Sheffield Hallam University

Environmental Policy *2019 - 20*

Purpose of
the policy

Sheffield Hallam University is one of the largest universities in the UK. We are an anchor institution in the Sheffield City Region. We take seriously our responsibility to impact positively on the city and the region – which includes our responsibility to the environment for current and future generations .

The world is currently experiencing unprecedented environmental and climate challenge. Every organisation and every individual has a responsibility to consider the impact of their activities on the environmental. This university takes its responsibilities seriously: we will use our Environmental and Energy Management Systems to monitor and make progress towards our ambitious targets.

This is a pivotal moment for the university. Our ambitious *Transforming Lives* strategy provides a framework for rethinking the way we work. It incorporates an exciting long-term capital plan to enhance and improve our estate and infrastructure. We will take the opportunity to ensure that our estate is fit for purpose: an estate to drive innovative learning and to meet exacting environmental standards.

This 2019-20 environmental policy marks the last year of our current cycle for environmental planning. It monitors our current most significant environmental impacts, going beyond minimum requirements and helping us to ensure that significant improvements are made.

Measurable targets exist for all indicators. During the current year, we will undertake a wide-ranging review of our plans; we will look to the future and set long-term targets for the decade ahead. We will do this in an open, engaged and consultative way, looking to involve all of our community in setting stretching targets which enable us to operate sustainably. The university ensures that information, including measurable data that demonstrates progress against targets, is available to demonstrate continuous improvement and measure ongoing progress.

This Policy is reviewed annually by the University Leadership Team and both the Environmental Policy and Plan are delivered through the integrated Environmental and Energy Management System, externally certified to both ISO 14001:2015 and ISO 50001:2018. This will ensure we:

- protect the environment in which we operate our teaching, learning and research activities, and prevent pollution by reducing and eliminating pollution sources
- conform with our compliance obligations, and
- continuously improve our management systems to enhance environmental and energy performance

Environmental
policy commitments

The University will support this policy and will:

CONTINUOUS IMPROVEMENT

Achieve progress against the Sustainable Development Goals by embedding sustainable values and environmental and energy management across the organisation. To be achieved by maintaining externally accredited environmental and energy management systems to also ensure compliance with all relevant legal and other environmental requirements.

ENERGY MANAGEMENT

Reduce building energy use and aim to achieve carbon emissions reduction targets and realise cost savings.

WATER MANAGEMENT

Reduce the water consumption of the estate, and associated costs.

TRANSPORT MANAGEMENT

Minimise the environmental impacts of its fleet, business travel and staff commute to work.

WASTE MANAGEMENT

Successfully apply the principles of the waste hierarchy (prevent, reduce, reuse, recycle, dispose) to its activities.

SUSTAINABLE BUILDINGS

Improve the sustainability and wellbeing standards of new buildings and refurbishments, considering the social, economic and environmental impacts during both construction and occupation.

SUSTAINABLE PROCUREMENT

Have due regard to the social, economic and environmental impacts of its purchases, particularly the whole life costs and use of resources through the purchase of goods and provision of services.
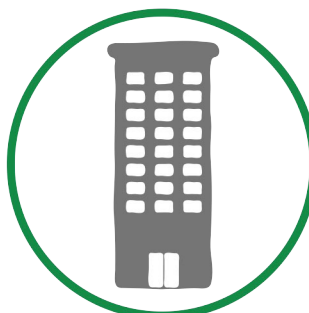
GREEN INFRASTRUCTURE

Review and increase levels of green infrastructure across the estate and promote its benefits to staff, students, visitors and local communities.

The university's environmental policy commitments apply throughout the organisation and are detailed as management responsibilities at the end of this document.

This policy has been subject to an equality impact assessment screening in line with the university equality priorities under the Equality Act 2010.

Any comments or feedback on the policy can be directed to the Environmental Compliance and Sustainability Team on **environment@shu.ac.uk.**

C. Husbands

Professor Sir Chris Husbands,
Vice-Chancellor, Sheffield Hallam University (August 2019)
Reviewed and valid (April 2020 & Jan 2021, Policy extended to Jan 2022)

Management roles *and responsibilities*

Roles	Responsibilities
Board of Governors	Receive and note system updates from the Vice Chancellor.
University Leadership Team	Ensures that: • environmental policy development and implementation reflects the university's priorities and core business • the university's commitment to having effective environmental and energy management systems is understood and communicated to senior leads • responsible persons within each Faculty and Directorate are adequately supported to ensure conformance with the systems
Vice-Chancellor	Management system owner. Ensures that: • the environmental policy and objectives contained within the environmental plan are compatible with the strategic direction of the organisation • the environmental and energy management system requirements are integrated into the organisation's business processes • the resources needed for the environmental and energy management systems are available • the importance of effective environmental and energy management and of conforming to the system requirements is communicated to the wider University Leadership Team • the environmental and energy management systems achieve their intended outcomes • continual improvement is promoted Delegates the responsibility and authority for ensuring the environmental management system conforms to the ISO 14001: 2015 standard, the energy management system conforms to the ISO 50001:2018 standard, and for reporting on the performance of the systems to top management, to the Chief Estates and Facilities Officer.
Chief Estates and Facilities Officer	Oversees the management systems and reports performance to Building a Great University pillar board, University Leadership Team and Board of Governors. Chairs the ISO 14001 Management Review Group and ISO 50001 Energy Working Group, and escalates any risks and updates to Building a Great University Board
Environmental Compliance and Sustainability Manager	Responsible for the strategic direction of the environmental and energy management systems, including: • annual review of the environmental policy and environmental plan • environmental performance improvement (setting objectives, devising action plans in conjunction with key stakeholders) • reporting of progress against the plan through the Annual Sustainability Report • co-ordination of the Management Review Group and Energy Working Group
Compliance Manager (Environmental Compliance and Sustainability)	System Manager, responsible for continued certification to external standards through management of the systems, including; • annual review of the environmental policy and environmental plan • Coordination of environmental risk assessments and internal audit schedule • Coordination of internal audit programme • Reviewing audit findings and escalating non-conformances to ensure appropriate action is taken • performance reporting • conformance with the ISO 14001:2015 and ISO 50001:2018 standards conformance with compliance obligations

Roles	Responsibilities
Environmental Compliance and Sustainability Team	Responsible for day to day system updates, including: • system communications to stakeholders • maintenance of ISO action log • undertaking internal audits • maintenance of non-conformance register and other key documents • Monitoring and reporting progress
Members of the ISO 14001 Management Review Group and ISO 50001 Energy Working Group	Members are responsible for: • undertaking annual impact reviews and compliance audits (and reviewing them in response to any changes within their respective departments • attending the group meetings every two months and contributing to discussions and progress meetings regarding each ISO clause in turn • contributing to the annual system strengths, weaknesses, opportunities and threats (SWOT) analysis to ensure continual improvement • communicating key messages and implementing procedures within the work areas • supporting and attending the external audits as applicable
Internal Communications Co-ordinator	Works with the Environmental Compliance and Sustainability Team to support the development and implementation of the communications plan for both the environmental and energy management systems.
Green Champions	Promote environmental performance improvements to colleagues, sharing key messages and campaigns from the Sustainability Team. Provide support during external audits.
All Colleagues	Facilitate environmental performance improvement across the institution.
Health and Safety representative	Environmental emergency / incident management: • reporting incidents. • monitoring and closing incidents.

CONTINUALLY IMPROVING

bsi. ISO 14001 Environmental Management
Certification No: 571573

bsi. ISO 50001 Energy Management
Certification No: 574503

bsi. OHSAS 18001 Occupational Health and Safety Management
Certification No: 643589