

Environmental Management and Sustainability Policy

Responsibility for Policy:	Vice-Chancellor and Chief Executive
Relevant to:	All LJMU staff, students, visitors and contractors
Approved by:	SMT on 2 nd February 2016
Responsibility for Document Review:	Head of Safety, Health and Environment
Date introduced:	February 2016
Date(s) modified:	December 2016, May 2019, March 2020
Next Review Date:	January 2022

RELEVANT DOCUMENTS

- Environmental legislation under the EC Treaty (Articles 2, 95 and 174)
- Climate Change Act 2008
- Environment Act 1995
- For all other legislation relevant to the University's operations and activities: see Environmental Legal Register, held by the Safety, Health and Environment Department

RELATED POLICIES & DOCUMENTS

- Liverpool John Moores University Strategic Plan 2017/2022
- Annual Environment and Sustainability Report
- Policy documents: Environmental Codes of Practice (ECPs)
 - ECP1 Organisation for Implementation of the Environment and Sustainability Policy
 - ECP2 Arrangements for Implementation of the Environment and Sustainability Policy
 - ECP3 Recycling and Waste Resource Management
 - ECP4 Municipal Recycling and Resource Management
 - ECP5 Hazardous and Offensive Waste
 - ECP6 Biodiversity
 - ECP7 Sustainable Travel
- MCP5 Incident Management
- The University's Risk Management Policy

The above are available on the University's Policy Centre:
<https://policies.ljmu.ac.uk/UserHome/Policies/Default.aspx>

Liverpool John Moores University Environmental Management and Sustainability Policy

1. Policy statement

Liverpool John Moores University (LJMU) is a pioneering modern civic university, delivering solutions to the challenges of the 21st century. Environmental responsibility and sustainable development underpin delivery of this ambition. This Policy recognises LJMU's associated responsibilities and makes commitments to support the University's strategic aims and values.

The University is a major economic contributor in the North West. Approximately 2,500 staff deliver research and academic programmes to 25,000 students across three main campuses, comprising of a varied portfolio of 43 buildings and their grounds. This Policy forms part of the means by which each of the strategic supporting aims will be achieved. LJMU's commitment to better environmental management and sustainability performance will be achieved through:

- 1. Environmental protection:** LJMU commits to preventing or mitigating our adverse environmental impacts from our activities
- 2. Environmental enhancement:** LJMU will seek to take advantage of identified beneficial environmental opportunities
- 3. Compliance:** LJMU will comply with all relevant Global, International and UK Government environmental directives and legislation; and will meet its obligation to meet other requirements such as those laid out through the Higher Education Funding Council for England (HEFCE) and local authorities.
- 4. Continual improvement:** LJMU commits to continual improvement – aiming for greater performance when targets are met and managing significant environmental impacts, steering progress toward consideration of the International Organization for Standardization's Environmental Excellence certification (ISO 14001).
- 5. Monitoring and management:** LJMU will measure and monitor its progress against set targets, driving good practice across the sector and acting as a leader in higher education. We will establish KPI reporting, redefining targets and the Environmental Management and Sustainability Policy as appropriate.

We will take a 'whole university' approach, integrating environmental management and sustainability into our teaching and research, core processes and decision making. Plans and processes will be developed and regularly reviewed to drive:

- Minimisation of associated pollution levels and implementation of prevention control
- Review and implementation of our Carbon Management Plan to meet emission targets
- Encouragement of the use of sustainable means of transport, including the University fleet
- Minimisation of waste production and improving recycling and diversion practice across the estate
- Reduction of waste water and encouraging more sustainable consumption
- Enhancement of levels of biodiversity on campus wherever possible
- Pursuance of sustainable and ethical procurement options, especially in new projects.

Using communication and engagement we will:

- Foster environmental/sustainability awareness and principles amongst staff and students
- Review and inform the process of embedding environmental management and sustainability in the taught curriculum
- Work with neighbouring stakeholders as a leader in local sustainability performance
- Communicate, accessibly, all relevant policies and achievements to our varying stakeholders
- Make the Environmental Management and Sustainability Policy publically-viewable on the LJMU website.

This Policy is led by the Board of Governors and the Executive Leadership Team.

For and on behalf of LJMU:

A handwritten signature in black ink that reads "I. G. Campbell". The signature is written in a cursive style with a trailing flourish.

Professor Ian G. Campbell
Vice-Chancellor and Chief Executive
March 2020

2. Organisation

An Environment and Sustainability Code of Practice (ECP1) has been developed in respect of Organisation for the Implementation of the Environment and Sustainability Policy. The individual and collective procedures for implementing the Policy Statement of Intent are summarised below:

2.1 The roles and responsibilities of the following Governors, staff and others have been defined:

- Board of Governors
- Vice-Chancellor
- Members of the Executive Leadership Team
- Chair of Environment and Sustainability Panel
- PVCs of Faculty and Heads of Operations
- Directors of School/Institute and Professional Services Teams
- Managers/Supervisors
- All staff (including temporary staff, sessional staff and those with Emeritus status)
- Students (Undergraduate, Masters and Post Graduate)
- Liverpool Students' Union
- Trades Unions
- Contractors and service providers
- Safety, Health and Environment Department

Environmental responsibilities are contained within the Health and Safety Induction Workbook; the Staff Induction Booklet; and the Contractors' Induction Booklet.

2.2 The University will obtain competent advice and support from the Safety, Health and Environment Department, who in turn will utilise internal resources and expertise as well as external consultancy to advise on topics as appropriate.

2.3 The Environment and Sustainability Panel is the principal means of consultation on matters of policy development and strategic issues. Further details may be found in the Panel's Terms of Reference.

2.4 The Incident Management Team deals with major environmental incidents as part of the University's framework for business continuity management. Further details may be found in MCP5 Incident Management.

3. Arrangements

An Environment and Sustainability Code of Practice (ECP2) has been developed in respect of Arrangements for the Implementation of the Environmental Policy. The systems and procedures for implementing the Policy Statement of Intent are summarised below:

3.1 The LJMU Health and Safety and Sustainability websites are the principal source of information on the University's environment and sustainability policies, processes and scope. A new Environmental Management website is being developed.

3.2 The University's Carbon Management Plan 2015-2020 outlines the long term focus and aims of LJMU's carbon abatement strategy. It assists in driving operational cost improvement and making a significant contribution to government and HEFCE carbon reduction targets. LJMU's commitment to its Carbon Management is reaffirmed in the LJMU Strategic Plan 2017-2022. The strategic aims and objectives of the Carbon Management Plan will continue while the University develops an updated Plan.

3.3 The Annual Environment and Sustainability Targets and Objectives document will be developed to outline annual targets against longer term strategic objectives. These targets and objectives will be agreed by the Environmental Management and Sustainability Panel.

- 3.4 Monitoring and review are initially undertaken by the Estate and Facilities Management Department, supported by the Safety, Health and Environment Department. This is for the purposes of internal auditing, carbon management, the HESA Estate Management Return, external environmental accreditations, external benchmarking platforms and compliance registers. Aspects monitored include:
- Recycling and waste (CO₂, mass and recycling percentage from municipal, clinical, waste electrical and electronic equipment, asbestos, confidential and other waste streams)
 - Travel (business rail/air, grey fleet, vehicle fleet, hired vehicles, staff and student commute)
 - Biodiversity levels on campus
 - Campus surface data (percentage green space, percentage retentive surface)
 - Utilities (CO₂, consumption and expenditure from gas, electricity, water and other)
 - Accreditation status
 - Education for Sustainability
- 3.5 Management of environment and sustainability contributes to the University's overall risk management framework. This will include an Environmental Aspects and Impacts Risk Register and Environmental Emergency Procedure Index. Members of ELT develop and use this framework to ensure that significant risks in their area are identified, assessed, managed and monitored. Local Risk Registers (or similar listings of risks) are maintained and reviewed periodically by the Faculty or Division. Criteria for the escalation of local risks to the institutional risk register are defined in the Risk Management Policy for ELT members.
- 3.6 Quarterly Institutional KPIs are provided to ELT, covering carbon emissions and expenditure from utilities.
- 3.7 The Annual Environment and Sustainability Report is produced in the first semester of the academic year, to thematically outline how the University has progressed its environmental and sustainability performance. It is received by ELT and the Infrastructure Committee of the Board of Governors.
- 3.8 The above arrangements and documents may be managed and reported via the University's EcoCampus Environmental Management System (EMS). Additional records include Environmental Legal Register; Environmental Training Database; Communications Log; Environmental Impact and Risk Register; Environmental Emergency Procedure Index. Staff and student-facing processes can also be located within the Environmental Codes of Practice.
- 3.9 The University has a positive relationship with staff representatives and the Liverpool Students' Union; the University actively consults with these members of the University community through the Environment and Sustainability Panel, where they form part of its membership. Such membership provides the opportunity for consultation on all Policy documents including Environmental Codes of Practice, which are formally approved by the Environment and Sustainability Panel.