



Environmental Management System - Internal Audit Report

Scope of Audit: Arts University Bournemouth	
Audit Date: 31/08/2022	
Auditors: Alex Hobbins	
EcoCampus Requirements	Clause Audited
<i>Bronze Phase -Planning</i>	
1.1 Leadership & Commitment	<input checked="" type="checkbox"/>
1.2 Context of the Institution	<input checked="" type="checkbox"/>
<i>Silver Phase - Implementing</i>	
2.1 Compliance Obligations	<input checked="" type="checkbox"/>
2.2 Environmental Aspects	<input checked="" type="checkbox"/>
2.3 Planning Action	<input checked="" type="checkbox"/>
2.4 Environmental Objectives	
2.5 Environmental Policy	<input checked="" type="checkbox"/>
<i>Gold Phase - Operating</i>	
3.1 Institutional Roles, Responsibilities & Authorities	<input checked="" type="checkbox"/>
3.2 Competence & Awareness	<input checked="" type="checkbox"/>
3.3 Communication	<input checked="" type="checkbox"/>
3.4 Documented Information	<input checked="" type="checkbox"/>
3.5 Operational Planning & Control	<input checked="" type="checkbox"/>
3.6 Emergency Preparedness & Response	<input checked="" type="checkbox"/>
<i>Platinum Phase – Checking & Correcting</i>	
4.1 Monitoring, Measuring, Analysis & Evaluation	<input checked="" type="checkbox"/>
4.2 Evaluation of Compliance	<input checked="" type="checkbox"/>
4.3 Non-Conformity & Corrective Action	<input checked="" type="checkbox"/>
4.4 Internal Audit	<input checked="" type="checkbox"/>
4.5 Management Review	<input checked="" type="checkbox"/>



Internal Audit Report Form - Executive Summary

Audit Outcome:

Major N/Cs: 0

Minor N/Cs: 1

Opportunities for improvement: 4

Comments of the assessment team:

An internal audit of the Arts University Bournemouth's (AUB) environmental management system (EMS) was conducted to determine the extent to which it conforms with the requirements of ISO14001:2015. The system continues to provide an effective level of control of environmental risk and meets the clause requirements.



Signature:

Title: EcoCampus Project Manager

Date: 01.09.22



Internal Audit Report Form – Audit Findings Summary

Ref No	Clause No	Details of non-conformances or OFIs raised	Type
OFI 1	2.1	It is recommended that the future legislation and other requirements includes voluntary commitments such as: <ul style="list-style-type: none"> - Being a 'Champion' for the Dorset Sustainable Palm Oil Community project. - Participating in Hedgehog Friendly Campus - Fairtrade status. 	OFI
OFI 2	2.5	It is recommended that when the Environment Policy is next reviewed it includes the university's commitment to achieve Net zero emissions by 2030.	OFI
OFI 3	3.1	The Roles and responsibilities spreadsheet is fully up to date. However, it is recommended that it is updated to include the 'Net Zero Task Group'.	OFI
Min NC I		Containers of waste chemicals (dyes) were stored on the ground within the hazardous waste compound, with no secondary containment such as a bund or drip tray. The bund was full of waste paint tins. 	Min NC
OFI 4		It is recommended that the hazardous waste store is emptied, and the container for waste paint tins reinstated. In addition, the flammables cupboard should also be emptied. 	OFI

Review of findings from previous EcoCampus audits:

Closure of Findings from EcoCampus Gold Audit AUB – 03 on the 05/09/2019:		
OFI 1	The university should ensure that all WTN's include the relevant SIC code – 85.42/1 Higher education. The July '21 WTN from ECS for empty toner cartridges did not include a SIC code for the university which should be 85.42/1.	Open
Evidence	The WTN for toner cartridges from FEDEX still do not include the SIC code for the university 85.42/1.	
OFI 2	The 'Roles and responsibilities register' should be updated to remove reference to the Chief Operating Officer.	Closed
Evidence	The register has been updated.	
OFI 3	An OFI has been raised to update the training register and training matrix to include: <ul style="list-style-type: none"> - Carbon literacy training scheduled for students in Oct/Nov 21 and staff in 2022. - C21 into the training register – SDGs are being incorporated into the curriculum. - Update the training matrix: <ul style="list-style-type: none"> o to replace the heading for 'toolbox talks' with 'staff induction' which includes Environmental Awareness, Emergency response and reporting, energy and waste awareness. o To demonstrate that toolbox talks to cover 'Use, transport and disposal of hazardous substances' and 'Emergency spill response'. 	Closed
Evidence	The training matrix has been updated.	
OFI 4	Derwent FM have ISO14001 certification however, it would be useful for the SCSO to review the operational control and training provided to staff.	Closed
Evidence	The Environment Manager has requested copies of operational controls from Derwent FM which were provided.	
OFI 5	The waste inventory within procedure 3.5.3 Hazardous waste management should be updated to include J&G Environmental who take photographic chemical waste from the photography department.	Closed
Evidence	The waste inventory has been updated.	
OFI 6	It was noted that there were several containers of chemical and several drums, some of which were stored in drip trays, however, some were stored on the floor within the waste store. In addition, there was a large amount of WEEE waste. It is recommended that the waste is removed prior to the external ISO14001 audit.	Closed
Evidence	The corrective action relating to this OFI suggests that the hazardous waste stored was tidied up. However, during this audit a separate NC was raised due to the same issue.	
OFI 7	As spill training was last conducted in 2019, refresher training should be conducted once the university is fully open and operational in Oct/Nov 2021.	Closed
Evidence	Spill training was conducted in Nov 2021.	
OFI 8	The Non-conformance log does not fully satisfy the requirements of the clause in that:	Closed

	<ul style="list-style-type: none"> - The root cause of the NC should be identified and document - Corrective actions should be checked for effectiveness. <p>It is suggested that the NC log is amended to include a section for document the 'root cause' of the NC (column before the corrective action) and an additional section entitled 'Check for effectiveness of corrective action' (column after corrective action).</p>	
Evidence	The NC log has been updated to include these requirements.	



Audit Trace Record Form

Clause No	Audit Findings and Comments	Type
<p>1.1 4.5</p>	<p>Leadership and commitment Management Review</p> <p><u>Document(s) audited:</u> Governance for Environmental Sustainability Minutes from Environmental Committee meeting 07/05/2021 ENV 07 05 21 Agenda and papers</p> <p><u>Comments:</u> An opening meeting was conducted with the Environment and Sustainability Manager to discuss any changes, relevant to the EMS, since the last internal audit in August 2021. The changes discussed include:</p> <ul style="list-style-type: none"> - The Environment and Sustainability Manager has been promoted from the SCSO. - The previous Sustainability Plan 2015-2020 has come to an end and has been replaced with the Sustainability and Net Zero Programme. This confirms the university's carbon target to achieve Net Zero emissions by 2030. - A Net Zero Task force has been established to make decisions on how to achieve the net zero target. - Maintained the 3 star Fairtrade award. - Recently started participation with Hedgehog friendly campus. <p>Also discussed potential which align with the Sustainability and Net Zero Programme:</p> <ul style="list-style-type: none"> - Salix funding is being sought to install heat pumps on the North Building. - Looking into an electricity network around the campus with plant rooms which will feed multiple buildings – early stages. - Planning permission has been granted to replace the North Light Studios with a 2 storey building with heat pumps. - Applied for skill funding for a heat decarbonisation plan however, was unsuccessful. Re-applying in next round. <p>The governance structure has remained the same since the last audit. Commitment for the EMS continues to be demonstrated through Senior Management membership of the Environment Committee and the new Net Zero Task Force, and approval of the Sustainability and Net Zero Programme. The task force members include the VC, Finance Director, Head of Estates and Campus Services, Marketing Manager, Environment Manager, 2x academics and a Student Union representative.</p>	

	<p>Management review</p> <p>The Environment Committee continues to conduct management reviews. The EMS Annual report was presented to the Environment Committee on the 15th October 2021. The report covers the requirements of the clause including:</p> <ol style="list-style-type: none"> 1. Actions from previous management reviews 2. Environmental performance <ol style="list-style-type: none"> a. Findings from internal audits b. Findings from evaluation of compliance including compliance status c. Findings from external audits d. Status of corrective actions 3. Changes in external and internal issues relevant to the EMS, the needs and expectations of interested parties, compliance obligations, significant environmental aspects and risks and opportunities. 4. Communications including complaints 5. Resources for the EMS. 6. Opportunities for improvement <p>The evidence provided confirms continuing commitment for the EMS.</p>	
1.2	<p>Context of the institution</p> <p><u>Document(s) audited:</u> Governance for Environmental Sustainability PESTLE analysis Log of interested parties EMS Index</p> <p><u>Comments:</u> Since the last audit:</p> <ul style="list-style-type: none"> - the PESTLE analysis has been updated to include reference to global conflicts. Other risks of note include energy price changes, global pandemic, social engagement and availability of funding. - The log of interested parties has been updated but the list of interested parties remains the same. Interested parties that are managed closely include students, staff, Board of Governors, Suez, BCP, Local business and residents, Morebus and others. <p>Both registers are reviewed by 2 members of the Environment Committee annually and sent back to the Environment Manager who makes any changes.</p>	
2.1	<p>Compliance Obligations</p> <p><u>Document(s) audited:</u> Compliance Obligations Register AUB asset register Waste transfer and consignment notes</p> <p><u>Comments:</u> The Compliance Obligations register was last updated in August 2022 and is fully up to date. The Environment Act 2021 is the only significant change since the last audit. The register format remains the same and covers legislation under the following categories:</p>	

- Air and climate change
- Construction and buildings
- Water
- Nuisance
- Hazardous substances
- Conservation and biodiversity
- Waste
- Future legislation and other requirements.

It is recommended that the future legislation and other requirements includes voluntary commitments such as:

- **Being a 'Champion' for the Dorset Sustainable Palm Oil Community project.**
- **Participating in Hedgehog Friendly Campus**
- **Fairtrade status.**

Evidence of compliance was provided for the waste, energy and F-gas regulations.

Waste

Waste transfer notes were provided for various waste streams:

Annual WTN for non-hazardous waste streams collected by Suez:

- Date 21/12/21 to 21/12/22
- SIC code 85.42/1
- Wastes include general, DMR and food
- WCL CBDU93554
- Signed by both parties

Waste transfer notes for a general waste skip from Suez:

- Dates 22/06/22,
- WCL CBDU34064600,
- EWC code – 200301
- Signed by both parties.

Consignment note for waste collected by Haztech

- date 22/04/22
- Cons no. ARTSUN/28913
- SIC code 85.42/1,
- WCL - CBDU350039
- EWC codes for fluorescent tubes 200121, WEEE 200135, Paints and solvents 080111 and paints 200135.
- Part E completed – Permit no. WEX249264.

WTN for waste toner cartridges collected by FEDEX:

- Date 12/01/22
- EWC codes 080318
- WCL CBDU366553
- **No SIC code present.**

Additional consignment notes and quarterly hazardous waste returns were viewed for J&G Environmental who collect hazardous waste from photography.

OFI I

	<p>DEC's Display energy certificates are due to be re-issued at the end of September. A valid DEC was viewed in South House. It was noted that the DEC in University House has been removed whilst the wall was painted and not replaced.</p> <p>F-Gas Air-conditioning maintenance is conducted by Accolade Building Care. They maintain an asset register as part of a report which details the equipment asset number, model, and type and quantity of refrigerant gas. The report also provides information on the works carried out, including leak testing and the date of the works. Evidence was provided for the following units: <ul style="list-style-type: none"> - Asset 01335 containing 4kg of R410a <ul style="list-style-type: none"> - Leak tested – November 2021 - Asset 01336 containing 4kg of R410a <ul style="list-style-type: none"> - Leak tested – November 2021 - Asset 223 containing 3.7kg of R410a <ul style="list-style-type: none"> - Leak tested – May 2022 - Asset 371 containing 3.8kg of R410a <ul style="list-style-type: none"> - Leak tested – May 2022 <p>The evidence provided confirmed compliance with waste and F-gas regulations.</p> </p>	
<p>2.2 2.3</p>	<p>Environmental Aspects Planning action</p> <p><u>Document(s) audited:</u> Environmental Aspects Register</p> <p><u>Comments:</u> The environmental aspects register was reviewed by the Environment Manager in August 2022 and by the Interim Heads of Technical Services. Aspects have been identified and assessed for significance against the following aspect areas: <ul style="list-style-type: none"> - Emissions to air - Transport - Use and storage of chemicals and oils - Energy use - Water use - Construction - Waste - Campus grounds - Purchasing <p>Significant aspects remain relevant to the university's operations. Risks and opportunities associated with aspects have been determined and do not appear to have changed since the last audit. They include: <ul style="list-style-type: none"> - energy price fluctuations, pollution of water course, loss of biodiversity, breach of legal requirements, exceed emissions levels set through objectives, land / water contamination and others. <p>The register lists actions to address risks and opportunities associated with environmental aspects.</p> </p></p>	

<p>2.4 4.1</p>	<p>Environmental Objectives Monitoring, Measuring, Analysis and Evaluation</p> <p><u>Document(s) audited:</u> Environmental Objectives, KPI's and action planner Environment, Sustainability and Net Zero: Annual Report 2021-2022</p> <p><u>Comments:</u> Progress towards objectives and targets set within the Sustainability Plan 2015-20 are reported within the Environment, Sustainability and Net Zero: Annual Report 2021-2022.</p> <p>Progress towards objectives the previous objectives is as follows:</p> <ul style="list-style-type: none"> - to reduce emissions per head by 40% against 2005/6 level (from 0.56 tonnes to 0.336 tonnes per person) – achieved 0.171T in 2019/20 and 0.209T in 2020/21. - Reduce water consumption and emissions associated with water consumption by 2020 – achieved a year-on-year reduction in water consumption from 201/15 to 2020/21. - Send 0% to landfill by 2020 and increase recycling by 40% by 2020 – achieved a recycling rate of 57% in 2019/20 and 60% in 2020/21. - Reduce carbon associated with university transport per person against 2015/16 baseline by 2020 – achieved significant reductions in tCO₂e associated with staff commuting in 2019/20 and 2020/21 due to Covid-19. <p>Current environmental objectives and KPI's are listed within the 'Environmental Objectives, KPI's and Action Planner are as follows:</p> <table border="1" data-bbox="295 1176 1220 1964"> <tr> <td data-bbox="295 1176 758 1489">Net Zero by 2030</td> <td data-bbox="758 1176 1220 1489">Reduce site electricity consumption by 2030 in line with Heat Decarbonisation Plan and Sustainability and Net Zero Programme Transition from gas boilers to heat pumps (or other technology) by 2030</td> </tr> <tr> <td data-bbox="295 1489 758 1590">Reduce water use by 18% by 2030</td> <td data-bbox="758 1489 1220 1590">Reduce water consumption and emissions associated with water consumption by 2030.</td> </tr> <tr> <td data-bbox="295 1590 758 1758">25% waste reduction (weight) and increase recycling rate to 65% (allowing for adjustment for accommodation and year-on-year fluctuations)</td> <td data-bbox="758 1590 1220 1758">Reduce waste through waste hierarchy. Increase recycling</td> </tr> <tr> <td data-bbox="295 1758 758 1859">Zero emissions from transport 2030 (inclusive of minimized off-setting)</td> <td data-bbox="758 1758 1220 1859">Reduction through Sustainability and Net Zero Programme reporting</td> </tr> <tr> <td data-bbox="295 1859 758 1964">Enhance the sustainability of the campus</td> <td data-bbox="758 1859 1220 1964">Ensure construction projects are sustainable and increase healthy eating options</td> </tr> </table>	Net Zero by 2030	Reduce site electricity consumption by 2030 in line with Heat Decarbonisation Plan and Sustainability and Net Zero Programme Transition from gas boilers to heat pumps (or other technology) by 2030	Reduce water use by 18% by 2030	Reduce water consumption and emissions associated with water consumption by 2030.	25% waste reduction (weight) and increase recycling rate to 65% (allowing for adjustment for accommodation and year-on-year fluctuations)	Reduce waste through waste hierarchy. Increase recycling	Zero emissions from transport 2030 (inclusive of minimized off-setting)	Reduction through Sustainability and Net Zero Programme reporting	Enhance the sustainability of the campus	Ensure construction projects are sustainable and increase healthy eating options	
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Enhance the sustainability of the campus	Ensure construction projects are sustainable and increase healthy eating options											

Enhance biodiversity via net-gain matrix	Increase biodiversity via Sustainability and Net Zero Programme
Increase social justice through internal practices and up and downstream	Annual reporting tracks progress

The action planner lists actions to address all objectives. For example, actions to address carbon objectives include:


- Implement actions within the Sustainability and Net Zero Programme
- Implement actions raised within Heat Decarbonisation Plan
- Highlight, record, and address scope 3 supply chain emissions
- Maintain renewable energy through REGO or PPA
- Reduce emissions by 8% through behaviour change
- Increase PV provision input by 50% and across all available roof space
- Investigate battery technology storage in buildings
- Investigate ISO5001 implementation
- Reduce printers by 40% throughout campus
- Migrate 15% of AUB systems to cloud storage
- AUB computer base to be at least 60% laptops
- Investigate SMART campus monitoring technology
- Investigate Dorset collaboration potential e.g. large PPA

Responsibilities and completion dates have been set for all actions.

AUBs Sustainability and Net Zero Programme explains how the university intends to achieve net zero by 2030. Projects have been identified including approximate tCO2e savings.

<p>2.5</p>	<p>Environmental Policy</p> <p><u>Document(s) audited:</u> AUB Environment Policy</p> <p><u>Comments:</u> The university’s Environmental Policy was reviewed by the Environment Committee in May 2022 and signed by the VC. The Policy continues to meet the requirements of the ISO14001 standard in that it includes commitments to:</p> <ul style="list-style-type: none"> - the protection of the environment, including prevention of pollution - fulfil its compliance obligations - continual improvement of the environmental management system to enhance environmental performance. <p>The policy is communicated through the university’s website. It is recommended that when the Environment Policy is next reviewed it includes the university’s commitment to achieve Net zero emissions by 2030.</p>	<p>OFI 2</p>
<p>3.1 3.2</p>	<p>Institutional Roles, Responsibilities and Authorities Competence and Awareness</p> <p><u>Document(s) audited:</u></p>	

	<p>3.1.1 Institutional Roles, Responsibilities and Authorities Roles, Responsibilities & Training Register</p> <p><u>Comments:</u> The Roles and responsibilities spreadsheet is fully up to date. However, it is recommended that it is updated to include the ‘Net Zero Task Group’.</p> <p>Training requirements are identified and documented within the Roles, Responsibilities and Training Register. Spill training was conducted in 2019 and 2021 by the Environment Manager. The spill procedure was amended in 2021 so that only small number of staff have responsibility for addressing spillages. The staff include technicians from photography and the workshops, Facilities Technicians, Campus Services Team and Technician Demonstrators who conduct their own training. – The Environment Manager conducted training on 10/11/21 as a mock spill scenario.</p>	OFI 3
3.3	<p>Communication</p> <p><u>Document(s) audited:</u> 3.3.1 Internal and External Communications AUB website Minutes from Environmental Committee meeting 07/05/2021 ENV 07 05 21 Agenda and papers External Environmental Sustainability Communications Log</p> <p><u>Comments:</u> Procedure ‘3.3.1 Internal and External Communications’ was last updated on the 11/08/22. Communications discussed include:</p> <ul style="list-style-type: none"> - University website which has been updated to provide more information about the university’s sustainability practices and ambitions. - Webinar to staff and students delivered by the Environment Manager in May 2022. – communicated through marketing – approx. 90 participants. The webinar covered the Sustainability and Net zero programme, relevant projects, science-based targets, capital projects, offsetting, communications and academic and technician demonstrator projects. - Public interview with the VC, Paul Gogh on sustainability. - Starting up a campus services Instagram account – to be used to promote items such as hedgehog friendly campus. <p>In addition, minutes from the Environment Committee were provided as evidence of communications with staff and senior management.</p>	
3.4	<p>Documented Information</p> <p><u>Document(s) audited:</u> 3.4.1 Documented information EMS folder structure</p> <p><u>Comments:</u></p>	

	<p>Procedure '3.4.1 Documented Information' states that the SCSO is responsible for maintaining the EMS document system. The EMS documents are stored on a OneDrive system. Procedures include details of the author, approver, review date and a separate table for version control. All procedures viewed included version control, the author and approver.</p>	
<p>3.5 3.6</p>	<p>Operational Planning and Control Emergency Preparedness and Response</p> <p><u>Document(s) audited:</u> Operational control procedures AUB Chemical Spill Response Guide</p> <p><u>Comments:</u> A site tour was conducted to assess operational control relating to waste, hazardous substances and energy.</p> <p>Waste and hazardous waste management The external waste compound includes two sections for non-hazardous waste and hazardous waste streams. The non-hazardous waste streams are general waste and recycling which are stored in 1100L wheelie bins. There was no evidence of contamination. The Campus Halls bin area also includes wheelie bins for both waste streams.</p> <p>The hazardous waste store is used for waste chemicals, paints, WEEE and batteries.</p> <p>Containers of waste chemicals (dyes) were stored on the ground within the hazardous waste compound, with no secondary containment such as a bund or drip tray. The bund was full of waste paint tins.</p>  <p>It is recommended that the hazardous waste store is emptied, and the container for waste paint tins reinstated. In addition, the flammables cupboard should also be emptied.</p>	<p>Min NC 1</p> <p>OFI 4</p>



Workshops, textiles and photography

The workshops were viewed and there were limited hazardous substances stored. A spill kit was available. Separate external stores for hazardous substance are located outside the workshops.

Textiles use various chemicals which are managed by the technicians. COSSH safety data sheets were available for a sample of chemicals viewed e.g. Magnaprint Binder. Hazardous waste from textiles is stored in containers within the textiles lab areas prior to being moved to the external hazardous waste compound for disposal.

Photography manage their own hazardous waste which is disposed of by J&G Environmental. The waste is collected directly from the photography hazardous waste stores.

Discharges to water

The SCSO highlighted that the wastewater provider Aquacare do not require the university to apply for a trade effluent discharge consent.

Additional observations

Several areas of interest were viewed during the site tour including:

- Dye garden – planters that are used to grow plants used for natural dyes
- Air-source heat pumps outside Innovation House.
- Various green spaces left to go wild.

Spill response

AUB Chemical Spill Response Guide explains how a spillage should be addressed:

- Obtain PPE
- Make area safe,
- Use spill kit to prevent spread
- Clean up the spilt material using spill kit
- Dispose of in bags provided and put into hazardous waste store.
- Report incident.

There have been no spills recorded to date.

The operational control and emergency procedures appear effective however, it is recommended that the hazardous waste compound is tidied up.

4.3 Nonconformity and Corrective Action
4.4 Internal audit

	<p><u>Document(s) audited:</u> 4.3 Nonconformity and Corrective Action ISO 14001:2015 Audit Schedule</p> <p><u>Comments:</u> Procedure 4.3.1 Nonconformity & corrective action describes the process for identifying, assessing and taking action to address non-conformances. Incidents are to be reported to the Environment Manager using the Environmental Incident report form however no incidents have been reported to date. The 'Non-conformance log' lists all the non-conformances and corrective actions raised during internal and external audits. The log contains the NC's from audits since 2017. As recommended in the previous audit, the log has been updated to include a column for the root cause of the NC and checks for the effectiveness of corrective action. The findings from the last external audit have been documented including the root cause and check for effectiveness of corrective actions.</p> <p>This audit is the fourth internal audit of the EMS. The last was conducted in August 2021 and the report identified non-conformance and OFI's which are listed in the non-conformance log.</p>	
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