
<thead>
<tr>
<th>NQA Audit Team</th>
<th>Client</th>
<th>Position</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead Assessor</td>
<td>Jesse Culleton</td>
<td>Ian Lane</td>
<td>Assistant Director – Sustainable Operations</td>
</tr>
<tr>
<td>Member 1</td>
<td></td>
<td></td>
<td>Opening and Closing</td>
</tr>
<tr>
<td>Member 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*M Mandatory attendance at OHSAS18001 / ISO45001 Audits. If these mandatory positions are not present at closing meeting, record and justify reasons in the Executive Summary.

### Details of Changes

<table>
<thead>
<tr>
<th>Type of action or change required</th>
<th>Action Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Name Change:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Change of Address:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Scope Change:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Contact Change:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Number of Employees Change:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Major NCs Raised:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Special Visit Recommended:</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
## Executive Summary

This surveillance audit was undertaken to evidence conformance against the international standards requirements ISO 14001:2015 at the following sites:

- London College of Fashion
- Wimbledon College of Art
- Camberwell College of Arts
- University of Arts London

These areas visited will be documented within the organisation main audit report and uploaded correctly. This is to ensure a full consistent report has been submitted to the client for the reassessment visit for 2021.

The system continues to provide the required level of control. The organisation’s context is well defined, leadership has been effectively demonstrated and commitment levels are evident.

This is reflected in the levels of compliance with requirements and operational control evident at the organisation which are appropriate to the risks and opportunities identified.

There is good availability of documented information to demonstrate that the system is implemented and understood. OFIs have been identified during the audit process in relation to improving governance and the leadership and commitment of the EMS system which has been documented within page 7 of this report.

During the audit process, the following Best Practices and continual improvement was sampled against the university’s environmental aspects the commitment to reducing their environmental impacts;

### Camberwell College of Arts:

- The management of all maintence and servicing records evidenced conformance and commitment to ensuring the sites emergency preparedness and response to staff, student and visitors safety whilst on site

- As discussed with Paul Atkins during the site tour, the introduction of water based paint instead of oil based evidenced best practice in the reduction in the environmental impact within the department and reducing the risk of the oil based paints being poured into the waste sinks without traps and causing an environmental incident.

- As discussed with Sara Byers, Time Gverovic & Matt Franks during a tour of BA Sculpture A512, the replacement in the use of resin to a more environmentally friend jelly based product for making moulds evidenced best practice in reducing the environmental impact and putting students health and safety before cost within the department.

### Wimbledon College of Art

- As discussed with Viv Pott room M101 and Ashley Pearson room 28 (Pop up 3D lab), the use of visual Safe Systems of Work signage on all equipment evidenced best practice at the Wimbledon College of Arts. As a multi-national University with students form all other the world, English may not be their first language and also having Undergraduate students who may not have used this equipment before. The use of visual Safe Systems of work ensured the Safety and wellbeing of all users. This Best Practice would benefit all UAL sites to ensuring the health, safety and wellbeing of all users of equipment.

- The current works undertaken at the WCA site evidenced the sites commitment in reducing their environmental impact as documented within the core business plan. All aspects of the build has considered...
environmental impacts and controls to reduce future carbon footprint and the UALs commitment to Net Zero by 2040.

London College of Fashion:

- As discussed with Susanna Burleigh (Director of College administration), the Education for Sustainability Transformation LCF progress report 2021 evidenced best practice in reducing the environmental impact within Fashion. Evidenced throughout the report (see LCF section of the report), it was clear the knowledge obtained is shared and support given in developing understanding staff development resources.

The Scope is deemed and confirmed as appropriate and is documented as:

‘UAL Policies and procedures directly related to learning, teaching and research activities managed directly by University of the Arts London’.

As discussed during the closing meeting, the following site visits to be planned for 2022 surveillance visits:

- March 2022 – University of the Arts London
- May/June 2022 - Chelsea College of Art and Design
- May/June 2022 - London college of Communication
- May/June 2022 - London College of Fashion (Lime Grove site)

This is due to the end of year shows being held in May/June which will allow for a full review of the deconstruction plan and the waste management processes.

Evidence was clearly available to demonstrate that the key policy commitments are being adhered to.

Grateful thanks are passed to everyone for their time, assistance and hospitality during this audit.

It should be noted that this audit report is based on a sample basis, a fully comprehensive audit has not been undertaken.

<table>
<thead>
<tr>
<th>Major NCs</th>
<th>Zero</th>
<th>Minor NCs</th>
<th>Three</th>
<th>OFIs</th>
<th>Three</th>
<th>AoCs</th>
<th>N/A</th>
</tr>
</thead>
</table>

Is there any conflict of interest which exists between the Auditor(s) and the client, and are there any situations known to them that present themselves, or NQA, with a potential conflict of interest in respect to the audit undertaken. | No. |


**Audit Conclusion**

- This visit was Satisfactory: Continuation or granting of certification is recommended, however Non-Conformances have been identified. You must take action as detailed below

- Opportunities for Improvement have been identified

- Any findings are as detailed on the following page(s).

**Audit Follow-up Actions**

The following post-audit action(s) shall be taken by the client: CAPs to be completed and sent by the client to caps@nqa.com within 3 months.

Please note that certification will not be granted, reissued or revised until all outstanding Non-Conformance responses have been submitted, and in the case of Major Non-Conformances, the evidence of corrective action has been provided to, and accepted by, NQA.

For further information, useful guidance and further support for responding to audit findings, please visit [https://www.nqa.com/en-gb/clients/non-conformities](https://www.nqa.com/en-gb/clients/non-conformities)

**Management system performance, such as trends in audit findings that require further investigation at the next recertification audit.**

Mandatory completion at the Head Office Audit of Surveillance Year 2

*Detail that the previous Recertification (or Stage 2), Surveillance 1 and Surveillance 2 results have been reviewed and whether there are any trends in non-conformities or other issues which require further investigation at the next Recertification audit.*
## Audit Findings

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Clause No.</th>
<th>Details of any finding(s) raised.</th>
<th>Type (Major NC, Minor NC, OFI or AoC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFI01</td>
<td>5.2</td>
<td><strong>Overall EMS documentation</strong> – It may benefit the University to review all EMS documentation and policies and have the Pro-Vice Chancellor to sign all to evidence commitment from the senior position to evidence commitment to the university’s Environmental Management system for Learning, Teaching &amp; Research.</td>
<td>OFI</td>
</tr>
<tr>
<td>OFI02</td>
<td>5.2</td>
<td><strong>Overall EMS documentation</strong> – university leadership and commitment would better be evidenced if the environmental management system and the associated KPIs were reflected the emerging Climate Action Plan. The system must have senior buy-in. Monitoring and measuring of KPIs would demonstrate robust governance of the pledges and report progress with the commitment to achieving the pledges, which is lacking at the moment. Evidence that this has happened prior to the full re-certification of the system in 2023 will be an area of focus.</td>
<td>OFI</td>
</tr>
<tr>
<td>OFI03</td>
<td>N/A</td>
<td><strong>Overall EMS documentation</strong> – the introduction an ‘material inventory’ across all sites to better identify all materials used for the end of year shows to monitor, measure and evaluate the net waste and environmental impact is an obvious opportunity for improvement</td>
<td>OFI</td>
</tr>
<tr>
<td>NC 01</td>
<td>8.2</td>
<td><strong>Camberwell College of Arts</strong> – the location of the fluorescent tube coffins is unsuitable and may cause an incident when being moved due to the location being a distance from the waste collection point down a set of stairs behind the facilities office.</td>
<td>Minor NC</td>
</tr>
<tr>
<td>NC 02</td>
<td>8.2</td>
<td><strong>Camberwell College of Arts</strong> – the location of the general and mixed recycling bins is unsuitable due to being located within a entrance point and also by fire exit doors to the university. This can cause issues in the event of emergency evacuations.</td>
<td>Minor NC</td>
</tr>
<tr>
<td>NC 03</td>
<td>8.2</td>
<td><strong>Camberwell College of Arts</strong>: As discussed during the site tour, the sink traps located within the BA Sculpture rooms appeared to be full. Discussed in detail that there is an issue with emptying them as these can build up</td>
<td>Minor NC</td>
</tr>
</tbody>
</table>
quickly causing an environmental and Health & safety issue if not emptied regularly.

It would benefit the organisation to identify who’s responsibility it is to empty the sink traps (Technicians or estates) and set a schedule to reduce them from building up in the future.

| BP01 | N/A | **Camberwell College of Arts**: management of all maintenance and servicing records evidenced conformance and commitment to ensuring the sites emergency preparedness and response to staff, student and visitors safety whilst on site | Best Practice |
| BP02 | N/A | **Camberwell College of Art** – As discussed with Paul Atkins during the site tour, the introduction of water based paint instead of oil based evidenced best practice in the reduction in the environmental impact within the department and reducing the risk of the oil based paints being poured into the waste sinks without traps and causing an environmental incident. | Best Practice |
| BP03 | N/A | **Camberwell College of Art** – As discussed with Sara Byers, Time Gverovic & Matt Franks during a tour of BA Sculpture A512, the replacement in the use of resin to a more environmentally friend jelly based product for making moulds evidenced best practice in reducing the environmental impact and putting students health and safety before cost within the department. | Best Practice |
| BP04 | N/A | **Wimbledon College of Art** - As discussed with Viv Pott room M101 and Ashley Pearson room 28 (Pop up 3D lab), the use of visual Safe Systems of Work signage on all equipment evidenced best practice at the Wimbledon College of Arts. As a multi-national University with students form all other the world, English may not be their first language and also having Undergraduate students who may not have used this equipment before. The use of visual Safe Systems of work ensured the Safety and wellbeing of all users.

This Best Practice would benefit all UAL sites to ensuring the health, safety and wellbeing of all users of equipment. | Best Practice |
| BP05 | N/A | **Wimbledon College of Art** – the current works undertaken at the WCA site evidenced the sites commitment in reducing their environmental impact as documented within the core business plan. All aspects of the build has considered environmental impacts and controls to reduce future carbon footprint and the UALs commitment to Net Zero by 2040. | Best Practice |
| BP06 | N/A | **London College of Fashion** - As discussed with Susanna Burleigh (Director of College administration), the Education for Sustainability Transformation LCF progress report 2021 evidenced best practice in reducing the environmental impact within Fashion. Evidenced throughout the report (see LCF section of the report), it was clear the knowledge obtained is shared and support given in developing understanding staff development resources. | Best Practice |

**End of Findings**

**Note:** Responses to findings must be sent using the Corrective Action Plan form, as applicable, to caps@nqa.com within the timeframes stated on Page 5.
### Closure of Findings from Previous Audit:
**Report No. 547686, Dated 02/03/2020**

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Detail of finding and client action:</th>
<th>Outcome (Closed or Escalated)</th>
</tr>
</thead>
</table>
| JC 01   | **8.2** Site – CAMBERWELL college of Arts  
The company is not fully compliant with the clause detailed, in that:  
Within the printmaking workshop (Rooms A403-A407) storage of various chemicals on the window ledge alongside old oily rags increases the risk of Environmental incidents with possible combustion from direct sunlight through single pane glass windows.  
Reviewed during site tour – all window ledges are clear and all chemicals stored correctly | Minor NC Closed |
| JC 02   | **8.2** Site – CAMBERWELL college of Arts  
The company is not fully compliant with the clause detailed, in that:  
Within the printmaking workshop (Rooms A403-A407) storage of various chemicals are stored without bunding within various locations increasing the risk of cross contamination and spills  
Reviewed during site tour – all chemicals stored correctly | Minor NC Closed |
| JC 03   | **8.2** Site – CAMBERWELL college of Arts  
The company is not fully compliant with the clause detailed, in that:  
Within the 3D workshop (Rooms A501-A514) various items are left blocking and/or limiting access to staircases and fire exits (access and egress) increasing the risk during emergency situations.  
Reviewed during site tour – this area is now free from obstruction | Minor NC Closed |
| JC 04   | **6.1.2** Site – CAMBERWELL college of Arts | Minor NC Closed |
| JC 05 | 8.2 | Site - Wimbledon College of Art | The company is not fully compliant with the clause detailed, in that:  
Within room A12, various items are left blocking and/or limiting access to fire exits (access and egress) increasing the risk during emergency situations.  
Reviewed during site tour – a full renovation of the site is being conducted and areas repurposed. This MCR is no longer applicable and deemed closed. | Minor NC | Closed |
| JC 06 | 8.2 | Site - Wimbledon College of Art | The company is not fully compliant with the clause detailed, in that:  
Within room A13, during the showcasing, all items are ‘thrown’ unsafely into a room and blocking of access to COSHH cabinet with various items stacked unsafe and dangerously high.  
Reviewed during site tour – a full renovation of the site is being conducted and areas repurposed. This MCR is no longer applicable and deemed closed. | Minor NC | Closed |
| JC 07 | 8.2 | Site - Wimbledon College of Art | The company is not fully compliant with the clause detailed, in that:  
Storage of converse’s and wooden boards stored near staircase and emergency stair lift (not in use) increases the risk of fire and emergency escape routes.  
Reviewed during site tour – this area is now free from obstruction | Minor NC | Closed |
Opening and Closing Meetings

Opening and closing meetings were performed in accordance with Form 335. The objective of the audit was to confirm that the management system had been established and implemented in accordance with the requirements of the audit standards.

As discussed during the remote opening via MS Teams, the following requirements was discussed;

- Confirmed no changes to system scope.
- No significant environmental or health and safety incidents, enforcements or prosecutions have occurred since the previous audit.
- No unusual operations scheduled during this audit.
- No changes to company operations since previous audit.
- No major customer complaints or environmental / health and safety complaints or issues with delivering contractual requirements have occurred since previous audit.
- Discussed site visit requirements, required a minimum of once per audit cycle, to address any remote activities within scope.
- Discussed approach to audit and availability of personnel. Confirmed system scope, discussed and clarified business operations occurring on and off site and within the system scope.
- Discussed and justified any inapplicable clauses.
- Reviewed certificates.
- No changes of significance to management structure since previous audit.
- Reviewed previous report. No unusual activities scheduled. No issues arising with adhering to Audit Plan as prepared.
**Process/audit area:** Organisational Context (External / Internal issues /interested parties / boundaries and scope / process identification)

<table>
<thead>
<tr>
<th>Auditees:</th>
<th>Ian Lane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

**Evidence to support audit conclusion:**

As discussed with Ian Lane (Head of Sustainability), no major changes have occurred within the management system since the organisations Stage Two visit.

The University’s context has been clearly documented within the University of the Arts London ISO14001 Guidance Document; version dated July 2021 which is now available on UALs website under sustainability policies and strategies. A total of six distinctive and distinguished Colleges make up the university:

- Camberwell College of Arts
- Central Saint Martin’s College of Arts and Design
- Chelsea College of Art and Design
- London College of Communication
- London College of Fashion
- Wimbledon College of Art

Understanding the needs and expectations of interested parties has been identified along with their needs and expectations. Those which were deemed relevant have become compliance obligations. A PESTEL analysis was undertaken to determine this and to determine the internal and external issues that may affect ability of UAL to carry out its EMS. The resulting document can be found in Appendix 1 of this document.

The PESTEL analysis is a tool used to identify factors that may affect an organisation. The letters stand for Political, Economic, Social, Technological, Environmental and Legal. This analysis helps an organisation understand how it is affected by these factors and how it may need to respond to them.

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**Appendix 1 - Interested Parties PESTLE Analysis**

![PESTLE Analysis Diagram](attachment:image.png)
Determining the scope of the Environmental Management System within Appendix 2 (Scope) of the Guidance Document and has been documented as:

‘UAL Policies and procedures directly related to learning, teaching and research activities managed directly by University of the Arts London’.

Within academic buildings that are part of the scope there are activities that will not be part of the scope. These are activities that are not controlled by Estates and Facilities but controlled by the Colleges and cover activities related to teaching, learning and research. Communal areas within the academic buildings are covered in the scope. For example:

- **Byam Shaw**
  - Included areas refer to spaces in all 3 buildings that make up Byam Shaw
  - Areas - Communal space
  - Aspects – energy, water, waste, air, construction, biodiversity, hazards

- **Curtain Road**
  - Areas - Communal space e.g. reception area, café (will be under Estates not College controlled next year), shop, social space.

- **Elephant and Castle**
  - Areas - Communal spaces, canteen.
  - Aspects – energy, water, waste, air, construction, biodiversity, hazards

- **Kings Cross**
  - Areas - Office space, canteen, communal areas eg ‘The Street’, reception area., shop,
  - Aspects – energy, water, waste, air, construction, biodiversity, hazards

**Conclusion of the overall effectiveness of the process:** Process / Audit Area is satisfactory
Process/audit area: Leadership (Process based approach, risk based thinking, policy, identification of roles and responsibilities)

Auditees: Ian Lane
Auditor (if applicable): Jesse Culleton

Evidence to support audit conclusion:

As discussed, during the opening meeting with Ian Lane (Assistant Director – Sustainable Operations), the university’s has launched a new climate action plan as of the 3rd November 2021 setting pledges to build to committing to Net-Zero by 2040. As documented within the UAL Climate action plan, the following statement was sampled:

UAL launches Climate Action Plan

As one of the world’s biggest creative institutions, UAL can, and must, play its part in achieving climate justice. Today, against the backdrop of COP26 and Carnival of Crisis, we are excited to launch our Climate Action Plan.

Our Climate Action Plan brings together the work of many from across the university, notably the Climate and Environmental Action Group (CEAG) who have been pivotal in realising our plans. Outlined in the plan are three key pledges which build on our commitment to reach Net-Zero by 2040. The pledges commit us to cultural, academic and operational changes for a better future. One where we influence the creative economy, imagine new possibilities and help create a better world.

The university’s pledges as documented include;
Interview with Pro-Vice Chancellor Jeremey Till

As discussed during the leadership and commitment interview with the university’s new Pro-Vice Chancellor Jeremey Till, being the lead and represent all issues relating to Climate environment action group up to the executive board. The new statement for climate action plan discussed with underlined actions set with working group involvement.

It was discussed that due to the pandemic and the effects it has had on the university, the Environmental management system has not been on the forefront of university’s mind across the university. An Increased budget was discussed to increase the awareness and commitment to EMS.

Involvement in Promotion for the EMS within the core business –climate action plan
Involvement in the university Climate action plan has been launched. End of year show and KPIs reporting – once it increases will the plans – awareness of need to reduce

Academics purchasing of materials and reduction in the environmental impact it has was discussed with climate & carbon awareness topic mentioned. An inventory of materials used and move towards an approval list is looking to be introduced to prevent excessive materials being purchased in the future. All projects will require a deconstruction plan as part of construction approval process.

Interview with Dr Nicky Ryan (Dean LCC).

Within the climate action plan from a research and learning of teaching prospective, the support from the whole of the university. Changes to the panel to climate change action group. This discusses the academic involvement and student engagement. The group is slowly expanding with up to 12 members including student’s participation. As discussed in detail, the Climate action plan is going to require support from all levels within the university.
Discussion with set principles across all sites being one of the first things being conducted and published across UAL. A baseline of knowledge and skill for students to be identified to allow for student to map their involvement. This includes projects with sustainability and looking at ensuring sustainability is imbedded into curriculum and student engagement. Once completed, the modification, approval and new validations will allow this to be completed by September 2023.

Creative Attributes Frameworks and principles in process with additional support. Online training and train the trainer project being picked up by colleagues allowing for tutors to teach to students. This will allows for a universal approach to delivering training and information. A UAL case study and staff development around climate action and general / customised training for individual courses.

Due to the Covid-19 pandemic, all of the university’s buildings closed on the 24th March 2020 and all staff and students began to work from home. The buildings gradually reopened over summer 2020 for essential activities. The start of the academic year was delayed by a month and began on 19th October 2020. Building were shut again in January 2021, opened in April 2021 but operated with lower occupancy. During the pandemic precautions must be taken to reduce the risk of spreading the virus.

The university has written a Social Distancing Framework (a guide to ensure a Covid-19 secure university) which it will follow. Therefore, during the Covid-19 pandemic the university is functioning within a context that will impact the EMS. This context includes:

- Social distancing (causing longer opening hours)
- Blended learning (causing greater at home working)
- Increased heating, cooling and ventilation
- Increased cleaning
- A potential significant decrease in the number of students
- Strict budgets

Fully discussed, assessed and reviewed:

- Accountability for the effectiveness of the management system
- The Policy and system objectives
- The integration of the management system requirements into the core business processes
- The use of the process approach and risk-based thinking
- The resources provided and availability
- The means of communicating the importance of the management system and of conforming to the management system requirements
- The means of ensuring that the management system achieves its intended results
- The means of engaging, directing and supporting people to contribute to the overall effectiveness of the management system
- The promotion of improvement
- The support provided to other relevant management roles to demonstrate leadership as it applies to their areas of responsibility

The organisation has a documented Environmental Policy Statement which is currently version 7 UALs Policy has been approved by the Vice Chancellor Nigel Carrington. As discussed, a new vice chancellor has been appointed and will be taking full responsibility of the management system in due course including the Environmental Policy Statement.
As documented within the University of the Arts London ISO14001 Guidance Document; version dated July 2021 which is available on UAL’s website, all roles and responsibilities have been recorded against the management structure for the EMS.

**Climate & Environment Action Group**
- Role in Environmental Policy/Management Position: A focal point for sustainable academic strategy and delivery, sustainable business operations, carbon reduction, community building using the influence of art and design as they relate to the climate emergency. It aims to ensure that there is a coordinated approach across the University for reducing its environmental impact, and developing its influence and literacy in the field of climate emergency.

**Director of Estates**
- Owns the ISO 14001 and ISO 50001 systems. Management reviews are reported to the Director of Estates.

**Associate Director (Sustainable Operations)**
- Lead on implementation of Environmental Policy, the EMS and the Sustainability Manifesto, ensures the EMS meets the requirements of the standard. Reports on the performance of the EMS and environmental performance to the Director of Estates and the C&EAG.

**Energy Projects Support Officer**
- Support Lead. Maintains the EMS and ensures its functioning correctly. Conducts site visits and updates the risk and opportunities register. Evaluates compliance with obligations including legal obligations and updates the legislation updates register when necessary. Conducts PESTLE analysis. Controls documentation ensuring it is up to date, monitors and reports on utility data. Communicates awareness to others in the organisation – updating publicly available documents and information and reports audit findings and other relevant information on the EMS to FMs.

**Conclusion of the overall effectiveness of the process:** Findings have been identified - Process / Audit Area remains satisfactory

See OFI 01 and OFI 02 within the findings table
Process/audit area: Performance Evaluation and Improvement Processes

<table>
<thead>
<tr>
<th>Auditees:</th>
<th>Ian Lane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

**Evidence to support audit conclusion:**

All monitoring and measuring, analysis and evaluation is conducted against UALs objectives (targets) and Environmental impacts and sustainability information for Energy usage and waste management. All stats will be reported and discussed during the Sustainability Advisory Panel (SAP) meeting which will include all information relating to the ISO Management Review of the system. Due to being the first meeting held since the introduction on the EMS to the College’s, monitoring and measuring stats are in first stages with all targets about to start and/or just started.

**Management Review**

Undertook review of Management Review processes. Sampled:

- ISO 14001 Environmental Management System (EMS) for Central Services Management Review
- Minutes of most recent meeting, held summer 2021. Attended by:
  - Ian Lane (Ass. Director – Sustainable Operations)
    - All information made available to the SAP team
  - Confirmed that all mandatory input and output requirements have been achieved.
- Detail includes:
  - Status of actions from the previous management review
  - The system reflects changes in:
    - Internal and external issues that are relevant to the EMS
    - Needs and expectations of interested parties including compliance obligations
    - Significant environmental aspects
    - Risks and opportunities
  - Extent to which environmental objectives have been achieved
  - Info on environmental performance including:
    - Non-conformities and corrective actions
    - Monitoring and measurement results
    - Fulfilment of compliance obligations
    - Audit results
- Adequacy of resources
- Relevant communications from interested parties, including complaints
- Opportunities for continual improvement
- Appendix One

**Internal Audits**

An internal audit schedule is in place and evidenced with all sites within scope being visited and all monitoring and measuring results reported and discussed within the SAP meeting. An EMS audit was completed and will be scheduled annually. All internal audits will be conducted independently by a member of the sustainability intern and reviewed by the student union (Campaigns officer).

All internal audit reports will be made available and cover all the requirements of the international standard.
Sample of internal audits:

- **Internal audit: ISO 50001 EMS (Central Services) Internal Audit**
  - **Date:** Summer 2021
  - **Internal audit undertaken by:** Rebecca Smart (Energy Projects Support Officer)
  - **Audit Scope:** As per pie chart (section marked in green)
  - **Summary:** There were no non-conformities found but there is one area of improvement – the Compliance Tool needs to be updated to reflect the University’s new Net Zero targets and the impact of this on energy planning through the new site surveys.

- **Internal Audit: ISO 14001 EMS (Central Services) Internal Audit**
  - **Date:** Summer 2021
  - **Internal audit undertaken by:** Rebecca Smart (Energy Projects Support Officer)
  - **Audit Scope:** As per pie chart (section marked in green)
  - **Summary:** This internal audit took place not long after an external audit. As such, there are no non-conformities or areas of improvement.

### Non Conformity and Corrective Action

All non-conformities and corrective action will be recorded within UALs corrective action plan (dated 03/08/2021) with all actions being revisited within 4 weeks of the initial raised date.

All actions will be added to the Appendix 7 and made available to all via the UAL website. This will include all actions raised from internal and external audits, environmental incidents and raised concerns/complaints.

### Sample of Corrective Action plan:

- Report Title – ISO 14001 Corrective Action Plan Aug 2021
- Response To – TW20210726 UAL EMS Recertification
- Report Author(s) – Rebecca Smart (Energy Projects Support Officer)
- Date – 3rd Aug 2021

### Sample of Actions:

- Non-conformity: ISO 14001;2015 Clause 8.1
  - Issue identified by the auditor: “The standard requires that planned changes are controlled and reviewed for consequences, taking action to mitigate any adverse effects. During the audit a number of Project Design Sustainability Checklists were not available. These are required for projects identified as having a potential effect on the sustainability performance of UAL.

- Examples of unavailable checklists:
  - HH 2102 – Office Conversion
  - EC2101.02 - Refurbish Film & TV Cinema
  - EC2102.22 - Convert staff office – demolition”

- Root cause and corrective action: Matt Barrett (Project Operations Manager) will identify the earliest point at which the list of projects (summer works programme) taking place can be provided to RS (Energy Projects Support Officer). This will allow RS to consult with the Project Managers to ensure the project(s) requiring a Project Design Sustainability Checklists is prepared in full prior to
the project commencing. RS will attend a Projects Meeting to emphasise the importance of ISO, the checklists and explain the requirement. RS will attend the Projects Meeting on 2nd September 21.

- All outstanding project checklists will be provided by the Project Managers by the 20th August 21. These projects have already been identified as requiring a checklist but were not available at the audit. The
- Energy Projects Support Officer will meet with the Project Managers to explain the non-conformity and the corrective action needed.
- Owner and monitoring intervals: Rebecca Smart / Matt Barrett / Mat Chandler / Pete Newman / Andrew Panton

**Objectives**

All objective results will be made available and reported via the UAL Carbon Dashboard report and made public via the website. A total of 12 targets have been set and include the Aspects that impact on the college’s environmental management system. these targets/objectives include:

**Objectives/Targets:**

1. Number of events that promote or foster sustainability research
   a. Target: track data to create a baseline that will drive performance in future years
2. Number of student projects that are themed around sustainability
   a. Target: track data to create a baseline that will drive performance in future years
3. £M of sustainability research grants obtained (e.g. EPSRC, EU, KE, Institutes etc.)
   a. Target: track data to create a baseline that will drive performance in future years
4. Total Waste Mass (kg) / Student FTE
   a. Below the median for subject peer group and regional peer group
5. Total Hazardous waste mass (kg) / student FTE
   a. Below the median for subject peer group and regional peer group
6. Water consumption m³ / student FTE
   a. Below the median for subject peer group and regional peer group
7. Engagement with the SU arts ‘sustainability Zine’ & College staff newsletter
   a. 75% of all students, 100% of staff newsletters
8. Business related travel offset by Skype
   a. Review the physical and virtual infrastructure
9. Carbon emissions that arise from academic related procurement (including emissions that arise from the delivery of products)
   a. 5% reduction against a 18/19 baseline
10. Tonnage of waste disposed by skips per year
    a. 5% reduction tonnages of waste disposed in a skip, against a 18/19 baseline
11. Number of end-of-year shows that include a ‘deconstruction plan’
    a. Track the presence of approved plans for shows between May-July to create a baseline for future years
12. Number of disposables issued at each site/per year
    a. 5% reduction against a 18/19 baseline

UALs objectives/targets and monitoring and measuring baselines evidences the college’s commitment to reducing their environmental impacts. Set % reduction against waste and awareness evidenced with all other objectives requiring a full term to set baseline targets.
All targets/objectives are available on the public website and will be updated once measuring results are available

**Conclusion of the overall effectiveness of the process:** Process / Audit Area is satisfactory
**Audit Report Part B – Audit Report**

### Process/audit area:
Planning and Support Processes

<table>
<thead>
<tr>
<th>Auditees:</th>
<th>Ian Lane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

### Evidence to support audit conclusion:

**Environmental Aspects and Impacts**

A documented Risks and Opportunities Register, version 5 dated 20/11/2020 evidenced and available during stage two audit process. The documented Excel register uses a RAG rating traffic light status documenting all environmental impacts, performance against target and interested parties within each individual tab.

<table>
<thead>
<tr>
<th>R-A-G Status</th>
<th>Frequency</th>
<th>Env Impact</th>
<th>Performance against target</th>
<th>Interested Parties</th>
<th>Impact of Loss of Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Rare</td>
<td>Negligible</td>
<td>High</td>
<td>Many</td>
<td>Negligible</td>
</tr>
<tr>
<td>2</td>
<td>Frequent</td>
<td>High</td>
<td>Medium</td>
<td>Some</td>
<td>High</td>
</tr>
<tr>
<td>1</td>
<td>Constant</td>
<td>Major</td>
<td>Low</td>
<td>Nominal</td>
<td>Major</td>
</tr>
</tbody>
</table>

All Aspects and impacts identified within the risks and opportunities register are recorded within one of the following tab which is used to identify where within the organisation activities the impact is generated. These consist of:

- Energy
- Water
- Waste
- Air
- Construction
- BioDiv
- Hazards
- Legal compliance evaluation

### Sample of Aspects and Impacts:

- **Category:** Energy
- **Aspects:** Gas
  - Environmental Impacts: Greenhouse gas, climate change & resource depletion. Risk of pollution from leaks.
  - Condition: Abnormal
  - Frequency/Usage: 2
  - Environmental Impact: 2
  - Performance against target: 2
  - Interested Parties: 3
  - Impact of Loss of Control: 2
  - Risk: 36
o Control: Covid - due to the increased need for ventilation/fresh air windows will be left open. This will increase the demand for more space heating. Longer opening hours to accommodate social distancing will increase consumption. Consumption will be monitored through the monthly consumption data or on a shorter timescale areas if concerns arise. Consumption data will be examined against the previous year's monthly targets for reference and it will be examined for trends or spikes to see if consumption falls in line with expectations considering the changed operations. Consumption graphs will be shared on a monthly basis with FMs and other management.

- Category: Water
  o Aspects: Water (waste water)
  o Environmental Impacts: Resource depletion. Energy used to process. Risk of pollution from floods or leaks.
  o Condition: Abnormal
  o Frequency/Usage: 2
  o Environmental Impact: 2
  o Performance against target: 2
  o Interested Parties: 3
  o Impact of Loss of Control: 3
  o Risk: 45
  o Control: Due to additional cleaning and handwashing water consumption may increase. However, it may decrease with less people on site due to blended learning and working from home. Meter reads will be taken regularly to monitor consumption. Consumption data will be examined against the previous year's monthly targets for reference and it will be examined for trends or spikes to see if consumption falls in line with expectations considering the changed operations.

- Category: Waste
  o Aspects: Hazardous
  o Environmental Impacts: Land/water contamination.
  o Condition: Abnormal
  o Frequency/Usage: 3
  o Environmental Impact: 1
  o Performance against target: 3
  o Interested Parties: 3
  o Impact of Loss of Control: 1
  o Risk: 32
  o Control: Short-term decreases in volume of waste being generated due to the closure of buildings closure. A spike in waste volumes may be witnessed when buildings re-open and waste is cleared out. Courses still occur on site or they may reduce if there are less practical courses. Monitoring of waste data will occur monthly.

As documented within the summary section, the following Aspects and scoring have been identified;
Compliance Obligations and Compliance Evaluation

All Compliance Obligations have been identified using Legal Compliance Evaluation - from the Legislation Update Service and located within the risks and opportunities register under the Legal compliance evaluation tab. All applicable legislation, regulations and other requirements are documented and identified with the last date of review.

Sample of Legal Register:

<table>
<thead>
<tr>
<th>Title</th>
<th>Chapter</th>
<th>Review Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Environmental Protection Act 1990 (c. 43)</td>
<td>Pollution</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>Regulation (EC) No 1005/2009 on substances that deplete the ozone layer (waste)</td>
<td>Air</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>Regulation (EU) No 517/2014 on fluorinated greenhouse gases and repealing Regulation (EC) No 842/2006</td>
<td>Air</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>Directive 2012/19/EU on waste electrical and electronic equipment (WEEE) (Recast)</td>
<td>Waste</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>Finance Acts 1996 - 2003</td>
<td>Energy &amp; Climate Change</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Health and Safety at Work etc. Act 1974 (Application to Environmentally Hazardous Substances) Regulations 2002 (SI 2002/289) as amended</td>
<td>Hazards</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Control of Substances Hazardous to Health (COSHH) Regulations 2002 (SI 2012/2677) as amended</td>
<td>Hazards</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>Towns and Country Planning Act 1990 (1990 c.8) as amended</td>
<td>Planning</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Building Regulations 2010 (SI 2010/2314) as amended</td>
<td>Energy &amp; Climate Change</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>Towns and Country Planning (General Permitted Developments) Order 1995 (SI 1995/618) as amended</td>
<td>Planning</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Energy Performance of Buildings (England and Wales) Regulations 2012 (SI 2012/3118) as amended</td>
<td>Energy &amp; Climate Change</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>Directive 2010/31/EU on the energy performance of buildings</td>
<td>Energy &amp; Climate Change</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Climate Change Levy (General) Regulations 2007 (SI 2007/838) as amended</td>
<td>Energy &amp; Climate Change</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Hazardous Waste (England and Wales) Regulations 2005 (SI 2005/914) as amended</td>
<td>Waste</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Sulphur Content of Liquid Fuels (England and Wales) Regulations 2007 (SI 2007/779) as amended</td>
<td>Air</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Large and Medium-sized Companies and Groups (Accounts and Reports) Regulations 2008 (SI 2008/416)</td>
<td>Energy &amp; Climate Change</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Energy Savings Opportunity Scheme Regulations 2014 (SI 2014/1645) as amended</td>
<td>Energy &amp; Climate Change</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>The Fluorinated Greenhouse Gases Regulations 2015 (SI 2015/310) as amended</td>
<td>Air</td>
<td>01/06/2021</td>
<td></td>
</tr>
<tr>
<td>ISO 90000 series of standards relating to energy management</td>
<td>Standards</td>
<td>01/06/2021</td>
<td></td>
</tr>
</tbody>
</table>

Communications

Internal and external communication has been clearly defined within the Guidance Document including the tips of information available and who it will be communicated too. This includes:
Internal Communication:

- Information about the EMS is communicated at a senior level to the Sustainability Advisory Panel every quarter that are responsible for monitoring the performance of the EMS – they view the Management Reviews.
- Information regarding the EMS is communicated to the Facility Managers through the monthly ‘ISO Update’ email. This focuses on energy consumption but includes other aspects of the EMS. The EMS can also be communicated through the Facilities Managers Meetings.
- The Sustainability Working Group is a forum for any member of UAL (staff or student) to contribute their ideas and opinions about sustainability. Key messages regarding the EMS can be communicated in this forum. Meetings occur quarterly.
- The sustainability team has also engaged with the internal staff newsletter – The Big Picture to publish articles and raise awareness. The Sustainability Team would also like to engage with the student engagement newsletter/platform “Making It Happen” when it is running.
- There is also www.ualcarbondashboard.com which reports on environmental performance and has an option for anyone to comment and send ideas.
- Through these groups anyone is able to contribute to the continual improvement of the EMS.

External Communication:

- The university communicates externally about its Environmental Policy, EMS and the performance of environmental indicators which is publicly available online.
- Public documentation. All key sustainability documentation is publicly available on the UAL website.
- www.ualcarbondashboard.com This allows both staff and students to view energy, water and waste consumption at all UAL sites and also monitor targets and performance against the Carbon Management Plan. The website allows feedback to be delivered or ideas put forward for the Energy Projects Support Officer to action. This portal is the main tool for communicating the importance of sustainability and environmental management to students. It updates students with the latest information regarding energy management and performance. It includes a web sign up so that people who are interested can receive targeted emails and regular correspondence.

Documented Information

All documented information relating to the UAL’s EMS have an identification and description, are appropriately formatted and where necessary (e.g. the Environmental Policy) is reviewed and approved.

The Sustainability Advisory Panel approves policy/strategy documents after drafting by the Sustainability Team, such as the Environmental Policy and the UAL Sustainability Manifesto. These are reviewed annually and updated if required. The date and version of the documents are clearly identified at the top of the documents. Only the Sustainability Team have access to update these on the website. Monitoring and verification documents are kept such as the UAL Carbon Dashboard.

Policy and strategy documents are version controlled, as is the UAL Carbon Dashboard (this is also password protected). Updates of environmental performance on ualcarbondashboard.com require login details which are only available to the sustainability team. Updates to the UAL main website are added by the sustainability team and reviewed and approved by a central communications team.
Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory
<table>
<thead>
<tr>
<th>Process/audit area:</th>
<th>Staff and student engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditees:</td>
<td>Ian Lane</td>
</tr>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
<tr>
<td>Evidence to support audit conclusion:</td>
<td></td>
</tr>
</tbody>
</table>

All students and staff are encouraged to join the Climate Emergency Network. Progress is communicated effectively via the Sustainability Communication Plan (available in the ‘About Us’ section of the University website), which is owned the C&EAG.

There are a number of other ways for staff and students to engage with sustainability. There is the UAL internal newsletter (The Big Picture) and the UAL website which shows how the university and each college is performing regarding utility consumption and carbon emissions. Updates are also shown on the intranet – Canvas. Here, you can also submit suggestions to help us reach our reduction targets. These engagement methods are explained in UAL’s ISO 14001 Guidance Document. UAL’s Environmental Management System is certified with ISO 14001 which requires an engagement strategy.

Engagement with staff and students is measured through the ‘Big Survey’. We can see there has been an increase in awareness of environmental stewardship and social responsibility in the results of the 2017 survey (the latest survey). Results from this survey and other engagement progress with the student body and staff are reported to the Executive Board once a year.

As discussed; Additional ideas to engage staff also include:

- Climate Assemblies based at each of the Colleges. The role will be to coordinate efforts towards addressing the climate emergency, reducing energy consumption; increased recycling rates, improved awareness raising and standing in the People & Planet Green League;
- Access to the Carbon Dashboard via the website www.ualcarbondashboard.com. The Carbon Dashboard captures utility consumption and recycling data and presents the information in a user-friendly format. Each College will be encouraged to review consumption for their specific building(s) and used to challenge the Estates department, building users and relevant stakeholders when spikes in consumption occur. The information is also shared on College reception screens.
- Follow the best practise models for coordinated communications as outlined in the People & People Green League;
- Produce an up-to-date Communications Plan
- The Climate Emergency Newsletter
- Each College to be responsible for their individual Environmental Management System that contributes to a University-owned EMS. This should be devolved to each College thereafter to allow them to interpret what sustainability means to them, whilst adhering to minimum standard of performance across the organisation;
- The Associate Director for Sustainable Operations will meet separately with the Colleges to support and assist efforts to reduce carbon consumption. The Student Union should also be addressed and engaged on a regular basis.

**Conclusion of the overall effectiveness of the process:** Process / Audit Area is satisfactory
AUDIT REPORT PART B – AUDIT REPORT

<table>
<thead>
<tr>
<th>Process/audit area:</th>
<th>Operational Process – Action plans</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditees:</td>
<td>Ian Lane</td>
</tr>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

Evidence to support audit conclusion:

Discussed in detail, the university as set out several action plans to show their commitment to reducing the university’s environmental impact. On reviewing each action plan, the following contents was sampled for each;

**University of the Arts London Biodiversity Action Plan**
- Date: February 2020
- Version number: 7
- Owner: Ian Lane
- Approved by: Steve Howe, Director of Estates
- CONTENT:
  - Introduction
    o Why is biodiversity important?
    o The need to conserve biodiversity
    o The national framework
    o The UK Biodiversity Action Plan
    o Local Biodiversity Action Plans
  - How does the Biodiversity Action Plan fit in with other schemes?
    o Sustainable development and the Design Brief for Sustainability
    o ISO 14001 Environmental Management System
  - The next steps
    o Objectives
    o Priority species/habitat baseline
    o Targets
    o Reporting
    o Review
    o College biodiversity action plans
- Appendix
  - Site Inspection Checklist (completed example provided)

**University of the Arts London Workplace Travel Plan**
- Date: February 2020
- Version number: 3
- Owner: Ian Lane
- Approved by: Steve Howe, Director of Estate
- CONTENT:
  1. Introduction ...
  2. Structure of a Workplace Travel Plan
  3. Organising and delivering the Workplace Travel Plan
  4. Workplace background information
  5. Travel to your workplace
  6. Aim, objectives, and targets
  7. Action plan
  8. Monitoring strategy
9. Appendix 1: Policies
10. Appendix 2: Survey example

University of the Arts London Carbon Management Plan – realising a zero carbon institution by 2040
- Date: 10th June 2021
- Version number: 10
- Owner: Ian Lane (Associate Director – Sustainable Operations)
- Approver: Steve Howe (Director of Estates)
- CONTENTS:
  - Management summary
  11. Carbon Management Strategy
  12. Emissions Baseline and projections
  13. Carbon Management projects
  14. Carbon management financing
  15. Actions to embed sustainability into the university
  16. Programme management
  17. Appendices

Within all sites, a site inspection will be completed and review all environmental aspects and impacts they have using an excel spreadsheet and the following tabs;

- Building information
- Building assessment
- Occupancy assessment
- Water
- Environmental
- Site layout

All information will be recorded and the following samples taken;

Sample of Inspection:

- Assessor Name: Rebecca Smart
- Date and time of assessment: 21.07.21 9.30am - 4.30pm and 10.08.21 9.30am - 12.30pm
- Building Name: Wimbledon College of Arts
- Address: Wimbledon College of Art, Merton Hall Rd, London SW19 3QA
- FM Contact: Paul Curtis

Site Layout:
Hazardous Materials
- Oil storage - check for leaks (JPS only)
- Oil - does the sulphur contents meet requirements (The Sulphur Content of Liquid Fuels (SI2007/79)) JPS only
- Check for any risks of hazardous substances entering groundwater e.g. oil paint or cooking oil can near drains
- Is there a spill kit available?
- Do facilities staff know how to use the spill kit?
- Are hazardous materials kept in a secure and labelled container?
- Is cooking oil being stored so that the risk of or impact of a spill is reduced?

Waste
- What is the haz waste collection procedure?
- Is general waste and recycling waste segregated correctly? Inside and outside bins
- Is any waste being contaminated e.g. haz, WEEE waste stored incorrectly such as in skips or general waste?
- Are batteries being collect separately?
- Is WEEE waste segregated from other waste and stored in a secure location?

Biodiversity
- Are there biodiversity projects in place or the opportunity for projects?

Compliance
- Are consignment notes available and with Part E signed? Check Seuz portal to know what notes should be in the Yellow Folder.
- Are the annual WTNs available and in date?
- Is the F-Gas certificate in date and available in the compliance folder?
- Is the TM44 certificate (where applicable) in date and available in the compliance folder?
- Is the DEC certificate in date and on display?

Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory
Process/audit area: Operational Process – Monitoring and measuring including site Environmental Surveys (Inspections)

Auditees: Ian Lane
Auditor (if applicable): Jesse Culleton

Evidence to support audit conclusion:

As discussed, all monitoring and measuring will be recorded and documented as per each set KPI (objective) with detailed information relating to all sites and their activities in relation to the KPI. A review of the objectives was undertaken with the following sampled evidenced:

**Procurement**

<table>
<thead>
<tr>
<th>Cat No</th>
<th>Procurement Category 2020-21</th>
<th>Cost (£)</th>
<th>Emissions (t)</th>
<th>Change on L/Y (t)</th>
<th>Change on L/Y (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Business Cost</td>
<td>£72,355,684</td>
<td>23,161</td>
<td>-1457</td>
<td>-6%</td>
</tr>
<tr>
<td>2</td>
<td>Information and Communications Tech</td>
<td>£12,598,907</td>
<td>7,646</td>
<td>1769</td>
<td>30%</td>
</tr>
<tr>
<td>3</td>
<td>Construction</td>
<td>£15,973,820</td>
<td>13,767</td>
<td>5700</td>
<td>71%</td>
</tr>
<tr>
<td>4</td>
<td>Other Manufactured Products</td>
<td>£10,850,449</td>
<td>8,589</td>
<td>1038</td>
<td>14%</td>
</tr>
<tr>
<td>5</td>
<td>Other Procurement</td>
<td>£413,519</td>
<td>130</td>
<td>-45</td>
<td>-26%</td>
</tr>
<tr>
<td>6</td>
<td>Food and Catering</td>
<td>£38,682</td>
<td>76</td>
<td>-199</td>
<td>-72%</td>
</tr>
<tr>
<td>7</td>
<td>Paper Products</td>
<td>£714,569</td>
<td>394</td>
<td>-133</td>
<td>-25%</td>
</tr>
<tr>
<td>8</td>
<td>Waste and Wastewater</td>
<td>£3,643,676</td>
<td>4,473</td>
<td>1574</td>
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<td>9</td>
<td>Manufactured Fuels, Chemicals and Glasses</td>
<td>£117,508</td>
<td>105</td>
<td>-69</td>
<td>-40%</td>
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<tr>
<td>10</td>
<td>Medical and Precision Instruments</td>
<td>£-</td>
<td>£-</td>
<td>£-</td>
<td>£-</td>
</tr>
<tr>
<td>11</td>
<td>Unclassified</td>
<td>£-</td>
<td>£-</td>
<td>£-</td>
<td>£-</td>
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</tbody>
</table>

**Conclusion of the overall effectiveness of the process:** Process / Audit Area is satisfactory
Process/audit area: Site Tour – Camberwell College of Arts (Emergency Preparedness and Response)

Auditees: Ian Lane
Auditor (if applicable): Jesse Culleton

Evidence to support audit conclusion:

Interview conducted with Saffron Hutt (Director of College Administration) Siri Clark (Head of College building operations), due to joining the university in January, Saffron has had little involvement in the EMS to date but has a good understanding. A sustainability Executive lead from the site attends all meetings.

Discussed, within all projects, lots of furniture has been used and the university has tried to reduce and reuse all items from previous projects. This includes the new purchasing being sourced locally and set suppliers. The local storage stores are being moved around to allow for materials being stored and reused. The site is becoming more joined with all buildings within the site instead of single buildings sharing best practice and use of furniture.

The university has looked at sharing materials across all location but due to the location (Central London), it has been hard to have equipment transported. Is included library books, materials etc.

Within the change projects, working with removal companies to pick up and transport projects to locations. Discussed deliveries form Amazon on behalf of student deliveries continues to be an issue with time taken to walk around the site to deliver to the person who ordered them which UAL are looking at stopping all personal deliveries.

Discussed the previous findings and the site has introduced inductions for H&S to reduce the number of risks identified as undergraduates joining the university may not have had that much responsibility in the management of own material, chemicals etc.

An increase in remote teaching has occurred which in turn has reduced ownership from the students. Samples discussed was project materials thrown away in the loading bay skips. With the reduction in onsite learning, this will reduce the amount of waste produced. Students bring own materials including own fridges etc. on site and left for the university to remove and dispose of.

Emergency Preparedness and Response including site specific operational controls

A site tour was conducted of Camberwell College of Arts at 45-65 Peckham Road, London, XGL SE5 8UF to evidence conformance with the international Standard against the audit criteria BS EN ISO14001:2015.

During the organisations Stage Two visit, 4 x Minor NCRs was raised against clauses 8.2 (3 NCRs) and 6.1.2 (1 NCR). A full review of the NCRs was conducted and is documented within the closure of findings form Previous audit table.

Camberwell college of arts is situated over two sites, located in Peckham Road and Wilson Road. The College has retained single degree options within Fine Art, offering specialist Bachelor of Arts courses in painting, sculpture, photography and drawing. The College also runs graduate and postgraduate courses in art conservation and fine art as well as design courses such as graphic design, illustration and 3D design.
Within the Peckham Road site, a total of 4 blocks make up the college (A / B / C / D block). All waste management is controlled and outsourced to the estates department who hold their own ISO14001:2015 and ISO50001:2011 accreditation since 2017 with Lucideon CICS Limited (UKAS 0006). Although this is outsourced and controlled via estates (Bouygues), UAL wishes to play active role in reducing the waste and all environmental impacts produced, used and/or available to UAL across all sites

Waste Stream Checklist (identified waste at site):

- Cardboard
- Confidential Paper
- Cooking oil
- Fluorescent tube lighting
- Inks
- IT computers, printers etc.
- Metal
- Oily Rags
- Paper
- Wood
- Wooden Pallets

Sample of Consignment note:

- Code: UNIVER/BE12A
- Ticket No: PLA612539
- EWC: 15.02.02
- Description: Oily Rags
- Qty: 240kg
- Date: 12/05/2021
- Carriers Reg: /CBDU93554

- Code: UNIVER/60789
- Ticket No: PLA600789
- EWC: 15.02.02
- Description: Oily Rags
- Qty: 255kg
- Date: 24/11/2020
- Carriers Reg: CBDU93554

Skips Consignment notes:

- Ticket no: SLO305252
- Date: 06/05/2021
- Order no: 3115608
- EWC: 20.03.01
- Description: General Waste Wet – with organics
- Qty: 1
- Carriers Reg: CBDU93554
As discussed, due to the covid-19 pandemic, the last collection for Hazardous was in 2019 and the last WEEE collection was at the beginning of November 2021 and the organisation is awaiting a copy of the consignment note.

Documented guidance in emergency situations is available and used by the university with the following situations sampled;

**Cooking Oil**
- Cooking oil cannot be disposed of down the drain. It must be stored and disposed of correctly.

**Storage**
- Waste cooking oil must be stored such that any spillage must not enter a drain.

**Disposal**
- Baxter Storey arranges collections of waste cooking oil which are collected by Olleco (020 8843 0745). These are ad-hoc collections, requested when needed.

**Spillage**
- All sites with cooking oil must have a spill kit in case of a spillage to prevent oil entering drains and contaminating water sources.

**In case cooking oil spillage:**
- Contact on site Facility Manager / Incident Manager
- Use spill kit to clean oil up and prevent it from entering a drain.
- Place used kit in the provided spill kit bag and dispose of it in general waste.

**In case of hydraulic fluid spill:**
- Contact on site Facility Manager / Incident Manager.
- Use spill kit to clean up fluid and prevent it from entering a drain.
- Place used kit in the provided spill kit bag and store in a secure location until collection – it should be treated as hazardous waste.
- Contact Suez to arrange immediate collection. Explain the waste is from a spill of compactor hydraulic fluid.
- Ensure you sign ‘Part D’ of the hazardous waste consignment note and keep a copy of the returned note which will have ‘Part E’ signed.

The site continues to use the compliance folder in place to manage all certificates and documentation relating to the site.

- **Asbestos**
  - Date: 23/07/2021
  - Ref: J-05186
  - Company: FML
  - Locations: A, C & D block
- F-Gas
  - Ref: CP-17
  - Date: 06/10/2021
  - Notes: Gas booster requires spare belt

- FGAS Certificate;
  - Issued date: 30/06/2020
  - Valid date: 30/06/2023
  - Registration No: REF1011389

- Electrical Testing:
  - Date: 20/09/2021
  - Company: PHS Compliance
  - Inspection and testing: 20% testing of installation (100% of DB’s)
  - Reference No: 110117371 – master

Emergency Lighting tests are carried out monthly with all lighting tested.

Emergency lighting test:
- Date: April 2021
- Block: full site
- Fitting type: Bulkhead
- Location: full site
- Description: Full

Lightning Protection Certificate:
- Date: 28/06/2021
- Company: PTSG
- Job Ref: WST0153468
- Certificate no: CERT0151603-1

Fire Extinguishers Servicing:
- Date: 08/02/2021
- Job No: PM0000012/004
- Company: Sensatec Fire & Security
- Location: Full site

Fire Alarm inspection:
- Job No: PM0000006/001
- Tested: 25%
- Date: 16/08/2021
- Company: Sensatec Fire & Security
Monthly Fire Extinguisher inspections are carried out using the monthly checklist which is conducted on all extinguishers using the following visual checks:

- Last annual inspection done
- Indicator green
- Tag present
- Extended service due

A full fire evacuation will be carried out mid-November and will be the first test conducted due to the pandemic. The site only has 253 attendees on site today with a maximum of 437 attending site. This is only 26% capacity.

Smoke Extractors

- Company: colt
- Date: 12/05/2021
- Ref no: SC1/3434

Sprinkler system

- Company: Blue Shield
- Date: 14/04/2021
- Manu: Vietaulic Firelock
- Model: S/751
- Type: Half Yearly

Lift inspection

- BES
  - Policy: NV4950
  - Distinguishing No: 42463013
  - Model: KONE
  - Date: 25/08/2021

- Inspection company: Liftec
- Date: 27/10/2021
- Job Ref: SC25379
- Reason: service of 6 x lifts

Conclusion of the overall effectiveness of the process: Findings have been identified - Process / Audit Area remains satisfactory

Best Practice and Minor NCs raised – See findings table
Process/audit area: Site Visit - Wimbledon College of Art (Emergency Preparedness and Response)

Auditees:
Auditor (if applicable):

Evidence to support audit conclusion:

**Emergency Preparedness and Response including site specific operational controls**

A site tour was conducted of **Wimbledon College of Art at Merton Hall Road, London, XGL SW19 3QA** to evidence conformance with the international Standard against the audit criteria BS EN ISO14001:2015.

During the organisation's Stage Two visit, 3 x Minor NCRs & 1 x OFI was raised against clauses 8.2 (3 NCRs). A full review of the NCRs was conducted and is documented within the closure of findings from Previous audit table.

As discussed during the onsite visit, the site is currently in a full refurbishment process over 4 phases with works currently in phase 2 with the following works discussed but not limited too;

Within the Main building;
- Double pipe heating system installed with local controls
- New AC units installed
- Low level led lighting in courtyard area
- Co2 sensors within all rooms
- Water mains changed and upgraded
- Split system
- Fire system and detectors
- Platform lift removed from main building
- Bespoke emergency lighting system
- Balance valves installed
- New bespoke library
- New Corridor linking building to Annex building

Also discussed, WCA becoming Changing places registered and installing new disabled welfare facilities including full wash room with full body hoist for public use for disabled persons.

As discussed UAL are currently in the process of replacing Bouygues as the facilities management and will be moving to bundled services.

Wimbledon college of Arts offers courses in Arts for students including:
- Undergraduate
- Postgraduate
- Short courses

Course subjects available which has been identified by UAL to increase their environmental impact due to physical waste include:
- 3D design and product design
- Accessories, footwear and jewellery
- Animation, interactive, film and sound
- Architecture, spatial and interior design
- Business & management and science
- Communication and graphic design
- Creative computing
- Curation and culture
- Fashion business
- Fashion communication
- Fashion design
- Fashion making and pattern cutting
- Fashion styling and make up
- Fine art
- Illustration
- Journalism, PR, Media and publishing
- Languages
- Performance and design for theatre and screen
- Photography
- Textiles and materials

All of the above subjects contribute to UAL’s waste management plan with end of year works and wastage materials used having to be disposed of by UAL. The introduction of the deconstruction plan being introduced for all end of year works to ensure all students are aware of the Environmental impacts associated with the materials used and the lifecycle form purchase to disposal. The college is based over 5 buildings including

- Wimbledon College of Art
  - Merton Hall Road

All waste management is controlled and outsourced to the estates department who hold their own ISO14001:2015 and ISO5001:2011 accreditation since 2017 with Lucideon CICS Limited (UKAS 0006). Although this is outsourced and controlled via estates, UAL wishes to play active role in reducing the waste and all environmental impacts produced, used and/or available to UAL across all sites

As discussed with I Lane, all emergency preparedness and response information and documentation for all sites will be available within the ‘Yellow Folder’. This was sampled during the site visit.

**Sample of Consignment notes:**

- WEE Waste;
  - Company: SUEZ
  - Consignment note number: UNIVER/BB15D
  - Waste Carriers No: CBDU93554
  - Date: 15/02/2021
  - Location: Educational Support Activities
  - Description: WEEE waste
  - EWC: 20 01 35
Sample Skip Log Book:

- Company: SUEZ
- Ticket No: SLO302041
- Waste Carriers No: CBDU93554
- Date: 01/04/2021
- Description: General non-hazardous waste
- Reason for hire: Over Load bins

As discussed, due to the covid-19 pandemic, the last collection for Hazardous was in 2019 and the last WEEE collection was at the beginning of November 2021 and the organisation is awaiting a copy of the consignment note.

Documented guidance in emergency situations is available and used by the university with the following situations sampled;

**Cooking Oil**
- Cooking oil cannot be disposed of down the drain. It must be stored and disposed of correctly.

**Storage**
- Waste cooking oil must be stored such that any spillage must not enter a drain.

**Disposal**
- Baxter Storey arranges collections of waste cooking oil which are collected by Olleco (020 8843 0745). These are ad-hoc collections, requested when needed.

**Spillage**
- All sites with cooking oil must have a spill kit in case of a spillage to prevent oil entering drains and contaminating water sources.

**In case cooking oil spillage:**
- Contact on site Facility Manager / Incident Manager
- Use spill kit to clean oil up and prevent it from entering a drain.
- Place used kit in the provided spill kit bag and dispose of it in general waste.

**In case of hydraulic fluid spill:**
- Contact on site Facility Manager / Incident Manager.
- Use spill kit to clean up fluid and prevent it from entering a drain.
- Place used kit in the provided spill kit bag and store in a secure location until collection – it should be treated as hazardous waste.
- Contact Suez to arrange immediate collection. Explain the waste is from a spill of compactor hydraulic fluid.
- Ensure you sign ‘Part D’ of the hazardous waste consignment note and keep a copy of the returned note which will have ‘Part E’ signed.

The site continues to use the compliance folder in place to manage all certificates and documentation relating to the site.

- FGAS Certificate;
  - Issued date: 30/06/2020
  - Valid date: 30/06/2023
  - Registration No: REF1011389
- Electrical Testing:
  - Date: 28/09/2021
  - Company: PHS Compliance
  - Inspection and testing: 20% testing of installation (100% of DB’s)
  - Reference No: 110117894 – master

Emergency Lighting tests are carried out monthly with all lighting tested.

**Emergency lighting test:**

- Date: April 2021
- Block: full site
- Fitting type: Bulkhead
- Location: full site
- Description: Full

**Lightning Protection Certificate:**

- Date: 27/12/2021
- Company: PTSG
- Job Ref: WSTO167714
- Certificate no: CERSTO167879

**Fire Extinguishers Servicing:**

- Date: 08/02/2021
- Job No: PM0000010/001
- Company: Sensatec Fire & Security
- Location: Full site

**Fire Detection & Fire Alarm Inspection:**

- Job No: PM000011/004
- Tested: 25%
- Date: 15/07/2021
- Company: Sensatec Fire & Security

Building zone inspection checklists are used to record all visual checks carried out weekly/daily which will include the opening of the building with the following subheadings checked:

- Fire Safety
- Security
- Doors (in public areas)
- Cleaning
- Common Areas
Fire Alarm tests are conducted weekly within the college and recorded on the weekly fire alarm test record. Within the college, all fire alarm tests are conducted every Tuesday at 1000 against the planned schedule.

Training Competency
- Name: M B
  - Cert type: C&G 2079-11 Cat 1
  - Cert No: C&G 280909/207911/023703K/KWJ5592/M/01/01/80
  - Date: 28/09/2009
- Name: L F
  - Cert type: C&G 2079-11 Cat 1
  - Cert No: C&G 271011/2079-11/051792/VWC3706/M/25/10/77
  - Date: 28/09/2009

Smoke Extractors
- Company: colt
  - Date: 12/05/2021
  - Ref no: SC1/3434

Lift inspection
- Inspection company: Liftec
  - Date: 28/08/2021
  - Job Ref: SC25412
  - Reason: service of 1 x lift

AC Inspection
- Date: 26/10/2018
- Next inspection: 26/10/2023
- RRN: 0680-0958-6639-6320-6092
- AC inspection level: 3
- Assessor ID: QUID201686
  - Description: Condensing unit
  - Refrigerant Type: R410A

Conclusion of the overall effectiveness of the process: Process/ Audit Area is satisfactory - best practice(s) identified
Process/audit area: Site Visit - London College of Fashion (Emergency Preparedness and Response)

Auditees: Susanna Burleigh & Rebecca Smart

Auditor (if applicable): Jesse Culleton

Evidence to support audit conclusion:

**Emergency Preparedness and Response including site specific operational controls**

As discussed with Rebecca Smart (Energy Project Support Officer), all monitoring, measuring and targeting against the energy, water and waste and the budgeting and forecasting across UAL. A site tour was conducted of London College of Fashion at 20 John Prince’s Street, London, W1G 0BJ to evidence conformance with the international Standard against the audit criteria BS EN ISO14001:2015. Situated over 6 floors, John Prince’s Street premises consists of (but limited too):

- Roof terrace
- Multiple offices on all floors
- Teaching rooms
- Library
- IT Open access room
- Display showcase hall
- Lecture halls x3
- Delivery area
- Canteen

As discussed, changes to the premises include the replacement of windows to double glazing manual opening on the first to the sixth floors within the university. This as in turn improved the heating within the premises as the premises is oil heated and some area controlled by gas (combi-boiler fed by gas) within the first floor.

As discussed with Susanna Burleigh (Director of College administration), due to the pandemic, teaching within the LCF site with distance teaching (online).

Improvements in engagement and digital submissions of works completed and within some subjects holding lectures and tutorials online to reduce travel costs for students. This has assisted with the reduction in travel across all aspects within the university.

Other improvements include the increased cycle racking available within the sites car park area and across all sites within UAL. Discussed, the wastage of materials and the involvement in sustainable fashion within the industry. Sustainability leads and impacts is imbedded. Within the materials stores, lots of the materials are donated and reused by students when they can be.

The Education for Sustainability Transformation LCF progress report 2021 evidenced best practice in reducing the environmental impact within Fashion. Evidenced throughout the report (see LCF section of the report), it was clear the knowledge obtained is shared and support given in developing understanding staff development resources.
Within the teaching environment, teachers are driving the sustainability of use of materials and encouraging students to recycle. Paperless site as reduced the waste and the purchasing of stationary. Increase in online meetings and the use of the SharePoint system has reduced the amount of paper used.

London college of Fashion is based near Oxford street with courses in Fashion available for students including:

- Undergraduate
- Postgraduate
- Integrated Masters
- Further education for international students
- Short courses
- Study aboard

Course subjects available which has been identified by UAL to increase their environmental impact due to physical waste include:

- 3D design and product design
- Accessories, footwear and jewellery
- Animation, interactive, film and sound
- Architecture, spatial and interior design
- Business & management and science
- Communication and graphic design
- Creative computing
- Curation and culture
- Fashion business
- Fashion communication
- Fashion design
- Fashion making and pattern cutting
- Fashion styling and make up
- Fine art
- Illustration
- Journalism, PR, Media and publishing
- Languages
- Performance and design for theatre and screen
- Photography
- Textiles and materials

All of the above subjects contribute to UALs waste management plan with end of year works and wastage materials used having to be disposed of by UAL. The introduction of the deconstruction plan being introduced for all end of year works to ensure all students are aware of the Environmental impacts associated with the materials used and the lifecycle form purchase to disposal. The college is based over 5 buildings including

- Curtain Road
- Golden Lane
- John Princes Street
- Lime Grove
All waste management is controlled and outsourced to the estates department who hold their own ISO14001:2015 and ISO5001:2011 accreditation since 2017 with Lucideon CICS Limited (UKAS 0006). Although this is outsourced and controlled via estates, UAL wishes to play active role in reducing the waste and all environmental impacts produced, used and/or available to UAL across all sites

**Waste Stream Checklist (identified waste at site):**

- Batteries
- Cables/wires
- Cardboard
- Cleaning chemicals
- Cleaning cloths/fabric
- Cooking oil
- Electronic tools
- Fabric, textiles, clothes
- Fluorescent tube lighting
- Food
- Furniture
- Glass
- Inks
- IT computers, printers etc.
- Oil Filters
- Paints
- Paper
- Plastic
- Plastic wrap packaging

**Waste Transfer Notes:**

- Company: SUEZ recycling and recovery UK Ltd
  - Waste Carriers Licence: CBDU93554
  - Expiry date: 29/08/2022
    - EWC Code: 20 01 01
      - Confinement waste paper
    - EWC Code: 20 03 01
      - Dry Mixed Recycling
    - EWC code: 20 01 08
      - Food processing waste
    - EWC code: 20 03 01
      - General non-hazardous Waste
    - EWC Code: 20 01 02
      - Mixes Packaging glass IC

**Sample of Consignment notes:**

- WEE Waste;
- **Paint related materials**
  - Company: SUEZ Environmental
  - Consignment note number: UNIVER/ABF0H
  - Waste Carriers No: CBDU93554
  - Date: 20/01/202
  - Weight: Liquid/solid
  - Description: Paint related materials / bulbs / lamps
  - EWC: 20 01 21 & 20 01 27

**Sample Skip Log Book:**

- Company: SUEZ
- Ticket No: HAY762944
- Waste Carriers No: CBDU93554
- Date: 06/11/2019
- Description: General non–hazardous waste
- Reason for hire: old furniture, mannequins etc.

As discussed, due to the pandemic, the use of skips and collection of waste has reduced and is currently at reduced services and slowly increasing now.

Documented guidance in emergency situations is available and used by the university with the following situations sampled:

**Cooking Oil**
- Cooking oil cannot be disposed of down the drain. It must be stored and disposed of correctly.

**Storage**
- Waste cooking oil must be stored such that any spillage must not enter a drain.
- Baxter Storey arranges collections of waste cooking oil which are collected by Olleco (020 8843 0745). These are ad-hoc collections, requested when needed.

**Spillage**
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- Place used kit in the provided spill kit bag and dispose of it in general waste.

**In case of hydraulic fluid spill:**
- Contact on site Facility Manager / Incident Manager.
- Use spill kit to clean up fluid and prevent it from entering a drain.
- Place used kit in the provided spill kit bag and store in a secure location until collection – it should be treated as hazardous waste.
- Contact Suez to arrange immediate collection. Explain the waste is from a spill of compactor hydraulic fluid.
- Ensure you sign ‘Part D’ of the hazardous waste consignment note and keep a copy of the returned note which will have ‘Part E’ signed.

The site continues to use the compliance folder in place to manage all certificates and documentation relating to the site.

- **FGAS Certificate;**
  - Issued date: 30/06/2020
  - Valid date: 30/06/2023
  - Registration No: REF1011389

- **GAS Safe Certificate;**
  - Valid date: 09/05/2021
  - Registration No: 195054

- **PAT Testing:**
  - Date: 17/08/2021
  - Company: Inspexx
  - Total items tested: 4475
  - Test code: 17776

- **Electrical installation Certification:**
  - Date: 09/05/2020
  - Company: NIC EIC
  - Certificate no: 167752

- **Air Sampling Test Certification:**
  - Date: 28/04/2021
  - Company: Fibre Management
  - Certificate no: AM-20210428072506

Emergency Lighting tests are carried out monthly with all lighting tested.
Emergency lighting test:
- Date: November 2021
- Block: full site
- Fitting type: Bulkhead
- Location: full site
- Description: Full

Lift inspections:
- Date: 27/10/2021
- Company: Liftec
- Job Ref: RC105716
- Service unit: Sc25392
- Details: Insurance report

Fire Extinguishers Servicing:
- Date: 20/01/2021
- Job No: PM0000033/005
- Company: Sensatec Fire & Security
- Location: Full site

Fire Detection & Fire Alarm Inspection:
- Job No: PM000062/001
- Tested: 25%
- Date: 19/10/2021
- Company: Sensatec Fire & Security

Dry Riser Annual Pressure Test:
- Cert no@ 0951
- Tested: Pressure test
- Date: 20/10/2021
- Location: Lift lobby Stairs
- Pressure: 1L bar
- Company: Integral Fire safety UK Limited

Sprinkler system:
- Job No: 1
- Tested: Quarterly Service
- Date: 08/10/2021
- Manu: Gem
- Model: J1
- Company: Blueshield Fire Protection Ltd
Emergency Lighting Drain Down Testing:
- Date: 17 to 18 April 2021
- Works: Annual drain down test
- Time: 3 hours
- Location: all locations

Emergency Lighting Test:
- Date: 09/10/2021
- Works: monthly flick test
- Time: Full pass
- Location: all locations

CD/11 oil firing system:
- Date: 18/08/2021
- Works: Servicing
- Appliance make: Remeha
- Model: P42018
- Serial No: 2006

Asbestos Re-Inspection Survey:
- Survey Date: 09/08/2021
- Company: FML
- Report Ref: J-05214
- Locations: John Princes Street

Water Hygiene tests:
- Date: 1211/2021
- Company: Bouygues
- Works: PPM Temp
- Locations: John Princes Street

Building zone inspection checklists are used to record all visual checks carried out weekly/daily which will include the opening of the building with the following subheadings checked:
- Fire Safety
- Security
- Doors (in public areas)
- Cleaning
- Common Areas

Fire Alarm tests are conducted weekly within the college and recorded on the weekly fire alarm test record. Within the college, all fire alarm tests are conducted every Tuesday at 1000 against the planned schedule.

**Conclusion of the overall effectiveness of the process:** Process/ Audit Area is satisfactory - best practice(s) identified
Use of Registration Marks and Logos

| Use of Registration Mark (if used) is in accordance with the Rules of Registration | Yes |
| --- |
| Detail if required |

Example of the current NQA logos:

ISO 9001 (UKAS Accredited)  
ISO 9001 (UKAS Accredited) with ‘UKASTick and Crown’

More information can be found at: https://www.nqa.com/en-gb/clients/logo-library

If there are inaccuracies, errors or queries regarding this report or audit findings, please contact NQA Head Office on 0800 052 2424 within five working days of the closing meeting.

End of Audit
Audit Plan

This plan relates to the next Surveillance visit.


<table>
<thead>
<tr>
<th>Member/Role</th>
<th>Jesse Culleton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>TBA</td>
</tr>
<tr>
<td>Time</td>
<td>Location/Department/Function</td>
</tr>
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</table>

A full audit plan will be produced prior to the first surveillance visit in 2022.

Visit sites will be arranged with a detailed audit plan with UAL to ensure/confirmed availability is undertaken.

Completed by

Timings and content may be subject to change

* Mandatory interviews at OHSAS18001 / ISO45001 Audits. If these mandatory interviews are not undertaken, record and justify reasons in the Executive Summary & state that not all objectives have been met.

** Mandatory for OHSAS18001 / ISO45001 Audits

The objectives of the audit will be:

- To confirm that the management system had been established implemented and maintained in accordance with the requirements of the audit standard.
- To evaluate the ability of the management system to ensure the client organisation meets applicable statutory, regulatory and contractual requirements. Note: A management system certification audit is not a legal compliance audit.
- To evaluate the effectiveness of the management system to ensure it is continually meeting its specified objectives
- To identify as applicable, areas of the management system for potential improvement.

The audit scope describes the extent and boundaries of the audit, such as physical locations, organisational units, activities and processes to be audited.

Where the initial or re-certification process consists of more than one audit (e.g. covering different locations), the scope of an individual audit may not cover the full certification scope, but the totality of audits shall be consistent with the scope in the certification document.
## AUDIT REPORT PART D – AUDIT MATRIX

### Relevant Standard/Supporting Documentation:
- ISO 14001:2015

- This audit programme is to be prepared by the Lead Auditor at the completion of the Stage 2 audit or the Recertification audit. It should be replicated in all subsequent surveillance visit reports.
- Where an element(s) of the programme cannot be completed at a given visit the programme shall be amended and up-issued accordingly to ensure coverage at the following visit.
- Site visits are to be included in the programme with a clear indication as to the processes intended to be sampled.

<table>
<thead>
<tr>
<th>Type of visit</th>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Surveillance 1</th>
<th>Surveillance 2</th>
<th>Recertification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visit Due Date (MM/YY)</td>
<td>2020</td>
<td>2021 (4 DAYS)</td>
<td>2022 (4 DAYS)</td>
<td>2023 (7 DAYS)</td>
<td></td>
</tr>
</tbody>
</table>

### Mandatory Elements / Selected Processes

<table>
<thead>
<tr>
<th>Processes to be audited during visits are to be indicated with a cross (X). All processes are to be audited during a three-year certification cycle excluding the re-certification visit.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Context of the organization</strong></td>
</tr>
<tr>
<td><strong>Leadership</strong></td>
</tr>
<tr>
<td><strong>Planning</strong></td>
</tr>
<tr>
<td><strong>Support</strong></td>
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<tr>
<td><strong>Performance evaluation</strong></td>
</tr>
<tr>
<td><strong>Improvement</strong></td>
</tr>
<tr>
<td><strong>Use of marks and references to certification / Client website</strong></td>
</tr>
<tr>
<td><strong>Site Tour</strong></td>
</tr>
</tbody>
</table>

### Operations Processes (specify from scope)

- Deconstruction plans (all sites)
- 12 KPIs (objectives) monitoring and measuring
- Maintenance and servicing
- Environment Aspects and Impacts per college
- Communication (internal and external) Comms Plan
- Staff and student engagement

<table>
<thead>
<tr>
<th>Will be confirmed with client during Stage Two</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
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<td>✓</td>
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<td>✓</td>
</tr>
</tbody>
</table>

### Site Visits (locations within scope)

- Camberwell College of Arts
- Central Saint Martin’s College of Arts and Design
- Chelsea College of Art and Design
- London College of Communication
- London College of Fashion (multiple locations/buildings)
- Wimbledon College of Art

Audit trails will be developed based upon identified risk throughout the audit and as such timings and content may be subject to change.

Where the client operates shifts, the activities that take place during shift working shall be considered when developing the audit programme.
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