

Environmental, Energy and Sustainability Policy

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Approved by: *Vice Chancellor & Chief Executive*
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1.5	November 2020	Annual review of policy & change of ownership & People Project Review	A Hurst	Prof Geoff Smith – Vice Chancellor & Chief Executive
1.6	February 2023	Review of Policy	A Hurst	Prof Geoff Smith – Vice Chancellor & Chief Executive

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1. INTRODUCTION

The purpose of Regent's University London Limited (hereafter known as "the University") Environmental, Energy & Sustainability Policy is to set out the Vice Chancellor and Chief Executive's (VC&CE) Statement as well as the processes and procedures, with all the associated regulations and how the University will deliver and achieve compliance with them.

This policy together with this University's Environmental, Energy & Sustainability process and procedures manual (hereafter known as EMS) has been designed to be all-encompassing and to ensure that our operations and activities are captured.

This document outlines the organisation and arrangements in relation to managing Environmental, Energy & Sustainability (EMS)

Part 1: Environmental, Energy, & Sustainability Policy and Vice Chancellor and Chief Executive's

- Policy
- Statement.

Part 2: Environmental, Energy, & Sustainability Processes and Procedures Manual (EMS)

- Leadership.
- Planning.
- Support.
- Operation.
- Performance Evaluation.
- Improvement.

The following topics are covered under the Planning section of the EMS

- Biodiversity
- Energy
- Sustainability
- Waste Management
- Inspections – Audits – Action Plans
- Emergency Situations and Disaster Recovery

1.1 ORGANISATIONAL CONTEXT

The University Vice Chancellor and Chief Executive (VC/CE) is ultimately and directly accountable for Environmental Management in accordance with the UK Legislation. The Context Assessment can be found in section 4.1 of the EMS detailing the organisation structure encompassing external & internal issues that can impact the university which is monitored by the Director of Estates & Facilities with support from the Health, Safety & Environmental Manager who is responsible for this management system which is aligned to the ISO 14001:2015 standard.

1.2 SCOPE

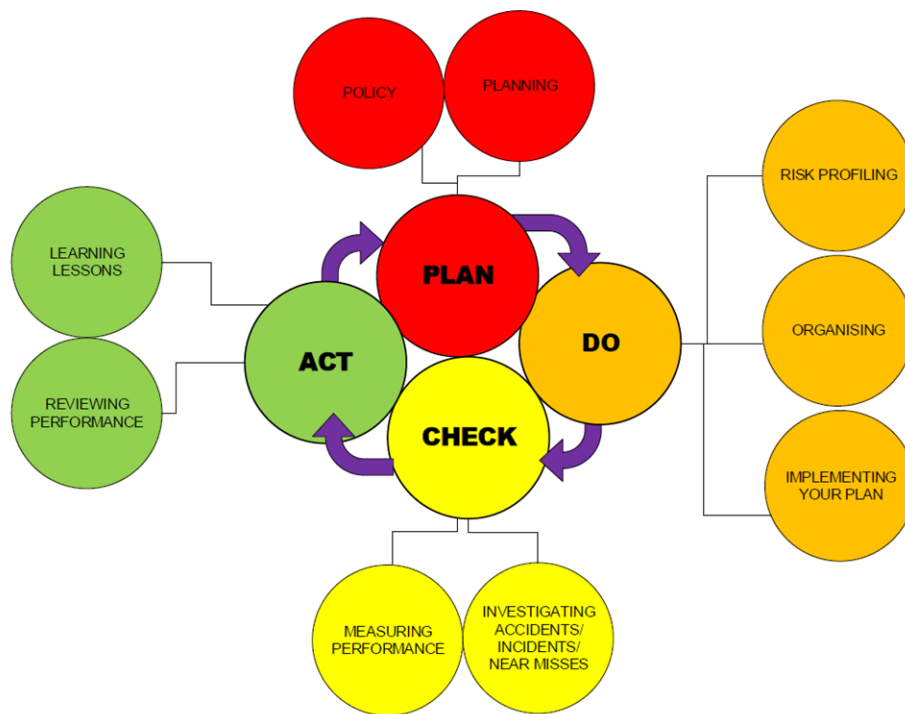
The Environmental Management System (EMS) sets out the policy, processes, and procedures to be complied with the activities that fall within environmental legislation to:

- Identify the activities involved to minimise the environmental impact that employees, contractors, visitors including students as users of the Campus.
- Reduce and manage environmental risks to as low as is reasonably practicable.
- Maintain safe plant and equipment as efficiently as possible.
- Maintain legal compliance and engage with our interested parties to understand their needs and expectations.
- Reduction of our Carbon Footprint scopes 1: Gas, 2: Electricity & 3: Business Travel, paper, waste, water

1.3 METHODOLOGY

This Policy and supporting EMS have been referenced and aligned to the ISO standard based on the principles and model on the next page.

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1.3.1 PLAN

The following areas are covered in more detail in Part 2 of our EMS

- Policy Statement (**Annex A**), Organisation and Structure, Responsibilities (**Annex B**).
- Establish and maintain an EMS aligned to the ISO standards and supporting enabling regulations.
- Defines how the University achieves compliance with Environmental legislation, who within the organisation is responsible for what, how we achieve our aims, how we measure success against this policy and ultimately sets out our plan to deliver it.
- How the University will measure performance including the environmental culture by reviewing and identifying methods that go beyond looking at data such as including active and reactive monitoring.
- How the University will respond to emergencies and co-operate with anyone who shares the workplace and co-ordinate plans with them.
- Planning for changes and identify legal requirements that apply specifically to the University.

1.3.2 DO

The following areas are covered in the EMS:

- Identify the highest impacts and deciding what the priorities are to reduce these.
- Assess risks of impacts and identification of who, how and what could cause harm in the workplace, and what to do to manage the environmental aspects.
- Delivering of our activities so that we achieve our targets in reducing waste., plans and mitigate impacts by reusing, reducing and recycling.
- Set targets to reduce our carbon emissions annually

In doing the above we shall consider:

- Involving everybody and communicating so that all are clear on what is needed, discussing
- issues and developing positive attitudes and behaviours.
- Providing adequate resources, including competent advice where needed.
- Setting environmental objectives and targets and implementing an Action plan.
- Deciding on the preventive and protective measures needed and putting them in place.
- Providing and maintaining tools and equipment to work at its most environmental effectiveness.
- Training and instruction, to ensure everyone is competent to carry out their work and do not cause an environmental incident.
- Supervision to make sure that arrangements are followed.

1.3.3 CHECK

This section covers the following areas within of the EMS:

- Measuring performance by programming systematic independent audits.
- A management reviews.
- Making sure that plans have been implemented.
- Assessing how well risks are being controlled and that aims are being achieved. In some circumstances formal audits may be required.
- Investigating the causes of incidents or near misses.

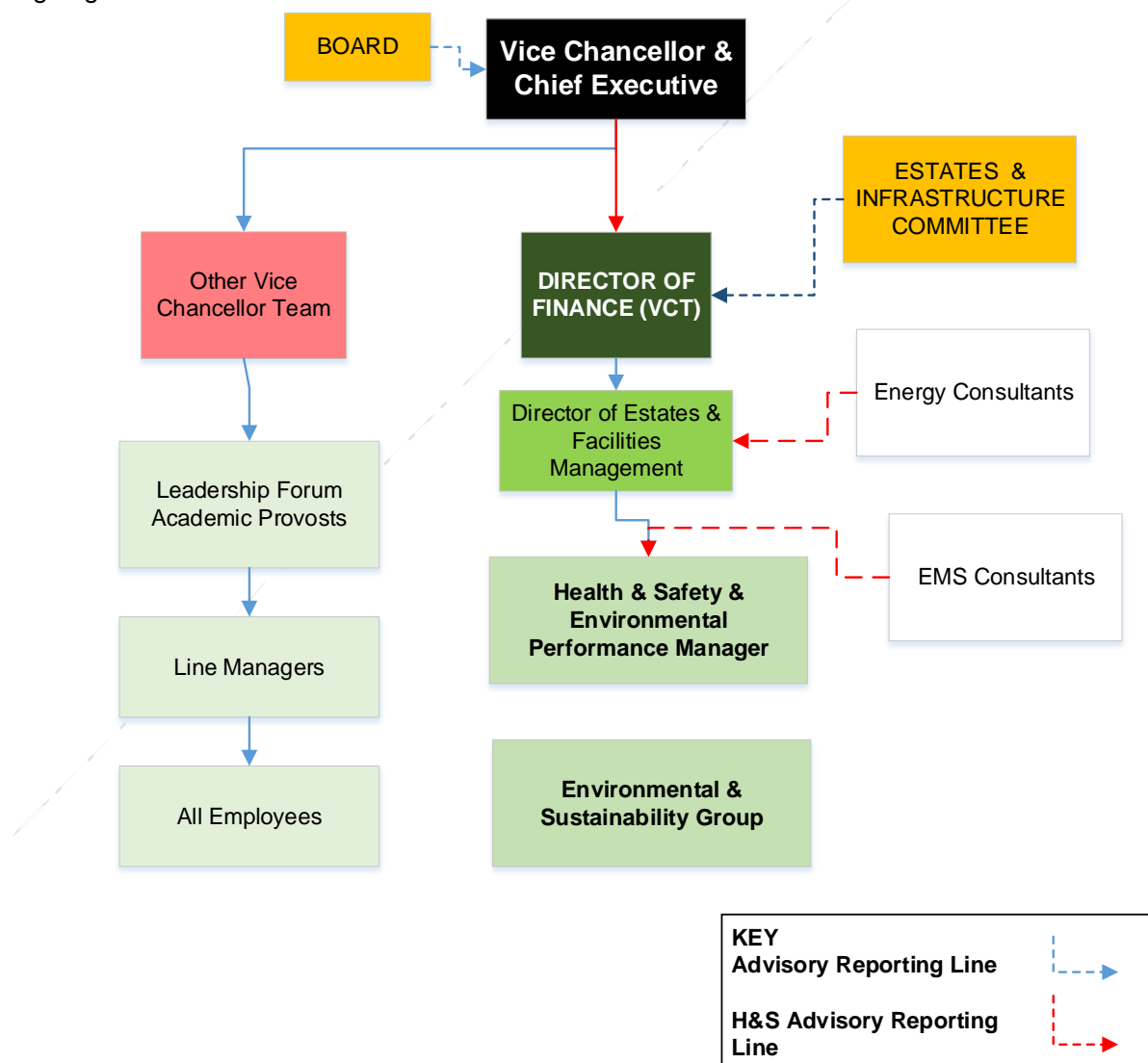
1.3.4 ACT

This section covers the following areas of University policy:

- Reviewing performance including the management review.
- Learning from incidents, ill-health data, faults and relevant experience, including from other organisations.
- Revisiting plans, policy documents to see if they are still current.
- Taking action on lessons learned, including from audit and inspection reports.

1.4 Roles & Responsibilities

Environmental, Energy & Sustainability responsibilities within this University are set out Annex B; these are linked to this University specific posts in the EMS under Organisational Structure is shown on the organigram below.



1.5 DOCUMENT OWNERSHIP, MANAGEMENT AND DATA CONTROL

This University will maintain the EMS documentation in accordance with guidelines provided by our appointed consultants "Green Element" will ensure that this system is:

- Controlled and readily available.
- Legal documents are kept as long as they are relevant.
- Reviewed annually, revised, and reissued as is necessary.
- All records and assessments will be kept as required.

1.6 MONITORING

Monitoring and reporting are important parts of Environmental and Energy evaluation. This policy and EMS require this University to receive both specific (e.g. incident led) and routine reports on performance.

This University will maintain a programme of monitoring and measuring performance of all areas involving Environmental & Energy and will ensure the allocation of appropriate resources and trained employees, are able to apply the time required as part of the planning processes.

Reviewing this University's Environmental and Energy performance is essential to establish and maintain good leadership and management competence. Together in consultation with employees and evidence of inspected areas being undertaken, that we are managing performance effectively and protecting people.

Where this is evidenced to not be the case then it will be reported to the relevant Head of Department so that they can take appropriate steps to correct the issues and where necessary it may also be escalated.

1.7 AUDITS

Audits will be conducted in a variety of different areas as listed in performance evaluation of the EMS.

1.8 MANAGEMENT REVIEW

This University's Director of Estates & Facilities Management will ensure that an annual and half yearly review of the EMS is carried out to take account of:

- The validity of this University's current Policy.
- Internal and External inspections.
- Audits.
- Incident statistics including any trends or claims made within the year.
- Compliance with legislation, and other relevant requirements.
- Achievement of objectives and targets.
- Previous management reviews and follow up actions.

The findings will assist driving continual improvement in delivering a sustainable estate and workplace.

1.9 LESSONS LEARNT

This University will carry out analysis of our current systems and of issues and incidents to review and ensure the following factors were not contributory:

- Leadership.
- Attitudes.
- Behaviours.
- Risk management.
- Culture.
- Training.

If any of the above are identified as a contributing cause to an incident, this University will take all reasonable steps to ensure that changes are put in place to ensure that the same does not happen again. A blame culture acts as a disincentive to reporting incidents or a near miss and others would not learn any valuable lessons.

It is essential that all areas of the University work together to improve the environmental culture, even if we are flexible working. Through lessons learnt shared, best practice and adoption of environmental and energy efficient working practices that will continually improve our estate.

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1.10 ANNEX A – ENVIRONMENTAL, ENERGY & SUSTAINABILITY POLICY STATEMENT

As Vice Chancellor and Chief Executive of Regent's University London Limited, our Campus set within the grounds of the Royal Park of Regents, embraces its obligations to reduce its impact and aspects upon the global environment for the benefit of future generations.

Regent's continually strives to be environmentally responsible as we recognise our duty to our staff and the students to lead by example in managing, mitigating, and minimising our environmental impacts. We seek to strive to be an exemplar in environmental responsibility and conscious management of all activities on site. As an organisation, we will take a progressive approach, adopting solutions to ensure that we improve the sustainability of our estate and all of our environmental initiatives are encompassed within the Regent's University London Green Campus vision. *"to adopt an integrated approach to managing all aspects of Environmental, Energy and Sustainability for all including the activities undertaken by this University, developing and championing an environmental culture."*

Our Overarching Environmental Objectives:

- Comply with all environmental legislative requirements and prevent pollution.
- Reduce the environmental influence of our identified significant impacts and improve energy performance through effective management of resources and systems.
- Ensure that the Galileo Global Education KPI's for Environmental Social Governance are achieved.
- Recognising the International client base of Regents, we choose to align our management to the latest ISO 14001 standard.
- Encourage sustainable behaviour through empowering and encouraging our staff and students to help achieve the above.
- Meet the requirements and expectations of all interested parties.
- Develop a Carbon Reduction Strategy.

Our strategy under the alignment of ISO 14001 accreditation is to ensure continual improvement of energy, environmental and sustainability performance to:

- Accurately monitor, measure, analysis & report on our environmental impacts to identify opportunities.
- Formulate & plan actions that are reviewed as a minimum six monthly and annually, to achieve our mapping against science-based target approach of reduction of our carbon footprint.
- Carry out periodic internal audits of each aspect of Regent's that affects the environment. Third party external audits will also take place to ensure compliance.

Our main priority areas that drive environmental initiatives are under the following four main headings:

Energy - including consumption reduction, use efficiency, energy from renewable resources, energy-efficient products, services, and designs for energy performance improvement.

Waste Management - including reduction of waste production, reuse of processed waste on site, recycling maximisation, minimisation of service vehicle movements.

Biodiversity - including formation of habitat and planting to promote the widest possible range of flora, fauna and insects across the campus.

Sustainability - including reduction of single use product consumption, reuse and recycling of materials on the campus, sourcing alternative materials and supplies, reduction of packaging and processing, delivery distances, project specifications and whole life-cycle costing.

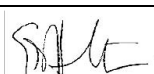
This statement applies throughout this University and reflects the importance that I attach to achieving continual improvement in the environmental needs of our business and others who may be affected by our activities.

I, as Vice Chancellor and Chief Executive, appoint the Director of Estates & Facilities Management taking accountability for the effectiveness for Environment & Energy management within the University, with the Health & Safety & Environmental Performance Manager in an advisory capacity, who will act as focal point for Environmental matters and issues within the University and seek and provide specialist advice within their competence and undertake any other duties as outlined in within their job description.

I require my management team to ensure that this policy is applied and followed within all the areas and activities under their control.

In signing this statement, I confirm that I have reviewed the processes and procedures outlined herein and approved them for implementation.

Signature:



Date:

1st March 2024

**Vice Chancellor and Chief Executive
of Regent's University London**

The original signed copy of this document is retained at Park Campus. Scanned copies are to be distributed as required.

1.11 ANNEX B – ROLES AND RESPONSIBILITIES – refer to Consultant online Environmental Management System for further details

University Title	
GGE Environmental Sustainability Governance Group	Setting and monitoring of KPI's for all schools within the group
Vice Chancellor & Chief Executive	Taking accountability for the effectiveness of the EMS ensuring that it achieves intended outcomes. Promoting continual improvement.
Vice Chancellors Team	Support Vice Chancellor for effectiveness of the EMS overseeing reports to the board, campus and resources needed for EMS are available
Director of Estates and Facilities Management.	Ensuring that the resources needed for the EMS are available with partner contractors and consultants. Directing and supporting persons to contribute to the effectiveness of the EMS
Health & Safety & Environmental Performance Manager	Oversees the EMS, consulting with Environmental Contractor and Energy Consultant for energy management
Hard Services Manager	BMS, Mechanical & Electrical Plant
Soft Services Manager	Waste management, Soft Services Procurement, Security and Cleaning
Gardens Manager	Ground's maintenance including Vehicles
All other employees	
Environmental & Sustainability Champions	Support the Health & Safety & Environmental Manager.
Environmental Consultants	Reporting and support and EMS system, audits
Energy Consultants including Mechanical & Electrical Engineering Contractor.	Reporting and support as required

1.12 Annex C - ABBREVIATIONS

GENERAL	
CAMPUS	Inner Circle at Regent's Park London
CO2e – Carbon Footprint	Carbon Footprint (total greenhouse gas emissions, expressed in terms of carbon dioxide equivalent (CO2e))
EA	Environment Agency
EMS	Environmental Management System
EHO	Environmental Health Officer
HSEPM	Health & Safety & Environmental Performance Manager
PSS	Professional Services Staff
SBT	Science based targets
SECR	Streamlined Energy and Carbon Reporting
SHEF	Safety, Health, Environment Fire.
Regent's / University	Regent's University London Limited
VC/CE	Vice Chancellor & Chief Executive