

Environmental Management System Manual



Author: Liz Harris, Environmental Manager

Approved by: Kim Pullen; Health, Safety and Environment Manager

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CHANGES TO THE EMS MANUAL

REASON FOR THE CHANGE
LHa: 06/01/2022: Updated to reflect creation of Health, Safety and Environment Team, replacing Environmental and Sustainability Team and changes to job titles. Document reformatted.
LHa: 22/03/2022: Addition of Appendix 1: Table of EMS actions completed annually (lifted from Objectives Register as EMS Manual is preferred location).
LHa: 31/01/2023: References to new academic structure – from faculties to academic departments. Removal of reference to Sir James Matthews building. Addition of the following processes: SUEMSP 3.5.1.3 Emissions to Air, SUEMSP 3.5.1.4 Contractor Control, SUEMSP3.6.1 Flood Response WMS.
MP: 20/02/2024: Removal of reference to School of Art and Design at Below Bar Campus. Removal of reference to CEDRIC, replaced with Legislation Update Service. Removal of reference to COO position in VCG.
MP: 17/02/2025: Removal of reference to Hamwic Residence

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The aim of the Environmental Management System Manual (EMS Manual) is to explain the core elements of the EMS and their interaction. The EMS Manual contains information on the organisation's activities, products and services and the organisation's management structure. It also acts as an index for locating key documents (e.g. processes) in accordance with the specifications of the Scheme and ISO 14001:2015. The EMS Manual shows the organisation's capacity to comply with its Environmental Policy and, along with supporting documents, serves as an internal reference for staff.

A. CONTEXT OF SOLENT UNIVERSITY

Solent University is a higher education institution with its main campus located in Southampton city centre. The University has approximately 7,000 full time equivalent students and 1,000 staff. Teaching and courses are delivered across six academic departments - Art and Music; Business and Law; Science and Engineering; Social Sciences and Nursing; Film and Media; Sport and Health and the Warsash Maritime School.

A detailed analysis of the context of the University and the associated risks and opportunities for environmental management is presented as a PESTLE analysis, located in 1.1 Leadership, commitment & context\Records in the EMS document control system. The identified risks and opportunities are addressed in the Environmental and Sustainability Enabling Plan.

B. SCOPE

The Environmental Management System (EMS) covers all the installations belonging to Solent University and all the processes and activities developed by the University.

These installations comprise:

- All buildings belonging to the University at East Park Terrace Campus, located at East Park Terrace, Southampton, Hampshire, SO14 0YN.
- All buildings belonging to the University in the Warsash Maritime Academy Campus, located at Newtown Road, Warsash, Hampshire, SO31 9ZL
- Test Park Sports Ground, Lower Brownhill Road, Southampton, Hampshire, SO16 9BP
- Timsbury Ship Handling Centre, Jinny Lane, Romsey, SO51 0PF
- Saint Mary's Campus, St Mary St, Southampton SO14 1AR
- The University's student residences, namely:
 - Kimber Student Residence, St Mary's' Place, Off Kingsway, Southampton, Hampshire, S014 1XA
 - David Moxon Student Residence, Kimber Student Residence, St Mary's' Place, Off Kingsway, Southampton, Hampshire, S014 1XA
 - Chantry Student Residence, Marsh Lane, Southampton, Hampshire, SO14 1ZA
 - Deanery Student Residence, Marsh Lane, Southampton, Hampshire, SO14 3NJ

The EMS covers all sites listed above, these sites are featured on the [map](#) of the University's locations in Southampton city centre and [map](#) of East Park Terrace campus.

The main activities, products and services of the University are the provision of further and higher education, research, and support services.

C. NORMATIVE REFERENCES

The EMS Manual has been written following the requirements of an EMS taking into consideration the guidelines contained in regulation EN ISO 14001:2015 “Environmental management systems – Requirements with guidance for use”.

D. TERMS AND DEFINITIONS

The definitions for the most frequently used terms used in the EMS documentation:

- **Organisation:** The total physical space where the EMS is operated.
- **Environmental policy:** “intentions and direction of an organisation related to environmental performance as formally expressed by ITS top management.” (ISO 14001:2015).
- **Environmental aspect:** “Element of an organisation’s activities or products or services that interacts or can interact with the environment.” (ISO 14001:2015).
- **Environmental impact:** “Change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation’s environmental aspects” (ISO 14001:2015).

E. ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS

The EMS is fully functional and meets the following requirements:

Solent University’s top management publicly endorses an Environmental Policy that demonstrates the University’s commitment towards environment and allocates resources for the implementation and maintenance of the EMS. An environmental review was conducted to investigate activities and associated impacts. Training needs were identified, and activities initiated.

The University has identified its environmental aspects and legal requirements and established processes for keeping these up to date. The Environmental and Sustainability Enabling Plan 2020-2025 replaces the previous Environmental and Sustainability Strategy. It contains the University’s environmental objectives and targets and is periodically reviewed.

Resources are in place and roles; responsibility and authority are assigned. Training is conducted and competence assessed, communication is addressed, and all EMS documentation is controlled. Operations are also controlled, and a clear emergency preparedness and response programme is in operation.

Auditing processes are in place to verify that the Environmental Policy and the objectives and targets are being fulfilled. If non-conformances are identified, corrective and preventive actions are implemented to resolve them. Monitoring processes measure the environmental performance of the University. A management review of the EMS is undertaken annually, and top management checks, at planned intervals, that the EMS is functioning effectively, and that continual improvement is being achieved.

An environmental management system once implemented generates a cycle of continual improvement, where initial objectives are set, actions and processes are put in place and results are achieved and assessed. Based on the performance of the system, new objectives and actions are set, renewing the cycle.

F. ENVIRONMENTAL PROCESSES

SUEMSP1.1 Leadership and EMS scope.

This process explains how to establish, document, implement, maintain, and continually improve an EMS in accordance with the requirements of the Scheme and the International Standard EN ISO 14001:2015. It also explains how the scope of the EMS is defined. The PESTLE Analysis and Register of Interested Parties relate to this process and are located in folder '1.1 Leadership, commitment & context\Records' in the document control system.

SUEMSP2.1 Compliance obligations.

This process describes the method used, and identifies those responsible for, identifying, accessing, reviewing, and updating legal and other regulatory requirements. The organisation subscribes to the Legislation Update Service (LUS) which provides regular updates of changes to environment legislation through email and webinars. The Health, Safety and Environment Team assess the implications of relevant legislation and regulations and other requirements for the organisation. The Legal Register and all other legal records are located in folder '2.1 Compliance obligations\Records' in the document control system.

SUEMSP2.2 Environmental aspects.

This process explains how the organisation's environmental aspects are identified, recorded, and updated and their associated impacts documented. It sets out the responsibilities and methodology to follow for identifying and determining those environmental aspects that have or may have a significant impact on the environment.

The significant environmental aspects are used as a starting point for establishing the organisation's environmental objectives. The Aspects & Impacts Register for all the University sites and activities is located in '2.2 Environmental aspects\Records' in the document control system.

SUEMSP2.3 Objectives and targets.

This process describes how the organisation determines its environmental objectives and targets for reducing its impacts on the environment. Each objective has at least one or more measurable targets for improvement with timescales.

The environmental objectives are established based on:

- the organisation's Environmental Policy.
- significant environmental aspects.
- compliance obligations.
- the views of interested parties.
- the context of the University and identified risks and opportunities.
- requirements and revisions of the EMS.

This process also describes the Environmental and Sustainability Enabling Plan and Objectives Register and Implementation Plan used to fulfil the organisation's objectives and targets.

SUEMSP2.4 Environmental policy.

This process explains how the organisation's Environmental Policy is written and revised. This process and the organisation's current Environmental Policy are located in folder '2.4 Environmental policy' in the document control system. The organisation wishes to incorporate good environmental practices into all areas of the business. To achieve this, top management

is committed to implementing an EMS that conforms to the requirements of the Scheme and ISO 14001:2015.

SUEMSP3.1 Resources, roles, responsibility, and authority.

This process explains the method used to assign roles, responsibility, and authority. The interaction between individuals and groups with responsibilities for implementing the EMS are outlined below and presented in figure 1.

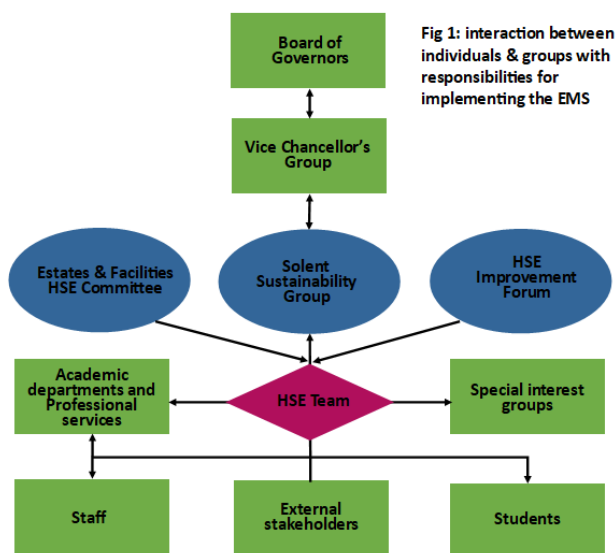


Fig 1: interaction between individuals & groups with responsibilities for implementing the EMS

Vice Chancellor's Group (Top Management)

The VCG are accountable for ensuring that the environmental objectives set out by the EMS are compatible with the overarching goals of the University and that adequate resources are made available to implement, maintain, and promote continual improvement of the EMS.

It is the responsibility of the VCG to effectively communicate the importance of the EMS, ensuring staff, students, and stakeholders

actively engage with its requirements and for providing support to senior management to enable them to demonstrate leadership and drive integration of the EMS requirements into all University processes to achieving the intended outcomes.

The VCG receive annual EMS performance reports which include details of changes to, and maintenance of the EMS.

Solent Sustainability Group

SSG is comprised of representatives from academic departments, professional services, and the Student Union. As a group, SSG have the resources and authority to implement the Environmental and Sustainability Enabling Plan. The SSG monitor and assess the performance of the EMS, review and approve key policies and undertake the annual Management Review of the EMS.

SSG can implement recommendations and corrective actions resulting from audits, SSG meetings and other sources. Internal stakeholders can be co-opted into the SSG as appropriate.

Health, Safety and Environment Team

The HSE Team has the responsibility for developing, implementing, and managing the EMS with support from VCG and SSG. This includes developing, implementing and regular review of EMS processes and documents, actively monitoring the performance of the EMS and compliance against documented processes through internal and external audits. The HSE Team works to drive continual improvement of the EMS and reports on the progress of the EMS to the SSG and VCG. The HSE Team is responsible for communicating what the EMS is, how it impacts the activities of the University and how it drives the Universities sustainability ambitions forward.

HSE Improvement Forum

The Forum is made up of representatives of each professional service and academic department and primarily provides an opportunity for communication to and from the HSE Team and the rest of the University staff. HSE coordinators are responsible for representing their department's interests and for communicating updates and information relating to the EMS presented at meetings to their departments.

Professional and Academic Staff

Will:

- Be aware and comply with the Environmental Policy
- Be aware of the significant environmental aspects that they interact with and understand their role in reducing their impact.
- Follow all environmental procedures that apply to their activities.
- Know who to contact regarding any environmental issues or in the event of an environmental emergency.

Academic Staff only

Will:

- Endeavour to include environmental and sustainability issues within the courses they deliver as part of the University's approach to embedding the UN Sustainable Development Goals in the curriculum.
- Provide opportunities for students to explore the role of their discipline and related professions in contributing to sustainability, climate, and social justice.
- Through their teaching activities, equip students with the skills and attributes needed to shape a positive future following graduation.

Students

- Engage with communications, information, environmental activities, and initiatives produced by the University for their benefit.
- Follow the university's instructions regarding waste segregation.

Suppliers/Contractors

- Be aware and comply with the university's Environmental Policy.
- Follow any environmental procedures that apply to their activity.
- Comply with all applicable environmental legal requirements the university is subject to.
- Provide the Health, Safety and Environment Team with any required environmental documents or records.

SUEMSP3.2 Competence, training, and awareness.

This process explains how environmental training needs are identified and how training is managed. General environmental awareness training aims to enhance the importance of an individual's behaviour in achieving the objectives and targets of the EMS. Advanced training is for those whose work have or could have a significant impact on the environment. Training is also provided for specific roles within the system (e.g., environmental auditors).

SUEMSP3.3 Environmental communication.

This process ensures that internal and external communications, relating to the EMS, are disseminated effectively, and dealt with appropriately. It describes how to communicate the institution's environmental policy, significant environmental aspects, and impacts and how to receive, document and respond to communications from interested parties.

SUEMSP3.4 Documented information.

This process describes how documented information relevant to the EMS is created, updated, and controlled. The document control system is located on the shared W: drive, specifically W:\Private\EF\Environmental Management System.

An inventory of all EMS documentation listing processes, associated records, and version control, titled 'EMS Document Control System Inventory', is located in W:\Private\EF\Environmental Management System.

SUEMSP3.5 Operational planning and control.

The processes contained in clause 3.5 describe how the organisation's operations are controlled. Operational processes are used to ensure that all activities that can have a significant impact on the environment are correctly carried out and managed to ensure compliance with relevant environmental requirements.

Operational planning and control processes are divided into three sub-clauses: processes that apply at all sites and those specific to Warsash Maritime School and Timsbury Ship Handling Centre:

- 3.5.1 All sites
 - SUEMSP3.5.1.1 Waste Management
 - SUEMSP3.5.1.2 Energy and Water Management
 - SUEMSP 3.5.1.3 Emissions to Air
 - SUEMSP 3.5.1.4 Contractor Control
- 3.5.2 Warsash
 - SUEMSP3.5.2.1 Refuelling Boats
- 3.5.3 Timsbury
 - SUEMSP3.5.3.1 Timsbury operational processes

SUEMSP3.6 Emergency preparedness and response.

This process explains how the organisation prepares for and deals with environmental accidents and emergencies. The procedures presented ensure that the response minimises the effects on the health of staff and the environment. The organisation reviews, revises and periodically tests its emergency preparedness and response procedures and supporting documents.

An additional process covers the flood response specific to the Lower Site at Warsash Maritime School:

- SUEMSP3.6.1 Flood Response WMS

SUEMSP4.1 Monitoring, measuring, analysis and evaluation.

This process outlines how the University monitors and measures its environmental performance. Monitoring records from the different aspects are located in '4.1 Monitoring, measuring, analysis & evaluation\Records' in the document control system.

SUEMSP4.2 Evaluation of compliance.

This process details how the University ensures that all relevant people comply with applicable legal and other environmental requirements and how often it reassesses its conformity.

SUEMSP4.3 Nonconformity and corrective action.

This process defines the responsibility and authority for identifying, investigating, and resolving nonconformities and identifying opportunities for improvement. Nonconformities and opportunities for improvement are recorded and updated in the Continual Improvement Plan,

which is stored in '4.3 Nonconformity & corrective action\Records' in the document control system.

SUEMSP4.4 Internal audit.

Audits are periodically conducted to assess the effectiveness of the EMS. Process "4.4 Internal audit" explains how the internal audits are prepared, conducted and its results reviewed. Internal audits are carried out by internal or external auditors that meet the requirements established on the process. The audit records are stored in '4.5 Internal audit\Records' in the document control system.

SUEMSP4.5 Management review.

This process describes how Solent Sustainability Group is the Management Review Committee and reviews the EMS and its performance. The Management Reviews serve to maintain constant improvement and ensure the EMS is adequate and effective. Copies of the minutes and other documents are stored in '4.5 Management review\Records' in the document control system.

APPENDIX 1: Table of EMS actions completed annually.

From Environmental & Sustainability Enabling Plan Theme: Managing environmental impacts through a certified Environmental Management System

Action	Comments	Responsible person(s)	Deadline	Status 2024
Enabling Plan objective: Implement and document an Environmental Management System to ISO 14001:2015 or equivalent				
As listed below	<p>The University has implemented its EMS through 'EcoCampus', a fully certified environmental award scheme providing a staged approach to environmental management and continual improvement.</p> <p>EMS document management system is located in: W:\Private\EF\Environmental Management System</p> <p>Support is given by Loreus Ltd - the University's EMS Consultant.</p>	Health, Safety & Environment Team; Solent Sustainability Group	Ongoing continuous improvement; prior to external audit to ensure recertification	<p>Awarded ISO 14001:2015 certification and EcoCampus Platinum certification March 2019.</p> <p>ISO 14001:2015 certification retained following external recertification audit March 2022. Re-certification Audit due March 2025</p>
Enabling Plan objective: Retain EMS ISO 14001:2015 certification				

Prepare for next external audit, review EMS documentation to ensure up to date and accurate	<p>EMS tasks to be completed annually:</p> <ol style="list-style-type: none"> 1. Retain emergency testing programme and conduct an environmental emergency exercise if appropriate - choosing one emergency situation 2. Update legal requirements and conduct Evaluation of Compliance 3. Update the validity of permits in the Waste Management Table 4. Review the Environmental Policy 5. Prepare the annual Internal audit programme and audit the EMS 6. Solent Sustainability Group meeting and minutes, reviewing all items on the Management Review Checklist 7. Review Aspects & Impacts Register and Risks & Opportunities Register (new activities or changes to assessment) 8. Review EMS Manual (include/remove new/old process, PESTLE analysis or changes to monitoring plan) 9. Review List of Interested Parties in the Environmental Communication Process 	Health, Safety & Environment Team; Solent Sustainability Group	Prior to annual surveillance audit and three-year recertification audit	Up-to-date, ready for re-certification audit 10-12 March 2025
Ensure EMS audit non-conformances are actioned and closed off.	Progress is managed through Continual Improvement Plan, where NCs are tracked and actioned. Located in: W:\Private\EF\Environmental Management System\4.3 Nonconformity & corrective action\Records	Health, Safety & Environment Team;	Prior to annual surveillance audit and three-year recertification audit	Status of NCs up to date in Continual Improvement Plan.
Undertake programme of internal audits	Environmental audit programme located in: W:\Private\EF\Environmental Management System\4.4 Internal audit\Records	Health, Safety & Environment Team;	Prior to annual surveillance audit and three-year recertification audit	2024/25 audit programme underway
Embed continual improvement and address NCs and OIs in Continual Improvement Plan	<p>Can consist of new NCs or OIs as a result of audits, environmental complaints, legal non-compliances, environmental incidents or exercises, consultancy reports (e.g. Warsash, Timsbury monitoring);</p> <p>Continual improvement is tracked and managed through the Continual Improvement Plan v3. Located in: W:\Private\EF\Environmental Management System\4.3 Nonconformity & corrective action\Records</p>	Health, Safety & Environment Team;	Prior to annual surveillance audit and three-year recertification audit	Last updated February 2025

Conduct Annual Management Review	Coincides with first Solent Sustainability Group meeting of the calendar year and conducted by SSG Management Review Group. Documentation stored in W:\Private\EF\Environmental Management System\4.5 Management review\Records\2023-01-26\Management Review 2023-02-15	Solent Sustainability Group	Prior to annual surveillance audit and three-year recertification audit	Annual Management Review 23/24 approved by SSG in 29/10/24 meeting
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