

**University of Bristol  
Environmental Management System  
ISO 14001:2015**

# Environmental Management Manual

<b>Reference:</b>	EMM-GUI-004
<b>Effective Date:</b>	04/06/2025
<b>Owning Department:</b>	Sustainability
<b>Review Period:</b>	2 years
<b>Version:</b>	6.0
<b>Document Type:</b>	Guidance Document
<b>Version Author:</b>	Kasia Haywood

## Version History

Version	Date	Purpose	Author	Review Due Date
1.0	20/03/18	Initial version for 2015 standard	Rose Rooney	20/03/20
2.0	22/03/19	Change of name of Bursar to Chief Property Officer. Change of 'Context of the organisation to V1.2', organisation roles version change,	Rose Rooney	22/03/21
3.0	10/12/19	Context of the organisation V1.3 change of context ion light of Climate Emergency and Campus Division Merger.	Rose Rooney	10/12/21
4.0	24/02/20	Adding reference to Procedure 9.0 EMSP Records Control.	Rose Rooney	24/02/22
5.0	04/10/21	Change of job title Sustainability manager (Waste and EMS) to Sustainability manager (Circular Economy and EMS)	Agnes Chruszcz	04/10/23
6.0	04/06/25	Review of whole document	Kasia Haywood	04/06/27

## Introduction

The purpose of the Environmental Management Manual (EMM) is to explain the core elements of the Environmental Management System (EMS). This EMM documents the procedures, responsibilities and processes which are being undertaken by The University of Bristol to establish and maintain an EMS which meets the requirements of the ISO 14001:2015 standard.

## ISO 14001:2015 Clauses

This EMM details each ISO 14001:2015 clause, associated sub-clauses and the University of Bristol EMS compliance with each one. Each clause is titled in bold below, with each sub-clause highlighted in blue.

### 4.0 Context of the organisation

The organisational context is described in document 'COG-GUI-001 Context of the organisation'. This incorporates the following clauses:

#### 4.1 Understanding the organisation and its context

#### 4.2 Needs and expectations of interested parties

#### 4.3 Scope of the EMS

The Scope of the EMS is defined as 'Whole Institution EMS – covering all operations, learning, teaching and research'. This covers all activities carried out under the Chief Property Officer, all associated contractors and suppliers and curriculum.

An assessment of the needs and expectations of interested parties has been completed, along with a review of internal and external issues which impact the EMS. These are included in the document 'COG-GUI-001 Context of the organisation'.

#### 4.4 Environmental management system

This is supported by a published 'RO-REG-002 Risks and Opportunities' document which is reviewed annually.

### 5.0 Leadership

#### 5.1 Leadership and commitment

The EMS is mainly owned and managed by the Sustainability Team but is supported by Senior Management from Campus Division. This ensures that necessary resources are made available to maintain and continually improve the system and environmental performance. Sustainability is a key aspect of the University's Vision and Strategy 2030, and the Environmental Policy has been agreed by the Vice Chancellor. The EMS is key to delivery of the policies underlying University strategies.

Campus Division Leadership Team Organogram is included in the filed EMS structure, 'CDO-DIA-001 CD Organogram 2024'.

#### 5.2 Policy

The Sustainability Policy 2017-2023 is aimed at addressing the principal activities of the University incorporating its significant aspects that have the greatest impact on the environment. It outlines the programme of environmental improvements the University of

Bristol is working toward and directly relates to the defined scope of the EMS. The Sustainability Policy is published on the University's website.

2024-25 Update: An up-to-date Policy is currently under review to align to the revised University of Bristol Vision and Strategy 2030. Until the review process is complete, we continue to follow our existing policies.

Our [Sustainability Strategy 2020-25 \(PDF, 4,230kB\)](#) sets out our plan to deliver sustainability across our operations, research, education and civic engagements. The Strategy directly supports the objectives of the EMS.

### 5.3 Organisational roles, responsibilities and authorities

The Vice Chancellor has overall responsibility for the strategic direction of the University, including the integration of Sustainability and environmental considerations into core strategy. Delivery of the University's Sustainability Policy and Sustainability Strategy in line with ISO 14001 is described in 'RRA-DIA-002 EMS: Organisational roles, responsibilities and authorities.' The Sustainability Manager (Scope 3) and Environmental Supervisors have day to day responsibility for delivering the EMS.

## 6.0 Planning

### 6.1 Actions to address risks and opportunities

#### 6.1.1 General

Risks and opportunities associated with the Universities environmental aspects, compliance obligations, needs and expectations of interested parties and other items relating to the EMS are identified by the EMS manager in collaboration with Senior staff and recorded in the 'EA-REG-003 Environmental Aspects' Register. Where appropriate, strategic risks will be evaluated through the University's Risk Register Process.

#### 6.1.2 Environmental aspects

Environmental Aspects are recorded in the 'EA-REG-003 Environmental Aspects' Register. All aspects consider direct and indirect environmental impacts, controlled and uncontrolled activities, normal, abnormal and emergency conditions.

The Environmental Aspects Register is updated in accordance with 'AIS-PRO-001 Aspects and Impacts Determining Significance'. The Sustainability Manager (Scope 3) will maintain the Environmental Aspects Register. Significant aspects are also considered from a lifecycle perspective where appropriate.

#### 6.1.3 Compliance obligations

The University has identified the environmental compliance obligations and other requirements applicable to its activities and operations. A Register of Environmental Legislation has been developed which is maintained by the Sustainability Manager (Scope 3) and Environmental Operatives. The Register is regularly reviewed and updated where necessary in accordance with 'LRU-PRO-002 Legal Register Updates and Responsibilities' to meet changes in Legislation and communicated to relevant parties.

#### 6.1.4 Planning action

The Environmental Aspects Register records planning action taken and control measures in place for each environmental aspect.

The University of Bristol develops plans to address its significant environmental aspects, compliance obligations as described in the register of environmental legislation, risks and opportunities, which are integrated into the EMS and evaluated for effectiveness. These plans are described in overarching strategies and annual Sustainability Report.

### 6.2 Environmental objectives and planning to achieve them

The University has identified Objectives and Targets as part of its Sustainability Strategy 2020-2025 in line with its Significant Aspects and Impacts. These targets are reviewed annually and are **implemented through Implementation Plans**. It is the responsibility of the Head of Net Zero Carbon & Sustainability to report on Objectives, Targets, SPIs and Programmes annually to Senior Management.

#### 6.2.1 Environmental objectives

The University of Bristol's environmental objectives are developed and maintained to control our significant aspects and compliance requirements and deliver the Sustainability Policy and Strategy. Objectives are developed considering risks and opportunities and align with the University Vision and Strategy 2030.

Overarching objectives are listed on the 'EO-GUI-002 Objectives, goals, SPIs mapping'

#### 6.2.2 Planning actions to achieve environmental objectives

Annually an 'Sustainability Report' is delivered covering the strategy areas described in the Sustainability Policy. These are delivered by persons responsible for the strategy areas and monitored by the Head of Net Zero Carbon & Sustainability. They are reported to Senior Management via the annual Sustainability report and EMS management review process.

### 7.0 Support

#### 7.1 Resources

Resources required to operate and continually improve the EMS, objectives and targets are identified by those persons responsible for delivering Sustainability Policy, strategies and environmental objective action plans. Responsibility for allocating resources lies with the Vice Chancellor for the University.

#### 7.2 Competence

Specific responsibilities for Training and Competence are defined in the procedure 'CTG-PRO-003 Competence, Training and Awareness' to ensure that staff who perform tasks that may have the potential to cause a significant environmental impact(s) are appropriately trained. The training and competencies for staff are described in the 'CA-GUI-003 Competence Assessment'. This is updated annually as part of the Senior Management Review.

#### 7.3 Awareness

All new staff are invited to an in-person induction event whereby Sustainability promote the Sustainability Policy areas, how staff can get involved in Sustainability campaigns, and help to deliver continuous improvement initiatives. A Sustainability Newsletter is published to a mailing list monthly to raise awareness of current news, events, updates and any environmental issues. All staff are 'recommended to complete an online Sustainability training module through Develop, the University staff training platform. Contractors and suppliers are engaged in Sustainability through the procurement process. The University publishes Sustainability news, Policy and Strategy, plans and reports on the University 'Sustainability' pages which is accessible to all externally. Internally, there is a dedicated Sustainability Sharepoint site accessible to all staff.

#### 7.4 Communication

Procedure 'EC-PRO-004 Environmental Communications' details the actions and responsibilities associated with the management of both internal and external communications at the University. This procedure also documents responsibilities in relation to communications associated with implementation of the EMS. Annual environmental performance is communicated to senior management via an annual EMS management review.

A schedule of overarching EMS communication is set out on the 'COM-REG-005 EMS Communications', however this is malleable and is determined by current news, events, environmental issues and Policy updates.

External communications and any complaints received relating to the scope of the EMS are logged on the 'CL-REG-006 EMS Complaints Log'. This tracks the actions taken and close out.

### 7.5 Documented information

The EMM describes the core elements of the EMS. The Sustainability Manager (Scope 3) is responsible for ensuring that all documents described are up to date and fit for purpose. The EMM is reviewed and updated annually or as required when changes to the Universities activities or risks and opportunities may impact upon its significant aspects and impacts. Procedure 'DC-PRO-005 Document Control' has been established to ensure that documents are suitably controlled, readily available and up to date. Responsibilities relating to co-ordinating the associated activities are identified in this procedure. Current versions of EMS procedures are available on the University website.

Procedure 'RC-PRO-006 Records Control' has been established to ensure environmental records are kept for required periods and maintained within the scope of the EMS to ensure conformity to the standard and applicable legislation.

## 8.0 Operation

### 8.1 Operational planning and control

Correct actions for activity at the University have been identified by two distinct categories:

- System Procedures, which relate to the mechanisms of the EMS and
- Operational Procedures, which outline a method of working and process which must be carried out to minimise a potential environmental impact.

Operational controls describe how staff undertake, and control operations associated with significant aspects, to manage or minimise their environmental impacts and maintain legal compliance.

### 8.2 Emergency preparedness and response

An emergency procedure has been developed at the University which identifies responsibilities and actions to be taken in the event of an emergency or crisis that may have an adverse effect on the environment.

Emergency incidents are recorded, 'EI-REG-008 Emergency Incidents Log', including the immediate cause of the event, immediate action, root cause investigation where required and preventive action taken with a close out timeline.

## 9.0 Performance evaluation

### 9.1 Monitoring measurement and analysis

Methods have been established, and are maintained, to monitor and measure, on a regular basis, the key characteristics of the University's operations and activities that can have a significant impact on the environment. These are outlined in 'MME-PRO-008 Monitoring and Measurement'.

#### 9.1.1 General

The institutions significant environmental aspects and impacts are determined using procedure 'AIS-PRO-001 Aspects and Impacts Determining Significance'. The Sustainability Manager (Scope 3) determines how these significant aspects and impacts are monitored and measured.

### 9.1.2 Evaluation of compliance

Procedure 'COM-PRO-009 Compliance Checks' details the methods used to ensure all relevant people comply with applicable legal compliance. It also ensures legal compliance is periodically reviewed at management meetings.

## 9.2 Internal audit

Procedure 'IA-PRO-010 Internal Audits' describes how audits are carried out at defined periods to evaluate the effectiveness of the EMS. Audits can be carried out by qualified internal or external auditors.

Findings from internal audits will be used to drive continual improvement and planning action. Corrective action will be taken, with a specified close out period following the procedure in 10.2, to resolve any non-conformances identified during internal audits which are recorded on audit reports.

### 9.2.2 Internal audit programme

The internal audit programme (Document reference: IA-REG-009) is published on the University website and describes when audits should occur.

## 9.3 Management review

Management reviews involving Senior Management are carried out annually to determine the adequacy, suitability and effectiveness of the EMS against the requirements of the scope and ISO 14001 standard. Management reviews are completed in line with procedure 'MR-PRO-011 Management Review'. This will be established through reviewing the progress of the objectives and targets set by the EMS Implementation team and Senior Management. The results of any external and internal auditing, as well as non-conformances identified, will be reported here.

# 10.0 Improvement

## 10.1 General

### 10.2 Non-conformity, corrective action and preventative action

Procedure 'NC-PRO-012 Nonconformity, corrective action and preventive action' describes the process to follow if activities do not comply with the EMS, compliance obligations or ISO standard, and the associated corrective action required. The 'CAR-FRM-003 Corrective Action Report' is utilised to assist this process and record all required information for an effective investigation to prevent re-occurrence.

### 10.3 Continual improvement

The University uses the methods described in the EMM for EMS ISO14001:2015 to drive continual improvement in line with the University's Vision and Strategy 2030, and Sustainability Policy/Strategy.