

Procedure	2.0 EMSP Legal Register Updates and Responsibilities
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2.0 EMSP Legal Register Updates and Responsibilities

1. Purpose

- 1.1 To identify, establish, implement, document and maintain a procedure to:
- 1.1.1 Identify and access the applicable legal and other requirements to which the University subscribes, related to its Environmental Aspects.
 - 1.1.2 Determine how these requirements apply to the University's Environmental Aspects
 - 1.1.3 Define responsibilities within the legal register.
- 1.2 To ensure that legal and other requirements are taken into account in establishing implementing and maintaining the EMS

2. Scope

- 2.1 All relevant environmental legislation, regulations and other requirements to which the University subscribes.
- 2.2 All relevant responsibilities within the management of the legal register

3. Responsibility

- 3.1 It is the responsibility of the Sustainability Manager (Circular Economy and EMS):
- 3.1.1 To ensure the Register of Legislation is reviewed for relevance and updated in accordance with the environmental aspects at least monthly or with relevant changes in legislation, other requirements or University activities.
 - 3.1.2 To keep a watching brief on future legislation and other requirements and incorporate these into the Register as required.
 - 3.1.4 To inform the 'Responsible Person' as defined within the Legal Register of any changes or impending changes to Legislation. The Sustainability Manager (Circular Economy and EMS) will inform the 'Responsible Person' by email and will request feedback in an agreed timescale.
- 3.2 It is the responsibility of the 'Responsible Person' to:
- 3.2.1 Identify the key actions required for compliance within their allocated area of responsibility.
 - 3.2.2 Distribute the changes in legislation to all relevant parties, within their area of responsibility.

- 3.2.3 Ensure that, should they be required, Operational Controls / Procedures and Monitoring requirements are put in place to ensure ongoing compliance.
- 3.2.4 Keep a record of actions taken for compliance checks
- 3.2.5 Feedback to the Sustainability Manager (Circular Economy and EMS) if further clarification is needed.

4. Documents

Register of Legislation.

5. Definitions

The 'Responsible Person' is defined as the person who has agreed within the University to receive, investigate and distribute as necessary any new, changes to and updates to legislation or other requirements for his / her area of responsibility.

Changes to the procedure

Version	Reason for Change	Date
2	Legal register is now updated annually as this is deemed appropriate as the EMS is more imbedded.	March 2013
3	Legal register is no longer externally verified annually by a consultancy. Instead the University has signed up to CEDREC on a 3 year contract initially.	February 2015
4	Change of department name to campus Division	December 2019
5	Change of name from Sustainability manager Waste and EMS to Sustainability Manager Circular Economy and EMS	October 2021