

## **Environment and Sustainability Policy**

<b>Responsibility for Policy:</b>	Vice Chancellor and Chief Executive
<b>Relevant to:</b>	All LJMU Staff, students and visitors
<b>Approved by:</b>	SMT on 2 <sup>nd</sup> February 2016
<b>Responsibility for Document Review:</b>	Environment and Sustainability Panel
<b>Date introduced:</b>	February 2016
<b>Date(s) modified:</b>	December 2016
<b>Next Review Date:</b>	September 2019

### **RELEVANT DOCUMENTS**

- Environmental legislation under the EC Treaty (Articles 2, 95 and 174)
- Climate Change Act 2008
- Environment Act 1995

### **RELATED POLICIES & DOCUMENTS**

- Recycling and Waste Policy
- Biodiversity Policy
- Environmental Codes of Practice (ECPs)

## **Liverpool John Moores University Environment and Sustainability Policy**

Liverpool John Moores University (LJMU) is a major economic contributor in the North West. 2,100 staff deliver research and academic programmes to 22,500 students across three main campuses, comprising of a varied portfolio of 43 buildings and their grounds.

This Policy supports the University's strategic aim to be "a university aware of its civic, social and environmental responsibilities and which discharges these with vigour and enthusiasm" and forms part of the means by which each of the strategic supporting aims will be achieved. LJMU's commitment to better environmental and sustainability performance will be achieved through:

**Continual improvement:** LJMU commits to continual improvement – aiming for greater performance when targets are met and managing significant environmental impacts, steering progress toward the International Organization for Standardization's Environmental Excellence certification (ISO 14001).

**Compliance:** LJMU will comply with all relevant Global, International and UK Government environmental directives 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.

**Monitoring and management:** LJMU will measure and monitor its progress against set targets, driving best practice across the sector and acting as a leader in higher education. We will establish KPI reporting, redefining targets and the Environment and Sustainability Policy as appropriate.

**Performance and policy:** Policies 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.

**Communication and engagement:** The University will:

- Foster environmental/sustainability awareness and principles amongst staff and students.
- Review and inform the process of embedding 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 Environment and Sustainability Policy publically-viewable on the LJMU website.

This Policy is fully supported by the Board of Governors and the Strategic Management Team.

For and on behalf of LJMU:

**Professor Nigel Weatherill, DSc FREng FRSA  
Vice Chancellor and Chief Executive  
November 2015**

## 2. Organisation

An Environment and Sustainability Code of Practice (ECP1) will be 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 Strategic Management Team
- Chair of Environment and Sustainability Panel
- Faculty Deans 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
- Environmental Manager and Assistant Environmental Manager

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 Environmental Manager and Assistant Environmental Manager, 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) will be 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 Environment and Sustainability website is the principal source of information on the University's environment and sustainability policies, processes and scope. This includes:

- Environment and Sustainability Policy
- Recycling and Waste Policy
- Biodiversity Policy
- Sustainable Travel Policy
- Institutional Travel Plan

The Environment and Sustainability website also links to the University's Fairtrade Policy, Sustainable Procurement Policy and Ethical Investment Policy.

- 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 2012-17.
- 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 Environment and Sustainability Panel.
- 3.4 Monitoring and review are initially undertaken by the Environmental Manager and Assistant Environmental Manager. 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 (CO<sub>2</sub>, 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 (CO<sub>2</sub>, 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 SMT 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 Code of Practice for SMT members.
- 3.6 Quarterly Institutional KPIs are provided to SMT, covering carbon emissions and expenditure from utilities.
- 3.7 The Annual Sustainability Report will be produced in the first semester of the academic year, to thematically outline how the University has progressed its environmental and sustainability performance. It will include a foreword from the Liverpool Students' Union and a member of SMT; results of relevant Student Sustainability Surveys; friends and collaborators; and report contributors.

The key areas for reporting are:

- Energy and Carbon
- Water
- Biodiversity
- Recycling and waste
- Travel and transport
- Healthy living

The Annual Sustainability Report is delivered to SMT and the Finance Committee of the Board of Governors.

- 3.8 The above arrangements and documents may be managed and reported via the University's 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 Environment and Sustainability 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 Environment and Sustainability Codes of Practice which are formally approved by the Environment and Sustainability Panel.

## References

- Environment and Sustainability Website  
<http://www.ljmu.ac.uk/Sustainability>
- ECP1 Organisation for the Implementation of Environmental and Sustainability Policy
- ECP2 Arrangements for the Implementation of Environmental and Sustainability Policy
- Environment and Sustainability Panel – Terms of Reference  
[https://www.ljmu.ac.uk/~media/files/ljmu/about-us/sustainability/environment\\_and\\_sustainability\\_panel\\_terms\\_of\\_reference.pdf?la=en](https://www.ljmu.ac.uk/~media/files/ljmu/about-us/sustainability/environment_and_sustainability_panel_terms_of_reference.pdf?la=en)
- MCP5 Incident Management  
<https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=21&l=1>
- The University's Risk Management Policy  
<https://policies.ljmu.ac.uk/UserHome/Policies/ViewPolicyStart.aspx?id=169&l=1>