



Environmental Management System - Internal Audit Report

Scope of Audit: Arts University Bournemouth	
Audit Date: 22/08/2023	
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 ISO 14001:2015. The system continues to provide an effective level of control of environmental risk and meets the clause requirements.

Signature:

Title: EcoCampus Project Manager

Date: 22.08.23



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 Regulation (EU) 2019/1021 on persistent organic pollutants is added to the legal register as this applies to items of furniture waste containing POPs.	OFI
OFI 2	3.4	It is recommended that version control tables are applied to relevant registers including PESTLE & Interested parties log, Aspects register, Compliance obligations register and Roles, responsibilities & training spreadsheet.	OFI
Min NC 1	2.1	A minor NC was raised due to: <ul style="list-style-type: none"> - WTNs for toner cartridges from Effective Consumable Solutions do not contain a SIC code for the producer of the waste and have not been signed by a university representative. - Annual WTNs from PHS for sanitary waste have not been signed by a university representative. 	Min NC
OFI 3	3.5	It is suggested that procedure 3.5.4 Discharges to water is removed from the EMS as the university does not hold any consents or licences for discharging to effluent or controlled waters.	OFI
OFI 4	4.3	It is recommended that the F-Gas leak recorded on the 28/02/23 is reported as an environmental incident using the Environmental Incident report form and logged on the Non-conformance log.	OFI

Review of findings from previous EcoCampus audits:

Closure of Findings from EcoCampus Gold Audit AUB – 04 on the 22/08/2022:		
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.	Closed
Evidence	The WTN for toner cartridges from FEDEX still do not include the SIC code for the university 85.42/1. However, this has been escalated to minor NC 1 above.	
OFI 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. 	Closed
Evidence	Register updated to include these requirements.	

OFI 2	It is recommended that when the Environment Policy is next reviewed it includes the university's commitment to achieve Net zero emissions by 2030.	Closed
Evidence	The Environment Policy has been updated to include reference to the net zero strategy.	
OFI 3	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'.	Closed
Evidence	The Net Zero Task Group has been added to the Roles, responsibilities and training spreadsheet.	
Min NC 1	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.	Closed
Evidence	Operations now handle the day-to-day activities surrounding the waste compound. Photos confirmed that there is no build up of waste within the compound.	
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.	Closed
Evidence	Operations now handle the day-to-day activities surrounding the waste compound. Photos confirmed that there is no build up of waste within the compound.	



Audit Trace Record Form

Clause No	Audit Findings and Comments	Type
1.1 4.5	<p>Leadership and commitment Management Review</p> <p><u>Document(s) audited:</u> AUB Strategy 2030 Governance for Environmental Sustainability Minutes from Environmental Committee meeting 14/10/22 & 05/05/2023 Environmental Committee - Agenda and papers Sustainability and Net Zero Programme: Annual Report 2021-2022</p> <p><u>Comments:</u> An opening meeting was conducted with the Environment and Sustainability Manager to discuss any changes and projects, relevant to the EMS, since the last internal audit in August 2022. The changes discussed include:</p> <ul style="list-style-type: none">- This year has been dominated by the heat pump project which will replace gas boilers. Salix funding was awarded in Nov '22 and a proportion of the funding had to be spent by 50% by March 2023. The heat pumps have been ordered and due to be installed in May 2024.- The Carbon Trust completed the calculations for the university's scope 3 emissions which account for 70% of all AUB emissions.- The university is looking to appoint a consultant, before christmas, to complete a Heat Decarbonisation Plan. Skills funding is to be applied for in May 24, however the university will fund this internally if unsuccessful.- The Environment Sustainability Manager (ESM) has been appointed to Board of Governors. This demonstrates a greater level of commitment for sustainability at the university. He also sits on Finance and Planning Committee. <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 Net Zero Task Force.</p> <p>A presentation from the latest Environmental Committee, held on the 5th May 2023 was attached by the University Secretary, SU President, SU Green Officer, Head of Digital Services, 3 academics and the Head of Technical Services. The meeting covered:</p>	

- Dorset Scrap Store – arrangement where scrap bins are located around campus and the charity collects the items for use in workshops.
- An academic form digital fashion provided an overview on how digital fashion has been integrated into the fashion course.
- External recognition for sustainability – the university’s aim to win future awards e.g. Green Gowns.
- AUB Sustainability Awards – Students work judged.
- AUB carbon footprint for scope 3 – water, waste and procurement data.
- UN SDG’s – looking how the university can map the SDG’s against its policies.
- Annual sustainability SU update – appointed a Green Officer.
- Digital Services – provided an update on transferring data storage from servers to the cloud.
- AUB Draft Travel Plan – New plan about to go live.

Management review - Environment Committee Oct 2022

The committee meeting presentation confirmed the following items were discussed:

The report covers the requirements of the clause including:

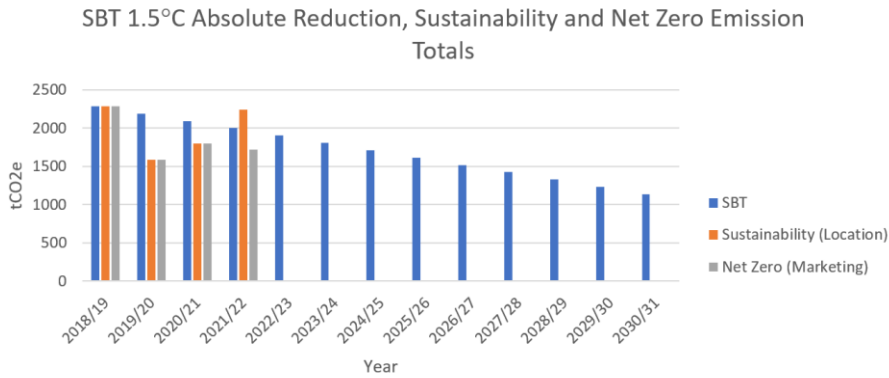
1. Actions from previous management reviews
2. Environmental performance:
 - a. Findings from internal audits
 - b. Findings from evaluation of compliance including compliance status
 - c. Findings from external audits
 - d. Status of corrective actions
3. Changes in external and internal issues relevant 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.

Strategy and reporting

The Sustainability and Net Zero Programme: Annual Report 2021-2022 has been developed to show the university’s strategy to achieve its net zero carbon target by 2030. The programme is driven through the Net Zero Task Force. The annual report provides an update of progress towards the 6 focus areas which are:

- Energy and Water
- Sustainable Resource Management
- Travel
- Sustainable Campus
- Biodiversity
- Social Justice.

The report highlights current progress towards targets and SBT:



The evidence provided confirms continuing commitment for the EMS.

Process / audit area satisfactory

I.2

Context of the institution

Document(s) audited:

- PESTLE analysis
- Log of interested parties
- EMS Index

Comments:

Since the last audit:

- the PESTLE analysis has been reviewed to replace the reference to BREXIT with UK Government policy change.
- The scoring of the log of interested parties has been updated and a new party has been added – Talbot Village Trust.

Both registers are reviewed by 2 members of the Environment Committee annually and sent back to the Environment Manager who makes any changes. This year the log was reviewed by the University Secretary and the Head of Estates and Campus Services.

The table lists the level of management required for each interested party:

Tables of Interest	
Keep Satisfied	
Suez	Waste
Chartwells	Catering
Bournemouth University	Neighbour
Architects	Architects
Central Government	Central Government
Water utility companies	Water utility companies
Energy utility companies	Energy utility companies
Fairtrade	Ethical framework
Manage Closely	
Students	Students
Staff	Staff
Board of Governors	Board of Governors
BCP	Local Authority
Mazaars	Auditors
Prospective students	Prospective students
AUBSU	AUBSU
Environment Agency	Environment Agency
DEFRA	DEFRA
Derwent FM	FM contractor
Monitor	
Local businesses & residents	Local businesses & residents
Contractors	Builders
Contractors	Maintenance
Morebus	Bus transport
Suppliers	Suppliers
Visitors	Visitors
Medical/volunteer	Student Services
Accommodation owners	Accommodation owners
Police	Police
Institution societies	Societies
Ofs	Ofs
HESA	HESA
UK Research Councils	UK Research Councils
Higher education associations	Higher education associations
People & Planet	People & Planet
Talbot Village Trust	Landlord (section of AUB estate)

Process / audit area satisfactory

2.1

Compliance Obligations

Document(s) audited:

Compliance Obligations Register
AUB asset register
Waste transfer and consignment notes

Comments:

The Compliance Obligations register was last updated in August 2023. The register format remains the same and covers legislation under the following categories:

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

It is recommended that Regulation (EU) 2019/1021 on persistent organic pollutants is added to the legal register as this applies to items of furniture waste containing POPs.

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

OFI I

Waste

Waste transfer notes were provided for various waste streams:

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

- Date 21/12/22 to 21/12/23
- SIC code 85.42/1
- Wastes include general (EWC 200301) and General mixed recycling (EWC 150106).
- WCL CBDU93554
- Signed by both parties

WTN for waste toner cartridges collected by FEDEX:

- Date 12/01/22
- EWC codes 080318
- WCL CBDU366553
- Signed by Effective Consumable Solutions representative
- **Not signed by a university representative.**
- **No SIC code present.**

The WTNs for toner cartridges are provided to the university after the waste has been received by the waste contractor therefore, the university does not sign them. It is recommended that WTNs for collections of waste toner cartridges are signed by a university representative, once the note has been received.

Annual WTN for sanitary waste collected by PHS:

- Date period: 1st Oct 2022 to 30th Sept 2023
- EWC code 180104
- WCL CBDU015856
- Signed by PHS representative.
- **Not signed by a university representative.**

A minor NC was raised due to:

- **WTNs for toner cartridges from Effective Consumable Solutions do not contain a SIC code for the producer of the waste and have not been signed by a university representative.**
- **Annual WTNs from PHS for sanitary waste have not been signed by a university representative.**

Consignment notes for waste collected by Suez:

- dates 08/03/23, 31/03/23, 02/06/23
- Cons no. ARTSUN/63669, ARTSUN/66837 & ARTSUN/73461
- SIC code 85.42/1,
- WCL - CBDU350039
- EWC codes for WEEE 200135 and domestic fridges 200123.
- Part E completed – Permit no. EPR/EB3708UG.

Quarterly hazardous waste return from J&G Environmental Ltd confirming receipt of 9 consignments between Jan and April 2023. Consignment note codes covered: ARTSUN00012 & 13.

Images of the waste storage areas were provided and there was no evidence of incorrect waste storage:

Min NC I



DEC's

DECs were viewed for:

- Library – rating B – valid until 29/09/23
- University House – rating E – valid until 29/09/23
- West Building – rating C – valid until 09/09/23.

DECs are due to be re-issued at the end of September.

F-Gas

Air-conditioning maintenance is conducted by Accolade Building Care (Refcom certificate no. REF1009447). They maintain an asset register as part of a report which details the equipment asset number, model, and type and quantity of refrigerant gas. Records were provided of equipment maintenance and servicing for the following units:

- Asset 01336 & 01426 containing 4kg of R410a
 - Leak tested – August 2023
- Asset 03047 – unit was faulty so could not be tested until repair work conducted:

External
 Daikin condenser
 Asset:223
 Internal unit controller showing an e6 error code which is a faulty compressor start up, further investigation required. Fan casing grill and electrical access case are damaged. This could hurt someone if they put there hands in there. Quotation required for new system. DE is going to do this



The evidence provided confirmed compliance with waste and F-gas regulations.

Process / audit area satisfactory

2.2
 2.3

**Environmental Aspects
 Planning action**

Document(s) audited:
 Environmental Aspects Register

Comments:
 The environmental aspects register was reviewed by the ESM, University Secretary and the Head of Estates and Campus Services in Aug 2023. Aspects have been identified and assessed for significance against the following aspect areas:

- Emissions to air
- Transport
- Use and storage of chemicals and oils
- Energy use
- Water use
- Construction
- Waste
- Campus grounds
- Purchasing.

The scoring process remains the same however, some aspects have been re-scored to align with the university's activities more closely.

- Significant aspects relate to:
- Emissions from boilers
 - Spills and leaks
 - Use of electricity
 - Use of gas
 - Use of refrigerants
 - Use of water
 - Construction, refurbishment and demolition
 - Production and storage of waste
 - Purchase of equipment, chemicals, goods and services.

The life cycle analysis remains unchanged, and risks, opportunities and actions associated with aspects have been determined and have not changed since the last audit.

Process / audit area satisfactory

2.4 Environmental Objectives
4.1 Monitoring, Measuring, Analysis and Evaluation

Document(s) audited:

Environmental Objectives, KPI's and action planner
 Environment, Sustainability and Net Zero: Annual Report 2021-2022

Comments:

Objectives and targets are listed within the Environmental Objectives, KPI's and action planner and also the Sustainability and Net Zero Programme: Annual Report 2021-2022. Objectives are set against 6 focus areas with projects for each. Progress towards these were discussed:

Focus area 1: Energy and water

- Gas target - 0% emissions. Actions discussed include:
 - replace gas boilers with heat pump – in progress.
 - Changing of cooking heat from gas to elec – not yet completed.
- Electric target - 0% emissions – REGO confirmation. Considered PPA through TEC however, currently too expensive.
- Target to reduce emissions by 8% through behaviour change - going to confirm plan this year.
 - Other actions discussed include:
 - Extend PV – looking to assess through heat decarbonisation plan.
 - Reduce the number of printers.
 - Migrate 15% of IT systems to the cloud from servers by 2025.
 - 60% of computers to be laptops.
 - Monitoring - Purchase SMART monitoring technology.
- Target to Reduce water use by 18% by 2030. Actions discussed are not yet confirmed and include:
 - Behaviour change
 - Install non-water urinals – investigate chemical use.
 - Harvest rainwater – not investigated yet.

Projected savings from projects against the 18/19 baseline are:

Baseline Total tCO₂e	1162.207
Savings tCO₂e	689.218
2030 Total tCO₂e	472.989

Focus area 2: Sustainable resource management

Target - 25% waste reduction (weight) and increase recycling rate to 65% (allowing for adjustment for accommodation and year-on-year fluctuations).

Actions discussed include:

- Investigating opportunities through procurement
- Focussing on re-use with support of SCAG.
- Food waste reduction 20% by 2026 - Catering company looking at soil association certification.
- Replacing bins in halls.

Projected savings from projects against the 18/19 baseline are:

Baseline Total tCO₂e	5.597
Savings tCO₂e	1.079
2030 Total tCO₂e	4.518

Focus area 3: Travel

Target - Zero emissions from transport 2030 (inclusive of minimized off-setting).

Actions discussed include:

- car permits include off-setting. University is planning to offset bus travel. It was noted that emissions from cars is actually lower than originally though due to more accurate data collection.
- Reduce staff car use by 8% - stopped allowing free parking after 3pm and CCTV recognition on barrier.
- Looking to increase cycle scheme cap to £3,000.
- Replacing fleet vehicles with EV. 2/3 have been replaced 1 x hybrid and 2 x EV.
- Bus contractor looking to electrify bus fleet by 2035.
- Data for flights, rail, car hire and deliveries calculated by the ESM.

Projected savings from projects against the 18/19 baseline are:

Baseline Total tCO₂e	517.033
Savings tCO₂e	473.963
2030 Total tCO₂e	43.070

Focus area 4: Sustainable Campus

Targets - Ensure construction projects are sustainable and increase healthy eating options.

Actions discussed include:

- improve healthy options.
- Construction of North Lights building will be net zero - put on hold for 12 months.

Focus area 5: Biodiversity

Target - Increase biodiversity via Sustainability and Net Zero Programme

Actions discussed include:

- Set up biodiversity net gain group.
- Set a baseline for biodiversity.

Photos of university planters including dye gardens were also provided:





Focus area 6: Social Justice

Actions discussed include:

- Assess all policies to ensure they reflect net zero commitment.
- Palm oil and fair trade commitments.

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.

It was noted that the heat decarbonisation plan will identify additional actions to address the net zero carbon target.

Process / audit area satisfactory

2.5	<p>Environmental Policy</p> <p><u>Document(s) audited:</u> AUB Environment Policy: Feb 2023</p> <p><u>Comments:</u> The university’s Environmental Policy was reviewed by the Environment Committee in Feb 2023 and signed by the Principal and VC. The Policy continues to meet the requirements of the ISO 14001 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 also reflects the university’s net zero emissions target and is communicated through the university’s website.</p> <p>Process / audit area satisfactory</p>	
3.1 3.2	<p>Institutional Roles, Responsibilities and Authorities Competence and Awareness</p> <p><u>Document(s) audited:</u> 3.1.1 Institutional Roles, Responsibilities and Authorities Roles, Responsibilities & Training Register</p> <p><u>Comments:</u> The roles, responsibilities and training spreadsheet was last updated in Aug 2023 to include the Net Zero Task Force. All other roles and training requirements relevant to the EMS have been identified. Spill training was conducted on the 14/11/23 by the ESM to:</p>	

- Facilities Technicians
- Technician Demonstrators
- Post room staff
- Cleaners
- Security.

The staff sustainability induction is conducted via a presentation delivered by the ESM. A copy of the induction was discussed which covered the following:

- The rate of change in human activity since the industrial revolution
- Legislation
- Environment Policy
- Introduction to sustainability at AUB with reference to:
 - o Climate change and ecological crisis
 - o AUB aims and net zero
- Science based targets
- Current sustainability projects e.g. heat decarbonisation plan, moving server capacity to the cloud.
- Waste, recycling and food initiatives
- Additional projects e.g. ASHPs
- Environment webpages
- AUB academic and technician demonstrator projects
- Awareness and engagement – events
- Sustainability and Net Zero project team.

Process / audit area satisfactory

3.3

Communication

Document(s) audited:

3.3.1 Internal and External Communications

AUB website

Minutes from Environmental Committee meeting

External Environmental Sustainability Communications Log

Comments:

Communications discussed include:

- Webinars on carbon and net zero programme e.g. ASHP and how the North Lights building how will achieve net zero.
- University website – updated when net zero programme was released. Recent addition of information related to sustainability in art and the curriculum.
- Events including freshers fair, fairtrade.
- Travel plan stall – to be conducted on release of new plan.
- Energy committee – informal meetings. Artwork to be designed to raise awareness on energy wastage.
- AUB human – events and sustainability awards.
- Net zero task group – the Marketing Manager sits on the group.

In addition, minutes from the Environment Committee were provided as evidence of communications with staff and senior management.

The communications log lists external communications including 3 enquiries in 2023 relating to travel, parking and the university fleet.

Process / audit area satisfactory

<p>3.4</p>	<p>Documented Information</p> <p><u>Document(s) audited:</u> 3.4.1 Documented information</p> <p>EMS folder structure</p> <p><u>Comments:</u> Procedure '3.4.1 Documented Information' states that the ESM is responsible for maintaining all documented information which is stored electronically. The online system enable version control and each procedure has a table showing the author, approver, review date and version control:</p> <table border="1" data-bbox="304 680 1086 831"> <tr> <td>Author:</td> <td>James Jackson</td> </tr> <tr> <td>Approved by:</td> <td>Tom Marshall</td> </tr> <tr> <td>Review date:</td> <td>11/08/24</td> </tr> <tr> <td>Clause Ref:</td> <td>EcoCampus: 3.4 ISO14001(2015): 7.5</td> </tr> </table> <p>Version Control</p> <table border="1" data-bbox="304 882 1086 1059"> <thead> <tr> <th>Date:</th> <th>Version:</th> <th>Author:</th> <th>Authorised by:</th> </tr> </thead> <tbody> <tr> <td>15/01/19</td> <td>v1</td> <td>JJ</td> <td>TM</td> </tr> <tr> <td>06/08/20</td> <td>v2</td> <td>JJ</td> <td>TM</td> </tr> <tr> <td>13/08/21</td> <td>v3</td> <td>JJ</td> <td>TM</td> </tr> <tr> <td>11/08/22</td> <td>v4</td> <td>JJ</td> <td>TM</td> </tr> <tr> <td>11/08/23</td> <td>v5</td> <td>JJ</td> <td>TM</td> </tr> </tbody> </table> <p>It is recommended that version control tables are applied to relevant registers including PESTLE & Interested parties log, Aspects register, Compliance obligations register and Roles, responsibilities & training spreadsheet.</p> <p>The EMS Documented Information Index was reviewed on the 11/08/23 by the ESM. The index provides an overview of the EMS including all clauses, procedures and documents.</p> <p>Process / audit area satisfactory</p>	Author:	James Jackson	Approved by:	Tom Marshall	Review date:	11/08/24	Clause Ref:	EcoCampus: 3.4 ISO14001(2015): 7.5	Date:	Version:	Author:	Authorised by:	15/01/19	v1	JJ	TM	06/08/20	v2	JJ	TM	13/08/21	v3	JJ	TM	11/08/22	v4	JJ	TM	11/08/23	v5	JJ	TM	<p>OFI 2</p>
Author:	James Jackson																																	
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13/08/21	v3	JJ	TM																															
11/08/22	v4	JJ	TM																															
11/08/23	v5	JJ	TM																															
<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> As the audit was conducted remotely, the ESM provided photos of the waste storage areas, biodiversity initiatives and a sample of air-conditioning units. In addition, operational control procedures were assessed.</p> <p>Waste and hazardous waste management Procedure 3.5.2 Waste Management and 3.5.3 Hazardous waste management explain how non-hazardous and hazardous waste streams are controlled. The waste inventories list all the contractors' licences including</p>																																	

waste carriers and environmental permits. The licences were checked against various waste transfer and consignment notes.

Discharges to water

Procedure 3.5.4 discharges to water states that the university does not hold and trade effluent discharge consents or environmental permits for water.

It is suggested that procedure 3.5.4 Discharges to water is removed from the EMS as the university does not hold any consents or licences for discharging to effluent or controlled waters.

Emissions to air

Procedure 3.5.5 Emissions to air explains how air-conditioning/refrigeration equipment, boilers and fume cupboards are managed. F-Gas records were assessed during the audit – see section 2.1 of this report.

Energy management

Procedure 3.5.6 Energy management explains how:

- the BMS is managed
- DEC's and TM44s are completed
- Energy is monitored and reported
- Carbon management and energy efficiency opportunities are identified.

The Sustainability and Net Zero Programme: Annual Report 2021-2022 provides a breakdown of performance against all 6 focus areas including energy and water with graphs showing emissions associated with electricity and gas and kWh consumption per person since the baseline year:

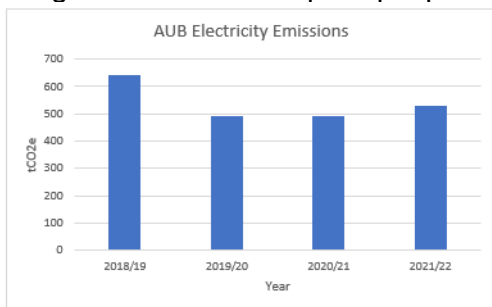


Figure 5. AUB electricity emissions (CO₂e)

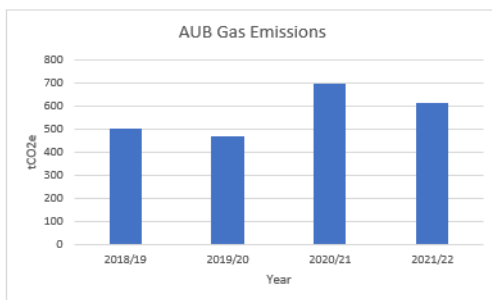


Figure 6. AUB gas emissions (CO₂e)

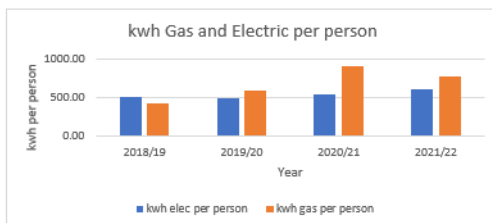


Figure 7. Gas and electric per person (kwh)

OFI 3

Procedure 3.5.7 Construction and refurbishment was not assessed as there are no current construction or refurbishment projects underway.
 Procedure 3.5.8 Contractor Control were not assessed in detail as the audit was conducted remotely.

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.

Documentation to support the spill response process includes:

- Chemical Spill risk assessment
- Chemical Spill response – Outside – Guide
- Emergency Preparedness and response procedures
- Spill training completed in Nov 22.

There have been no spills recorded to date.

Process / audit area satisfactory

4.3
4.4

**Nonconformity and Corrective Action
Internal audit**

Document(s) audited:

4.3 Nonconformity and Corrective Action
ISO14001:2015 Audit Schedule

Comments:

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.

It is recommended that the F-Gas leak recorded on the 28/02/23 is reported as an environmental incident using the Environmental Incident report form and logged on the Non-conformance log.

The 'Non-conformance log' lists all the non-conformances and corrective actions raised during internal and external audits. The log has been updated to include columns for 'root cause' and 'corrective action'. OFI's and NC's raised during the last internal and external audits were documented including details of the root cause, corrective action, check effectiveness and date closed.

All the NC's and OFIs have been closed out:

OFI 4

No	Date	Initiated By	Person Responsible	Description	Root Cause	Corrective Action	Check Effectiveness	Date Closed
61	9/22	Alex Hobbins	James Jackson	Regulation 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 It is recommended that when the Environment Policy is next reviewed it includes the university's commitment to achieve Net zero emissions by 2030.	These kind of voluntary projects and commitments were not previously included but will now be entered into the EMS Sustainability and Net Zero programme was not fully established when policy was reviewed.	These projects and commitments are now included. Will be included in next update.	Now documented. Ready for EMS audit 2023	9/22
62	9/22	Alex Hobbins	James Jackson	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.	Net Zero Task Force is a new group (12 months old)	is now included in roles and responsibilities spreadsheet	Now documented.	9/22
64	9/22	Alex Hobbins	James Jackson	hazardous waste compound, with no secondary containment such as a bund or drip tray. The bund was full of waste paint tins. 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.	The bund for this had been used to prime paints on due to excessive waste during the summer months	Extra bund as been purchased and placed in the hazardous waste area	Summer works and course clear-outs resulted in more paint tins etc than is usual. The old system normally works but an additional bunding tray has been purchased to deal with these situations	9/22
65	9/22	Alex Hobbins	James Jackson	the available storage space for hazardous waste. At the time of audit there was no incorrectly stored waste. However, this issue had been raised during the internal audit and the auditor was advised that there can be a delay from informing the contractor and having them make the collection. All the while waste is still being produced.	Hazardous waste area is always at its fullest at this time of year.	A collection had already been arranged prior to the audit, we were just waiting for collection to occur	Collection has been undertaken	9/22
66	10/22	Khaled Belgasmi	James Jackson	The institution may benefit from documenting the process for recording the data that is collected and reported as part of the annual report and internal meetings e.g. waste, water & carbon emissions etc. The current process was reviewed and there is evidence it is working. The benefit of documenting the process in written form is to increase resilience of the EMS should there ever be staff changes.	Hazardous waste area was built before Halls Campus was built which created more WEEE waste that then fills this area	We do not have the resources to change waste area at the moment. Campus Services team have taken over the role of managing day-to-day waste and also collections so they are more aware of waste build-up and can order collection with time allowed for any delays	The waste area has not overflowed.	11/22
67	10/22	Khaled Belgasmi	James Jackson	version control for its documents. There may be a benefit in utilising the automatic version control feature available within Sharepoint, which is used to hold EMS documents.	No real root cause for this, more just a natural evolution of continuous improvement in the EMS	EMS Report process included in the EMS Index	It is in the EMS Index	11/22
68	10/22	Khaled Belgasmi	James Jackson		Manual version has been used	There is now a version on sharepoint	It is on sharepoint	11/22

The processes for closing out NC's and OFI's appears effective.

Process / audit area satisfactory