

Aspects, Objectives and Key Actions Summary.

Loughborough University's Environmental Management System (EMS) aims to provide structure for the management and mitigation of our environmental impact. Through the EMS we have conducted an environmental review to identify our environmental aspects, the impacts they may have, and the significance of those impacts. These along with an assessment of our environmental risks and opportunities provide the structure within which we set objectives and key actions to mitigate them. These objectives and key actions inform the institution's action plans, strategies and the procedures which stem from them.

Our objectives are split into the following categories:

1. **Energy & Carbon**
2. **Waste & Resource Management**
3. **Travel & Transport**
4. **Biodiversity**
5. **Water**
6. **Emissions to air and discharges to water**
7. **Construction, Refurbishment & Maintenance of the Estate**
8. **Sustainable Procurement**
9. **Our Sustainable Action Plan**
10. **Engineering and Maintenance**
11. **Other EMS Actions**

This document summarises the objectives and the key actions set to mitigate the significance of the environmental aspects, the risks and opportunities but also to ensure continual improvement across these key areas.

Within our EMS there is a document which further details these objectives, and their relevance to the environmental policy. That document also details how the objectives will be monitored, measured and communicated but also when they are due to be completed, who by, the way in which they will be integrated into business practices and how success will be measured.

Record of Document Changes
Author, Date and Reason for changes to this document:
NH: 05.05.20 Change log added
NH: 05.05.20 Objectives and actions updated to reflect revised Objectives Register
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Objectives & Key Actions

1. Energy and Carbon

Oversight by Estates Master Planning / LUNZ

Objective To develop business cases and funding bids to support the implementation of energy reduction projects

Key Actions

1. Identify energy saving projects
2. Analyse and prioritise projects
3. Submit funding bids to appropriate Cttee

Objective To report and publish the progress of the energy and water performance on an annual basis to the appropriate University Committees

Key Actions

1. Produce draft report
2. Sign off by Senior Management
3. Publish and circulate
4. Risk assess each building and create action plan for gas and electricity shortages

Objective To ensure that reporting requirements are completed in a timely and accurate manner to ensure compliance with all internal and statutory reporting relating to carbon management: (Internal reporting, EMR, UK-ETS, CHPQA, DEC's TM44 Inspections)

Key Actions

1. The required levels of data monitoring are to be maintained or improved
2. The data submissions must meet scheme deadlines:
 - a. January - EMR, UK-ETS, CHPQA
 - b. June - DEC's
 - c. TM44 – every 5 years

Objective To work closely with the project delivery teams to ensure that cost effective technical solutions are considered, evaluated, and implemented as projects develop and review the current and planned projects in line with the published Capital Development Plan.

Key Actions

1. Quarterly meetings with Head of Projects
2. Involvement with Project Briefs and design meetings

Objective Increase energy awareness through communication with staff and student champions, Operations Mangers, and wider social media.

Key Actions

1. Target increased involvement with Schools
2. Continued use of social media
3. Continued communication through HSE meets

Objective To develop a new University de-carbonisation Plan

Key Actions Develop a decarbonisation plan for the University Campus that supports the aspirations within the University Energy Strategy and sets out a road map to net zero CO2 emissions (scope 1 and 2) by 2050 and a 78% reduction in emissions by 2035.

2. Waste & Resource Management

Oversight by SSC

Objective To ensure compliance with all waste legislation

- Key Actions*
1. Provision of appropriate waste solutions
 2. Undertaken an annual compliance audit
 3. Ensure correct documentation is maintained

Objective To monitor waste and recycling data and communicate this regularly to stakeholders

- Key Actions*
1. Review data received
 2. Identify key elements for communication
 3. Ensure regular communications

Objective To improve the application of the waste hierarchy

- Key Actions* By engaging with specific buildings on all elements of the hierarchy through:
1. The assessment of building waste types and recycling levels
 2. The identification of solutions appropriate to the building and its waste
 3. Increased staff and student awareness of waste management strategies

Key Actions By engaging with suppliers as part of the procurement process to:

1. Reduce waste
2. Encourage Reuse
3. Improve opportunities for Recycling
4. Monitor technological changes and consider impact

Key Actions By improving Reuse through:

1. The re-introduction of an internal / external reuse portal
2. Consideration of opportunities to work with Reuse Service provides

Key Actions By standardising the campus approach and communications through:

1. Bin standardisation
2. Bin procedures (incl food segregation)
3. Bin Signage

Key Actions By addressing topical issues on:

1. Single Use Plastics
2. Disposable Cups
3. Food waste

3. Travel and Transport

Oversight by Travel and Transport Group

Objective To reduce the use of fossil fuels for personal travel

- Key Actions*
1. Actions as detailed in the travel plan
 2. Ensure staff benefits remain in place
 3. Launch and develop the Choose how you move programme with Leicester County Council
 4. Improve campus infrastructure for EV charging

Objective To work closely with finance and procurement to reduce the use of fossil fuels for business travel

- Key Actions**
1. *Review current University Business Travel Policy*
 2. *Identify areas of opportunity for improvement*
 3. *Seek approvals for Actions and agree timescales*

Objective **To work with FM and procurement towards the goal of moving 50% of the Facilities Management fleet over to low-carbon vehicles**

- Key Actions**
1. *To review the objective and consider wider application*
 2. *To undertake a full fleet review*
 3. *To create an implementation plan*

4. Biodiversity

Oversight by SSC / Biodiversity Working Group

Objective **To conserve and enhance biodiversity and realise the wider benefits that this brings in line with legislation**

- Key Actions**
1. *Monitoring of the Biodiversity Action Plan and the procedures which support this.*
 2. *Biodiversity Working Group*
 3. *Embed compliance with LU Procedures*
 4. *Use news stories to evidence the importance of maintaining the green spaces.*

Objective **To integrate the LUBAP with the day to day running of the campus following/delivering the action plan**

- Key Actions**
1. *Develop opportunities for further partnership with FM colleagues*
 2. *Seek opportunities through line management of G&G*
 3. *Review of construction environmental protection process*
 4. *Ensure that LUSEP development plans include consideration of the BAP*

5. Water

Oversight by Estates Master Planning

Objective **Reduce Water Consumption by 15% Relative to Student Numbers by 2025, Compared to a 2010 Baseline**

- Key Actions**
1. *Draft new University Water Management Policy*

Objective **To develop business cases and funding bids to support the implementation of water reduction projects**

- Key Actions**
1. *Identify water saving projects*
 2. *Analyse and prioritise projects*
 3. *Submit funding bids to appropriate Cttee*

Objective **To Investigate the Feasibility of Implementing Bore Hole Technology for Sports Pitch Irrigation**

- Key Actions**
1. *Work with FM Sports Ground Management / Sport Development to assess and develop water harvesting projects for sports pitch irrigation*
 2. *Commission and Undertake a Bore Hole Feasibility Study*

6. Emissions to air and discharges to water

Oversight by SSC

Objective To ensure appropriate stakeholders are trained in pollution prevention / spill response

- Key Actions*
1. Promotion of spill response training courses
 2. Maintain and promote spill response and Chemical Management procedures
 3. Audit awareness

Objective Raising awareness of drain protection

- Key Actions*
1. Drain markers to be fitted in academic areas
 2. Drain markers to be fitted in residential areas

Objective Monitoring of smoke stacks & Water Courses as well as Licences

- Key Actions*
1. Routine visual monitoring of the FM Yard chimney
 2. Monitoring to be recorded

Objective Management of F-Gas Requirements

- Key Actions*
1. Delivery of the F-Gas Procedure
 2. Continual improvement in procedures as a result of identified audit actions
 3. Develop and delivery of F-Gas Training
 4. Continue Contractor Review Meetings
 5. Continual improvement in compliance assessments.

Objective Noise

- Key Actions*
1. Raise issue with Master Planning Sub Committee
 2. Ensure the management of noise continues to be documented in operational controls.
 3. Ensure relevant staff are aware of ongoing need to manage this by producing a briefing paper on noise, legislation, and controls.

7. Construction, Refurbishment & Maintenance of the Estate

Oversight by EMC / SSC / Biodiversity Working Group

Objective To achieve the requirements of the Sustainable Design Guide in accordance with the University policy. This Sustainability Design Guide incorporates design philosophies in support of energy saving and carbon neutrality.

- Key Actions*
1. Refer to the Design Guide
 2. Ensure that new builds are well ventilated and provide cool zones for extreme heat

Objective To consider sustainable design innovation and whole life costing where appropriate through sound business case plans.

- Key Actions*
1. As part of the design process early consultation and liaison with the Sustainability Team to determine feasibility and options.
 2. Where appropriate move forward through the design process and internal governance.
 3. Business case is part of internal governance and is discussed and decisions made on the feasibility of all projects at Operations

Committee. E&FM Projects coordinate this process and as a consequence are supportive in all environmental initiatives.

4. *To consider whole life costing and responsible material sourcing practices in the procurement of all new build and refurbishment projects.*

Objective To consider sustainable design and construction in accordance with E&FM Strategy and Action plans.

- Key Actions*
1. *To design in support of:*
 - a. *The Estate Strategy*
 - b. *The Energy Strategy*
 2. *To review the existing building stock to ensure building efficiency and effectiveness*
 3. *Consideration of those buildings that require refurbishment, replacement, or demolition.*
 4. *To work alongside and communicate with all stakeholders including sustainability at design stage of any project.*

Objective To ensure the construction and refurbishment activities are delivered in accordance with environmental legislation and the University's EMS.

- Key Actions*
1. *To ensure the regular monthly update/liaison meetings between Projects and Sustainability occur and the effectiveness reviewed regularly.*
 2. *Project Managers to include the current and relevant policies as part of the tender documents as part of the construction procurement process*
 3. *Ensure contractors have received and are actively communicating these documents at the pre contract meeting and progress meetings.*
 4. *Development and monitoring of the construction activities risk register.*
 5. *Monitoring of delivery of Health, Safety and Environmental Controls by carrying out HSE Tours*

Objective To achieve BREEAM in accord with the University policy - New Build (Excellent); Refurbishment (Very Good) unless justified and approved Ops Cttee.

- Key Actions*
1. *Early involvement of the BREEAM Accreditor*
 2. *Carry out initial BREEAM evaluation on all projects*
 3. *Undertake BREEAM accreditation process*
 4. *Sign off*

8. Procurement

Oversight by SSC / Finance Committee

Objective Develop our suppliers in terms of sustainability

- Key Actions Encourage suppliers to create a Sustainability Action Plan using the NetPositive Supplier Engagement Tool, including slavery/human trafficking mitigation actions (through supplier events, tender document, contract award letter and contract management prompts).*

Objective Ensure that regional SMEs are not unduly inhibited in winning University

contracts

Key Actions *Implement SME-Friendly Procurement Policy, including regularly attending regional SME events to explain how the University undertakes procurement*

Objective **Build social clauses into contracts, where relevant and proportionate (Social clause = Social, environmental and/or economic benefit secured and/or risk mitigated as part of the contract)**

Key Actions

- 1. Prompt consideration of sustainability benefits/risks within the checklists and templates used by Category Managers.*
- 2. Maintain the Sustainable Procurement Guidance Note that identifies potential risks and benefits to be factored into contracts.*
- 3. Category Managers to share workplans with the Sustainability Team to help identify opportunities for including social clauses in contracts.*
- 4. Explain the types of sustainability benefits/risks to be considered when undertaking a procurement exercise as part of the rolling in-house procurement training delivered to non-Procurement staff.*

Objective **To seek opportunities to improve resource efficiency / reduce resource use**

Key Actions

- 1. Develop PC/Laptop asset register, further centralise order placing via IT Services, challenge demand and reallocate unused assets (rather than purchase) where possible.*
- 2. In launching the new office furniture contract/catalogue, use the Agresso system to ensure that requisitioners first gain approval from the Furniture Manager, who will consider the re-use of second-hand stock held on site before purchasing any new items.*

9. Sustainability Action Plan

Oversight by SSC

Objective **To consider environmental impact from a social, economic, and environmental perspective**

Key Actions *1. Monitoring and delivery of Sustainability Action Plan*

Objective **To maximise positive and negative impacts of our actions evidencing good citizenship**

Key Actions

- 1. Monitoring and delivery of Sustainability Action Plan*
- 2. Ensure record of communications as evidenced under EMS 7.4*

10. Engineering and Maintenance

Oversight by SSC

Objective **To improve the awareness of the Engineering and Maintenance Team of the EMS requirements for environmental protection in E&FM Works**

Key Actions

- 1. Briefing for the Head of Engineering, Maintenance and Sustainability.*
- 2. Training for the wider Engineering and Maintenance Team on the documentation available within the EMS and its use.*
- 3. Undertake toolbox talks for the operational trade teams on the basics of environmental protection in E&FM works*

Objective To improve support for Environmental Emergency Preparedness through the Engineering and Maintenance Team

- Key Actions*
- 1. Training for the Head of Engineering, Maintenance and Sustainability.*
 - 2. Training and further development for the Building Fabric Manager*
 - 3. Undertake toolbox talks for the operational trade teams on the basics of awareness of pollution prevention and spill response*

11. Other Actions

Oversight by SSC

Objective Other Actions not associated with a Specific Objective - Management

- Key Actions*
- 1. Need to monitor HESA reporting and look at how these figures can benefit our reporting.*
 - 2. Monitor management for ongoing support*
 - 3. Gathering evidence in support of maintaining the EMS*
 - 4. Ensure Senior Management are kept apprised of the need to maintain the resources required for the EMS*
 - 5. Continue to review waste costs and seek opportunities for best value as well as best environmental solution.*
 - 6. Monitor Impact of students fees / funding*
 - 7. Review ISO14001 standard changes as and when they occur.*
 - 8. Monitor weather patterns and promote controls as required*
 - 9. Endeavour to keep EMS documentation requiring management as simple as possible.*

Objective Other Actions not associated with a Specific Objective - Stakeholder Interests

- Key Actions*
- 1. Ensure regular monitoring of customer expectations, attendance at stakeholder meetings, feedback through management meetings*
 - 2. Maintain and develop visible sustainability practices*
 - 3. Seek further opportunities to showcase links between University research and sustainability*
 - 4. Discuss with Landlord Risks with London Operations Director and Facilities Manager during internal audit*
 - 5. Need to be aware of social changes and be ready to respond to negative changes and to take advantage of positive changes*
 - 6. Develop social responsibility agenda*
 - 7. Work with LSU Action*

Objective Other Actions not associated with a Specific Objective - Legislation

- Key Actions*
- 1. Monitor commitments and ensure management are aware of these becoming compliance requirements under the EMS*
 - 2. Continually monitor legislation updates and determine actions required to maintain compliance.*
 - 3. Communicate legislative changes affecting the institution to interested parties.*
 - 4. Monitor key changes in operations and consider potential legislative implications*
 - 5. Monitoring of Brexit situation and changes in legislation as they occur*