



Environmental Management System - Internal Audit Report

Scope of Audit: Arts University Bournemouth	
Audit Date: 13/08/2024	
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: 0

Opportunities for improvement: 2

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: 13.08.24



Internal Audit Report Form – Audit Findings Summary

Ref No	Clause No	Details of non-conformances or OFIs raised
OFI 1	2.1	The Compliance Obligations Register should be updated to include key legal requirements relating to persistent organic pollutants, biodiversity net gain and upcoming changes to waste and food waste segregation.
OFI 2	2.4	It was noted that the target set within the draft Sustainability and Net Zero Programme are slightly different to those listed within the Environmental Objectives, KPI's and action planner. The planner should be updated to align with the new SNZ programme.

Review of findings from previous EcoCampus audits:

Closure of Findings from EcoCampus Internal Audit on the 22/08/2023:		
OFI 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.	Open
Evidence	The legal register was reviewed however, the legislation relating to POPs was omitted - see OFI 1 above.	
OFI 2	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.	Open
Evidence	The spreadsheets listed above do not have version control applied	
Min NC 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.	Closed
Evidence	The WTN now includes the relevant SIC code.	
OFI 3	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.	Closed
Evidence	The ESM has decided to keep the procedure in case it is required in the future.	
OFI 4	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.	Closed

Evidence	The leak was reported as an environmental incident using the Environmental Incident Report Form – Feb 2023.	
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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 13/10/23 & 03/05/2024 Environmental Committee - Agenda and papers Sustainability and Net Zero Programme: Annual Report 2022-2023 Draft Sustainability and Net Zero Programme (2024)</p> <p><u>Comments:</u> A meeting was held with the Environment and Sustainability Manager (ESM) to discuss any changes and projects, relevant to the EMS, since the last internal audit in August 2023. Items discussed include:</p> <ul style="list-style-type: none">- This year has been largely focused on the heat pump project, aimed at replacing gas boilers for 2 x buildings. Salix funding for a portion of the project was granted in November 2022. The heat pumps have been installed and the project is near completion.- A new Sustainability & Net Zero Programme has been produced which is an upgraded version of the original SNZ 2022-2030. The targets remain the same however, the document provides additional information for carbon emissions and reductions required to achieve net zero by 2030.- A Sustainable Procurement Group was established however, the key members from finance and procurement left the university so the ESM is looking to re-establish this shortly. <p>The governance structure remains the same and is documented within the 'Governance for Environmental Sustainability' document. Commitment for the EMS continues to be demonstrated through Senior Management membership of the Environment Committee and the Net Zero Task Force. Minutes from the last Environment Committee on the 03.05.24 confirmed items discussed including:</p> <ul style="list-style-type: none">- Sustainability and Net Zero report 2022-23 update- Updates from the ESM regarding the submission of a funding bid to Salix for the development of a heat decarbonisation plan.- Updates from the SU highlighting that there has been a decrease in student volunteering for the green agenda.- Promotion of sustainability activities and Sustainability awards.- Sustainable procurement and finance – confirmation that supply chain emissions will not be included in net zero emissions reporting. It was noted	

that supply chain emissions are included separately in the latest SNZ report.

Management review - Environment Committee Oct 2023

The committee annual report agenda covers the following:

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.

The report provided the committee with an update on environmental performance against environmental objectives and projects, highlighting the project status and approximate carbon savings.

Strategy and reporting

AUB Strategy 2030 includes several references to environmental responsibility and challenges. A key statement is:

“Underpinning our Strategy is a core commitment to diversity and inclusivity, and an environmentally sustainable future.” The strategy also references the university’s achievement of EcoCampus Platinum.

The second version of the Sustainability and Net Zero Programme defines the university’s commitments to achieve net zero emissions by 2030. The document is awaiting approval, however, updates the previous version by providing details of scopes 1, 2 & 3 emissions and a trajectory and projects to achieve net zero.

An annual report was produced for 2022-23 which provided an update of progress towards the 6 focus areas which are:

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

This is discussed further in section 2.4 of this report.

The evidence provided confirms continuing commitment for the EMS.

Process / audit area satisfactory

1.2	<p>Context of the institution</p> <p><u>Document(s) audited:</u> PESTLE analysis Log of interested parties EMS Index</p> <p><u>Comments:</u></p>	
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The PESTLE analysis largely remains unchanged, continuing to highlight the issues, risks, opportunities, and actions relevant to the university's context. In August 2024, the register was reviewed by members of the Environment Committee including the Head of Estates and Campus Services, the Operations Manager for Estates and Campus Services, and the ESM. The log of interested parties is also reviewed at the same time. The log includes a matrix of interested parties which have been assessed based on the level of management required including:

- Keep satisfied
- Monitor
- Manage closely and keep informed.

The 2024/25 log shows interested parties as follows:

2024/25	
Keep Satisfied	
Mazaars	Auditors
Architects	Architects
Ofs	Ofs
Central Government	Central Government
Energy utility companies	Energy utility companies
Manage Closely	
Students	Students
Staff	Staff
Board of Governors	Board of Governors
Chartwells	Catering
Prospective students	Prospective students
AUBSU	AUBSU
People & Planet	People & Planet
Environment Agency	Environment Agency
DEFRA	DEFRA
Derwent FM	FM contractor
Fairtrade	Ethical framework
Monitor	
BCP	Local Authority
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
HESA	HESA
UK Research Councils	UK Research Councils
Higher education associations	Higher education associations
Water utility companies	Water utility companies
Talbot Village Trust	Landlord (section of AUB estate)
Keep Informed	
Suez	Waste
Bournemouth University	Neighbour

The documented evidence continues to meet the requirements of the clause by determining the context and identifying the needs and expectations of interested parties.

Process / audit area satisfactory

2.1

Compliance Obligations

Document(s) audited:

- Compliance Obligations Register
- F-Gas maintenance records
- Waste transfer and consignment notes

Comments:

The Compliance Obligations register was last reviewed in August 2024. The format of the register 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.

The Compliance Obligations Register should be updated to include key legal requirements relating to persistent organic pollutants, biodiversity net gain and upcoming changes to waste and food waste segregation.

OFI I

The updates should include:

- *The Persistent Organic Pollutants Regulations 2007 & The Persistent Organic Pollutants (Various Amendments) Regulations 2019"*
- *Schedule 7A of the Town and Country Planning Act 1990 (as inserted by Schedule 14 of the Environment Act 2021) & requirements relating to the 'Environment Act' for biodiversity net gain."*
- *The Environment Act 2021 (Commencement No. 9 and Transitional Provisions) Regulations 2024 & The Separation of Waste (England) Regulations 2024.*

See *EcoCampus Compliance Register Aug 2024* for details.

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

Waste

Waste transfer notes were provided for various waste streams:

WTN for waste toner cartridges collected by FEDEX:

- Date 04/08/23
- SIC code 85.42/1
- EWC codes 080318
- WCL CBDU93735
- Signed by both parties

Consignment notes for waste collected by Suez:

- date 17/10/23
- Cons no. ARTSUN/488105
- SIC code 85.42/1
- WCL – CBDU93554
- EWC code – 150110 – empty paint tins
- Part E completed – Permit no. EPR/EB3599LH.

Consignment notes for waste collected by Suez:

- dates 04/10/23,
- Cons no. ARTSUN/488102
- SIC code 85.42/1
- WCL – CBDU93554
- EWC code – 200135: WEEE waste and 200123: fridge.
- Part E completed – Permit no. EPR/EB3708UG.

In addition, quarterly hazardous waste returns from J&G Environmental Ltd confirmed disposal and receipt of 8 consignments between August and November 2023.

DEC's

DECs were viewed for:

- Library – rating B – valid until 29/09/24
- University House – rating D – valid until 29/09/24
- Workshops – rating D – valid until 29/09/24

- West Building – rating C – valid until 29/09/24.

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

TM44 assessments

An air-conditioning assessments certificate for the campus is valid until 5th Sept 2028. Certificate number- 7998-5372-1872-0785-3296.

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.

Maintenance records were provided for multiple air-conditioning units which were cross referenced against the asset register. Examples viewed include:

March 2024 maintenance report:

- Asset: 01342 - Location: North building 101 external plant - R410a 11.7kg (24.4 TCO₂e) – leak tested
- Asset: 278 Location: Condenser - North building art extension rooftop – R410a 1.7kg (3.5 TCO₂e) – leak tested
- Asset: 227 – Location, North building art extension rooftop compound – R410a 2.7kg (5.6 TCO₂e) – leak tested.
- Asset: 223 – Location, North building art extension rooftop compound – R410a 4kg (8.35 TCO₂e) – leak tested.
- Asset: 01396 Location: North building b1.27– R410a 4kg (8.24 TCO₂e) – leak tested.

The maintenance records confirm that leak tests have been completed for the sample of AC units assessed.

The evidence provided confirmed compliance with waste, energy performance of buildings 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, the Head of Estates and Campus Services and the Operations Manager for Estates and Campus Services in Aug 2024. The aspects remain the same since the last audit and are categorised into 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 of aspects has not changed, and 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. Actions include:

- Objectives and targets
- Operational controls e.g. maintenance of equipment through software.

Although the aspects register is largely the same, the aspects are applicable to the university's activities.

Process / audit area satisfactory

**2.4
4.1**

**Environmental Objectives
Monitoring, Measuring, Analysis and Evaluation**

Document(s) audited:

Environmental Objectives, KPI's and action planner
Sustainability and Net Zero Programme: Annual Report 2022-2023
Draft Sustainability and Net Zero Programme (2024)

Comments:

Objectives and targets are listed within the Environmental Objectives, KPI's and action planner against 6 focus areas:

- Energy and emissions
- Water
- Sustainable Resource Management
- Travel
- Sustainable Campus
- Biodiversity

It was noted that the target set within the draft Sustainability and Net Zero Programme are slightly different to those listed within the Environmental Objectives, KPI's and action planner. The planner should be updated to align with the new SNZ programme.

The revised SNZ updates the targets and includes potential projects and estimated carbon savings. Revised objectives and projects are as follows:

Emission Source	Target	Project	Date	Baseline tCO ₂ e	Approx. tCO ₂ e Saving
Gas	0% emissions	Install Heat pumps	2030	502.488	502.488
Vehicle fleet	0% (onboard) emissions	Electric vehicles	2030	12.923	12.923

OFI 2

Refrigerant Leaks	Maintenance	Maintenance	2030	N/A	N/A
Volatile Organic Compounds	TBC	TBC	2030	TBC	TBC
Electric	0% emissions	Maintain renewable energy through REGO or PPA	2030	641.601	641.601 (*)
Water	10% reduction (m3)	Behaviour change, waterless toilets	2030	7.356	1.066
Operational waste	25% decrease (tonnes weight)	Investigate waste streams and reduction opportunities through behaviour change and procurement	2030	5.597	1.079
Wastewater	10% reduction in water (m3)	Behaviour change, waterless toilets	2030	15.084	1.508
Staff Commuting	Reduce 100%	Travel portal and offset	2025	573.054	573.054
Student Commuting	Reduce 40%	Behaviour changes and travel incentives	2025	472.631	189.052
Student Commute from Home	Reduce 25%	Behaviour changes and travel incentives	2030	1,163.998	291.000
Business Travel	Reduce 75%	Behaviour changes and travel incentives	2030	286.641	214.981
Capital Projects	Zero emissions	Offset	2024	N/A	N/A
T&D	Electricity projects	Electricity projects	2030	55.809	11.195
Homeworking	TBC	TBC	2030	94.742	TBC
				Market Reporting	
Baseline Total (minus Supply Chain) tCO₂e				3,737.182	
Savings (minus Supply Chain) tCO₂e				2,439.947	
2030 Total tCO₂e				1,297.235	
Difference to Science-Based-Target tCO₂e				-556.407	

In addition, targets have been set for supply chain emissions, which are not included within the overall net zero target.

Other targets and projects have been set which do not relate to achieving net zero emissions including:

Focus Area	Target	Project
Waste	Recycling rate 65% (adjust for accommodation waste)	Waste audit, procurement opportunities, education
Waste	zero one-use coffee cups on campus	Restrict one-use coffee cup use to visitors, Open Day, or other-special events and only served from one eatery
Travel	Zero emissions of AUB bus fleet	Electrification of the bus fleet (by contract negotiation)
Food	Improve healthy options and lower associated emissions year on year	Improve sustainable, ethical, and healthy eating options in eateries
Buildings	Refurbishments to existing buildings to raise energy, heat, and water efficiency	Existing buildings will need refurbishment to lower energy, heat and water costs and improve efficiency and net zero

Buildings	All new builds to be at least one of net-zero, BREEAM, or WELL standard	Eliminates potential net-increase from campus expansion
Biodiversity	Demonstrate year on year net-biodiversity gain	Increase biodiversity net-gain through various projects
Pollinators	Set a percentage target to increase pollinator friendly ecology and habitats to mitigate against the ecological crisis	Introduce, improve pollinator friendly ecology
Hedgehogs	Obtain hedgehog friendly campus status	Work towards gold certification over the next three years

The Annual Report 2022-2023 shows progress towards objectives against the 6 focus areas. Progress towards net zero target is summarised within the report:

Table 1. Net Zero Emissions Inventory totals 2005/06, 2018/19 and 2019/20 to 2022/23.

tCO2e Source / Year	2005/06			2018/19			2019/20			2020/21			2021/22			2022/23		
	Scope	(L) tCO2e	(L) tCO2e	(L) tCO2e	Offset	(M) tCO2e	(L) tCO2e	Offset	(M) tCO2e	(L) tCO2e	Offset	(M) tCO2e	(L) tCO2e	Offset	(M) tCO2e	(L) tCO2e	Offset	
Gas	1	357.000	502.488	468.439		468.439	695.894		695.894	616.276		616.276	530.183		530.183			
Fleet Vehicles	1	9.000	12.923	7.339		7.339	8.450		8.450	10.942		10.942	8.833		8.833			
Refrigerant Leak	1	0.000	0.000	0.000		0.000	0.000		0.000	0.000		0.000	53.487		53.487			
VOC's	1	0.000	0.000	0.000		0.000	0.000		0.000	0.000		0.000	0.000		0.000			
Scope 1 Total	1	366.000	515.411	475.778	0.000	475.778	704.344	0.000	704.344	570.429	0.000	570.429	592.503	0.000	592.503			
Scope 2 Total (Electric)	2	978.000	641.601	491.059	491.059	0.000	491.118	491.118	0.000	569.443	569.443	0.000	528.665	528.665	0.000			
Water	3	5.000	7.356	4.050		4.050	2.810		2.810	3.200		3.200	3.061		3.061			
Wastewater	3	4.199	15.084	10.230		10.230	6.180		6.180	6.700		6.700	3.475		3.475			
Waste	3	5.000	5.597	4.140		4.140	3.515		3.515	4.624		4.624	4.941		4.941			
T&D's	3	50.365	55.809	41.833		41.833	43.460		43.460	50.365		50.365	45.134		45.134			
Staff Commute	3	453.990	573.054	223.005		223.005	223.005		223.005	573.683		573.683	177.175		177.175			
Student Commute	3	627.536	472.631	333.867		333.867	333.867		333.867	374.775		374.775	276.692		276.692			
Home Student Travel	3	982.810	1163.998	1163.998		1163.998	1163.998		1163.998	1163.998		1163.998	822.308		822.308			
Business Travel	3	101.202	286.641	111.470		111.470	107.832		107.832	79.360		79.360	59.991		59.991			
Homeworking	3	0.000	0.000	94.742		94.742	94.742		94.742	94.742		94.742	94.742		94.742			
Construction Projects	3	0.000	0.000	0.000		0.000	0.000		0.000	0.000		0.000	0.000		0.000			
Supply Chain	3	5867.000	5867.000	5867.000		5867.000	5867.000		5867.000	5867.000		5867.000	5867.000		5867.000			
Scope 3 Total	3	8097.1	8447.170	7854.335	0.000	7854.335	7846.409	0.000	7846.409	8218.447	0.000	8218.447	7354.520	0.000	7354.520			
Total		9441.1	9604.182	8821.172	491.059	8330.113	9041.871	491.118	8550.753	9358.319	569.443	8788.876	8475.687	528.665	7947.022			

In addition, progress towards completion of projects is summarised. For example, progress toward actions to address focus area for 'Sustainable Resource Management:

Table 3. Sustainable Waste Management. Blue data is repeated baseline data and not included in total.

Focus Area	Target	Project	Date	Baseline tCO ₂ e (unless stated otherwise)	Approx. tCO ₂ e Saving
Waste	25% reduction (t weight)	Investigate waste streams and associated reduction opportunities through behaviour change and procurement activity	2030 overall reduction 12% by 2025	5.597 tCO ₂ e	1.079 tCO ₂ e
Waste	20% food waste reduction	Investigate food procurement, portion size, increase food waste capture, increase food giveaway schemes	2026	6.464t (weight)	SAC (0.028 tCO ₂ e and 1.204t (weight))
Waste	Recycling rate 65% (adjust for accommodation waste)	Waste audit, procurement opportunities, education	2030	59%	SAC 11t (weight) of waste going to

AUBs Sustainability and Net Zero Programme explains how the university intends to achieve net zero by 2030. Some projects have been completed and others are in progress or not started. In addition, environmental performance is reported within the annual report 2022-23.

Process / audit area satisfactory

2.5

Environmental Policy

Document(s) audited:

AUB Environment Policy: Feb 2023

	<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 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, which is valid until Feb 2028, reflects the university's net zero emissions target and is communicated through the university's website.</p> <p>Process / audit area satisfactory</p>	
<p>3.1 3.2</p>	<p>Institutional Roles, Responsibilities and Authorities Competence and Awareness</p> <p><u>Document(s) audited:</u> Institutional Roles, Responsibilities and Authorities Roles, Responsibilities & Training Register</p> <p><u>Comments:</u> The procedure entitled 'Institutional Roles, Responsibilities and Authorities' was last reviewed on the 08/08/24 by the ESM. The roles, responsibilities and training spreadsheet was last reviewed and updated in Aug 2024 to include the Head of Capital Projects, who was responsible for the project to install the air-source heat pump. All other roles and training requirements relevant to the EMS have been identified. The training plan shows that spill training was conducted on the 14/11/22 by the ESM to:</p> <ul style="list-style-type: none"> - Facilities Technicians - Technician Demonstrators - Post room staff - Cleaners - Security. <p>Refresher spill training is scheduled for Nov 2024.</p> <p>The staff sustainability induction remains the same since the previous audit. It is conducted via a presentation delivered by the ESM. The induction covers the following:</p> <ul style="list-style-type: none"> - The rate of change in human activity since the industrial revolution - Legislation - Environment Policy - Introduction to sustainability at AUB with reference to: <ul style="list-style-type: none"> 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.
- The last induction completed by the ESM was in April 2024.

Process / audit area satisfactory

3.3

Communication

Document(s) audited:

- Internal and External Communications
- AUB website
- Minutes from Environmental Committee meeting
- External Environmental Sustainability Communications Log

Comments:

The Communications procedure was last updated on the 08/08/24 by the EMS. Evidence of communications provided includes:

- 04/07/24 - All staff email regarding the start of the air-source heat pump project on the 05/07/24.
- 06/06/24 - AUB bulletin with news section entitled - AUB Sustainability and Net Zero project celebrates crucial milestone – relating to the ASHP installation.
- 21/11/23 – all staff email regarding changes to the parking space booking system.
- 06/10/24 – all staff email regarding the 2023 travel festival – event to inform staff and students about travel and parking policies including sustainable travel options.

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

Process / audit area satisfactory

3.4

Documented Information

Document(s) audited:

- 3.4.1 Documented information
- EMS folder structure

Comments:

Procedure ‘Documented Information’ states that the ESM is responsible for maintaining all documented information which is stored electronically. The online system enables version control, and each procedure has a table showing the author, approver, review date and a version control table:

Author:	James Jackson
Approved by:	Tom Marshall
Review date:	11/08/25
Clause Ref:	EcoCampus: Communication ISO14001(2015): 7.4.1-7.4.3

Version Control

Date:	Version:	Author:	Authorised by:
15/01/19	v1	James Jackson	Tom Marshall
06/08/20	v2	JJ	TM
13/08/21	v3	JJ	TM
11/08/22	v4	JJ	TM
11/08/23	v5	JJ	TM
08/08/24	v6	JJ	TM

It was noted that version control tables have not been applied to relevant registers including PESTLE & Interested parties log, Aspects register, Compliance obligations register and Roles, responsibilities & training spreadsheet, as recommended during the last audit – the OFI remains open.

Process / audit area satisfactory

3.5 Operational Planning and Control
3.6 Emergency Preparedness and Response

Document(s) audited:

Operational control procedures
AUB Chemical Spill Response Guide

Comments:

All operational control procedures were reviewed on the 08/08/24 by the ESM. As the audit was conducted remotely, the ESM provided evidence of waste management, DEC's and TM44 reports and f-gas records – see section 2.1 of this report.

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 waste carriers and environmental permits. The licences were checked against various waste transfer and consignment notes – see section 2.1 of this report.

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.

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.

Energy performance data is discussed in section 2.3 of this report.

Construction and refurbishment

	<p>Procedure 3.5.7 Construction and refurbishment was not assessed as there are no current construction or refurbishment projects underway.</p> <p>Contractor control Procedure 3.5.8 Contractor Control explains that contractors must complete an environmental induction as part of the site H,S & E induction. This provides information on:</p> <ul style="list-style-type: none"> - Environmental hazardous relevant to activities conducted on site. - The use and storage of chemicals on site. - Waste disposal processes. - What to do in an emergency e.g., spill or leak. - The incident reporting process. - The institution's emergency contacts. <p>Spill response AUB Chemical Spill Response Guide explains how a spillage should be addressed:</p> <ul style="list-style-type: none"> - 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. <p>A chemical spill risk assessment was conducted in July 2022 and although the risk of spills is very low, spill training is completed every 2 years. There have been no spills recorded to date.</p> <p>The operational controls remain applicable to the university's activities.</p> <p>Process / audit area satisfactory</p>	
<p>4.3 4.4</p>	<p>Nonconformity and Corrective Action Internal audit</p> <p><u>Document(s) audited:</u> 4.3 Nonconformity and Corrective Action ISO14001:2015 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.</p> <p>The ISO14001:2015 audit schedule shows audits completed and due which include:</p>	

Milestone Description	Category	Assigned To	Progress	Start	No. Days	Auditor
ISO14001:2015 Internal Audit	On Track	JJ	100%	01/09/2023	1	Alex Hobbins
ISO14001:2015 Interface Audit	On Track	JJ	100%	01/10/2023	1	Khaled Belgasmi
EMS Management Review	On Track	JJ	100%	18/10/2023	1	Environment Committee
AUB Environment Policy Review	On Track	JJ	100%	01/02/2024	1	Environment Committee
ISO14001:2015 System Review	On Track	JJ	100%	01/08/2024	1	James Jackson
ISO14001:2015 Internal Audit	On Track	JJ	0%	01/09/2024	1	Alex Hobbins
ISO14001:2015 Interface Audit	On Track	JJ	0%	01/10/2024	1	Khaled Belgasmi
EMS Management Review	On Track	JJ	0%	18/10/2024	2	Environment Committee
AUB Environment Policy Review	On Track	JJ	0%	01/02/2025	1	Environment Committee

The 'Non-conformance log' lists all the non-conformances and corrective actions raised during internal and external audits. The log includes 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 OFI's have been closed out:

Date	Initiated By	Person Responsible	Description	Root Cause	Corrective Action	Check Effectiveness	Date Closed
08/23	Alex Hobbins	James Jackson	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.	Although regulation started on 01/10/2023 AUB waste contractor has only just contacted AUB with information with what they require	The regulation has now been entered into the register and operational team have a physical procedure in place to separate this waste stream	Will monitor after first collection and make any corrections to processes if required	08/23
08/23	Alex Hobbins	James Jackson	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.	No real root cause for this, more just a natural evolution of continuous improvement in the EMS	Have placed version control on all spreadsheets (apart from audit schedule that has date control within)	Will update version control during AUB August review as per the other documents that already have version control	08/23
08/23	Alex Hobbins	James Jackson	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.	WTNs from Effective Consumable Solutions (ECS) have never been signed or had SIC code due to the unique process and way they are collected. WTN PHS were a human-error oversight	WTNs for ECS are now signed when they are sent back to AUB and SIC code inserted. Last academic year WTNs have been signed now and SIC code inserted. WTNs are signed as per they are sent through to AUB and will now be done instantly upon receipt so that oversight does not occur	EMS audit	08/23
08/23	Alex Hobbins	James Jackson	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.	Was part of the initial requirement during initial implementation	We will leave it in even though agree it is somewhat redundant. If any new processes or new courses changed direction and we needed to obtain discharge content at least we would have a process in place	No need to check unless water discharge processes change	08/23
08/23	Alex Hobbins	James Jackson	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	although the leak was recorded, repaired and data stored (as part of SCERF) it was not thought of as an incidence but more a maintenance correction	Have reported as a environmental incident and will do so should a similar incident occur	EMS audit	08/23
09/23	Khaled Belgasmi	James Jackson	The responsibility for arranging waste collections and day to day waste management has now been transferred to the Campus Services Operations team. James previously had this responsibility. The roles & responsibilities register did not make this explicit.	Operation had been transferred but the register not updated.	Updated the register	Roles and responsibilities register	09/23
09/23	Khaled Belgasmi	James Jackson	AUB may benefit from incorporating a completed objectives task that would serve as a store of historical objectives and previous successes e.g. the carbon neutral status for staff commuting achieved in December 2022.	No real root cause for this, more just a natural evolution of continuous improvement in the EMS	Objectives planner updated.	Objectives planner	09/23

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

Process / audit area satisfactory