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The aim of this document is to explain the core documented information of the EMS/EnMS. It contains information on the University's activities, products, and services and the University's management structure. It also acts as an index for locating key documents in accordance with the specifications of the EcoCampus framework, ISO 14001:2015, and ISO 50001:2018

## A. SCOPE

The University of Worcester occupies the following sites:

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



The Environmental Management System (EMS) and Energy Management System (EnMS) cover the whole of the University's estate and all its activities and operations.

The main activity of the University is to provide an academically rewarding, personally fulfilling experience for students. The University aims to improve environmentally- sustainable practices across all aspects of university life.

The University is organised into 10 academic schools split in two 2 colleges and 9 professional services departments:

- School of Allied Health and Community
- School of Arts
- School of Education
- School of Humanities
- School of Nursing and Midwifery
- School of Psychology
- School of Science and the Environment
- School of Sport and Exercise Science

- Worcester Business School
- University of Worcester International College

The intended outcomes of the EMS/EnMS are defined in the Sustainability Policy.

The EnMS scope includes the University's two major fuels type of natural gas and electricity. Across the baseline year 2018/19 the University consumed 15,195,566 kWh of energy, with natural gas accounting for 64% and electricity accounting for 36% consumption.

### **Students and staff**

Across 2022/23, the number of FTE students attending the University was 8,106. For the same period, the number of FTE staff was 1,041 based in Worcester and doesn't include students from our partner institutions.

More information about the University can be found [here](#).

All interested parties relevant to the EMS/EnMS, as well as their needs and expectations, have been identified in the Log of Interested Parties.

## **B. ENVIRONMENTAL MANAGEMENT SYSTEM REQUIREMENTS**

### **BRONZE PHASE 1 PLANNING**

#### **1.1 Leadership and commitment**

Top management has integrated environmental management into the University's business processes and strategic direction. Management responsibilities and authorities are delivered via the reporting structure shown in Figure 1.

Figure 1 shows the governance and reporting structure for sustainability at the University.

Integration within business processes across the University is ensugemes 0 0 595.3 (re (t)8-8.002 (.8 TD[

Biodiversity and Procurement, and a new Sustainability Forum will be established in 2023/4 to broaden access to influencing sustainability targets and focus on the wider staff and student population. The Energy Committee, chaired by the Pro Vice Chancellor Finance and Resources, sits alongside SSC with a focus on and oversight of energy management at the University. Curriculum and research matters are overseen by the Learning and Teaching and Student Experience Committee and Research and Knowledge Exchange Committee respectively.

of scenarios. Risks and opportunities associated with identified environmental aspects are also considered.

All environmental aspects and impacts are detailed and ranked in order of significance in the Aspects Register.

### **2.3 Planning action**

The University has set environmental objectives and developed operational control processes to address its environmental aspects, compliance requirements, and risks and opportunities.

### **2.4 Environmental objectives**

Procedure 2.4.1 Environmental Objectives describes how the University determines its environmental objectives, considering the University's







Specific roles and responsibilities for individual staff can be found in the **Roles, Responsibilities & Training Spreadsheet**- under Folder 3.1 Institutional Roles, Responsibilities and Authorities in the online **Sustainability Manager (Procedures Module)**.

The EMS Managers communicates the description of their roles and responsibilities to all relevant staff, who then return a signed copy to the EMS Manager to confirm their agreement to the description. All signed descriptions of the roles and responsibilities are then stored in folder Records/Roles & responsibilities in the document control system.

### **3.2 Competence and awareness**

Procedure 3.2.1 Competence and Awareness describes how the University determines that people ( )8 p1(



environmental impacts of all the processes associated with the organisation's significant

- The clauses to be audited
- The areas to be audited
- The frequency of audits
- The responsibilities associated with managing and directing audits
- The training of internal auditors
- The communication of audit results
- The review of the audit findings via the management review process

A team of internal auditors is coordinated by the EMS Manager to carry out a programme of internal audits.

#### **4.5 Management review**

Procedure 4.5.1 Management Review describes the method used by the Sustainability Strategy Committee to review the continuing suitability, adequacy, and effectiveness of the EMS/EnMS. The review considers a range of information, including audit results, progress towards environmental objectives, changes to compliance requirements and the needs and expectations of interested parties.

The **Management Review Committee** is chaired by **Top Management**. It meets at least annually and is minuted to record all outputs and conclusions regarding the review of the EMS/EnMS.