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

**Audit Conducted at:**
- Head Office (multi-site certification) - ☐
- Participating / Temporary Site (multi-site certification) - ☒
- Single Site Certification - ☐

**Audit Conducted as:**
- Fully On-Site - ☒
- Split On-Site / Remote - ☐
- Fully Remote - ☐

**System integration (integrated audits only):** N/A

**Additional information on integration (if required):** N/A

**Certificate expiry date(s):** 12/03/2023

**Required changes to EAC or NQA Codes applied:** No changes required

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

**Repetitive or parallel workers**

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’.</td>
</tr>
<tr>
<td></td>
<td>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.*

<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 Assistant Director – Sustainable Operations</td>
<td>Opening and Closing</td>
</tr>
<tr>
<td>Member 1</td>
<td>Niamh Tuft</td>
<td>Climate Action Manager</td>
<td>Opening and Closing</td>
</tr>
<tr>
<td>Member 2</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* 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>Minor NC (04) raised, Form 069 submitted to client. Special visit not required just review of submitted internal audits once completed.</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 with the following sites visits during this 2022 multi-site surveillance:

- University of the Arts London
- Chelsea College of Art and Design
- London college of Communication
- London College of Fashion (Lime Grove site)

These areas visited will be documented within the organisation main audit report with the management of the EMS for learning, Teaching and research activities.

The system continues to provide the required level of control.

This visit has been spilt over 4 working days with the final visit being conducted on the 10th June 2022. As such, this report is only partially completed and will not reflect the full report once all sites have been visited.

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’.

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>One</th>
<th>Minor NCs</th>
<th>Five</th>
<th>OFIs</th>
<th>One</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 Unsatisfactory: Continuation or granting of certification is not recommended at this time. You must take action as detailed below

- Major Non-Conformances have been identified - Remote review of evidence of close out is recommended

- 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 10 working days and actions to address Major NCs completed with 3-months. Evidence to be provided to NQA when action has been taken.

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

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.
<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>01</td>
<td>5.2</td>
<td>Escalated from 2021 visit - Overall EMS documentation</td>
<td>Minor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sampled during 2022 surveillance visit, The above OFI has been escalated and discussed. 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. KPIs need to be broken-down in more suitable level to allow for monitoring and measuring to occur. Need to more identifiable to allow for ownership and reporting against the climate action plan.</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>6.2.2</td>
<td>Environmental objectives (KPIs)</td>
<td>Minor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UAL will need to better identify how the KPIs will be monitored, measured and evaluated against the Climate action plan in the working groups. At present, KPIs 1, 2 and 3 could not fully evidence they have been allocated and/or have monitoring and measure results. UAL will need to identify; who will be responsible, how they will be measured, When will they be reported.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>UAL current Measurement for KPIs 1, 2 and 3 was unable to show the UAL Climate action plan are being met and/or on target. Note: Discussed, at present the Minor non-conformance will be escalated to a major NC during the reassessment visit if actions have not been implemented and monitoring and measuring results are not available.</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>9.3</td>
<td>Management Review Process</td>
<td>Minor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UAL will need to ensure all outputs from the management review meeting are discussed and documented and ensure; Actions, if needed, when environmental objectives have not been achieved; opportunities to improve integration of the environmental management system with other business processes, if needed; Any implications for the strategic direction of UAL.</td>
<td></td>
</tr>
<tr>
<td>No.</td>
<td>Section</td>
<td>Description</td>
<td>Rating</td>
</tr>
<tr>
<td>-----</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>--------</td>
</tr>
</tbody>
</table>
| 04  | 9.2     | **Internal audits Process**  
At Present, The Internal Audit have not been completed for the learning, teaching and research EMS including the relevant activities as required by the International Standard ISO14001:2015 clause 9.2.1 (a & b). On discussion, No internal audits have been completed against the set 9 KPIs allowing and giving assurance the Environmental Management system is performing at it is intended to do so.  
Stated within the UALs Guidance document version 3 dated 19/04/2022, section 9.2.2, all internal audit will be completed by the Climate Action Manager (Niamh Tuft) or if not available be completed by the Energy Projects Support Officer (Rebecca Smart).                                                                                                                                                                                                                       | Major  |
| 05  | 10.2a   | Due to UAL not conducting any internal audits (see Major NC 01), UAL has not be able to give assurance that when a nonconformity is raised during an internal audit, UAL will;  
- React to the nonconformity and, as applicable:  
  1) take action to control and correct it;  
  2) deal with the consequences, including mitigating adverse environmental impacts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Minor  |
| 06  |          | **Chelsea College of Art and Design Only**  
On conducting a site tour, it was observed that a skip has been hired to clear all show case rooms of previous works. On review, it was evidenced that various reusable items have been discarded. This included metal, office furniture/chairs etc.  
Confirmation on the responsible person (Stakeholder) who orders the skips and justification as this can potentially cause an emergency situation (fire etc.) with the volume and safe storage of materials.                                                                                                                                                                                                                                                                                                                                                       | Minor  |
| 01  | N/A     | **London college of Fashion**  
UAL may benefit form introducing the LCF waste audit template across all sites when conducting an event to better allow for the identification of                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | OFI    |
waste generated for the event. This will assist in the Reduction of generated waste and decrease their environmental impacts.

BP 01  N/A  Sampled within the CSM Showcase 22 event RAMS completed by Amar Sall / Louis Lupien for the Showcase Build - BA Architecture (Spatial Practices) evidenced best practice.

The completed RAM for Sustainability identification and de-stall/take down/deconstruction section identified the commitment to reducing their environmental impact and meeting with targets to achieve the Climate action plan KPIs.

It will benefit UAL to introduce this across all sites to ensure all showcases identify the sustainability and deconstruction planning to meet the climate action plan KPI and the UALs environmental impact.

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.

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**Closure of Findings from Previous Audit:**

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Detail of finding and client action:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clause</th>
<th>Summarise Action(s) Taken to Prevent Recurrence</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Outcome (Closed or Escalated)
# 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)

Auditees: Ian Lane & Niamh Tuft
Auditor (if applicable): Jesse Culleton

Evidence to support audit conclusion:

The University’s context has been clearly documented within the University of the Arts London ISO14001 Guidance Document; version 3 dated 19/04/2022 which was a full review of section 1 to 10. This is available on UAL’s 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.
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 e.g. ‘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
<table>
<thead>
<tr>
<th>Process/audit area:</th>
<th>Leadership (Process based approach, risk based thinking, policy, identification of roles and responsibilities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditees:</td>
<td>Ian Lane &amp; Niamh Tuft</td>
</tr>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

**Evidence to support audit conclusion:**

Discussed during the opening meeting with Ian Lane (Assistant Director – Sustainable Operations) and Niamh Tuft (UAL Climate Action Manager). Following the last surveillance visit, raised issues with system owners and the governance of the EMS. UAL wishes to focus on the learning, teaching and research as UAL have various standards in place via other certification bodies. This includes the management of the FM departments and the management of all waste.

Climate action plan has been established within UAL, various activities have been set to meet the 2040 carbon natural as per the climate action plan.

The 12 KPIs have been replaced with 9 new KPIs set against the learning, teaching and research functions. The new KPIs set are in the process of set measurements to evidence compliance for the reassessment visit in 2023.

Also discussed, UAL still not at full capacity due to the Covid-19 Pandemic and working a remote and onsite.

Within UAL, changes within the Executive Board and co-chairs of steering committee over the 4 working groups. Within the groups, they are currently in the development stage and structuring the groups. This includes the sub-groups within each working group.

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 8 UALs Policy has been approved by the Vice Chancellor James Purnell for the period 2021/22.

As documented within the University of the Arts London ISO14001 Guidance Document, CEAG supports others to contribute to the effectiveness of the EMS through four Working Group (SWG) which are open to all members of the University.

Roles and responsibilities have been redefined with each role being issued to an owner (position). These include:

- **Position**: Dilys Williams, Professor of Fashion Design for Sustainability & Chair of CEAG
  - **Role**: Approve the scope of the EMS, risks and opportunities. Consider quarterly management reviews and respond to issues raised that threaten accreditation to ISO14001

- **Position**: Niamh Tuft, Climate Action Manager
  - **Role**: Gather evidence to support the implementation of the 9 system ‘aspects’ / Key Performance Indicators
  - Prepare quarterly management reviews for the Chair
  - Prepare for annual audits, ensuring key policy documents are up-to-date
  - Conducts site audits and updates the risk and opportunities register.

- **Position**: Chair(s) of WG 1 – 4
  - **Role**: Conduct activities in-line with the Climate and Environment Action Plan, focusing of area of specialism and in a way that allows evidence to gathered to support the 9 system ‘aspects’ / Key Performance Indicators

**Conclusion of the overall effectiveness of the process**: Process / Audit Area is satisfactory
### Process/audit area: Performance Evaluation and Improvement Processes

<table>
<thead>
<tr>
<th>Auditees:</th>
<th>Ian Lane &amp; Niamh Tuft</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 the Climate action plan 9 KPIs. All stats will be reported and discussed during the working Groups and the CEAG meeting which will include all information relating to the ISO Management Review of the system.

#### 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, May 2022 and conducted via MS Teams. Attended by:
  - Dilys Williams, Professor of Fashion Design for Sustainability
  - Niamh Tuft, UAL Climate Action Manager (Clerk)
  - Ian Lane (Associate Director, Sustainable Operations)
- Confirmed that all mandatory input and output requirements have been achieved.
- Detail includes:
  - Actions from previous reviews
  - Changes in EMS
    - Performance and effectiveness of EMS
    - Interested parties
    - Non-conformities
    - Opportunities for improvement
  - Responses, recommendations and actions regarding Risk and Opportunities Register
  - Adequacy of resources, action items

A review of UALs Management review minutes was undertaken during the audit process.

#### Minor NC 01 – 9.3 – UAL will need to ensure all outputs from the management review meeting are discussed and documented and ensure;

- Actions, if needed, when environmental objectives have not been achieved;
- opportunities to improve integration of the environmental management system with other business processes, if needed;
- Any implications for the strategic direction of UAL

At present, UAL Climate action plan and 9 KPIs are not robust to allow for UAL to analyse results and affectively implement improvements/changes.

#### 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.

As discussed, UAL have not undertaken any internal audits against the ISO 14001:2015 teaching, learning and research management system. Discussed, within the operational processes (ISO50001 & ISO14001 Central services), all internal audits are completed but do not align to UALs L,T&R ISO certification held with NQA.

At present, UAL was unable to give assurance that all internal audits will be completed in the coming months with no set timeframe for conducting each internal audit and/or an assigned auditor to complete.

**Major NC 04 (9.2.1)** – To date, No internal audits have been conducted with Learning, teaching and research as required by the International Standard ISO14001:2015 clause 9.2.1 (a & b).

Stated within the UALs Guidance document version 3 dated 19/04/2022, section 9.2.2, all internal audit will be completed by the Climate Action Manager (Niamh Tuft) or if not available be completed by the Energy Projects Support Officer (Rebecca Smart). At present, Niamh Tuft has not undertaken any training for internal audits.

**Non Conformity and Corrective Action**

All non-conformities and corrective action will be recorded within UALs corrective action plan (dated 03/11/2021) with all actions being revisited within 4 weeks of the initial raised date.

As discussed and documented within the Guidance document, 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.

**Minor NC 05** – (10.2a) Due to UAL not conducting any internal audits (see Major NC 01), UAL has not be able to give assurance that when a nonconformity is raised during an internal audit, UAL will;

- React to the nonconformity and, as applicable:
  3) take action to control and correct it;
  4) deal with the consequences, including mitigating adverse environmental impacts

**Conclusion of the overall effectiveness of the process**: Findings have been identified - Process / Audit Area is unsatisfactory
AUDIT REPORT PART B – AUDIT REPORT

<table>
<thead>
<tr>
<th>Process/audit area:</th>
<th>Planning and Support Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditees:</td>
<td>Ian Lane &amp; Niamh Tuft</td>
</tr>
<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 3 dated 01/04/2022 evidenced and available during 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>Compliance score</th>
<th>R-A-G status</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 9</td>
<td>Green</td>
</tr>
<tr>
<td>(no intervention required)</td>
<td></td>
</tr>
<tr>
<td>6 - 8</td>
<td>Orange</td>
</tr>
<tr>
<td>(priority item for the next scheduled audit)</td>
<td></td>
</tr>
<tr>
<td>5 or less</td>
<td>Red</td>
</tr>
<tr>
<td>(immediate action required before next scheduled audit)</td>
<td></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:

- Principles
- Develop
- Activism
- Waste / Haz / Water / Skips
- Disposables
- Scope
- Legal compliance evaluation

Each aspect identified will relate to the UALs Climate action plan and set KPIs identified within the Learning, teaching and research.

**Sample of Aspects and Impacts:**

- Category: Waste, Hazard, water, skips
- Aspects: Total Waste Mass (kg/student FTE)
- Environmental Impacts: Resource depletion. Energy used to process. Use of landfill.
- Condition: Normal
  - Frequency/Usage: 3
  - Environmental Impact: 1
  - Performance against target: 1
  - Interested Parties: 3
  - Impact of Loss of Control: 3
  - Risk: 6
Audit Report Part B – Audit Report

- Control: Below the median for subject peer group and regional peer group

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

<table>
<thead>
<tr>
<th>Aspect no.</th>
<th>Low Risk</th>
<th>Medium Risk</th>
<th>High Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>3, 5, 7</td>
<td>33%</td>
<td>44%</td>
<td>22%</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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:**

**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. As discussed a communications plan is in the process of being created and will allow for all parties to better understand their roles in communicating all information across UAL internal and external parties. This will include the terms of reference within the working groups.

**Internal Communication:**
Information about the EMS is communicated at a senior level to the CEAG Chair every quarter. They are responsible for monitoring the performance of the EMS and approve the Management Reviews.

- Information regarding the EMS is communicated by the CEAG Chairs, the CEAG clerk (UAL Climate Action Manager) and the Working Group Leads with responsibility over delivering on the 9 aspects of the EMS (outlined in section 7.1)
- The CEAG is a forum for members of UAL (staff or student) to contribute to the delivery of the Climate and Environment Action Plan. Key messages and updates regarding the EMS can be communicated via this group and the associated working groups through CEAG quarterly meetings and CEAG communications channels on Microsoft Teams and SharePoint
- Student Climate Advocates have been appointed at each college and meet as a university-wide group. The main remit of these Climate Advocates is to develop curricula and teaching alongside Programme and Course Leaders which falls under aspects 1 and 2 of the EMS.
- The Climate Emergency Network uses monthly emails to publish articles and raise awareness. Key messages relating to the EMS can be communicated to members of this group and align with the activities of the group.
- Canvas, the UAL intranet, is searchable via the terms ‘Climate Emergency’ and ‘Sustainability’ to find news articles, updates, events and documentation related to the EMS.
- There is also the UAL Carbon Dashboard 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. All key sustainability documentation is publicly available on the UAL website.
- The Carbon Dashboard 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 university has made a series of announcements about its climate justice and environmental sustainability commitments and actions which can be found in the Sustainability section of the UAL website under Stories. This includes the announcement of the Climate and Environment Action Plan in June 2021.
- The Climate Emergency Network communicates external via Instagram and Twitter and through event listings. Events that are open to the public for registration are listed on the UAL website and managed via Eventbrite.
- Research and KE projects related to climate action and environmental sustainability are communicated through showcases, exhibitions and events. For example, the Planetary Assemblages exhibition in the Lethaby Gallery which showcases a project initiated by the transdisciplinary research group, the Manifest Data Lab exploring the power of art and design in relation to the climate crisis or the conference in partnership with Glasgow School of Art - Five Days, Ten Years, One Planet – which convened debate and shared research in the lead up to COP26.
- Student projects are communicated through showcases, exhibitions and events. In particular through the Graduate Showcase which enables student work to be searched through tags such as ‘Climate Emergency’ or ‘Nature and Environment’ and Maison/0 create a ‘Green Trail’ of best practice student projects at Central Saint Martins.
- UALs People and Planet Green League rating is publicly available with the full breakdown of each area of the ranking. This links back to policies, documentation and evidence on the UAL website.
UAL has received multiple Green Gown Awards and Nominations which celebrate sustainability projects and progress at Universities and Colleges. The Climate Emergency Interactive film which was commissioned by the Climate Emergency Network won a Webby Award in 2021 in the Public Service and Activism category.

**Documented Information**

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

The CEAG should approve policy/strategy documents relating to this EMS. These are reviewed annually and updated by the Climate Action Manager. The date and version of the documents are clearly identified at the top of the documents. Only the CEAG have access to update these on the website.

Policy and strategy documents are version controlled, as is the UAL Carbon Dashboard (this is also password protected). Information Manager advised how documents should be stored and encouraging the use of Microsoft One Drive to improve university filing systems. The initial motivation for this work was from a data protection perspective but this exercise assists.

**Conclusion of the overall effectiveness of the process:** Process / Audit Area is satisfactory
## Process/audit area: Deconstruction plan (RAMS)

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

### Evidence to support audit conclusion:

Reviewed during the audit process to evidence conformance, a detailed review of UALs RAMs was conducted with topics including the sustainability identification of works and the deconstruction after shows. Discussed, within all events, a RAM will be completed which covers the following requirements:

- Description of Activity
- Identify hazards and/or hazardous activities involved
- Sustainability
- Installation set up
- Event / Activity
- De-install / take down / deconstruction
- Risk Assessment
- Risk Assessment Matrix

### Sustainability

When completing a RAM for an event, sustainability must be used to identify materials and the lifecycle of them once the event is over.

The following questions must be completed to be given approval to hold the event:

- What virgin materials will you use within your event/installation?
- Where will you source any materials from?
- What % of materials can be re-used within CSM following your event/activity?
- How will reusable materials be stored safely before they are used again?
- What materials will you need to dispose of and why?
- Who will be responsible for disposal and when? Will a plan for deconstruction (the process whereby materials are returned to their pre-assembled state) be available upon request by CSM staff?

### Deconstruction Planning

Once the sustainability section is complete, a De-install / take down / deconstruction will be completed using the following headings:

- Date Job
- taking place
- Start Time
- End Time Description of Job + Location taking place
- Tools/Equipment being used (consider any PPE- Personal Protective Equipment- which may be required)
- Who will be responsible for overseeing the task

### Sample of RAMs completed:
Event/Activity Title: Degree Show - M Arch Architecture (Spatial Practices)
Locations of Event/Activity: The Crossing, Granary Building, Central Saint Martins
RAMS Completed By: Amadeo Martini / Ulrike Steven
Department/Course: Spatial Practices / M Arch Architecture
Description: Construction and installation of the M Arch Architecture Degree Show in June 2022.

Event/Activity Title: Showcase Build - BA Architecture (Spatial Practices)
Locations of Event/Activity: The Crossing, Central Saint Martins (D102a/D102b)
RAMS Completed By: Amar Sall / Louis Lupien
Department/Course: Spatial Practices / BA Architecture
Date Written: 23/05/2022
Description: Construction and installation of the BA Architecture Showcase Build in June 2022.

Event/Activity Title: MA Fine Art show 2022
Locations of Event/Activity: Reception Foyer area Kings Cross
RAMS Completed By: Jonathan Kearney
Department/Course: MA Fine Art Digital
Date Written: 06.06.2022
Description: 13 students showing work in the foyer reception area

Best Practice identified: Sampled within the CSM Showcase 22 event RAMS completed by Amar Sall / Louis Lupien for the Showcase Build - BA Architecture (Spatial Practices) evidenced best practice.

The completed RAM for Sustainability identification and de-stall/take down/deconstruction section identified the commitment to reducing their environmental impact and meeting with targets to achieve the Climate action plan KPIs.

Waste Audit

As discussed, within LCF, a waste audit template is used for all events to identify all waste streams which relate to the individual event which may be required outside normal waste to allow for the event to occur. The waste audit uses the following headings to record the waste event information;

- Item
- Purpose
- Outcome
- Notes
- Recommendation

Discussed, this has allowed to LCF to identify and reduce waste created for events (i.e. install packaging, flyers & posters etc.).

OFI 02 - UAL may benefit form introducing the LCF waste audit template across all sites when conducting an event to better allow for the identification of waste generated for the event. This will assist in the Reduction of generated waste and decrease their environmental impacts.

Conclusion of the overall effectiveness of the process: Process/ Audit Area is satisfactory - best practice(s) identified
## AUDIT REPORT PART B – AUDIT REPORT

<table>
<thead>
<tr>
<th>Process/audit area:</th>
<th>Climate Action Plan KPIs (Objectives)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditees:</td>
<td>Ian Lane &amp; Niamh Tuft</td>
</tr>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

### Evidence to support audit conclusion:

As discussed during the opening meeting and throughout the audit process, UAL has a documented Carbon Management Plan – realising a zero carbon institution by 2040 which is currently as version 10 dated 10<sup>th</sup> June 2021 in place and available within the UAL website and accessible to all.

As Documented, the Climate Management plans management summary page lists all topics and strategy for all KPIs and target to meet the plan in the proposed timeframe.

Context includes:

- Carbon Management strategy
- Emissions baseline and projections
- Carbon management projects
- Carbon management financing
- Actions to embed sustainability into the university
- Programme management

The following appendices was sampled:

1. Net zero action plan (draft)
2. Scope 1 & 2 Carbon Reduction Projects (2020/21)
3. Carbon Management Matrix – Embedding
4. Mechanical and electrical improvements in 2020/21
5. Climate Emergency Manifesto (2020 – 2030)
6. Meeting papers from the Climate & Environment Action Group
7. Presentation for inductions
8. Examples of staff and student engagement

As discussed, UAL have reviewed and set 9 new KPIs against the published Climate Action Plan and UALs Environmental Aspects and Impact which will be reported via the UAL carbon Dashboard.

### Objectives/Targets:

1. Co-create a set of guiding principles and associated actionable initiatives for climate, racial and social justice to be mapped onto the student learning journey
2. Develop a programme of staff development to support staff in transforming their teaching to deliver climate, racial and social justice in the curriculum.
3. Provide opportunities for student and staff voice and activism
4. A reduction in total waste mass (kg) / student FTE every year until 2040 (reduction rate = 5% per year against a 18/19 baseline)
5. A reduction in total hazardous waste mass (kg) / student FTE until 2040 (reduction rate = 5% per year against a 18/19 baseline)
6. A reduction in total skip waste mass (kg) / student FTE (reduction rate = 5% per year against a 18/19 baseline)
7. A reduction in the number of food disposables issued at each site/year (reduction rate = 5% per year against a 18/19 baseline)
8. A reduction in water consumption m³/ student FTE every year until 2040 (reduction rate = 2% against 18.19 baseline)
9. A continuation of energy consumption every year until 2030 (consumption rate = 23M MWh the 18/19 baseline)

All targets/objectives have been clearly documented within the UALs Climate Action Plan which is available on the website and will be updated once measuring results are available. As discussed, UAL have set 9 KPIs will be issued to the individual working groups and an owner assigned within the working group. This will be down to the Advocates to assign each KPI target and monitor and report the status.

Co-created by CEAG group members, in four working groups, it details aims, activities, responsibilities, measures of success. It is understood that as we put this plan into action, there will be an iterative process and that WG 1 and 2 plans are more granular than 3 and 4, due to the need to take different approaches to each area. The feedback from EB has been applied to the plan.

Working Groups include:

1. Academic discourse and learning
2. Governance through Purposeful policies
3. Code signing a climate justice movement
4. Ecosystem Infrastructuring

During the surveillance visit, an in-depth review and discussion will be conducted and will allow for future audits to be planned to align with UALs activities within the Environmental Management system.

Interviews with Working Groups was conducted with the following notes taken;

CEAG Meeting:

Interview with Jeremey Till (Pro-Vice Chancellor), Ian Lane (Assistant Director – Sustainable Operations) & Dilys Williams (Professor of Fashion Design for Sustainability & Chair of CEAG).

As discussed, a set agenda is used to collate and review all information regarding the KPIs within the working groups. The CEAG will meet 3 times a year with individual meetings with the working groups.

A structured report template is in the process of being created for all working groups to use. At present, all information obtained will be reported to EB and update the climate action plan.

During the audit process, I attended the CEAG meeting and observed the meeting process and discussions. Conducted via MS Teams. 26 participants from all working groups in attendance.

Topics discussed;

- Working Group 1;
  o Nicky Ryan, verbal update
  o Nina Stevenson, verbal update
o Laura Knight, verbal update
- Working Group 2;
o Ian Lane, presentation used
  ▪ Update discussed
  ▪ Projects
  ▪ Carbon Reduction data
o David Cross, presentation used
  ▪ Science based target topic
o Laura Baker, presentation used
  ▪ Bronze level LEAF workshop pilot framework
- Working Group 3;
o Kate Pelen, Presentation used
  ▪ Connectivity within WG3
  ▪ Activity / projects
  ▪ Collaboration
o Abbi Fletcher, presentation used
  ▪ Recent activity / Projects
- Working Group 4
  o Dily Williams, presentation used
    ▪ Priority areas 2022/23
    ▪ Climate and environment action plan
    ▪ Organisational stakeholder mapping
    ▪ Key Observations
- CEAG Documentation
  o Jeremy Till – Update and available documents
    ▪ Budget
    ▪ Resources / new members / recruitment
- Terms of Reference refresh
  o Niamh Tuft, presentation used
    ▪ CEAG ToR
    ▪ Proposals and actions
    ▪ Reporting framework between WGs
- CEAG Work plan
  o Niamh Tuft, presentation used
    ▪ Work plan purpose and ownership
    ▪ Feedback
- Collective Priorities
  o Jeremy Till – open discussion
    ▪ Projects / priorities / concerns etc.
    ▪ Open forum in group
- Risks & Opportunities
  o Niamh Tuft, open discussion
    ▪ Plans to have structured approach
- AOB
  o Dily Williams
    ▪ Open forum for all
    ▪ Date for next meeting
Working Group 1 - Academic discourse and learning

Interview with Laura Knight (Educational Developer and climate justice).

Discussed, Laura was appointed the Educational Developer and climate justice in April 2022, working within the teaching and learning exchange. Laura will be working with the climate action plan and how to implement the actions within the teaching and learning environment. Working within working group 1.

Laura is currently working on set KPIs issued to the working group and developing a map to monitoring and target all interventions over all site for students.

Discussed, the working group uses a set agenda in place to ensure all KPIs set against the Climate action plan. Discussed, all results will be reported into the CEAG meeting, reporting to various departments and dean of each site to test the completed actions and baselines.

Capturing information has been identified and discussed, a structure for this would be beneficial to all and allow for monitoring and sharing information. This will better identify shortfalls within KPIs.

Reported on staff development – July target develop what is will look like and conduct lessons. All minutes are shared within the working group and will be shared to allow for monitoring to be conducted.

Working Group 2 - Governance through Purposeful policies

Interview with Ian Lane (Assistant Director – Sustainable Operations)

As discussed, working group 2 reporting mechanisms have been established as 6 of the climate action plan KPIs set within the working group. Discussed, the budget available to allow for the working group to report on KPIs.

Discussions relating to the suitability and measuring KPIs to the CEAG meeting. Resourcing and individual responsibility have been identified within the working group with timelines set.

Merging risks regarding set activities, membership etc. and the reporting of reporting sitting at a single point of collating and reporting.

Scope 1 and 2 plans in place and discussed. Scope 3 has identified various issues in reporting and measuring.

The following documentation was sampled;

- WG2 Minutes – 9th March 2022
- WG2 agenda – 9th March 2022
- WG2 Minutes – 13th April 2022
- WG2 agenda – 13th April 2022

Working Group 3 – Co-designing a climate justice movement
Interview with Kate Pelen (Co-lead of WG3).

As discussed, within working group 3, Kate is a co-lead and has been within CSM for approximately 5 years. Kate has worked closely with various people to support and engage with climate emergency topics within UAL.

Climate assemblies have been held across various locations for academics alongside working groups set up and has allowed for development in swop shops, community newsletters etc.

All of the above has assisted in the management of working group 3. Discussed, all reporting of the activities conducted are via presentations. Attendance, feedback and sign up of members can be used to evidence and measure against the KPIs issued.

Ecosystem Infrastructuring –

Within the group, 4 key actions in place to turn the climate action plan to make sure all information is made available to all networks.

A system mapping of UAL departments to identify all barriers to implement this work and identify best practice. Working with expert system designers.

Discussed, a good understanding of the Climate action plan KPIs was evidenced and the milestones, discussed, a ISO14001 climate action plan evidence ToC aligning spreadsheet to support the integration of the Climate action plan to the ISO 14001.

Meetings not held regularly, set agenda with documented action and decision log used (minutes).

**Conclusion of the overall effectiveness of the process:** Findings have been identified - Process / Audit Area remains satisfactory
AUDIT REPORT PART B – AUDIT REPORT

<table>
<thead>
<tr>
<th>Process/audit area:</th>
<th>Site Visit - London college of Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditees:</td>
<td>Ian Lane &amp; Niamh Tuft &amp; Nicky Ryan</td>
</tr>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

Evidence to support audit conclusion:

A site tour was conducted of **London college of Communication at 16 Elephant & Castle, London, SE1 6SB** to evidence conformance with the international Standard against the audit criteria BS EN ISO14001:2015.

**Waste Stream continue to include:**

- Adhesives / Batteries / Cables/wires / Cardboard / Cleaning Chemicals / Confidential Paper / Cooking Oil / Electronic Tools / Florescent tube lighting / Food / Furniture / Glass / Inks / IT / Metal / Paints / Paper / Plastic / Plastic wrap packaging / Sawdust, shavings, cuttings / Small appliances / Solvents / Thinners / Toners / TV’s / Wood / Wooden pallets

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

As discussed with Nicky Ryan (LCC Dean of Design), changes within LCC includes the introduction of climate action plan and working group 1 (Academic Discourse and Action Learning). All actions discussed relate to the student and staff learning and teaching and understanding of the climate action plan and develop programmes and imbed them into the curriculum.

The creation of the principles to imbed the climate action plans KPIs into the curriculum. The principles are currently being created via various workshops and mapped against UAL criteria.
An audit of the course handbooks is planned for January 2023 to ensure principles have been added to the course handbooks and unit questionnaires to allow for UAL to conduct impacts assessment of knowledge and information obtained relating to the Climate action plan and KPIs.

Discussed, mapping across the quality processes with various steering groups for reporting changes and inclusion of climate change into the UAL and individual new courses at development stages and re-approvals.

Train the trainer staff development will be conducted throughout UAL. Ongoing academic new course works will have this embedded from the beginning. The final pledge will be in September 2023 for all courses will embed the climate action plan and KPIs.

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

Process/audit area: | Site Tour
---|---
Auditees: | Ian Lane & Niamh Tuft
Auditor (if applicable): | Jesse Culleton

Evidence to support audit conclusion:

A site tour was conducted of **London college of Fashion at Golden Lane, London EC1Y 0UU** to evidence conformance with the international Standard against the audit criteria BS EN ISO14001:2015.

**Waste Stream continue to include:**

Leather / Adhesives / Cleaning Chemicals / Confidential Paper / Florescent tube lighting / Furniture / Glass / Inks / IT / Metal / Paints / Paper / Plastic / Plastic wrap packaging / Small appliances / Solvents

Courses available for students including:

- BA
- MA
- Undergraduate
- Postgraduate
- Integrated Masters
- Further education for international students
- Short courses (Foot wear)

As discussed, within UAL Golders lane, Courses based here (but not limited too) MA Footwear, accessories, BA Bags and accessories MA fashion artefacts and short courses conducted on site.

A tour of the premises was undertaken with various discussions with technicians topics discussed included:

- leather donations
- fabric samples donations
- Process for mock ups
- use of materials
- recycling of scrap materials
- end of show works recycling
- Deconstruction planning and showcasing

From these conversations, it was noted that some donations received are sometimes not suitable for the college to use and finding other donation streams (sample fabrics to primary schools for reuse etc.) is sometime difficult. In these cases, the site has to dispose of the materials donated incurring costs.

Conclusion of the overall effectiveness of the process:
## AUDIT REPORT PART B – AUDIT REPORT

<table>
<thead>
<tr>
<th>Process/audit area:</th>
<th>Site Tour</th>
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<tbody>
<tr>
<td>Auditees:</td>
<td>Niamh Tuft</td>
</tr>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

### Evidence to support audit conclusion:

A site tour was conducted of London college of Fashion at 182 Mare Street, Hackney, London, E8 3RE to evidence conformance with the international Standard against the audit criteria BS EN ISO14001:2015.

**Waste Stream continue to include:**

Leather / Adhesives / Cleaning Chemicals / Confidential Paper / Florescent tube lighting / Furniture / Glass / Inks / IT / Metal / Paints / Paper / Plastic / Plastic wrap packaging / Small appliances / Solvents

Courses available for students including:

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

As discussed, within UAL Golders lane, Courses based here (but not limited too) Pattern cutting, tailoring, jewellery, MA Fashion Futures and short courses conducted on site.

A tour of the premises was undertaken with various discussions with technicians topics discussed.

Also, during the site tour an end of year show case was being conducted allowing for me to speak to various students to discuss sustainability and deconstruction planning for their showcase.

**Conclusion of the overall effectiveness of the process:** Process / Audit Area is satisfactory
<table>
<thead>
<tr>
<th>Process/audit area:</th>
<th>Site Visit - Chelsea College of Art and Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auditees:</td>
<td>Ian Lane &amp; Niamh Tuft</td>
</tr>
<tr>
<td>Auditor (if applicable):</td>
<td>Jesse Culleton</td>
</tr>
</tbody>
</table>

Evidence to support audit conclusion:

A site tour was conducted of **Chelsea College of Art and Design at 16 John Islip Street, London, XGL SW1P 4JU** to evidence conformance with the international Standard against the audit criteria BS EN ISO14001:2015.

Courses 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

During the site tour, discussions with technicians and various students regarding activities conducted within the locations occurred. This included the materials used, recycled and end of life plans for show cases etc.

**Minor NC 06 - Chelsea College of Art and Design Only**
On conducting a site tour, it was observed that a skip has been hired to clear all show case rooms of previous works. On review, it was evidenced that various reusable items have been discarded. This included metal, office furniture/chairs etc.

On speaking to technicians, they wished they can have involvement in reusable materials from end of shows instead of it being thrown away. Instead of being

**Images of skip**

![Skip Image 1](image1.png)

![Skip Image 2](image2.png)

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

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

More information can be found at: [https://www.nqa.com/en-gb/clients/logo-library](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>
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<tbody>
<tr>
<td>Date</td>
<td>TBA</td>
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<tr>
<td>Time</td>
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<tr>
<td>Location/Department/Function</td>
<td>Time</td>
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</tbody>
</table>

A full audit plan will be produced prior to the first reassessment visit in 2023.
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>
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<tbody>
<tr>
<td>Visit Due Date (MM/YY)</td>
<td></td>
<td></td>
<td></td>
<td>2021 (4 DAYS)</td>
<td>2022 (4 DAYS)</td>
</tr>
</tbody>
</table>

**Mandatory Elements / Selected Processes**

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.

| Context of the organization | ✓ | ✓ | ✓ | ✓ | X |
| Leadership | ✓ | ✓ | ✓ | ✓ | X |
| Planning | ✓ | ✓ | ✓ | ✓ | X |
| Support | ✓ | ✓ | ✓ | ✓ | X |
| Performance evaluation | ✓ | ✓ | ✓ | ✓ | X |
| Improvement | ✓ | ✓ | ✓ | ✓ | X |
| Use of marks and references to certification / Client website | ✓ | ✓ | ✓ | ✓ | X |
| Site Tour | ✓ | ✓ | ✓ | ✓ | X |

**Operations Processes (specify from scope)**

- RAMS – Sustainability & Deconstruction plans (all sites)
- 9 KPIs (objectives) monitoring and measuring
- Climate Action Plan (CEAG and working group progress)
- Environmental Aspects and Impacts per college (Materials used)
- Communication (internal and external) Comms Plan
- Staff and student engagement

<table>
<thead>
<tr>
<th>Site Visits (locations within scope)</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Camberwell College of Arts</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Central Saint Martin’s College of Arts and Design</td>
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<tr>
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<td>✓</td>
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</tr>
</tbody>
</table>

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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