**Environmental Management System**

**Competence, Training and Awareness Procedure**

**ENU-EMS-2**

**Purpose**

* To ensure that the people, identified by Edinburgh Napier, who perform tasks for the University, or on behalf of the University that have the potential to cause significant environmental impacts, are competent on the basis of appropriate education, training or experience.
* To explain how training records are generated and stored.

**Scope**

All those involved in establishing, implementing and maintaining the EMS and those whose roles and responsibilities have, or could have, a significant impact on the environment.

**Method**

The EMS Manager identifies people performing tasks for, or on behalf of, the institution that have the potential to cause significant environmental impacts. This includes those associated with the institution’s environmental aspects and EMS. Their competence is then assessed by the University Human Resources and Development (HR&D) Department to establish whether they have the appropriate education, training or experience to undertake their role within the University and the EMS. If deficiencies are identified the Corporate Learning & Development Team within HR&D with the support of the EMS Manager instigates a programme or relevant training, or takes other action, to address these deficiencies. This includes training for:

* New employees;
* The general workforce;
* Students, especially those living in University managed student accommodation sites;
* Those who have or could have a significant impact on the environment, including people working for or on behalf of the institution such as suppliers and contractors;
* Those responsible for ensuring legal compliance;
* Those responsible for the procurement of goods and services;
* Those responsible for emergency procedures;
* EMS auditors.

The training programme will make people aware of:

* Their roles and responsibilities within the EMS;
* The importance of conformance with the policy, procedures and requirements of the EMS;
* The significant aspects actual or potential associated with their work or study and the environmental benefits of improved personal performance;
* Their roles and responsibility in achieving conformance with the requirements of the EMS and the potential consequence of departure from specific operating procedures.
* Emergency preparedness and response requirements.

Training is conducted using Loreus Trainer and other opportunities within and out with the University, including conferences and events managed by external parties. Loreus Trainer tracks the information accessed by each user through the system and tests their competence. The system generates training records, which are stored automatically for auditing purposes.

The Corporate Learning & Development Team and the EMS Manager organise training for internal auditors to cover:

* Audit strategy;
* Audit planning;
* Audit methodology using the clauses of the Standard;
* Audit findings and reporting.

The EMS Manager adds the results of the training needs evaluation in folder Records/Training in the document control system (section 3.2). Planned training activities are added as tasks in the EMS Manager. All records generated from training are held in Loreus Trainer or in folder Records/Training in the document control system.

Training within Edinburgh Napier is managed by the Corporate Learning & Development Team through existing University Professional Development Review (PDR) process. For more information visit <http://staff.napier.ac.uk/services/hr/workingattheUniversity/LandD/Pages/PDR.aspx> All staff at the University attend annual PDR’s as well as interim six-monthly checkups. All staff training is managed, requested and recorded through the on-line HR Connect system. The EMS Manager will ensure that links to on-line EMS learning tools are developed through the Moodle network used within the University.

Assessment and employment of new staff is the responsibility of the HR&D Team. The EMS Manager will liaise with the team to highlight key areas of competence required through all roles within the University to ensure compliance with the development of an EMS.

The EMS Manager reviews and revises the training programme as part of the annual audit and communication programme developed at the start of August each year in preparation for the start of the new academic year in September.

Effects and Actions on Non-Conformance:

If this procedure is not applied it will result in:

* A failure to correctly identify and train people who have the potential to cause significant environmental impacts;
* Non-conformance with the requirements of the Scheme and/or the clauses of the ISO14001 Standard.

Departures from the procedure are addressed using procedure 4.3.1 Nonconformity, corrective action and preventative action.doc.

**Changes to the Procedure**

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| Reason for Change | Date of Change |
| Version control information enhanced to include ‘date of first version’. | 01/05/14 |
| Change name of Principals Executive Group to University Leadership Team. | 24/01/15 |

**Notes:**

EMS Manager: Jamie Pearson. Sustainability / Environmental Advisor. Property & Facilities.

EMS Senior Management: Members of the University Leadership Team and the Environmental Sustainability Advisory Group. See ENU-EMS-006, stored in 3.1 Resources, Roles & Responsibilities for information on the EMS Implementation Team.

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