Sustainability Guide for Environmental Management System

Royal Holloway University of London

What's this guide about about?

This environmental management system guide outlines how we meet the requirements of ISO 14001 which is the International Standard on Environmental Management. It also identifies why this is important and the actions that we take to maintain our environmental management system.

What do I need to know?

An environmental management system helps us to identify and manage significant environmental impacts, ensures that we comply with environmental legislation and provides benchmarks so that we can achieve continual improvements. It helps us to manage our resources, improves the reliability and credibility of our Environmental Sustainability Policy and helps us to show others that we are committed to meeting our environmental responsibilities by getting your EMS certified to ISO 14001.

Read this guide to understand what you need to consider when you are on our campus.

(1) Assessing our impacts on the environment
(2) Meeting legal Requirements
(3) Environmental Sustainability Policy and Targets
(4) Other Policies, procedures and guides
(5) Management, audits, review and continual improvement
(6) Training, awareness and communication

What do I need to do?

1. Assessing our impacts on the environment

In order to understand our impacts on the environment we need to assess them. We have done this by looking at all of the activities that we undertake. Then we used risk assessment to see how each one has an impact on the environment. This enabled us to understand current and future risks which our activities may pose to the environment. If you undertake any work that has the potential to have an impact on the environment it is important that you notify the Sustainability Team, so that we can assess the potential harm that this may cause.

2. Meeting Legal Requirements

We have a number of policies and procedures in place to ensure that we meet our legal requirements. You need to make sure that you are familiar with these. If you have any concerns or queries contact the Sustainability Team and we will assist you.

3. Environmental Sustainability Policy and Targets

Our Environmental Sustainability Policy outlines that we are committed to meeting the challenges of sustainable development and will work towards improving the environment, preserving natural resources and making a positive, sustainable economic and social impact. Our Sustainability Strategy 2011-2014 outlines how we plan to get there and what our targets are. These targets also help us to ensure that we are reducing our impact on the environment and that our environmental performance continually improves.

4. Other policies, procedures and guides

Other policies, procedures and guides define responsibilities for each significant environmental impact such as, waste. These help us to make it clear who is responsible for managing these. If you have management responsibility for a significant impact you should ensure that you are aware of the content of our policies, procedures and guides.

5. Management, audits, review and continual improvement

The Environmental Sustainability Committee structure helps us to ensure that we are managing our impacts. We also undertake a number of audits to ensure that policies, procedures and guidance are being followed. This helps us to review what we are doing to ensure that it works in practice and enables us to continually improve our environmental practices and performance.

6. Training, awareness and communication

To make sure everyone is aware of what they need to do we provide some online and face to face training. We communicate what we are doing through a number of channels such as, email, intranet messages, our internet site and monthly newsletters.

Document Control

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