**Environmental Management System**

**General Requirements Procedure**

**ENU-EMS-1**

**Purpose**

* To establish, document, implement, maintain and continually improve an Environmental management System (EMS) in accordance with the requirements of the Scheme and the International EMS Standard EN ISO14001:2004, with the support of the EcoCampus programme.
* To determine how the institution will meet the requirements of the scheme.
* To define and document the scope of the EMS.

**Scope**

This procedure covers activities, products and services at all sites defined within the parameters of the University EMS including 42 and 42a Colinton Road, Bainfield Student Accommodation, Bankhead workspace, Craiglockhart Campus, Gyle Offices, Merchiston Campus, Morningside Church, Orwell Terrace Student Accommodation, Riego Street Student Accommodation, Screen Academy and Sighthill Campus. Scope including full addresses of all campuses and maps stored in the Loreus document control system namely ‘Environmental History & Scope of Sites’ ENU-EMS-47. The document includes a list of campuses and accommodation sties not included in the scope, and the reasons for not being included.

**Method**

The EMS Manager has the responsibility and authority to establish, document, implement, maintain and continually improve an EMS meeting the requirements of the Scheme.

* The EMS Manager in consultation with senior management defines and documents the scope of the EMS.
* The EMS Manager conducts a baseline review of the institution’s current level of environmental performance. This is done using the Environmental Review software. This software produces an action plan for improving the environmental performance of the institution. All the action plans are located in folder Records/Action plans in the document control system.
* The EMS Manager co-ordinates the institutions environmental improvement initiatives and is the elected point of contact for all internal and external environmental issues.

**Effects and Actions on Non-Conformance**

If this procedure is not applied it will result in:

* a failure to establish, document, implement, maintain and continually improve an EMS in accordance with the requirements of the Scheme;
* a failure to determine how the institution will meet the requirements of the Scheme;
* a failure to define and document the scope of the EMS;
* a failure to review the institution’s current level of environmental performance and produce action plans for improvement;
* non-conformance with the requirements of the Scheme and/or the clauses of the EN ISO14001:2004 standard.

Departures from this procedure will be addressed using **ENU-EMS-XXX**, Nonconformity, Corrective Action and Preventative Action once developed.

**Changes to the Procedure**

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| --- | --- |
| Reason for Change | Date of Change |
| Change of campus name from Fountainbridge Student Accommodation to Bainfield Student Accommodation. Change of spelling to Riego Street Student Accommodation. Addition of reference ENU-EMS-6a to Management and Communication Structure document. | 01/05/14 |
| Change of job description for Jamie Pearson. | 12/03/15 |

**Notes:**

EMS Manager. Jamie Pearson. Environmental Sustainability Manager. Property & Facilities Services.

EMS Senior Management. Members of the Principal’s Executive Group and the Environmental Sustainability Advisory Group. See ENU-EMS-6a, stored in 3.1 Resources, Roles & Responsibilities for information on the EMS Implementation Team.

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