Environmental Management System
Estates + L,T & R

**Estates Scope**

90% of the system can be shared

**L,T & R Scope**

Focusing on academic operations

**Estates Documents**

Existing documents
- ISO 14001 Guidance document (the what)
- Risks & Opportunities Register (the why)
- Environmental report (the how)
(https://www.arts.ac.uk/about-ual/sustainability)

**L,T & R Documents**

Information required
- The existing documents used by Estates can be used as templates but defining the new scope will be key (and will happen during the Stage 1 audit).
- New documents required:
  - ISO14001 Guidance document
  - Risks & Opportunities Register
  - Technician’s Handbook

**Estates Site Audits**

Performed twice-a-year
- All aspects audited at each site.
- Site audits shared with the process owners (usually FMs)
- Time allocation = 20 days per year (FTE)

**L, T & R Site Audits**

Performed once-a-term
- Only the waste items need to be audited (those specific to L, T & R)
- Site audits shared with the process owners (lecturers and technicians)
- Time allocation = 1.5 days per College, per term

**Estates Internal Audits**

Once-a-year
- Desktop exercise (performed by Energy Projects Support Officer)
  - ‘Non-comformities’ communicated to responsible person (Head of Sustainability)
  - A ‘management review’ (drafted by the Head of Sustainability) confirming that the site audit and internal audit were conducted and sent to the Sustainability Advisory Panel
- Time allocation = 5 days, per year

**L, T & R Internal Audits**

Once-a-year
- Also a desktop exercise (performed by SU Campaigns Officer)?
  - ‘Non-comformities’ communicated to the responsible person (DOCA)
  - A ‘management review’ (drafted by the DOCA) confirming that the site audit and internal audit were conducted and sent to the Sustainability Advisory Panel
- Time allocation = 1 day, per College, per Year

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