

Environmental Management System Action Plan

2018-19



Introduction

The purpose of the Environmental Management System (EMS) Action Plan is to support implementation of the University's [Sustainability Strategy 2016-2020](#), in particular addressing the objectives and targets identified. The objectives, targets and supporting KSI may subtly develop over the strategy period as workstreams advance and mature however they all remain focused on the eight main sustainability opportunities identified for the University, which are as follows;

- Lower Carbon
- Minimal Waste
- Biodiverse Campuses
- Sustainable Travel
- Positive Procurement
- Wellbeing & Health
- Culture & Community
- Knowledge & Skills



This plan sets out SMART objectives and targets for EMS-related actions, tracking progress annually to measure impact and supporting continual improvement under our [ISO14001:2015 certified environmental management system](#).

1. Environmental Management System at Swansea University

Swansea University is proud of its many achievements in embedding sustainability into University life. We manage our operations on a sustainable basis through a robust Environmental Management System (EMS). Our EMS has Platinum EcoCampus status and is certified to ISO14001:2015, an international environmental management standard. The system helps the University continually improve its environmental performance, its position in the Guardian-published Green League and ensures we meet HEFCW requirements and our legal compliance.

An Environmental Management System (EMS) is a tool to enable an organisation to manage its environmental responsibilities, including compliance, risk, impacts and emergencies. An important part of an EMS is the continual improvement activities to ensure the EMS stays relevant and effective in managing the environmental aspects associated with the University’s activities and operations. This continual improvement is highlighted, developed and implemented in many ways but key workstreams aligned with the deployment of the Sustainability Strategy are tracked and reviewed through objectives and targets. The 2018-19 objectives and targets linked to this EMS Action Plan are outlined in Table 1.

Table 1 – Abridged 2018-19 Objectives & Targets¹

| Objectives | Key | Target | KSI | Plan (further reference) | Responsible Person |
|--|-----|---|---|--|--|
| 1. Reduce energy consumption and associated carbon emissions whilst ensuring the University’s core activities continue | C1 | Reduce absolute carbon emissions (Scope 1 and 2) from buildings (energy) by at least 35% by 2025/26 based on 2015/16 baseline | Carbon emissions (tCO ₂ e) from the University estate pa Carbon emissions (tCO ₂ e) per m ² GIA pa Further KSIs (including Scope 3) included as part of | Swansea University Carbon & Resource Management Plan | John Llewellyn (Energy & Carbon Manager) |

¹ See Sustainability Strategy (www.swansea.ac.uk/sustainability) for the full list

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|---|-----------|--|--|--|--|
| | | | the Carbon & Resource Management Plan | | |
| 2. Reduce dependence on fossil fuel energy; moving towards more renewable or lower carbon energy sources | C2 | Increase KWh of electricity generated by onsite renewable sources year on year | KWh of electricity generated by renewable means pa | Swansea University Carbon & Resource Management Plan | John Llewellyn (Energy & Carbon Manager) |
| 3. Reduce water use on the University estate | C3 | Reduce water consumption to 1m ³ /m ² by 2018/19 | Water consumption per m ² GIA pa | Swansea University Carbon & Resource Management Plan | John Llewellyn (Energy & Carbon Manager) |
| 4. Implement sustainable design, construction and management practices in University new builds, renovations and refurbishments | C4 | Incorporate sustainability and energy-efficiency into all new build projects | % of new build projects achieving at least BREEAM Excellent pa | Swansea University Carbon & Resource Management Plan | John Llewellyn (Energy & Carbon Manager) |
| | C5 | Incorporate sustainability and energy-efficient into all renovation and refurbishment projects | Incorporate sustainability into all stages of project management / project manual by July 2019 | Swansea University Carbon & Resource Management Plan | Fiona Abbott (Environment Manger) Fiona Nixon (Head of Projects) and Project Officers |
| Minimal waste | | | | | |
| 5. Continually improve waste management | W1 | Increase diverted waste proportion to 63% by end of 2018/19 in line with the University's WMP | % of waste reused, recycled and recovered pa | Swansea University Waste | Fiona Wheatley, (Waste & |

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|--|------------|---|---|--|--|
| practices at the University | | | Further KSIs included as part of the Waste Management Plan | Management Plan | Recycling Officer) Environmental Officers |
| | W2 | Raise awareness of updated waste management practices at the University in staff, students, contractors, visitors and other stakeholders | Number of adverse events related to waste management pa | Swansea University Waste Management Plan | Fiona Wheatley, (Waste & Recycling Officer) |
| Culture and Community | | | | | |
| 10. Induct, train and support staff to conduct their activities in an environmentally responsible manner | CC1 | At least 60% of staff registered on the University's Sustainability engagement portal (SWELL) by July 2019 Increase % staff engaged with SWell on a weekly basis | Number of staff registered on Engagement portal pa % of SWell users active on a weekly basis | Swansea University Sustainability communications & engagement plan | Environment Officers & Teifion Maddocks (Sustainability & Staff Wellbeing Officer) |
| 11. To raise awareness of sustainability issues and to communicate sustainability achievements to students, staff and other stakeholders | CC2 | To hold at least 12 sustainability events, workshops or campaigns for students and staff in 2018/19 | Number of discreet corporate sustainability initiatives pa | Swansea University Sustainability communications & engagement plan Annual Sustainability Calendar | Sustainability Team |

| | | | | | |
|---|------------|---|--|--|---|
| | | | | Annual Sustainability training plan | |
| 12. To reduce the impact of the University's environmental emissions and discharges | CC3 | Achieve full legal compliance on environmental emissions and discharges | Number of legal non compliances pa | Swansea University EMS Action Plan | Fiona Abbott (Environment Manager) and EMS team |
| 13. To support ongoing continuous improvement in the University's management of environmental aspects | CC4 | To continue to embed and improve the Environmental Management System across the University | Addition of new buildings/sites pa into EMS scope Proportion of Colleges/PSUs with discreet Sustainable Action Plans (SAPs) | Swansea University EMS Action Plan | Fiona Abbott (Environment Manager) and EMS team |
| Knowledge and skills | | | | | |
| 14. To support student employability, develop skills and knowledge via the sustainability programme of work | KS1 | At least 500 students to be registered to the University Sustainability Award in year 2018/2019 | Number of students signed up to the Sustainability Award pa Number of students achieving the Sustainability Award pa | Swansea University Sustainability communications & engagement plan | Teifion Maddocks (Sustainability and Wellbeing Officer), Victoria Lewis (Sustainability Officer) and Rhia Cullen (Environment and Sustainability Assistant), Students and Peripatetic |

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| | | | | | Environment Officers |
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Supporting the deployment of this action plan is the daily implementation of the EMS at University and College/PSU-level. The Sustainability Team, primarily through the Environment Manager and direct reports, coordinates this with the support of staff, students and other stakeholders. Further information on the EMS at Swansea University can be found at <https://swansea.ac.uk/sustainability/>

Further information on the other objectives aligned to the EMS is outlined in the associated plans noted in Table 1. These can be found at <https://swansea.ac.uk/sustainability/>

2. 2018 -19 EMS Workstreams

Objective 12: To reduce the impact of the University's environmental emissions and discharges

Target CC3: Achieve full legal compliance on environmental emissions and discharges

KSI: Number of legal non-compliances pa

| Action number | Action | Campus | Target date | Progress/KSI | Lead contact |
|---------------|--|--------|-------------|----------------------------|----------------------|
| 12.1 | Ongoing environmental compliance checks through internal audit plan and inspections | ALL | Annual | See 2018-19 Internal Audit | Fiona Abbott |
| 12.2 | Optimise and communicate the environmental performance of identified emissions and discharges | ALL | Termly | Ongoing (1/month minimum) | Fiona Abbott |
| 12.3 | Identify and add environmental emissions & risks onto new QuEMIS module for risk identification | ALL | July 2019 | Ongoing | Fiona Abbott |
| 12.4 | Develop College-based monitoring plans, with opportunities for improvement identified | ALL | March 2019 | NEW | Environment Officers |
| 12.5 | Build environmental emissions & discharges into College/PSU CR Committee scorecards (or other recording method agreed with Sustainability) | ALL | Termly | NEW (scorecard/ College) | Environment Officers |
| 12.6 | Map and record all emission and discharge points on campus maps | ALL | March 2019 | NEW | Fiona Abbott |

Objective 13: To support ongoing continuous improvement in the University's management of environmental aspects

Target CC4: To continue to embed and improve the Environmental Management System across the University

KSI: (a) Addition of new buildings/sites pa into EMS scope

(b) Proportion of Colleges/PSUs with discreet Sustainable Action Plans (SAPs)

| Action number | Action | Campus | Target date | Progress/KSI | Lead contact |
|---------------|---|--------|-------------|---|----------------------|
| 13.1 | Addition of St David's site and SPECIFIC (Baglan) into the 14001 scope | NEW | August 2019 | Addition of new buildings/sites pa into EMS scope | Fiona Abbott |
| 13.2 | New buildings/operations captured within EMS arrangements | ALL | Ongoing | | EMS Team |
| 13.3 | Refresh (where applicable) the College/PSU and University's CR committees with embedded data management and updated terms of reference | ALL | August 2019 | NEW (scorecard/ College) | Environment Officers |
| 13.4 | Comprehensive update of all Colleges/PSU Aspects & Impacts registers, which will include publication of new bespoke Sustainable Action Plans (SAPs) | ALL | June 2019 | Proportion of Colleges/PSUs with discreet Sustainable Action Plans (SAPs) | EMS Team |
| 13.5 | Comprehensive update of the University Aspects & Impacts register | ALL | August 2019 | | EMS Team |

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|------|--|-----|--------|---------------------------|----------|
| 13.6 | Communicate and promote Aspects & Impacts registers within the College/PSUs to raise stakeholder awareness | ALL | Termly | Ongoing (1/month minimum) | EMS Team |
|------|--|-----|--------|---------------------------|----------|

3. Action Plan Monitoring & Review

The EMS Action Plan is owned and co-ordinated by the Sustainability Team, specifically through the Environment Manager. In line with the wider review of the Sustainability Strategy, this plan is reviewed and updated at the end of the academic year. The findings are used to develop the following academic year's targets and to ensure the continued effectiveness and applicability of engagement methods and workstreams.

Throughout the academic year the progress of the actions outlined within this plan are reviewed regularly, including through the EMS & SWell Group bimonthly meetings. On an annual basis, the progress against the objectives and targets outlined in Section 1 of the Plan are reported to the Corporate Responsibility Committee via the Management Review². The results are subsequently published in the updated revision of this plan.

The next published review will be in September 2019.

² The Management Review is encompasses the annual review of the University's environmental management system