

1.2.7 Existing Management Practices appropriate to EMS

Document Control

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Summary

The table below matches current Wiltshire College management systems to key environmental issues. The list of key issues was taken from “The BS 8555 SME Workbook Phase 1: Commitment and Establishing the Baseline, courtesy the iema. “

Issue	Current management
Waste disposal notes/transfer notes/ Waste management licences.	Waste transfer notes kept centrally by Estates Team at Trowbridge. Hazardous Waste consignment notes kept by the Health and Safety Manager at Lackham. Authorised copies of licences not routinely kept.
Licences for discharge to watercourses or sewers.	<i>Investigate Lackham farm.</i>
Water abstraction licences.	<i>Investigate Lackham farm.</i>
Licences for emission to atmosphere.	None required.
EPR permits.	Investigate Lackham
Any exemptions from environmental legislation.	None sought

Emergency arrangements.	Local arrangements. No central record.
Fire emergency arrangements.	Compiled, maintained and tested by Health and Safety Manager.
Noise, Vibration, Dust, Odour, or Light control.	None in place
Provision of environmental requirements in procurement procedures.	Being developed by Head of Finance
Health and safety risk assessments.	Compiled and maintained by Departments; audited by Health and Safety Manager.
Environmental accident/incident reports.	No recording system.
COSHH – information/data sheets.	Compiled and maintained by Departments; audited by Health and Safety Manager.
Environmental training.	None, but process for staff development managed by Staff
Security arrangements.	Managed by Estates Department
Geological information or surveys relating to the site.	Held by Projects Director for sites where rebuilding plans have been progressed.
Due diligence reports, or details of previous environmental assessments,	<i>Projects Director</i>
Geological reports – Chippenham & Lackham	Projects Director
Town & Country Planning information, public registers/planning consents,	Held by Projects Director
environmental statement for sites/projects subject to the EIA Regulations.	Not applicable
Historic information on the use of the site.	Not centrally held
Correspondence or requirements from customers.	<i>Consult Jane Holmes and Ray Walker re staff surveys.</i>
Correspondence from other interested parties.	Not held
Information from the Local Authority on local environmental issues.	Not held
Information from trade associations.	EAUC membership managed by Roger Powell
Information from suppliers/sub-contractors.	Purchasing managed by Departments
Information from plant/equipment suppliers.	Any information held by purchaser / hirer
Information or communications from Environment Agency.	Any communications would be managed by Site Managers
Investors in People.	Signatorys.
Existing documented Quality System.	Teaching programmes produce Course Files. Self Assessment Reports produced by all Departments. No formal quality management system.
Existing documented Health & Safety System.	Health and Safety Manager operates health and safety system.
Other relevant schemes or industry standards.	LSC requirements managed by teaching Departments.
Consultation on each site	Caring for the Campus meetings
Promoting student involvement	Community Campus environment focus.

