



NQA MANAGEMENT SYSTEMS

SURVEILLANCE PROCESS AUDIT

REPORT

University of Southampton

VISIT NUMBER:
555531

**DATE OF OPENING
MEETING:**
03/10/2022

**THIS REPORT HAS
BEEN PREPARED BY:**

REGIONAL ASSESSOR:
Jesse Culleton

CONTACT NUMBER:
Add number here

EMAIL:
Jesse.culleton@nqa.com

APPLICABLE STANDARD(S):

ISO 14001:2015
EcoCampus Platinum





AUDIT REPORT PART A - EXECUTIVE SUMMARY

Client Information

Primary Contact: Sarah Puckett

Address: University of Southampton, Highfield, Southampton, SO17 1BJ

Contact Tel:

Contact Email: sarah.puckett@soton.ac.uk

Billing Contact: As above

Billing Tel: As above

Billing Email: As above

Audit Conducted at: Head Office
(multi-site certification) ☐

Participating /
Temporary Site
(multi-site certification) ☐

Single Site
Certification ☒

Audit Conducted as: Fully On-Site ☒

Split On-Site /
Remote ☐

Fully
Remote ☐

**System integration
(integrated audits only):** N/A

**Additional information on integration
(if required):**

Certificate expiry date(s): UKAS(E 8740) expiry 07/08/2023

**Required changes to EAC
or NQA Codes applied:** No changes required

	At this location	Across all locations (Multisite)
Total employees	5500 FTE	
Repetitive or parallel workers		
Energy engaged employees		
Energy consumption		
Energy uses		
Energy sources		

Energy data only applicable for ISO 50001 audits. Further guidance available in ASR 47:2.1

The date of the next audit is:

TBA to TBA

Audit Information

Audit duration (in days): 3 Days

Scope of certification: Provision of Higher Education and related support services at the University of Southampton
Scope is appropriate.

Confirmation that audit objectives have been fulfilled: All objectives met.

If no, which objectives have not been met. Note that customers with installation/service activities within their scope must receive a minimum of one on-site visit once per cycle. Failure to achieve this may result in this activity being removed from the client's scope of certification.

NQA Audit Team		Client	Position	Attendance
Lead Assessor	Jesse Culleton	Sarah Puckett	Environment and sustainability Manager	Opening and Closing
Member 1		Adam Tewesbury	Associate Director for Environment and Sustainability	Opening
Member 2				<i>Choose an item.</i>
				<i>Choose an item.</i>
				<i>Choose an item.</i>
				<i>Choose an item.</i>

** Mandatory attendance at OHSAS18001 / ISO45001 Audits. If these mandatory positions are not present at closing meeting, record and justify reasons in the Executive Summary.*

Details of Changes

Type of action or change required	Action Required	Notes
Client Name Change:	☐	
Change of Address:	☐	
Scope Change:	☐	
Contact Change:	☒	New Contact name; Sarah Puckett Email: sarah.puckett@soton.ac.uk
Number of Employees Change:	☐	
Major NCs Raised:	☐	
Special Visit Recommended:	☐	
Other:	☐	

Executive Summary

This surveillance audit was undertaken onsite and partially remote. The ICT used in carrying out the remote sections of the assessment was as follows:

- MS Teams was used for video conferencing and screen sharing facilities throughout. Telephone and email systems were also used
- Assessment objectives were fully achieved via these means
- ICT systems used were fully effective in achieving the Assessment objectives

The organisation's context is well defined, leadership has been effectively demonstrated and commitment levels are evident.

This is reflected in the levels of compliance with requirements and operational control evident at the organisation during the audit process.

The availability of documented information to demonstrate that the system is well implemented and well understood throughout the organisation is acceptable.

This audit has involved a review of system administration activities, a review and sample of site activities at University of Southampton, Highfield, Southampton, SO17 1BJ, as well as review of job related records.

It was fully evident that the key policy commitments are being adhered to.

Grateful thanks are passed to all the participants for their time, assistance and hospitality during this audit.

It should be noted that this audit report is based on a sample basis,
a fully comprehensive audit has not been undertaken.

Major NCs	Zero	Minor NCs	Zero	OFIs	One	AoCs	N/A
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Is there any conflict of interest which exists between the Auditor(s) and the client, and are there any situations known to them that present themselves, or NQA, with a potential conflict of interest in respect to the audit undertaken.

No.

Audit Conclusion

- This visit was Satisfactory: Continuation or granting of certification is recommended
- Opportunities for Improvement have been identified
- Any findings are as detailed on the following page(s).

Audit Follow-up Actions

The following post-audit action(s) shall be taken by the client: OFIs to be considered and action taken when appropriate.

Please note that certification will not be granted, reissued or revised until all outstanding Non-Conformance responses have been submitted, and in the case of Major Non-Conformances, the evidence of corrective action has been provided to, and accepted by, NQA.

For further information, useful guidance and further support for responding to audit findings, please visit <https://www.nqa.com/en-gb/clients/non-conformities>

Management system performance, such as trends in audit findings that require further investigation at the next recertification audit.

Mandatory completion at the Head Office Audit of Surveillance Year 2

Detail that the previous Recertification (or Stage 2), Surveillance 1 and Surveillance 2 results have been reviewed and whether there are any trends in non-conformities or other issues which require further investigation at the next Recertification audit.

Audit Findings

Ref No.	Clause No.	Details of any finding(s) raised.	Type (Major NC, Minor NC, OFI or AoC)
OFI 01		<i>It may benefit the University to review the outside storage area located at building 178 (Boldrewood) to reduce the risk of an Environmental impact occurring. Preventative actions may include using coverings, additional drainage by gated entrance or shelter coverage in the area. Discussed, rust was leaked into the road with little containment action taken as documented within the NCR log.</i> 	OFI
		End of Findings	
Note: Responses to findings must be sent using the Corrective Action Plan form, as applicable, to caps@nqa.com within the timeframes stated on Page 5.			

Closure of Findings from Previous Audit:

Report No. 555529, Dated 06/07/2021

Ref No.	Detail of finding and client action:			Outcome (Closed or Escalated)
Clause	Summarise Action(s) Taken to Prevent Recurrence	Category		
		<i>Choose an item</i>		<i>Choose an item</i>

Opening and Closing Meetings

Opening and closing meetings were performed in accordance with Form 335. The objective of the audit was to confirm that the management system had been established and implemented in accordance with the requirements of the audit standards.

The following requirements was confirmed during opening meeting:

- Confirmed no changes to system scope.
- No significant environmental or health and safety incidents, enforcements or prosecutions have occurred since the previous audit.
- No unusual operations scheduled during this audit.
- No changes to company operations since previous audit.
- No major customer complaints or environmental / health and safety complaints or issues with delivering contractual requirements have occurred since previous audit.
- Discussed site visit requirements, required a minimum of once per audit cycle, to address any remote activities within scope.

Process/audit area:	Organisational Context (External / Internal issues /interested parties / boundaries and scope / process identification)
Auditees:	Sarah Puckett
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	
Discussed and reviewed Universities Context with Sarah Puckett (Environment and sustainability Manager).	
External and internal issues identification has been achieved via the organisations UOSEMR13 Organisational Context Register, Version 3, dated 2/07/21. All Issues have been documented as a context factor using one of the following identified issue: - Political (External) - Economic (External) - Social (External) - Technological (External) - Legal (External) - Environment (External) - Climate Change (Environment) - Profitability (Financial) - Systems (Operational) - Processes (Operational) - Resources (Operational) - Staff (Operational) - Estate (Operational) - Communication (Operational) The issues identified are considered to be relevant to the organisation’s purpose and strategic direction. A total of 26 factors have been identified and documented using the following subheadings; - Context Factor - Context Factor - Potential effect on the organisation (risks/opportunities) - Potential effect on the EMS (risks/opportunities) - Control Measure(s) Interested parties and their requirements identification has been achieved via the organisations UOSEMSR014, Register of interested parties, version 7 dated 29/10/2018. Interested parties include: - AUDE (Association of University Directors of Estates) - Chamber of Commerce - Contractors - EAUC (Environmental Association of University and Colleges) - Environment Agency - Funding Bodies (e.g. research councils) - Health & Safety Office - HEFCE (Higher Education Funding Council England) - HESA (Higher education statistics agency) - League Table Bodies	

- Local Authorities
- Local Enterprise Partnerships
- Local Residence Associations
- Natural England
- Environmental NGOs (e.g. Wildlife Trusts, Sustrans)
- Public Transport Providers
- Southampton Energy Partnership
- South Coast Affinity Group
- Staff
- Students
- Prospective students
- SUSU
- Suppliers
- Tenants
- Utility Providers
- Southampton Common Forum

The Interested parties and their requirements identified are considered to be relevant and comprehensive.

The system boundaries and applicability have been determined and documented via the scope of the EMS is defined as

‘Provision of Higher Education and related support services at the University of Southampton’.

The following sites were listed in the scope for the ISO14001:2004 certification in 2014:

1. Highfield Campus SO17 1BJ
2. Avenue Campus SO17 1BF
3. Boldrewood SO16 7PX
4. Winchester Campus SO23 8DL
5. Wide Lane Sports Centre SO50 5PE
6. Water Sports Centre SO18 2JL
7. Bassett House SO16 3TU
8. Halls of Residence:
9. Glen Eyre Complex, Glen Eyre, SO16 3ZE
10. Glen Eyre Complex, South Hill SO16 3RD
11. Glen Eyre Complex, Chamberlain SO16 3FU
12. Glen Eyre Complex, Beechmount House SO16 3JD
13. Wessex Lane Halls, Connaught SO18 2NU
14. Wessex Lane Halls, Montefiore SO18 2NS
15. Archers Road Halls, Gately Hall SO15 2WF
16. Archers Road Halls, Romero SO15 2XW
17. Erasmus Park, Winchester SO23 7XA
18. Highfield Hall, Omdurman Road SO17 1AW

For recertification to ISO14001:2015 in 2017, the following sites are added to the scope:

1. Belgrave Industrial Site SO17 3EA



AUDIT REPORT PART B – AUDIT REPORT

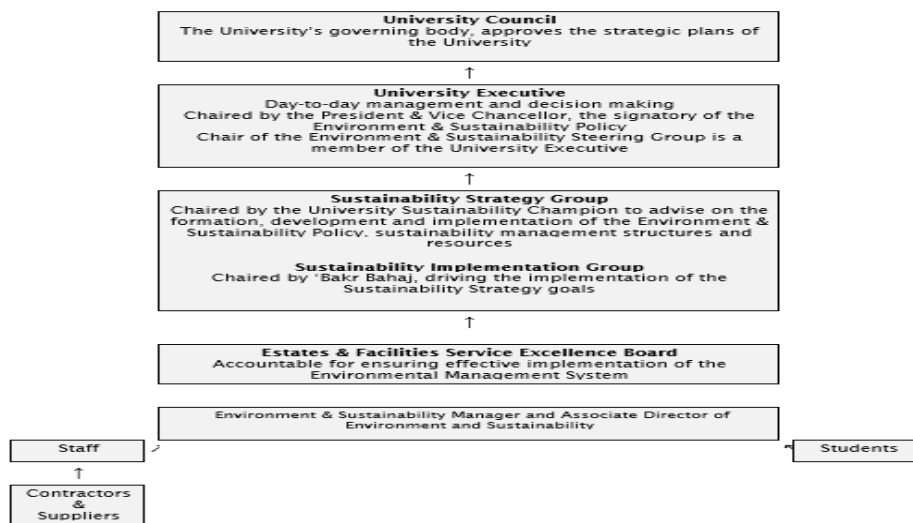
2. City Gateway Halls, SO16 2HA
3. Mayflower Halls, West Park Road SO15 1DP

The system boundaries and applicability have been accurately determined and correctly used to determine the system scope.

Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory

Process/audit area:	Leadership (Process based approach, risk based thinking, policy, identification of roles and responsibilities)
Auditees:	Adam Tewkesbury & Sarah Puckett
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	
As discussed with Adam Tewkesbury (Associate Director for Environment and Sustainability), Adam has been with the university since obtaining EcoCampus. This was a sector specific route to the university to follow and obtain certification. This allowed the university to get better recognition and support the planning of the sustainability strategy and drive continuous improvement. The university held ISO 14001:2015 and continues to hold EcoCampus Campus Platinum. As discussed, through the process on holding certification, it has allowed the university to have a structured audit plan and improve engagement. Discussed, the following Groups and committees are held within university to discuss and plan for Environmental and Sustainability within in the university. Sampled but not limited too; - Sustainability implementation group - Sustainability strategic group - Estates planning board Fully discussed, assessed and reviewed: - Accountability for the effectiveness of the management system - The Policy and system objectives - The integration of the management system requirements into the core business processes - The use of the process approach and risk-based thinking - The resources provided and availability - The means of communicating the importance of the management system and of conforming to the management system requirements - The means of ensuring that the management system achieves its intended results - The means of engaging, directing and supporting people to contribute to the overall effectiveness of the management system - The promotion of improvement - The support provided to other relevant management roles to demonstrate leadership as it applies to their areas of responsibility Leadership and commitment levels have therefore been adequately demonstrated. As documented within the Universities EMS Manual, a EMS Management structure is available and sample below;	

Figure 1 EMS Management Structure



The University has a documented UOSEMSR009, register of Roles and Responsibilities and training needs, version 11 dated 16/02/2022. A sampled of the register was undertaken with the university identifying roles and responsibilities for 67 positions.

Sample of Roles and Responsibilities

Vice Chancellor & President

- "Chair of University Executive
- Signs Environment & Sustainability Policy"

University Sustainability Champion (currently held by Dean of the Faculty of Engineering and the Environment)

- Chair of the Environment & Sustainability Leadership Group; reports progress of environmental performance and the Environmental Management System to the University Executive.

Environment & Sustainability Manager

- Responsible and authority to establish, document, implement, maintain and continually improve the EMS.
- Defines and documents the scope of the EMS, in consultation with senior management.
- Reports to the E&F Board and Environment & Sustainability Leadership Group on the functioning of the EMS.
- Reports to E&F Deputy Director on progress in implementing the EMS.
- Represents the environmental programme at meetings.
- Coordinates and documents environmental reporting.
- Identifies and prioritises environmental aspects and impacts.
- Coordinates the setting of objectives and targets.
- Organises the environmental management plan.
- Assigns roles, responsibility and authority and informs individuals about their obligations including suppliers and contractors.
- Works with others to review and enhance working practices to deliver services that protect and improve the environment.
- Manages the environmental training programme.
- Elected point of contact for all internal and external environmental communications/issues.
- Manages all internal and external environmental enquiries, including those submitted using the

sustainability email address (sustainability@soton.ac.uk).

- Compiles, updates, approves, controls, stores and distributes documents such as procedures to those involved including suppliers and contractors.
- Ensures all relevant compliance obligations are identified, listed and updated.
- Checks that the institution complies with compliance obligations
- Organises the programme of internal audits and management reviews.
- Ensures internal EMS auditors are appropriately trained.
- Tracks implementation of the recommendations/corrective actions from audits and E&F Board and Environment & Sustainability Leadership Group meetings.
- Investigates non-conformities and where necessary identifies corrective and preventative actions to protect the environment.
- Revises procedures, instructions and other EMS documentation.
- Coordinates external audits as required."

Assistant Director of Sustainability and Transport

- "Acts as Deputy for Environment & Sustainability Manager in matters relating to the EMS.
- Assists Environment & Sustainability Manager with maintaining and implementing the EMS.
- Delivers actions identified in the Travel plan.
- Reports to Estates & Facilities Board on Travel Plan progress."

Energy Manager

- "Manage systems to control, monitor and report energy and water use
- Implement projects to reduce energy and water consumption and carbon emissions
- Responsible for collating CRC evidence/reports and DEC Certificates. "

Communications Consultant & Officers

- Responsible for coordinating awareness raising activities, communicating performance against objectives and targets to staff and students. Advises on keeping sustainability pages of the website up to date and ensuring the latest policy and other strategy documents are communicated on the web pages. Responsible for keeping communications details up to date for internal and external contacts.

Campus Services Manager

- Setting up and managing waste & recycling contracts; developing & reporting waste & recycling objectives & targets; EMS Waste Management Operational Procedure; Maintaining records to demonstrate duty of care; Manages Waste & Recycling Manager and Landscape Services Manager

Environmental & Sustainability Policy;

The university has a documented Environmental & Sustainability Policy, (PDF) which has been signed by Professor Mark E. Smith CBE, President and Vice Chancellor in December 2021

Commitment to comply with the Standard, Provides a framework for objectives, Commitment to continual improvement, Commitment to the protection of the environment and prevention of pollution, Commitment to comply with compliance obligations, etc.). The Policy is available on SharePoint for internal personnel and Website (Sustainability section) for everybody including external interested parties

Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory

Process/audit area:	Performance Evaluation and Improvement Processes
Auditees:	Sarah Puckett
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	
<u>Management Review</u> Undertook review of Management Review processes. Sampled: - Procedure UOSEMSP018 – Management Review, version 4 dated 22/12/2016 - Minutes of most recent meeting, held June 2022. Attended by: Confirmed that all mandatory input and output requirements have been achieved. - Detail includes: - EMS changes - Risks - Opportunities - Objectives & Monitoring - Energy and Carbon - Performance against targets - Communication - Continual Improvement - Conclusion Within the Management review meeting, all monitoring and measuring will be reported for the previous Academic year (i.e. 2022 meeting will discuss September 2020 to June 2021). As discussed, all Inputs and outs from the Annual Management review meeting will also be discussed during the following meetings and signed off from the above teams; - Sustainability implementation group - Service excellence board <u>Internal Audits</u> Documented Process sampled; - UOSEMSP010 – Internal audit, version 7 dated 17/06/2020 As discussed, the University has a documented UOSEMSR007 – internal audit register, version 35 dated 01/08/2022 which is used to plan all internal audits from September to August (academic year). All internal audits will be documented under the following headings: - Audit Activities - Scope/Audit Area - Criteria - Contact - Approx. frequency Sample of Internal Audits:	

- Audit reference: Catering
- Audit date: 18.05.2022 and 27.05.2022
- Lead auditor: Sarah Puckett
- Method of audit: Site audit
- Area/procedure audited (scope): Winchester School of Art
- Responsible manager: Hannah Jezard and Felice Foscheri
- What activities take place in this area: University-owned catering offering across Highfield Campus, Avenue, Boldrewood and halls of residences
- Findings: 10 x OFIs

Non Conformity and Corrective Action

As discussed and sampled, the University has a documented UOSEMSR012 – Register of nonconformities, version 28 in place which will record all NCRs raised during the internal audit process using the following subheadings:

- Date raised
- Ref
- Action by
- Type
- Non-conformity related ISO14001 clause
- Description
- Status
- Action taken
- Target completion date
- Date complete
- Evidence

At present, the University has raised 4 NCRs during the internal audit process which includes a single environmental incident (non-reportable).

Sample of NCR Register:

Date raised	Ref	Action by	Type	Non-conformity related ISO14001 clause	Description
16/08/2022	B.44 audit by Sarah Puckett	S.Puckett	Minor NCR	<i>Hazardous Material Spill Response</i>	Geography - ensure that spill kits are located in areas that store chemicals.
16/08/2022	B.44 audit by Sarah Puckett	S.Puckett	Minor NCR	<i>Hazardous material and oil storage</i>	Geography - ensure that all chemicals in the departments are locked in secure cabinets.
16/08/2022	B.46 audit by Sarah Puckett	S.Puckett	Minor NCR	<i>Hazardous material and oil storage</i>	Ensure that chemicals are stored in storage that is bunded, locked and consistent throughout the labs.
26/04/2022 + 22/09/2022	Report of environmental incident	S.Puckett	Minor NCR	<i>Hazardous Material Spill Response</i>	Yard at Boldrewood leaked rust into the road and had little containment action.

Objectives

As discussed, the University has a documented UOSEMSR003 Register of Objectives, targets & programme of measures register, version 35 dated 25/11/2021.

A total of 36 objectives have been documented with multiple targets set against each objective category with

goals and monitoring and measuring set.

Sample of Objectives:

1. Sustainability Strategy 2020-2025

- a. Tonnes Scope 1&2 carbon
 - i. Achieve net zero emissions for Scope 1 & 2 by 2030
- b. Tool of measurement and targets sets
 - i. Measure our total emissions footprint and set targets for Scope 3 emissions reductions
- c. Tonnes CO2 from business travel
 - i. Adopt a value-based approach to reduce emissions from business travel
- d. Embedded in education programme
 - i. Ensure that sustainability is part of every University education programme by 2025
- e. Research in sustainability
 - i. "Make sustainability a cornerstone of UoS' research and societal impact
- f. Reporting on investment decisions
 - i. Implement a sustainable and ethical investment policy

2. Biodiversity

- a. Biodiversity Action Plan
 - i. Implement measures in the Biodiversity Action Plan

3. Carbon

- a. "Tonnes CO2 (Scope 1 & 2 Carbon)"
 - i. 20% reduction in tonnes CO2 scope 1 & 2 by 2020
 - ii. 2005/2006 baseline = 31,983 tonnes CO2
 - iii. 2020 achievement =< 25,586 tonnes CO2
 - iv. Target 2030 - Net zero tonnes CO2"
- b. Electricity consumption kWh
 - i. "20% reduction in electricity use by 2020
 - ii. 2005/2006 baseline = 35,868,000 kWh
 - iii. 2020 achievement = < 28,694,400 kWh"
- c. "Gas consumption kWh"
 - i. " 20% reduction in gas use by 2020
 - ii. 2005/2006 baseline = 86,838,000 kWh
 - iii. 2020 achievement = < 69,470,400.00 kWh"
- d. "Kg CO2/£ (Scope 1 & 2 Carbon)"
 - i. "20% in energy consumption per £ turnover (kg/£) by 2020
 - ii. 2005/2006 baseline = 0.103 kg/£
 - iii. 2020 achievement = < 0.08kg/£"
- e. Tonnes CO2/FTE (Scope 1 & 2 Carbon)"
 - i. " 20% reduction in energy consumption in tonnes/FTE (staff & student) by 2020
 - ii. 2005/2006 baseline = 1.37 tonnes CO2 / FTE
 - iii. 2020 achievement = < 1.096 tonnes/FTE"
- f. "Tonnes CO2/student occupancy in halls (Scope 1 & 2 Carbon)"
 - i. " 20% reduction in CO2 Tonnes / occupant in HoR by 2020
 - ii. 2005/2006 baseline = 2.02 CO2 tonnes/ occupant
 - iii. 2020 achievement = < 1.61 tonnes/occupant"

4. Climate change

- a. Reduce the flood risk across our Estate

- i. Reduced number of flood incidents across our Estate
- b. WSA Flood Management Plan
 - i. Maintain the Winchester School of Art Flood Management Plan
- c. Climate Adaptation is referenced within Business Continuity Planning
 - i. UoS Corporate Business Continuity Plan references severe weather risks & climate change adaptation measures

5. Education for sustainable development

- a. Course content covers sustainability (economic, social, environmental)
 - i. "Review the extent of sustainability content in the curriculum & through Meliora.
 - ii. Application of Goal 4 - Ensure that Sustainability is a part of every University education programme by 2025"
- b. MSc & BSc Env Auditing Modules for ISO14001 teaching and learning use UoS places
 - i. Identify and share good practice of using University resources for teaching and learning.

6. Engagement

- a. Engagement Events/Activities
 - i. Develop and implement staff student partnerships through delivering a programme of campaigns and events - at least 3 per year

7. Environmental Management System

- a. EMS Certification
 - i. Maintain EMS to ISO 14001:2015 (external surveillance audit in 2018)
 - ii. Carry out an annual management review
 - iii. Produce an Environment & Sustainability Report annually

8. Pollution prevention and legal compliance

- a. Implement Operational Procedures
 - i. Control & minimise our emissions to air, land and water
 - ii. Emissions to Water Operational Procedure
 - iii. Drainage Maintenance Plan
 - 1. Need to be effective in reducing pollution risks and ensure operations are legally compliant.

9. Procurement

- a. "Number of categories that have undergone expenditure analysis. Number of suppliers with sustainability targets and KPIs
 - i. To analyse procurement expenditure on a category basis in order to identify key sustainability impacts.
 - ii. Priorities established using a tool such as the Defra Sustainable Procurement Prioritisation Tool and evaluated on the basis of economic, social and environmental sustainability.
- b. Number of procurements including sustainability in the procurement stages (identification of need; specification; buyer selection; tender evaluation; supplier management; contract review).
 - i. Environment & Sustainability Manager involved in shaping the need and development of the specification for procurements of high impact contracts.
- c. Number of procurement team employees who have completed basic training in sustainable procurement.
 - i. Improvement of employees knowledge of sustainable procurement
- d. Number of case studies or press releases published. Number of contributions to best practice working groups

- i. Good examples of sustainable procurement are available & recognition from peer organisations

10. Sustainable Buildings

- a. Sustainable Buildings Policy
 - i. Review and update (if necessary) Sustainable Buildings Policy & consider options KPIs to measure success

11. Travel

- a. Single occupancy car journeys
 - i. Deliver the University of Southampton Travel Plan 2015-2020

12. Waste

- a. Waste & Recycling Management Plan
 - i. Implement measures in the Waste & Recycling Management Plan
- b. Recycling Rate (%) Rolling target until scope 3 emissions target established"
 - i. To recycle at least 65% of all resource streams (by weight)
 - ii. 2009/10 baseline = 46%
 - iii. Target = <65%"
- c. Recycling Rate (%) Rolling target until scope 3 emissions target established"
 - i. To recycle at least 60% of 'bin weight and food waste' resource (by weight) from academic sites
 - ii. 2009/10 baseline = 49%
 - iii. Target =<60%"
- d. Recycling Rate (%) Rolling target until scope 3 emissions target established
 - i. To recycle at least 50% of 'bin weight and food waste' resource (by weight) from halls sites
 - ii. 2009/10 baseline = 34%
 - iii. Target =<50%"
- e. Recycling Rate (%) Rolling target until scope 3 emissions target established
 - i. To reuse/recycle at least 85% of refurbishment project construction and demolition waste (as a percentage of the annual total amount of waste produced)
 - ii. 2009/10 baseline = 92%
 - iii. Target =<85%
- f. Recycling Rate (%) Rolling target until scope 3 emissions target established
 - i. To reuse/recycle at least 85% of new build project construction and demolition waste (as a percentage of the annual total amount of waste produced)
 - ii. 2009/10 baseline = 98%
 - iii. Target =<85%"

13. Water

- a. Water m3
 - i. 30% reduction in water consumption by 2020. 2020-2030 target in response to scope 3 targets being set.
 - ii. 2009/10 baseline = 569,540 m3
 - iii. 2020 target = < 398,678 m3
- b. Tonnes CO2 (scope 3)
 - c. 30% reduction in carbon emissions (Scope 3) from water consumption and disposal by 2020
2020-2030 target in response to scope 3 targets being set.
 - d. 2009/10 baseline = 552 CO2
 - e. 2020 target = < 386.40 CO2"

Environmental Incidents

Documentation Sampled:

- UOSEMSR004 Register of Environmental Incidents, version 62 dated 14/05/2022
- UOSEMSP006 emergency preparedness and response, version 13 dated 04/06/2020

As discussed, the University UOSEMSR004 Register of Environmental Incidents, version 62 dated 14/05/2022 records all reported incidents.

It is the responsibility of the person dealing with an incident to report the details using the Health & Safety reporting system, which includes a field for Environmental Incidents. Details can also be reported directly to the Environment & Sustainability Manager or Associate Director, Environment & Sustainability.

The Environment & Sustainability Manager records relevant information relating to the environmental incident and the response in the Register of Environmental Incidents (UOSEMSR004). The Register records the containment action, root cause and long-term corrective action and whether the incident has led to a non-conformity being raised.

The severity of an incident is based on the Environment Agency's categories:

- **Category 1** - Serious (major, serious, persistent and/or extensive impacts or effects on the environment, people and/or property – for example, more than 100 dead adult coarse fish)
- **Category 2** – Significant (significant impacts or effects on the environment, people and/or property for example, damage to a statutorily protected wildlife site)
- **Category 3** – Minor
- **Category 4** – No impact

As documented, the University identifies the following incidents reportable;

- Fuel or chemical spill
- Foul drainage leak / water leak
- Breach of consent to discharge
- Ecological damage (damage / vandalism to site vegetation)
- Land contamination
- Water contamination
- Fly tipped / stolen waste
- Waste (incorrect management / inappropriately stored)
- Oil storage (incorrect management)
- Architectural or heritage damage (including listed buildings)
- Fire
- Explosion
- Flood
- Observations or complaints of excessive:
 - Noise
 - Dust
 - Dark Smoke

- Light
- Litter
- Gas
- Odour
- Other fumes

During 2022, the University has recorded 6 environmental incidents within the register with only one incident open at present (See OFI 01).

All Environmental Incidents was sampled and reviewed all investigation notes. All Deemed non reportable to the EA.

Sample of Type of Incidents:

- **Type of incident;**
 1. Disturbed hedgehog
 2. Damaged trees
 3. Asbestos debris
 4. Sickly hedgehog
 5. Sickly hedgehog
 6. Land contamination – rust

Conclusion of the overall effectiveness of the process: Findings have been identified - Process / Audit Area remains satisfactory

Process/audit area:	Planning and Support Processes												
Auditees:	Sarah Puckett												
Auditor (if applicable):	Jesse Culleton												
Evidence to support audit conclusion:													
<u>Risks and Opportunities</u> Documentation sampled; - UOSEMSP019 Actions to address risks and opportunities, version 4 dated 02/07/21 As discussed and sampled, the following documentation and processes have been sampled throughout and includes: <table border="1"> <tr> <td>Organisational and its context</td> <td>PESTLE Analysis Appended to Manual UOSEMSM001</td> </tr> <tr> <td>Needs and expectations of interested parties</td> <td>Register of interested parties UOSEMSR014</td> </tr> <tr> <td>Emergency situations</td> <td>Emergency preparedness and response UOSEMSP006</td> </tr> <tr> <td>Environmental aspects</td> <td>Risks and opportunities related to environmental aspects are determined as part of the significance evaluation as documented in UOSEMSP001</td> </tr> <tr> <td>Compliance obligations</td> <td>Risks and opportunities related to compliance obligations are identified via evaluation of compliance in the LUS online portal.</td> </tr> <tr> <td>Planning action</td> <td>Risks and opportunities identified to become planning actions will be documented within environmental objectives UOSEMSR003.</td> </tr> </table> <u>Environmental Aspects and Impacts</u> All aspects and impacts are managed and documented using the Legislation Update Service, LUS portal. The LUS also manages the universities Legal compliance. Within the Aspects Register, the conditions will be documented as; - Normal - Abnormal - Emergency All EMS objectives will be set against Aspects and impacts to reduce the negative affect they have on the university. Within the Environmental Tab within the LUS portal. All Aspects have been broken down within the portal under the following lists;		Organisational and its context	PESTLE Analysis Appended to Manual UOSEMSM001	Needs and expectations of interested parties	Register of interested parties UOSEMSR014	Emergency situations	Emergency preparedness and response UOSEMSP006	Environmental aspects	Risks and opportunities related to environmental aspects are determined as part of the significance evaluation as documented in UOSEMSP001	Compliance obligations	Risks and opportunities related to compliance obligations are identified via evaluation of compliance in the LUS online portal.	Planning action	Risks and opportunities identified to become planning actions will be documented within environmental objectives UOSEMSR003.
Organisational and its context	PESTLE Analysis Appended to Manual UOSEMSM001												
Needs and expectations of interested parties	Register of interested parties UOSEMSR014												
Emergency situations	Emergency preparedness and response UOSEMSP006												
Environmental aspects	Risks and opportunities related to environmental aspects are determined as part of the significance evaluation as documented in UOSEMSP001												
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Planning action	Risks and opportunities identified to become planning actions will be documented within environmental objectives UOSEMSR003.												

▶ Air Emissions	11
▶ Community Issues	3
▶ Energy / Utility Use	5
▶ Energy Emitted	0
▶ Land Contamination	7
▶ Material Use	14
▶ Releases to Water	6
▶ Temporary	1
▶ Waste	9
▶ Abnormal & Emergency	6
▶ Review Date	09/01/2023

Sample of Aspects:

Travel - Commuting Mileage

Last Modified 14/09/2022 18:01 by Sarah Puckett

Operating Condition:
Normal

Aspect description:
Commuter miles run the 100,000's annually at UoS

Associated environmental impacts:

Use of non-renewable resource, Degradation of land, Global warming, Climate change, Ozone depletion, Extreme weather events, Air pollution, Smog, Reduction in air quality, Statutory Nuisance - Noise pollution, Statutory Nuisance - Odour, Statutory Nuisance - Traffic congestion, Statutory Nuisance - Emissions of smoke, grit, gases, fumes, steam

During the COVID-19 pandemic, working from home was heavily encouraged for those who were able to do so across the University. With the government advice to work from home due to end in July 2021, the return to campus will happen from the mid-summer. However, the Future Ways of Working group have taken on board the new ways of working and working from home will be worked into a normal working week going forward. Therefore, commuting miles per individual will be reduced.

November 2021 update: A flexible approach to working on campus and at home in currently in place, with a blend encourage. Working from home will still be having a large impact reducing the commuting mileage.

September 2022 update: Working from home is due to stay as an option for many employees in order to reduce travel emissions. A new travel plan to 2030 is due to be released soon, which shows recent results of the staff travel survey.

Aspect Category:
Air Emissions

Life Cycle Stage:
Transport/delivery

SIGNIFICANCE EVALUATION

Quantity

3 - MAJOR source of emissions, use of resource or amount of substance emitted to the environment



Environmental impact

3 - NOTICEABLE effect on the environment



Compliance obligation

2 - Obligation applies - compliant



Interested parties' needs / expectations

3 - Needs / expectations applicable - must or chosen to adopt / address



Current control measures

2 - Limited / ineffective control measures in place to manage the aspect

The consideration of building 'working from home' into the usual working week for those job roles where it is possible, in order to reduce commuting mileage and improve air quality.



Improvement potential

2 - Affordable / feasible in 1 to 3 years

All scoring will be set as 1 to 3 within the portal for each Aspect to allow for the impact to be scored and controlled.

Score:

216

Significant:

Yes



HISTORY

Date	Quantity	Environmental impact	Compliance obligation	Interested parties' needs / expectations	Current control measures	Improvement potential
15/06/21 10:42	3	3	2	3	3	2

The Aspect and impact register is reviewed every 6 months by the university using the LUS portal. All updates and changes associated with the Aspect will be done and each impact scored reviewed.

Compliance Obligations and Compliance Evaluation

The university uses the Legislation Update Service, LUS portal to manage and document all legal and compliance obligations. Documented under the legalisation tab under environmental within LUS, all legal requirements.

All legal and regulatory requirements have been broken down within the portal under the following lists;

All Relevant Environment Legislation

SETUP

VIEW SETTINGS

FULL REGISTER VIEW

▶ Pollution	13 relevant
▶ Air	11 relevant
▶ Water	9 relevant
▶ Waste	21 relevant
▶ Energy & Climate Change	19 relevant
▶ Hazards	6 relevant
▶ Planning	5 relevant
▶ Wildlife	19 relevant
▶ Land	1 relevant
▶ Nuisance	4 relevant
▶ Standards	33 relevant
▶ Other Requirements	0

Sample of Legal Register

★ Title	Reference	Jurisdictions	Review	Comm.	Att.	Action Comp.	Action Pend.	Action Over.	Asp.	R&O.	Obj.	Status
Environmental Protection Act 1990 (c. 43)	1990 c.43		09/01/2023	1	0	0	0	0	1	0	0	
Directive (EU) 2015/2193 on the limitation of emissions of certain pollutants into the air from medium combustion plants	ATM80		09/01/2023	3	0	0	0	0	0	0	0	
Best Available Techniques (BAT) and reference documents (BREFs)	BREFs	 Northern Ireland	09/01/2023	3	0	1	0	0	0	0	0	
European Union (Withdrawal) Act 2018 (2018 c.16) and European Union (Withdrawal Agreement) Act 2020 (2020 c.1)	E-2018 c.16		09/01/2023	3	0	0	0	0	0	0	0	
The Environmental Permitting (England and Wales) Regulations 2016 (SI 2016/1154)	IPC28		09/01/2023	4	3	1	0	0	0	0	0	
The Environmental Permitting (England and Wales) Regulations 2016 - Waste Permits	IPC28.1		09/01/2023	3	0	0	0	0	0	0	0	
The Environmental Permitting (England and Wales) Regulations 2016 - Waste exemptions	IPC28.2		09/01/2023	2	0	0	0	0	0	0	0	
The Environmental Permitting (England and Wales) Regulations 2016 - Water	IPC28.3		09/01/2023	2	0	0	0	0	0	0	0	

▼ Summary and Duties

The Environmental Protection Act 1990 ('the Act') provides a framework for a number of different areas of environmental regulation including waste management, contaminated land, statutory nuisances, and control of litter.

Given the length and complexity of this Act, **this entry provides only an overview to the Act and the framework it provides.** There are separate summaries addressing certain parts of the 1990 Act below:

- **Waste:** *Environmental Protection Act 1990 Part II*
- **Contaminated Land:** *Environmental Protection Act 1990 - Part IIA*
- **Statutory Nuisance:**
 - *Environmental Protection Act 1990 - Part III*
 - *Environmental Protection Act 1990 - Part IV*

Since *the Act* came into force in 1990, several provisions have been replaced or repealed by subsequent environmental legislation. Information regarding these replacements / revocations is set out in this entry.

There are parts of the Act that place compliance duties on organisations. It is of particular relevance for organisations that produce, carry, treat or dispose of waste, and where an organisation's activities could be regarded as causing a statutory nuisance.

All identified legal compliance and obligations will be reviewed every 6 months to ensure they remain relevant to the university. A traffic light system is used to identify if the legalisation is applicable.

Within the LUS, the university is able to download the legal requirements for all legislation if required to give to member of staff and students (Asbestos management etc.)

Communications

Documentation sampled;

- UOSEMSR005 Register of external communication, version 16 dated 16/02/2022
- UOSEMSR006 Register of Internal Communication, version 38 dated 12/05/2022
- UOSEMSP004 Communication, version 11 dated 04/02/2021

Internal communication

- The Environment & Sustainability Manager is responsible for dissemination of information relevant to the EMS such as its significant environmental aspects, among the various levels and functions of the organisation as per the Sustainability Communications Plan.
- As per the Control of Documented Information Procedure (UOSEMSP005), the Environment & Sustainability Manager is responsible for informing relevant staff of a significant change to a procedure.
- The Environment & Sustainability Manager records the articles published via internal communication

channels in the Register of Internal Communications (UOSEMSR006). The Register is located on the University's J Drive. Other forms of internal communication, such as e-mails, posters, presentation etc. are either stored on Microsoft Outlook or on the J: drive.

External communication

- The University has taken the decision to not make environmental aspects available externally. However, if a request is received from an external organisation or individual, the Environment & Sustainability Manager will consult with the E&F Board before deciding whether to communicate the significant environmental aspects.
- The Environment & Sustainability Manager or appropriate member of staff deal with all external enquiries regarding environmental issues. They will consider the application for information and establish whether the applicant is entitled to receive the information under the Environmental Information Regulations or whether any exemption applies. Consideration is also taken as to whether the information is classified for data protection reasons. They will either issue the enquirer with the requested information, or, if the decision is made not to provide the information, a refusal letter that explains clearly to the enquirer why the information cannot be disclosed will be issued. In either case they will respond to requests within twenty days. Details are recorded in the Register of External Communications (UOSEMSR005). The Register is located on the University's J Drive.
- The Environment & Sustainability Manager or appropriate member of staff keeps copies of all such external correspondence either in hard copy or electronically.
- The University would not normally disclose details of its EMS to external parties, however each request will be considered on its own merits. The Environment & Sustainability Manager will keep a record of each request, the decision made, and the information provided.
- The Environment & Sustainability Manager records any commendations, such as awards, regarding the environmental performance of the University in the Register of External Communications (UOSEMSR005).
- The Environment & Sustainability Manager records any reports of pollution incidents and related communications with interested parties in the Register of Environmental Incidents (UOSEMSR004).
- The Head of Academic Appeals and Student Complaints manages the community complaints procedure (available on University website) and maintains a register of complaints, such as noise, litter overhanging vegetation. The Environment & Sustainability Manager is informed of any incidences by the Communications Team and also has access to and periodically checks the University's Complaint Log to review the types of complaints received and follow-up action taken.

Documented Information

The University uses UOSEMSR010 Register of Documents, 29 dated 28/09/2022 to identify how all documentation used by the EMS is created, controlled and managed.

All documentation will have a title, version and date of change recorded which includes comments and signature of approver.

Sample of Documented information:

Policy	Version & Date of Change
Environment & Sustainability Policy	Updated Dec 2021
Manual	Version & Date of Change
UOSEMSM001 Manual	19 (30.06.2021)
Procedures	Version & Date of Change
UOSEMSP001 Environmental aspects	13 (03.06.2020) ON LUS Portal
UOSEMSP002 Environmental Objectives	(27.10.2021)
UOSEMSP003 Competence and awareness	11 (17.06.2020)
UOSEMSP004 Communication	11 (04.02.2021)
UOSEMSP005 Control of Documents & Records	9 (05.02.2021)
UOSEMSP006 Emergency preparedness and response	13 (03.06.2020)
UOSEMSP007 Monitoring, Measurement, Analysis & Evaluation	5 (26.04.2021)
UOSEMSP008 Evaluation of compliance	7 (26.04.2021)
UOSEMSP009 Non-conformity and corrective action	15 (15.02.2021)
UOSEMSP010 Internal audit	7 (17.06.2020)
UOSEMSP011 Management Review	5 (28.01.19)
Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory	

Process/audit area:	Support including training and awareness
Auditees:	Sarah Puckett
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	
As discussed, the University has a Southampton Sustainability Solution awareness and training course available within the SharePoint system and is made available to all to complete. Each section will be completed and include: - Section 1 - Introducing Sustainability - Section 2 - UoS Sustainability - Section 3 - Individual Sustainability	
	
USEMSP003 Competence and awareness procedure (Version 11, 17/06/20).	
All training and awareness completed will be documented within the University SharePoint system (SSS) which currently records the number of people who have completed the awareness training:	
	
Discussed, the university is currently looking at how the awareness is documented as completed as at present it only records the last 90 days of stats	
Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory	

Process/audit area:	Operational Process - Air conditioning																																																																																																
Auditees:	Sarah Puckett, Gary Johnson & Genn Gange																																																																																																
Auditor (if applicable):	Jesse Culleton																																																																																																
Evidence to support audit conclusion:																																																																																																	
As discussed with Gary Johnson (Electrical Operations Manager) and Glenn Gange (Operations Engineer), the university manages all Air conditioning units will be management via the Cafam system (Planon) with all PPMs loaded and managed via the Planon system. A team 4 of will manage and conduct all servicing and maintenance of all AC unit on the campus. Approximately 600 Air Conditioning units are located on the campus. Within the Planon dashboard, the university is able to review the AC servicing PPMs 32-12 Expansion Vessels 33-03 Humidifiers - Electrode Boiler 37-01 Emergency Lighting - Monthly Tes... 37-02 Emergency Lighting - Annual Tes... 40-16 Water Buffer/Storage Tanks 40-23 Vacuum Degasser 40-25 Pressurisation Units - Chilled We... 43-09 Power Generation - Stand by Ge... A maintenance planner within Planon is used to ensure all servicing and maintenance is conducted for all AC assets on campus <table><tr><td></td><td></td><td>AC001A</td><td>ANNUAL AC...</td><td>0073N-J</td><td>acbo73</td><td>B73J BCS SERVICING</td><td>Air Conditioning Spilt</td></tr><tr><td></td><td></td><td>AC001B</td><td>6 MONTHLY...</td><td>0073N-J</td><td>acbo73</td><td>B73J BCS SERVICING</td><td>Air Conditioning Spilt</td></tr><tr><td></td><td></td><td>AC001B</td><td>6 MONTHLY...</td><td>0042</td><td>20017</td><td>E&F</td><td>B42 Sw Rm Air Conditioning Split E&F</td></tr><tr><td></td><td></td><td>AC001A</td><td>ANNUAL AC...</td><td>0060</td><td>ACB060a</td><td>Building 60 Bookshop</td><td>B60 Bookshop</td></tr><tr><td></td><td></td><td>AC001B</td><td>6 MONTHLY...</td><td>0060</td><td>ACB060a</td><td>Building 60 Bookshop</td><td>B60 Bookshop</td></tr><tr><td></td><td></td><td>AC001A</td><td>ANNUAL AC...</td><td>0016</td><td>ACB016A</td><td>B16 ECS</td><td>Bld 0016 ECS</td></tr><tr><td></td><td></td><td>AC001B</td><td>6 MONTHLY...</td><td>0016</td><td>ACB016A</td><td>B16 ECS</td><td>Bld 0016 ECS</td></tr><tr><td></td><td></td><td>AC002</td><td>3 MONTHLY...</td><td>0016</td><td>ACB016A</td><td>B16 ECS</td><td>Bld 0016 ECS</td></tr><tr><td></td><td></td><td>AC001A</td><td>ANNUAL AC...</td><td>0016</td><td>ACB016</td><td>B16 SERVICING ISS</td><td>Bld 0016 ISS</td></tr><tr><td></td><td></td><td>AC001B</td><td>6 MONTHLY...</td><td>0016</td><td>ACB016</td><td>B16 SERVICING ISS</td><td>Bld 0016 ISS</td></tr><tr><td></td><td></td><td>AC001A</td><td>ANNUAL AC...</td><td>0018</td><td>ACB018</td><td>B18 SERVICING ISS</td><td>Bld 0018 ISS</td></tr><tr><td></td><td></td><td>AC001B</td><td>6 MONTHLY...</td><td>0018</td><td>ACB018</td><td>B18 SERVICING ISS</td><td>Bld 0018 ISS</td></tr></table> All assets are broken down into buildings with the university looking to better plan all PPMs by buildings. All completed servicing will be marked within the planon system with a tick. within the asset management tab, the university is able to upload all records from the J Drive 10581 2014/09 Service sheet 10581 2015/03 Service report 10581 2015/08 Service report 10581 2016/03 Service report 10581 2016/07/25 Works report 10581 2016/09 Service report 10581 2017/03 Service report 10581 2017/09 Service report An F-Gas report will be created and uploaded. Sample of F-Gas report;				AC001A	ANNUAL AC...	0073N-J	acbo73	B73J BCS SERVICING	Air Conditioning Spilt			AC001B	6 MONTHLY...	0073N-J	acbo73	B73J BCS SERVICING	Air Conditioning Spilt			AC001B	6 MONTHLY...	0042	20017	E&F	B42 Sw Rm Air Conditioning Split E&F			AC001A	ANNUAL AC...	0060	ACB060a	Building 60 Bookshop	B60 Bookshop			AC001B	6 MONTHLY...	0060	ACB060a	Building 60 Bookshop	B60 Bookshop			AC001A	ANNUAL AC...	0016	ACB016A	B16 ECS	Bld 0016 ECS			AC001B	6 MONTHLY...	0016	ACB016A	B16 ECS	Bld 0016 ECS			AC002	3 MONTHLY...	0016	ACB016A	B16 ECS	Bld 0016 ECS			AC001A	ANNUAL AC...	0016	ACB016	B16 SERVICING ISS	Bld 0016 ISS			AC001B	6 MONTHLY...	0016	ACB016	B16 SERVICING ISS	Bld 0016 ISS			AC001A	ANNUAL AC...	0018	ACB018	B18 SERVICING ISS	Bld 0018 ISS			AC001B	6 MONTHLY...	0018	ACB018	B18 SERVICING ISS	Bld 0018 ISS
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SPLIT SYSTEM MAINTENANCE SCHEDULE		
JOB No	1483067.010	ADDRESS/SITE:
DATE	March 2022	Highfield Campus
ASSET No	10581	

	INDOOR FAN COIL	OUTDOOR CONDENSER
LOCATION	Room	Outside
UNIT / SYSTEM NUMBER	N/A	N/A
MANUFACTURER	Mitsubishi	Mitsubishi
SYSTEM TYPE / REFRIGERANT	Split	R407c
MODEL NUMBER	PKH-P3FALH	PUH-P3UGA
SERIAL NUMBER	0Z000041	03H00201
VOLTAGE	240V	240V

F-GAS RECORD SHEET			
Site Address: Highfield Campus University Road Southampton.			
System Location: Building 25			
System Name:		Asset No: 10601	
Manufacturer: Mitsubishi		Model No: FDC306HEN2	
Manufacture Date: ?		Serial No: 85KA03027 NG	
Refrigerant Type: R424		Charge (kg): 1.3 Kg	
System Operator:		Contact No:	
Leak Testing			
Date	Engineer	Test Result	Follow up Actions Required
Nov 10	D McAvery	Satisfactory	None
May 11	DJM	Satisfactory	None
Feb 12	DJM	Satisfactory	None
Feb 13	DJM	Satisfactory	None
Feb 14	DJM	Satisfactory	None
Feb 15	DJM	Satisfactory	None
Feb 16	DJM	Satisfactory	None
Feb 17	BMJD	Unsatisfactory	Please see service sheet
Feb 18	DJM	Satisfactory	None
Feb 19	DJM	Satisfactory	None
Feb 20	BMJD	Satisfactory	None
Mar 21	BMJD	Satisfactory	None
Feb 22	BMJD	Satisfactory	None

Weekly PPMs will be created to allow the job to be created a sent to the engineers which will be sent via the issued tab. This will allow for the maintenance schedule report to be completed and uploaded direct to the J Drive allowing for it to be copied to the Planon platform.

All PPMs will have a 2 week window for completion and be monitored daily to ensure they have been completed. A 6 monthly rotation of all PPMs is set for all AC units.

Sample of PPM issued:



Modific...	+ {User field name}	Value	Value after modification
Order history (5)			
05/08/202...	Status	PP...	PPM11, Approved
05/08/202...	Operative		DLO.08, Air Conditioning Team, DLO
05/08/202...	Status	PP...	PPM02M, Assigned to Mobile
24/08/202...	Operative	DL...	2051397, Mcavery, D) Douglas James
26/08/202...	Status	PP...	PPM03M, In Progress

Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory

Process/audit area:	Operational Process - Waste Management
Auditees:	Mike Travers & Sarah
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	

As discussed with Mike Travers (Campus services Manager), within the university all waste and Recycling is managed via Campus service manager which will include all halls of residence, campus and building.

Various waste carriers are used and discussed during the audit process. All management of waste is conducted via online portals used by the waster carriers. All data will be extracted from the portals and recorded within universities MT spreadsheet for reporting:

Sample of Waste tonnage

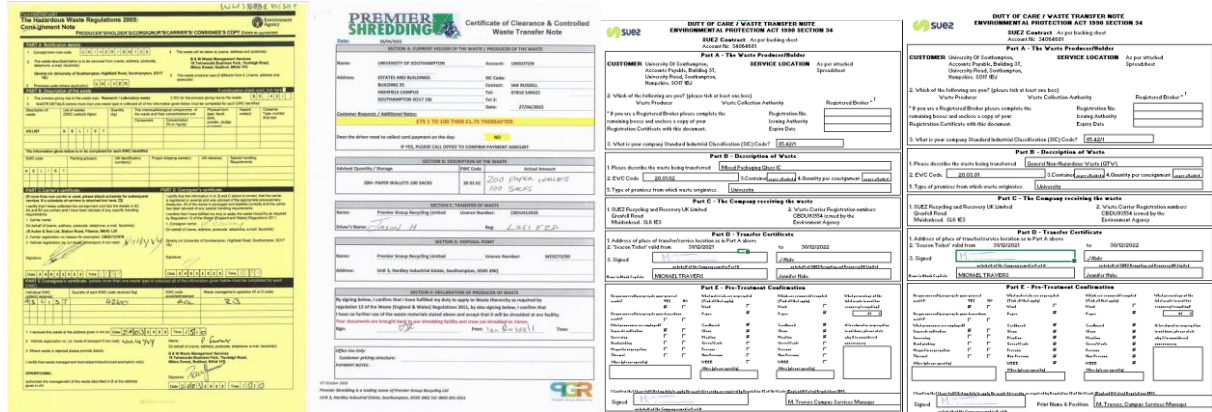
		Jul-21		Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22
Total Tonnage	SUEZ															
Non-Recyclable	SUEZ															
Recyclable	SUEZ															
Recyclable %	SUEZ		2020-21													2021-22
General Non-Hazardous Waste IC	SUEZ	70.801	747.078	42.151	67.109	110.1	106.5	84.022	78.181	75.248	94.359	53.027	89.49	109.435	99.245	978.803
Dry Mixed Recycling IC	SUEZ	14.651	203.828	13.535	21.192	31.83	28.09	22.357	23.519	23.769	33.259	17.709	28.272	31.357	21.036	296.920
Green Waste for Composting IC	SUEZ	3.92	81.890	7.78	1.66	10.32	17.56	11.14	11.9	9.8	10	4.5	21.6	5.24	9.72	121.220
General Non Hazardous Waste for Sorting	SUEZ		0.000													0.000
Wood General IC	SUEZ	0.96	2.800			1.72					1.72		3.18	0.05	3.6	10.270
Cardboard OCC 90/10 IC (Use data from Rebate report)	SUEZ	0.05	0.284			0.05	0.05	0.1		0.05	0.1		0.1	0.05	0	0.500
Mixed Packaging Glass IC	SUEZ		2.486		0	0.259	0.74	0.76	0.789	0.419	0.563	0.811	0.164	0.695	0.539	6.444
Mattresses/Unit IC	SUEZ	0.048	6.508		1.2	1.86	2.46				2.04				1.12	7.680
Plasterboard IC	SUEZ		2.580							0.82		0.6				1.420
Green Waste Not Compostable IC	SUEZ		0												0.6	0.600
General WEEE Directive Waste IC	SUEZ		0													0.000
Fridges & Freezers up to 2x0.6x0.6m Per Tonne IC	SUEZ		0													0.000
Confidential Waste Paper IC	SUEZ		747.078											0.08		747.158
Mixed Plastic IC	SUEZ		0	42.556							0					42.556
Mixed Batteries IC	SUEZ		0	704.522												704.522
Full/Partly Full Paint Tins Per Unit IC	SUEZ		0													0.000
Fluorescent Tubes Per Unit IC	SUEZ		0													0.000
Mixed Hazardous Waste I&C (see annex for details) IC	SUEZ		0													0.000
General Inert Waste Including Soils IC	SUEZ	2.12	8.28			2.66				4.36		2.9	2.56			12.480
Tyres general IC	SUEZ		0													0.000
Gas bottles (Hazardous) IC	SUEZ		0													0.000
Mixed Metals IC	SUEZ		1.04				1.78			0.64						2.420
SKIP RECOVERY - Recycle tonnes (SUEZ Report)	SUEZ	1.65	42.56	4.487	3.004	3.093	2.446	0.356	5.605	0.436	3.263	3.088	3.131	7.259	4.183	40.351
Food Processing Waste IC (Eco Food)	Biffa	5.32	131.76	7.878	7.888	11.86	15.82	15.917	18.404	11.819	11.288	8.962	11.723	10.492	10.191	141.914
Clinical Waste Kg (SRCL)	SRCL	0.177	3.46	0.1839	0.2712	0.183	0.195	0.1312	0	0	0.75		4.76	1.4	1.1	8.964
Hazardous (CineIQ)	CineIQ	4.12	30.32	3.22	3.54	0	3.62	7.82	0	3.18	4.26	0				25.640
WEEE (EOL Ltd.) + CDI Ltd.	CDI Ltd.	0														0.000

This allows for the university to report all tonnage to HEFCE and reported annually. Monthly internal reporting to the board is conducted and sampled.

2020-21 HEFCE Weight Data	2020-21
Non-residential waste mass recycled (ENRWREC)	173.6
Non-residential waste mass incineration (ENRWMINC)	33.8
Non-residential waste mass composting (ENRWCOM)	40.9
Non-residential waste mass anaerobic digestion (ENRWADI)	36.9
Non-residential waste mass landfill (ENRWMLAN)	0.0
Non-residential waste mass used to create energy (ENRWME)	253.6
Non-residential waste mass other (ENRWOTH)	0.0
Non-residential waste mass total (ENRWMT)	538.8
Residential waste mass recycled (ERWMREC)	121.8
Residential waste mass incineration (ERWMINC)	0.0
Residential waste mass composting (ERWMCOM)	41.0
Residential waste mass anaerobic digestion (ERWMADI)	94.9
Residential waste mass landfill (ERWMMLAN)	0.0
Residential waste mass used to create energy (ERWMENE)	450.9
Residential waste mass other (ERWMOTH)	0.0
Residential waste mass total (ERWMT)	708.6
Total waste mass recycled (EWMRECT)	295.4
Total waste mass incineration (EWMINCT)	33.8
Total waste mass composting (EWMCOMT)	81.9
Total waste mass anaerobic digestion (EWMADIT)	131.8
Total waste mass landfill (EWMMLANT)	0.0
Total waste mass used to create energy (EWMENET)	704.5
Total waste mass other (EWMOTHT)	0.0
Total waste mass total (EWMT) EXC. C & D	1247.4

Annual Transfer notes are created and submitted to the university alongside individual waste transfer notes.

Sample of Waste transfer notes:



Sample of Waste collection locations:



Site Name	Site Address	Town	Post Code	Depot	Waste Stream	Container Type	Size	Qty	Collection Frequency	Days	WTN Effective Date	WTN Expiry Date	EWC Code
University Of Southampton	B10 Library Bin Compound, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	3	SPW	MON, TUES, WED, THURS, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B1101, 31 University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	1	3PW	MON, WED, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B16 Bin Compound, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	1	3PW	MON, WED, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B19 ISVR Rear Of Building, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	1	1PW	WED	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B22 Bin Compound, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	4	5PW	MON, TUE, WED, THURS, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B27 Rear Of Chemistry, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	3	4PW	MON, WED, THURS, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B40 Compound Between B38 & B40, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	5	5PW	MON, TUES, WED, THURS, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B41 Compound Rear Of Nursery, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	2	5PW	MON, TUE, WED, THURS, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B42 Compound Rear Of SU Building, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	4	5PW	MON, TUES, WED, THURS, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B44 Shackleton In Compound, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	1	3PW	MON, WED, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B45 SHPRS Broadlands Car Park, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	1	3PW	MON, WED, FRI	31/12/2021	30/12/2022	20.03.01
University Of Southampton	B46 Physics Yard Bin, University Road	Southampton	SO17 1BJ	Fareham	General Non-Hazardous Waste IC	EURO 1100	1100 L	2	3PW	MON, WED, FRI	31/12/2021	30/12/2022	20.03.01

Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory

Process/audit area:	Operational Process - Energy Management																																																					
Auditees:	Sandra Ponponne																																																					
Auditor (if applicable):	Jesse Culleton																																																					
Evidence to support audit conclusion:																																																						
As discussed with Sandra Ponponne (Interim Energy Manager), within the department, all monitoring of energy consumption from the suppliers via the meters alongside the university own metering is conducted which includes; - Electricity - Gas - Water - Heat All monitoring is conducted via the universities Bespoke software (automated metering system) which allows all monitoring of data of consumption which will create the report straight away without waiting for the suppliers. within the AMS, all data is automatically sweep every couple of hours and stored within the server <table border="1"> <thead> <tr> <th>Meter name</th> <th>Load description</th> <th>Load measurements unit</th> </tr> </thead> <tbody> <tr> <td>11-54-S41 - w81</td> <td>Return Temp Trend Transfers, DistrictHeatReturnTemp (11-54-S41)</td> <td>degC</td> </tr> <tr> <td>11-54-S42 - 0079b</td> <td>ting Supply Temp Trend Transfers, DistrictHeatingSupplyTemp (11-54-S42)</td> <td>degC</td> </tr> <tr> <td>12157036 (n 0179-44)</td> <td>Manual Read 10th 100 Dummy RTU, B176 boldrewood</td> <td>kWh</td> </tr> <tr> <td>12157039 (m)</td> <td>Manual Read 10th 100 Dummy RTU, B175 Lloyds Register</td> <td>kWh</td> </tr> <tr> <td>13-11-S14</td> <td>B29 Fume Cupboard Extract Fan 1</td> <td>kWh</td> </tr> <tr> <td>13-11-S15</td> <td>B30 Fume Cupboard Extract Fan 2</td> <td>kWh</td> </tr> </tbody> </table> A physical meter reading will be completed to review the automatic data information against the current meter reading to ensure correct readings. All records can be documented as actual or estimated. <table border="1"> <thead> <tr> <th>Start</th> <th>End</th> <th>Reading</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>01/07/2022 00:00</td> <td>31/08/2022 00:00</td> <td>94,400.600 → 97,921.300</td> <td>Manual/Actual</td> </tr> <tr> <td>01/06/2022 00:00</td> <td>01/07/2022 00:00</td> <td>91,748.000 → 94,400.600</td> <td>Manual/Actual</td> </tr> <tr> <td>28/04/2022 09:30</td> <td>01/06/2022 00:00</td> <td>87,085.900 → 91,748.000</td> <td>Manual/Actual</td> </tr> <tr> <td>04/04/2022 12:00</td> <td>28/04/2022 09:30</td> <td>79,009.100 → 87,085.900</td> <td>Manual/Actual</td> </tr> <tr> <td>01/03/2022 11:00</td> <td>04/04/2022 12:00</td> <td>72,750.900 → 79,009.100</td> <td>Manual/Actual</td> </tr> <tr> <td>04/01/2022 13:00</td> <td>01/03/2022 11:00</td> <td>72,750.900 → 72,750.900</td> <td>Manual/Actual</td> </tr> <tr> <td>07/12/2021 12:30</td> <td>04/01/2022 13:00</td> <td>68,548.900 → 72,750.900</td> <td>Manual/Actual</td> </tr> </tbody> </table> New reading type ☐ Actual ☐ Estimated within the AMS, the carbon conversion factors are available and updated to ensure the correct value		Meter name	Load description	Load measurements unit	11-54-S41 - w81	Return Temp Trend Transfers, DistrictHeatReturnTemp (11-54-S41)	degC	11-54-S42 - 0079b	ting Supply Temp Trend Transfers, DistrictHeatingSupplyTemp (11-54-S42)	degC	12157036 (n 0179-44)	Manual Read 10th 100 Dummy RTU, B176 boldrewood	kWh	12157039 (m)	Manual Read 10th 100 Dummy RTU, B175 Lloyds Register	kWh	13-11-S14	B29 Fume Cupboard Extract Fan 1	kWh	13-11-S15	B30 Fume Cupboard Extract Fan 2	kWh	Start	End	Reading	Type	01/07/2022 00:00	31/08/2022 00:00	94,400.600 → 97,921.300	Manual/Actual	01/06/2022 00:00	01/07/2022 00:00	91,748.000 → 94,400.600	Manual/Actual	28/04/2022 09:30	01/06/2022 00:00	87,085.900 → 91,748.000	Manual/Actual	04/04/2022 12:00	28/04/2022 09:30	79,009.100 → 87,085.900	Manual/Actual	01/03/2022 11:00	04/04/2022 12:00	72,750.900 → 79,009.100	Manual/Actual	04/01/2022 13:00	01/03/2022 11:00	72,750.900 → 72,750.900	Manual/Actual	07/12/2021 12:30	04/01/2022 13:00	68,548.900 → 72,750.900	Manual/Actual
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Factor	Description	Current value
BSE	Boiler Seasonal Efficiency	0.70
BSECHP	Boiler Seasonal Efficiency CHP	0.80
CCFE	Carbon DEFRA Conversion Factor Electricity	0.191210
CCFG	Carbon DEFRA Conversion Factor Gas	0.182190
CCFW	Carbon DEFRA Conversion Factor Water	0.1490
CCFWW	Carbon DEFRA Conversion Factor Waste Water	0.2720
CMPECEF	CMP Electricity Carbon Emissions Factor	0.4220
CMPGCEF	CMP Gas Carbon Emissions Factor	0.1940
CMPWCEF	CMP Water Carbon Emissions Factor	0.34
CMPPWCEF	CMP Waste Water Carbon Emissions Factor	0.70
GASCF100mb	Correction factor for 100mb Gas supply	1.0427
GASCF20mb	Correction factor for 20mb Gas supply	1.0197
GASCV	Gas Calorific Value	39.60

all alerts for each logger is available with an email sent to inform the energy manager that a logger has failed

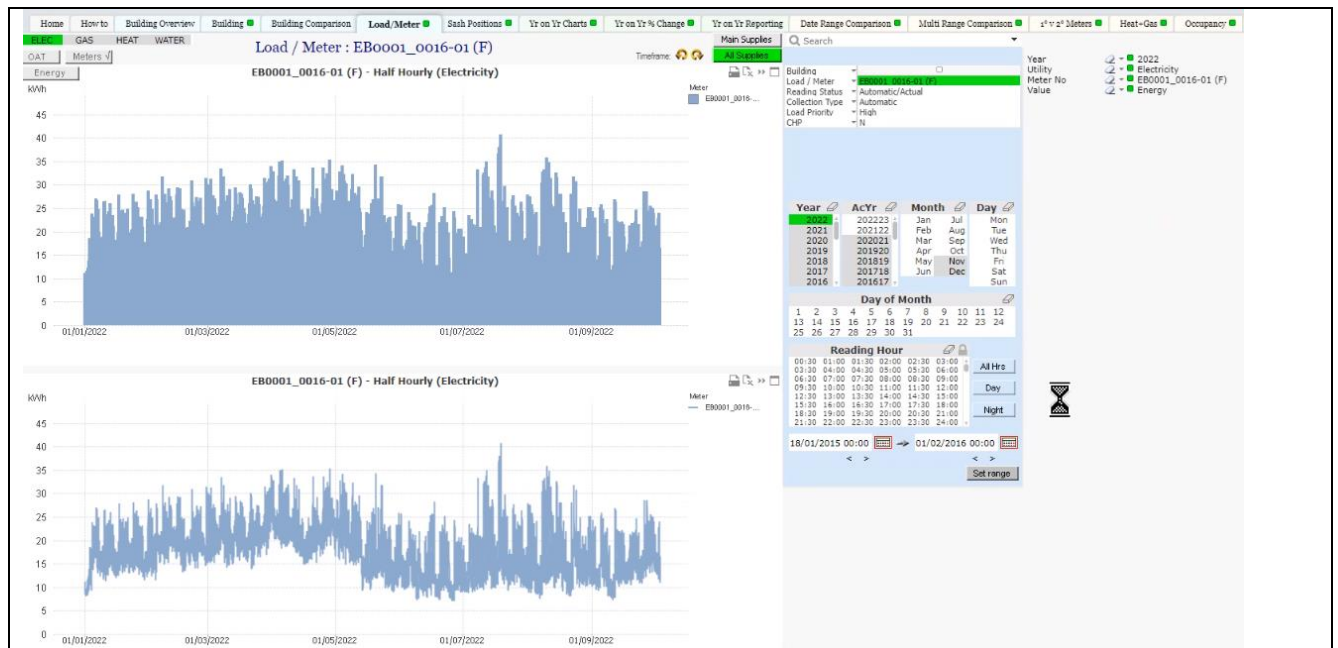
Sample of Alert

high	6-Sep-22, 07:30:31	Logger unexpected time	Logger RTUB0019-01 showed time 07:21:02 at 07:30:31, 06 September 2022	logger:RTUB0019-01	active
high	5-Sep-22, 08:00:54	Logger failure	Failed to read logger RTUB0063-01 at 08:00:54, 05 September 2022	logger:RTUB0063-01	active
high	3-Sep-22, 15:00:19	Missing channel(s) in imported f	3 channel(s) expected for logger 101, but missing from file 2SPU0209-20220903.csv	logger:DirImServ	active
high	27-Aug-22, 15:00:19	Missing channel(s) in imported f	2 channel(s) expected for logger 101, but missing from file 2SPU2608-20220827.csv	logger:DirImServ	active
high	20-Aug-22, 15:00:19	Missing channel(s) in imported f	2 channel(s) expected for logger 101, but missing from file 2SPU1908-20220820.csv	logger:DirImServ	active
high	18-Aug-22, 06:00:14	Zero readings for 24 hours	Load HB0011-02 has zero readings for at least 24 hours	load:HB0011-02	active

All meter data will be split between calendar year and academic year.

All data is reported and can be broken down into hourly, daily, monthly etc.

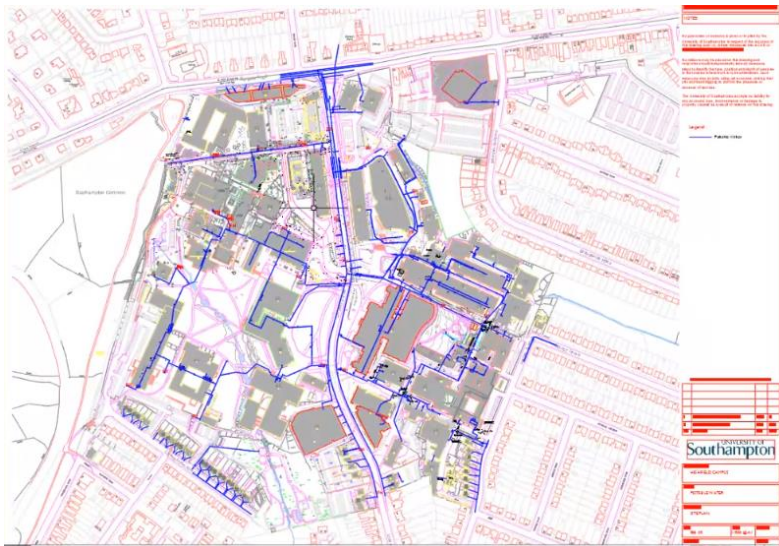
Sample of data report:



All data will be monitored and measured to allow for the university to reduce usage and energy consumption. It was discussed that currently some academics are reviewing the data to reduce the energy.

This will include reporting increase usage for each building within the campus which will be reported to the building manager which will review the usage try and reduce the energy usage.

Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory

Process/audit area:	Operational Process – Drainage
Auditees:	Dan Hopgood & Sarah Puckett
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	
As discussed with Dan Hopgood (Facility team leader), the management of the Universities drainage is conducted via the facility project team with a direct labour team based within the University to maintain all facilities on campus. All works will be set up as a project with all works within the buildings, footpaths, roads etc. Discussed, current project within heating with a duct to repair and remove asbestos located in the duct. All projects will be submitted and bid for funding to repair and replace. All projects will have a project plan created unless it is classified as an emergency works. Funding will be approved for an emergency project to allow for works to be completed. A survey will be completed of the area alongside a Risk Assessment and environmental assessment to allow for the University to create the works plan. All 3rd party companies will be approved suppliers from works completed before. A FRW will be created if the works is other X amount to get an exemption to complete emergency works. Sample of Project: - Site: Highfield - Plan: Surface water 	
Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory	

Process/audit area:	Operational Process – Maintenance
Auditees:	Jason Wyatt
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	

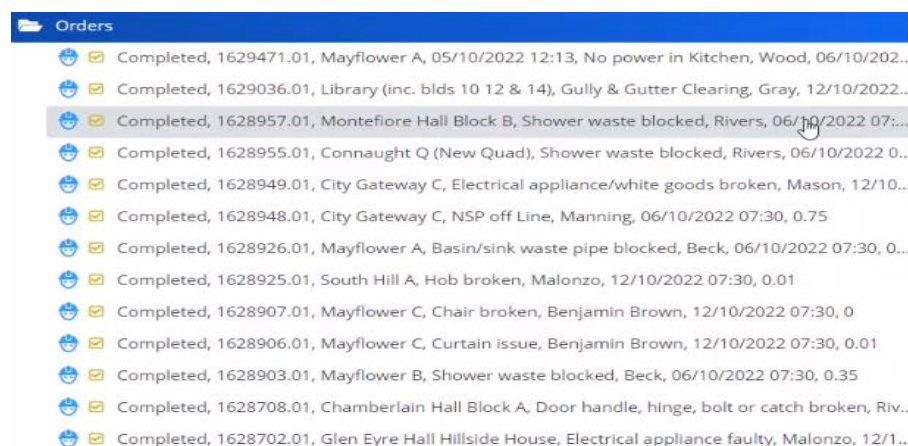
As discussed with Jason Wyatt (Buildings Operations Manager), the management of maintenance for University of Southampton is conducted via the line management of tradesman's (painters, decorators, carpenters etc.). All works in raised via the Planon system which is used to report 'reactive jobs' and via PPM.

This will also include refreshment of room etc. (for academic sites only). PPM will include roof cleaning, inspections (fire doors), etc.

All raised jobs will be raised via the self-service portal via Planon which has a drop down menu to allow for works to be raised. All raised works will be given an automatic priority rating within Planon.

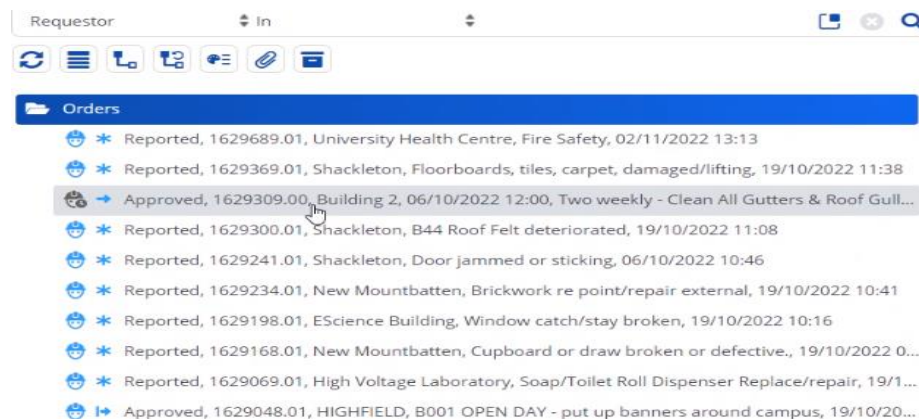
All works will be issued to the correct team and the works will be completed.

Sample of Raised completed jobs:



Orders
Completed, 1629471.01, Mayflower A, 05/10/2022 12:13, No power in Kitchen, Wood, 06/10/2022...
Completed, 1629036.01, Library (inc. blds 10 12 & 14), Gully & Gutter Clearing, Gray, 12/10/2022...
Completed, 1628957.01, Montefiore Hall Block B, Shower waste blocked, Rivers, 06/10/2022 07:30...
Completed, 1628955.01, Connaught Q (New Quad), Shower waste blocked, Rivers, 06/10/2022 0...
Completed, 1628949.01, City Gateway C, Electrical appliance/white goods broken, Mason, 12/10...
Completed, 1628948.01, City Gateway C, NSP off Line, Manning, 06/10/2022 07:30, 0.75
Completed, 1628926.01, Mayflower A, Basin/sink waste pipe blocked, Beck, 06/10/2022 07:30, 0...
Completed, 1628925.01, South Hill A, Hob broken, Malonzo, 12/10/2022 07:30, 0.01
Completed, 1628907.01, Mayflower C, Chair broken, Benjamin Brown, 12/10/2022 07:30, 0
Completed, 1628906.01, Mayflower C, Curtain issue, Benjamin Brown, 12/10/2022 07:30, 0.01
Completed, 1628903.01, Mayflower B, Shower waste blocked, Beck, 06/10/2022 07:30, 0.35
Completed, 1628708.01, Chamberlain Hall Block A, Door handle, hinge, bolt or catch broken, Riv...
Completed, 1628702.01, Glen Eyre Hall Hillside House, Electrical appliance faulty, Malonzo, 12/1...

Sample of Reported works:



Orders
Reported, 1629689.01, University Health Centre, Fire Safety, 02/11/2022 13:13
Reported, 1629369.01, Shackleton, Floorboards, tiles, carpet, damaged/lifting, 19/10/2022 11:38
Approved, 1629309.00, Building 2, 06/10/2022 12:00, Two weekly - Clean All Gutters & Roof Gull...
Reported, 1629300.01, Shackleton, B44 Roof Felt deteriorated, 19/10/2022 11:08
Reported, 1629241.01, Shackleton, Door jammed or sticking, 06/10/2022 10:46
Reported, 1629234.01, New Mountbatten, Brickwork re point/repair external, 19/10/2022 10:41
Reported, 1629198.01, EScience Building, Window catch/stay broken, 19/10/2022 10:16
Reported, 1629168.01, New Mountbatten, Cupboard or draw broken or defective., 19/10/2022 0...
Reported, 1629069.01, High Voltage Laboratory, Soap/Toilet Roll Dispenser Replace/repair, 19/1...
Approved, 1629048.01, HIGHFIELD, B001 OPEN DAY - put up banners around campus, 19/10/20...

With reactive works, the maintenance team will secure, safe and operational with 24 hours. If additional works (i.e. replacement), this will be raised and a sub be raised with detail of what is required and what the team did.

Sample of additional works:

No filter - click to add or show filters

Code
Contains
Search...

St...
Comms Log Type.Name
Description

☐ Communication logs (4)

PMFS actions	EHS_CHECK_ACCEPTED
PMFS actions	START_WORK
Customer comm's	
PMFS actions	END_WORK

General
Admin

Start date/time
22/09/2022 07:30

User
LR4W07, Roser, Lee

Information

I

500000 characters remaining (500000 maximum)

Reason

Action
START_WORK

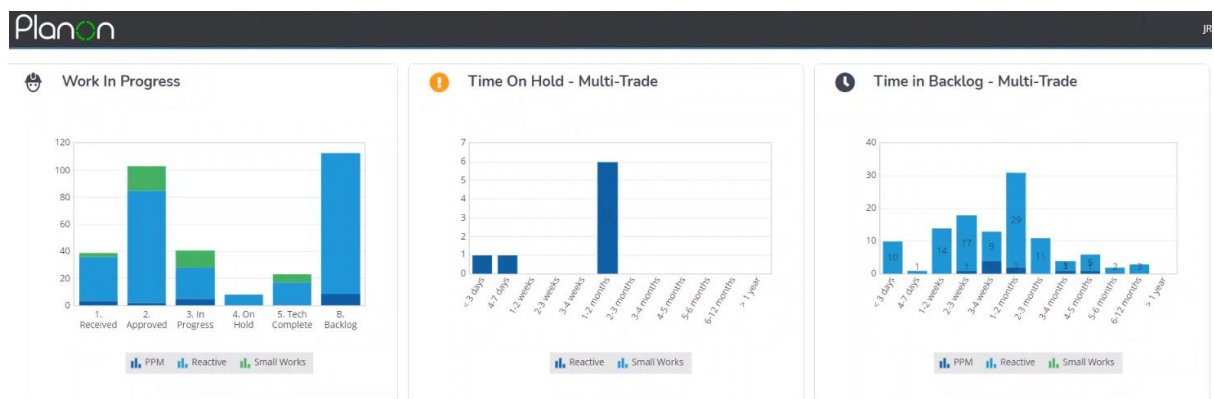
Com Log copy UX mark field

Invoice document
Drop file or Browse

PAL document
Drop file or Browse

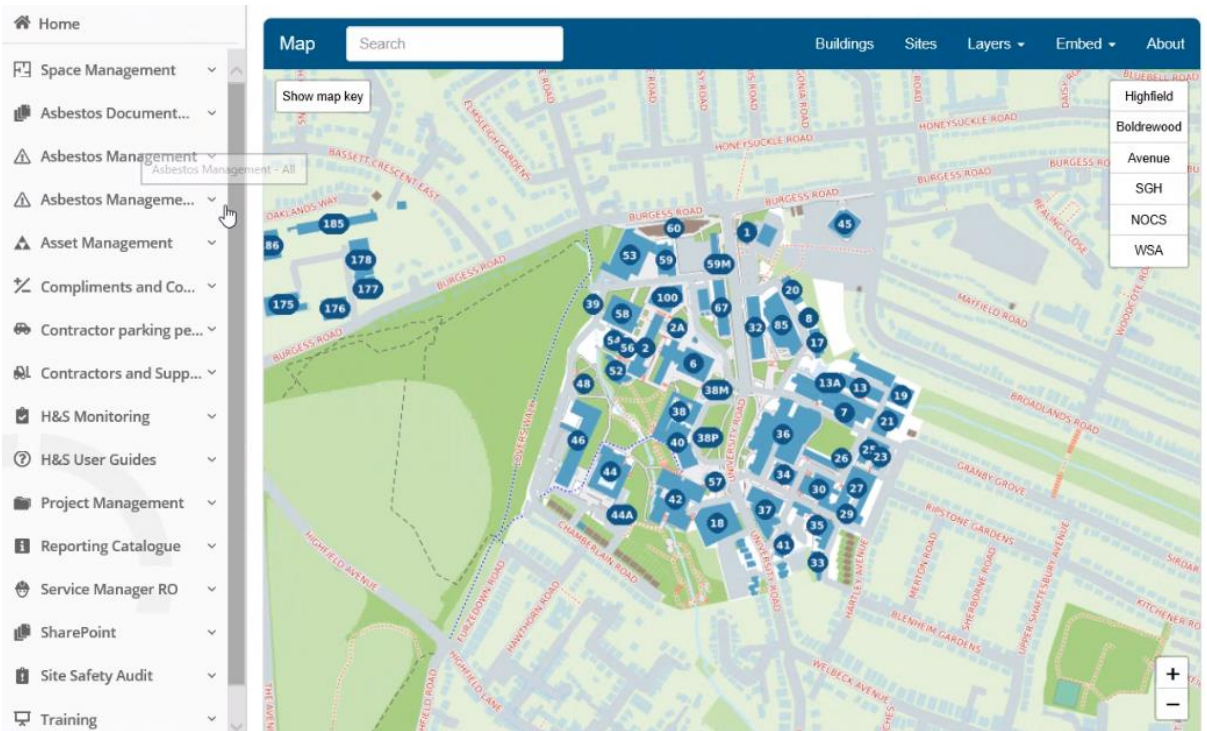
Document (secure)
Drop file or Browse

Monthly reporting is conducted via the Planon team which is reported to the board which will detail all jobs, backlogs etc. with information supplied.



Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory

Process/audit area:	Operational Process – Landscaping
Auditees:	Martin Wyss & Sarah Puckett
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	
As discussed with Martin Wyss (Landscape servicing manager), all landscaping conducted at the University's Campus is managed via the landscape team which consist of 3 teams across 3 sites (2 x Residential & Campus). The largest team in located on campus and look after 12 different sites. All works conducted sessional and dependant on the weather which may affect the works being completed. Works will include leaf clearance, grass cutting etc. A weekly program will be generated and the team will work through the works. Discussed, the lack of resource due to staff leaving within the team (30% reduced). Hiring new members of the team has had some issues. This has affected to the works being completed with high priority works conducted first via high profile areas (campus common areas etc.) A new member of the team has just joined and interviews being conducted over the coming weeks. Monthly report are generated and submitted to the directors which includes Quality audits, absences, works completed etc. Other reporting will be safety checks, COSHH checks, first aid kit checks and Risk assessment. Other team meetings are held to discuss new strategies, issues and new development.	
Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory	

Process/audit area:	Operational Process - Asbestos Waste Management
Auditees:	Phillip Freeston
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	
As discussed with Phillip Freeson (Construction H&S manager & Interim Asbestos Manager), the management of all buildings within the campus and residential halls is conducted via the Universities Asbestos management plan using forms and templates for all removal works etc. Trained DLO for Category 2 asbestos will carry out some works and record all information. All plan works via 3rd party contractors will be conducted Planon with approved removal and disposal. All Asbestos reports will be held within the Universities Planon portal and documented for each building / location.	
	
Each location will be identifiable via the space number via the asbestos register and searchable via the Planon system. A review of the Asbestos user guide was sampled and reviewed and supplied to all contractors to ensure all information is upload using the template supplied by the University and saved within Planon. within the MS Teams site, a UoS asbestos site management survey is available with all approved documents available	

Remedial Spread Sheet	November 26, 2020	Tina Waddell
Survey Management	August 6, 2021	Shaun Hyde
Upload Archive	July 28, 2020	Garry Niblett
Upload Template	August 25, 2020	Garry Niblett
Waiting correction	July 28, 2020	Garry Niblett
Waiting upload	July 28, 2020	Garry Niblett
1620 Birchwood_2.2.pdf	November 24, 2020	Phil Tillotson
9d6e4f99-fc1e-4cd0-a9a3-9b3ab4f3d3e1.jpg	November 24, 2020	Phil Tillotson
ARAP ACADEMIC - Asbestos Remedial Acti...	July 20	Phillip Freeston
ARAP HoR - Asbestos Remedial Action Plan...	July 21	Phillip Freeston
Asbestos import flow diagram.vsd	July 29, 2020	Garry Niblett
Bids for Management Resurvey Jan 20 to Ju...	October 26, 2021	Tina Waddell
Bids for Reinspection and Management Res...	June 28, 2021	Tina Waddell

All works will be bid for remedial action to be taken from the asbestos survey. An asbestos abatement specification report will be completed by the 3rd party contractors and will include all information including Smoke tests, removal, disposal etc.

UWS Tunnel 5 (B4)	Z-Sub Level 1	Service Tunnel	11/02/2021	Insulation , Residue to Right hand side concrete walls past intersection	Remove		✓	27.05.2021 - TW Investigating which LARCS has there own rescue team and once information gathered, invite said companies in for tendering purposes. To report back to AIT on 10.06.2021.
UWS Tunnel 5 (B4)	Z-Sub Level 1	Service Tunnel	11/02/2021	Insulation , Residue to Right hand side concrete walls past intersection	Remove		✓	27.05.2021 - TW Investigating which LARCS has there own rescue team and once information gathered, invite said companies in for tendering purposes. To report back to AIT on 10.06.2021.
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The upload template was sampled with all information and photographs

SURVEY TYPE	Code	INSPECTION TYPE	Code	SURVEYOR RECOMMENDATION	Code	MANAGEMENT PRIORITY RANKING	Code
Management Asbestos Survey	1	Visual and None Found	0	Immediate Removal	1	Very Low	1
Refurbishment and Demolition Survey	2	Visual and Presumed	1	Control space access but then Remove	2	Low	2
		Visual and Actual	2	Encapsulate the material then/or Remove	3	Medium	3
		Sampled	3	Repair/Re-encapsulate & Label (Remove if redundant)	4	High	4
				Label & Monitor (Remove if redundant)	5	Urgent	5
				Label & Monitor	6		
				No Action Required	7		
					8		
NOTIFIABLE	Code	INSPECTION RESULT	Code	MST RECOMMENDED ACTION	Code		
Non-notifiable	1	No Asbestos Detected	1	Review in 12 months	1		
Notifiable	2	Presumed Asbestos	2	Re-Assess in 6 months	2		
Unknown	3	Strongly presumed Asbestos	3	Re-Assess in 3 months	3		
		ASBESTOS FOUND	4	Action within 3 months	4		
				Immediate Action Required	5		
NORMAL ACTIVITY	Code Score	LOCATION SPACE	Code Score	OCCUPANT RANGE	Code Score	DISTURBANCE POTENTIAL	Code Score
None Disturbance	1 0	Outdoors	1 0	None	1 0	Minor disturbance	1 0
Low Disturbance	2 1	Well ventilated large space	2 1	1 to 5	2 1	Low disturbance	2 1
Periodic Disturbance	3 2	Internal space upto 100m2	3 2	4 to 10	3 2	Medium disturbance	3 2
High Level of Disturbance	4 3	Confined spaces	4 3	>10	4 3	High disturbance	4 3
Assessment to be made	5 3			Assessment to be made	5 3	Assessment to be made	5 2
ACCESSIBILITY	Code Score	USAGE FREQUENCY	Code Score	FREQUENCY	Code Score		
Asbestos material usually inaccessible	1 0	Infrequent use of space	1 0	Asbestos Material unlikely to be disturbed	1 0		
Asbestos material unlikely to be disturbed	2 1	Monthly use of space	2 1	Access required for maintenance < or = 1 per year	2 1		
Asbestos material may occasionally be disturbed	3 2	Weekly use of space	3 2	Access required for maintenance > 1 per year	3 2		
Asbestos material will be easily disturbed	4 3	Daily use of space	4 3	Access required for maintenance > 1 per month	4 3		
Asbestos material is routinely disturbed	5 3						
OCCUPANT RANGE	Code Score	AVERAGE TIME OF USE	Code Score				
Small amounts or items	1 0	Occupied less than 1 hour	1 0				
<=20m² or <=20m pipe run	2 1	Occupied 1 to 3 hours	2 1				
>10m² or >10m² or >10m to <10m pipe run	3 2	Occupied 3 to 6 hours	3 2				
>100m² or >100m pipe run	4 3	Occupied more than 6 hours	4 3				
Assessment to be made	5 3						

Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory

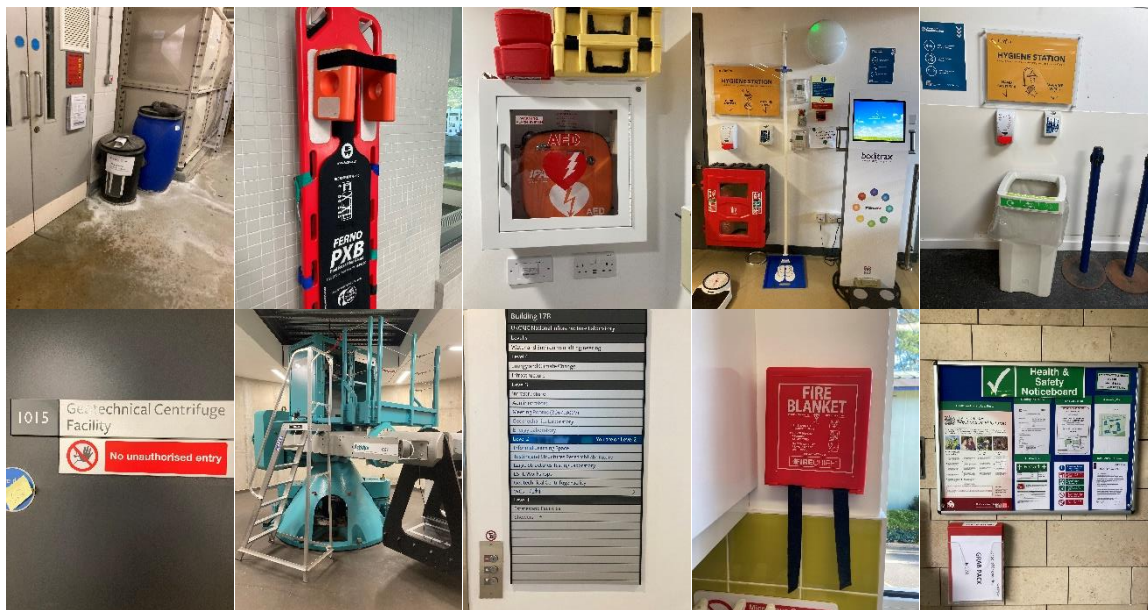
Process/audit area:	Site Tour - Emergency Preparedness and Response
Auditees:	Sarah Puckett
Auditor (if applicable):	Jesse Culleton
Evidence to support audit conclusion:	
A Campus tour was undertaken at the University of Southampton to evidence conformance with the international standard (ISO 14001:2015) and Eco Campus (Platinum). <u>Emergency Preparedness & Response:</u> Documentation sampled; - UOEMSOP001 Hazardous Material Spill Response Procedure, version 14 dated 08/02/2021 - UOEMSOP006 Emergency preparedness & response, version 13 dated 03/06/2020 - UOEMSOP008 Environmental Operational Procedure - Hazardous materials and oil storage, version 8 dated 29/03/2021 Spills Procedure: As documented within the Hazardous Material Spill Response Procedure, the University uses the following process; - Assess – Stop – Contain – Notify – Dispose Specific information on how to contain a spill in the yards of Building 53 and 85 is detailed below. - Do not hose down spills with water! - Do not use detergents to disperse any oil; detergent is also a pollutant! Emergency response; - Spill kits are located at the hazardous material compounds. - Only staff trained to follow the Hazardous Spill Response Procedure (UOEMSOP001) should attempt to tackle a hazardous material spill. Staff should attend training (organised by the Environment & Sustainability Manager) once every two years on this procedure to ensure that they remain competent. - Staff are responsible for checking the contents of spill kits to ensure they are fit for purpose. - The Emergency Preparedness and Response Procedure (UOEMSOP006) provides further details regarding how the University responds to incidents. Bulk oil storage: There are five bunded oil tanks: - A waste oil tank in B61 (managed by Faculty of Civil Engineering & Environment) - A fuel tank by B7 (managed by Faculty of Civil Engineering & Environment) - A fuel tank at Wide Lane (managed by the Sports & Wellbeing Manager) - There is a bunded fuel store at the Water Sports Centre (managed by the Sports & Wellbeing Manager)	

- A fuel tank at Astro House (managed by FES FM)

The tanks and fuel store comply with the requirements of the Control of Pollution (Oil Storage) (England) Regulations SI 2001/2954.

Campus Site Tour:

A review of UoS emergency preparedness and response controls in place across the following visited buildings:



Images of Campus and Resident Halls



Waste Collection Areas:



Sample of COSHH Storage





Conclusion of the overall effectiveness of the process: Process / Audit Area is satisfactory

Use of Registration Marks and Logos

Use of Registration Mark (if used) is in accordance with the Rules of Registration

No

Detail if required

Example of the current NQA logos:

ISO 9001 (UKAS Accredited)



ISO 9001 (UKAS Accredited) with 'UKAS Tick and Crown'



More information can be found at: <https://www.nqa.com/en-gb/clients/logo-library>

If there are inaccuracies, errors or queries regarding this report or audit findings, please contact NQA Head Office on 0800 052 2424 within five working days of the closing meeting.

End of Audit



AUDIT REPORT PART C – AUDIT PLAN

As discussed with client, audit plan will be created during first contact prior to Reassessment visit. This will allow for auditing areas (departments and buildings) to be confirmed.

2023 reassessment visit to be conducted over 4 days

AUDIT REPORT PART D – AUDIT MATRIX

Relevant Standard/Supporting Documentation:	ISO 14001:2015 & EcoCampus Platinum
- This audit programme is to be prepared by the Lead Auditor at the completion of the Stage 2 audit or the Recertification audit. It should be replicated in all subsequent surveillance visit reports. - Where an element(s) of the programme cannot be completed at a given visit the programme shall be amended and up-issued accordingly to ensure coverage at the following visit. - Site visits are to be included in the programme with a clear indication as to the processes intended to be sampled.	

Type of visit	Stage 1	Stage 2	Surveillance 1	Surveillance 2	Recertification
Visit Due Date (MM/YY)			2021	2022	2023
Mandatory Elements / Selected Processes	Processes to be audited during visits are to be indicated with a cross (X). All processes are to be audited during a three-year certification cycle excluding the re-certification visit.				
Context of the organization		✓	✓	✓	X
Leadership		✓	✓	✓	X
Planning		✓	✓	✓	X
Support		✓	✓	✓	X
Performance evaluation		✓	✓	✓	X
Improvement		✓	✓	✓	X
Use of marks and references to certification / Client website		✓	✓	✓	X
Site Tour		✓	✓	✓	X
Operations Processes (specify from scope)					
• Operational Controls		✓	✓	✓	X
• Emergency Preparedness		✓	✓	✓	X
• Sustainable Procurement		✓	✓	✓	X
• Sustainable Transports & Travel Plan		✓	✓	✓	X
• Waste Recycling		✓	✓	✓	X
• Energy Monitoring		✓	✓	✓	X
•		✓	✓	✓	X
Off Site Processes for review at Site Visits (Specify)	To be arranged per visit with different building and locations visited				
• Campus Buildings		✓	✓	✓	X
• Halls of Residence		✓	✓	✓	X
• External Areas and grounds		✓	✓	✓	X
Audit trails will be developed based upon identified risk throughout the audit and as such timings and content may be subject to change. Where the client operates shifts, the activities that take place during shift working shall be considered when developing the audit programme					

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