

Environmental Management System (EMS) - Maintenance & Operations inc. grounds & gardens (2015)

The following summarises the key EMS requirements relating to maintenance, grounds and gardens within the University.

Grounds & Gardens

The delivery, storage and use of diesel or oil must follow the guidance within the 'Oil delivery, storage and transfer guide'.

The use of chemicals, pesticides, herbicides and fertilizers must be preceded by a Control of Substances Hazardous to Health risk assessment and you must follow the University 'Hazardous Substances Standard' and 'Management of Hazardous Substances' Procedure.

Waste hazardous chemicals must be segregated (by type if necessary) in a dry storage area away from access to drains and will be disposed of via the University approved contractor. For hazardous chemical disposal the 'Management of Hazardous Chemical Waste' Procedure must be followed.

Progress against the University Biodiversity Standard and action plan will be monitored as part of the system.

Waste & recycling

The key principles and requirements of managing re-use, recycling and waste at the University are explained within the 'Reuse, Recycling and Waste Standard'.

If waste is taken off site a Waste Transfer Note must be completed for general waste and a Hazardous Waste Consignment Note for hazardous waste. A copy of this must be recorded as a record on EQMS.

Skip waste – skip waste must only contain inert, non-reusable waste. Hazardous waste, waste electrical and electronic waste, healthcare waste, fluorescent lighting must all be disposed of via the correct University waste streams.

Re-use – the University has a legal and moral responsibility to attempt to reuse materials and equipment. The University reuse@leeds system should be used or a University approved reuse contractor.

- Chemical Waste – 'Management of Hazardous Chemical Waste'
- Healthcare Waste (medical waste, biological samples etc) – 'Management of Healthcare Waste Streams'
- Disposal to drain – 'Management of Waste Disposal to Drain'
- Asbestos waste – 'Asbestos Standard 2015' & related guide
- Fluorescent tubes & lighting - 'Fluorescent tubes & Lighting Disposal Procedure'
- Waste Electrical and Electronic Waste – 'Waste Electrical and Electronic Waste Procedure'
- All other waste – see 'Reuse, Recycling and Waste Guide'

Maintenance projects

Should refer to the University 'Sustainable Construction Procedure' and the 'Construction and Maintenance Reuse, Recycling and Waste Procedure'.

Hazardous materials

The use of hazardous materials must be preceded by a Control of Substances Hazardous to Health risk assessment and you must follow the University 'Hazardous Substances Standard' and 'Management of Hazardous Substances' Procedure.

Waste hazardous materials must be segregated (by type if necessary) in a dry storage area away from access to drains and will be disposed of via the University approved contractor. For hazardous chemical disposal the 'Management of Hazardous Chemical Waste' Procedure must be followed.

A limited amount of chemicals can be disposed of via drain and these are outlined in the 'Management of Waste Disposal to Drain' Procedure.

Raising an issue

If you notice,

- an environmental impact on campus (e.g. energy/water waste, leaking chemicals, invasive plant species);
- find out procedures are not being followed;
- a small environmental incident (e.g. small oil spill).

the following should be used to raise an issue:

- Via an e-mail sent to sustainability@leeds.ac.uk
- Via EQMS issues manager
- Via Sentinel for environmental incidents only
- Through contacting the Estates help desk on x35555

Serious environmental incidents (emergencies)

Risk assessments will be used to identify potential serious environmental incidents. When identified, suitable control measure must be implemented and plans or procedures will be in place to manage the impact of an incident if it occurs.

The 'EMS Emergency Preparedness and Response Procedure' must be followed.