

Legal Register Updates and Responsibilities

Reference:	LRU-PRO-002
Effective Date:	30/05/2025
Owning Department:	Sustainability
Review Period:	2 years
Version:	6.0
Document Type:	Procedure
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Version History

Version	Date	Purpose	Author	Review Due Date
1.0	March 2011	Original Draft	Rose Rooney	March 2013
2.0	March 2013	Legal register is now updated annually as this is deemed appropriate as the EMS is more imbedded.	Rose Rooney	March 2015
3.0	February 2015	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.	Rose Rooney	February 2017
4.0	December 2019	Change of department name to campus Division	Rose Rooney	December 2021
5.0	October 2021	Change of name from Sustainability manager Waste and EMS to Sustainability Manager Circular Economy and EMS	Rose Rooney	October 2023
6.0	30/05/2025	Change of Sustainability Manager name	Kasia Haywood	30/05/2027

1. Purpose

1.1 To identify, establish, implement, document and maintain a procedure to:

- Identify and access the applicable legal and other requirements to which the University subscribes, related to its Environmental Aspects.
- Determine how these requirements apply to the University's Environmental Aspects.
- 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 (Scope 3):

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 (Scope 3) 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.