

Version Control Table		
DATE OF CHANGE	BY?	WHAT WAS CHANGED?
26/08/2014	Alex Metcalfe	Added an 'Other Requirements' tab
26/08/2014	Alex Metcalfe	Added a 'Version Control' tab
20/01/2016	Alex Metcalfe	Updated Legislation
05/02/2016	Keith Poole	Updated Waste legislation (List of wastes)
13/12/2016	Alex Metcalfe	Updated with legislation updates from CEDREC Modified <i>OR</i> tab to refer to needs and requirements of (stakeholders) inteterested parties Reviewed and updated all legislation
WG05	Keith Poole	Added OR47-49 added
17/11/2017	Alex Metcalfe	Updates to several pieces of legislation
20/02/2019	John Hills	Updates to Procurement
??/07/2019	John Hills	Checked and updated to reflect updates to legislation
24/04/2020	John Hills	Assistant Facilities Director (Estates and Infrastructure) changed to Estates Manager. Reference to Clay Traps and Enzyme Dosing struck through.
15/02/2021	John Hills	Minor updates
22/03/2021	John Hills	Updates to legislation, including Brexit. Redundant entries removed.
15/06/2021	John Hills	OR23 and OR24 merged.
08/10/2021	John Hills	P07 update to include Modern Slavery Act
09/11/2012	John Hills	CB06 added

Air and Carbon Legislation

Ref.	Air & Carbon Legislation	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Regulator	Authorisations, licences, consents and related records	Responsible persons (site contact)	Compliance Indicator Red = Non -compliant or in progress Green = compliant
ACR01	Clean Air Act 1993: The main aim of this Act is to provide a comprehensive control mechanism to protect the environment from smoke, dust and fumes.	The University is an emitter of fumes, smoke or grit from: bonfires, boiler systems, fume cupboards, construction projects, vehicle emissions and local exhaust ventilation systems; dust collectors, biological safety cabinets, canopy hoods, bench hoods and downdraft hoods.	Gas flue analysis under gas safe regulations carried out on an annual basis.	Local Authority	Gas safe certificates filled in Estates and Infrastructure office for Canterbury and locally for all other sites - Campus Administrator's offices.	Estates Manager	
ACR03	Environmental Information Regulations SI 2004/3391: Allows people to request environmental information and all data that explains the way in which the University and its operations interact with the wider environment; such as air and atmosphere, water, soil, natural sites, biological diversity and its components, including genetically modified components, including genetically modified organisms.	Aspects of the universities operation likely to affect the environment include: energy, noise, radiation or waste, including radioactive waste, emissions and discharges. Environmental information will also cover our impact on the conditions of human life and on the built environment which we inhabit. Requests for information under the EIR should be dealt with in a similar way to those received under the Freedom of Information Act 2000. The differences are: The request does not have to be in writing. We have 40 working days to respond to large and complex requests, although we should generally attempt to respond within 20 working days. More time is not allowed for considering the public interest. It is irrelevant whether we actually produced the information requested, as long as we hold it. We cannot refuse to comply with a request on grounds of cost, although we can charge, using the same regime as for the FOIA. There will be no charge for viewing of information. There are no absolute exemptions under the EIR. In other words, if we feel that an exemption (or exception) may apply, we have to apply the Public Interest Test	Sustainability website publishes some information. All FOI requests are handled by the University Solicitor's Office.	Information Commissioners Office	Not applicable	Assistant University Secretary	
ACR04	CRC Energy Efficiency Scheme Order 2013: A mandatory carbon emissions reporting and pricing scheme to cover all organisations in the UK using more than 6,000 MWh per year of electricity. Scheme fully closes on 1 April 2022.	The University must submit an annual report by the last working day of July of each annual reporting year. This enables the administrator to calculate the university's CRC emissions. In October of each year of a phase, the university needs to surrender enough allowances to cover their CRC emissions for that year. CCCU must to keep evidence of all relevant information under the Scheme in the event that they are audited by the administrator.	Registered as a participant from September 2009. Submit annual report and footprint report from April 1st 2011. Annual report provided to SMT and Estates Committee.	There are significant civil and criminal penalties for failing to comply with the Scheme.	Records will be held on CRC website. League table published annually in October. Required to collate and retain evidence pack which is held by the Assistant Facilities Director Estates.	Assistant Estates manager - Energy and Carbon Management	
ACR07	Climate Change Levy (General) Regulations 2001 SI 838, and subsequent amendments. Also Finance Act 2020 Chapter 14: A system of tax intended to control energy and emissions levels by applying rates based on the pollutive capacity of an energy generating commodity such as Electricity, Gas supplied by a gas utility or any gas supplied in a gaseous state that is of a kind supplied by a gas utility. Any petroleum gas, or other gaseous hydrocarbon, supplied in a liquid state or any other taxable (energy producing) commodity.	Electricity attracts a higher tax rate because a considerable proportion of the energy content of the fossil fuels used to generate the electricity is lost in combustion, transmission and distribution thereby furthering climate change. The levy appears on utility bills paid by CCCU. By reducing energy consumption CCCU can reduce the impact of this tax.	No exemption from Climate Change Levy so it appears on utility bills and is paid.	The Environment Agency.	Utilities bills display rate and amounts paid.	Assistant Estates manager - Energy and Carbon Management	
ACR08	Energy Performance of Buildings (England and Wales) Regulations SI 2012/3118 Consolidate previous legislation: Energy Performance of Buildings (England and Wales) (Amendment) (No. 2) Regulations SI 2016/888: Energy Performance of Buildings (England and Wales) (Amendment) Regulations SI 2018/362: Institutions providing public services to large numbers of people are required to place a display energy certificate (DEC) in a prominent position.	CCCU as an institution providing public services to large numbers of people is required to place a display energy certificate (DEC) in a prominent position.	Incorporated in the energy management policy. Accessible via http://www.canterbury.ac.uk/projects/sustainable-development/Policies/policies-index.asp	Ofgem	Displayed in building receptions and saved on the Estates and Infrastructure shared drive.	Assistant Estates manager - Energy and Carbon Management	
ACR10	Energy Performance of Buildings (England and Wales) Regulations SI 2012/3118 - Part 4: Energy Performance of Buildings (England and Wales) (Amendment) Regulations SI 2016/284 The Energy Performance of Buildings (England and Wales) (Amendment) Regulations 2018 (SI 2018/362) This Part applies to air-conditioning systems with an effective rated output of more than 12kW. Where the relevant person has the power to control the temperature of more than one individual air-conditioning unit in a building, each unit is considered to be part of a single air-conditioning system. It is the responsibility of the relevant person to make sure air-conditioning systems are inspected by an energy assessor at least every five years. Where an energy assessor carries out an inspection of the system, a written report must be made and given to the relevant person. The report must include an assessment of the air-conditioning efficiency and the sizing of the system compared to the cooling requirements of the building. Advice must also be offered on possible improvements to the system, or its replacement and alternative solutions.	The University has air-conditioning systems with an effective rated output of more than 12kW. The responsible person must over see the inspection schedule, energy assessors and the compliance of reporting.	To be recorded in statutory compliance monitoring records register.	Ofgem	Reports stored on Estates and Infrastructure Statutory compliance drive.	Estates Manager	

ACR 11	Feed-in Tariffs Order SI 2012/2782 Provides the Gas and Electricity Markets Authority and the Secretary of State with powers in connection with the administration of the feed-in tariffs scheme for small-scale low carbon electricity generation	The University boasts several Solar P.V installations and claims Feed in Tariff funds on an annual basis.	Carbon Management Plan	Ofgem (E-Serve)	Income via FIT	Assistant Estates Manager Energy	
ACR12	Renewable Heat Incentive Scheme Regulations SI 2018/611 (Previously Renewable Heat Incentive Scheme Regulations SI 2011/2860 and amendments) They establish a renewable heat incentive scheme (the scheme) under which owners of plants which generate heat from specified renewable sources and meet specified criteria may receive payments at prescribed tariffs for the heat used for eligible purposes. Payments may also be made to biomethane producers who produce biomethane for injection. The Regulations confer functions on the Gas and Electricity Markets Authority in connection with the administration of the scheme	The university, via the Carbon Management Program and University Master Plan explores opportunities to take advantage of such schemes via refurbishment and construction of the estate.	2.6.2 Carbon Management Programme	Ofgem (E-Serve)	N/A yet	Assistant Estates Manager Energy	
ACR13	Energy Act 2011 It also contains provisions regarding the private rented sector, which means that from April 2016, private residential landlords cannot refuse a tenant's request for consent to energy efficiency improvements where a finance package, such as the green deal, is available. In addition, from April 2018, it will be illegal to rent out residential or business premises that do not reach a minimum energy efficiency standard.	The university rents properties to students and some of these operations fall under the stipulation of the act provisions for minimum EPC ratings. E.g. rented student houses owned by CCCU e.g. in North Homes Road, Havelock Street & Monastery Street.	EPC ratings for domestic rented properties conducted. To set baseline for upcoming regs in april 2018	Ofgem (E-Serve)	N/A yet	Estates Manager	
ACR14	Climate Change Act 2008 Amended Climate Change Act to reduce UK net carbon emissions by 100% by 2050 Published: 06 Jan 2017	The aim of the Act is to establish a framework for the UK to achieve its long-term goals of reducing greenhouse gas emissions and to make sure steps are taken towards adapting to the impact of climate change. The CRC energy efficiency scheme 'captures' the university within its scope and is discussed elsewhere. Targets within the Act have and will continue to impact upon the HE sector	See ACR 04	Committee on Climate Change Secretary of State	See ACR 04	Director (Estates & Facilities)	
ACR16	Streamlined Energy and Carbon Reporting (SECR)	The university must include energy use, carbon emissions and energy efficiency actions in its annual reports.	Monitoring and annual reporting.	DEFRA?		Estates Manager	

Conservation and Biodiversity Legislation

Ref.	Conservation and Biodiversity Legislation	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Regulator	Authorisations, licences, consents and related records	Responsible persons (site contact)	Compliance Indicator Red = Non -compliant or in progress Green = compliant
C&B01	<p>The Wildlife and Countryside Act 1981 SI 69 and Amendment 2004 SI 1487:</p> <p>Wildlife and Countryside Act 1981 (England and Wales) (Amendment) Regulations SI 2016/127:</p> <p>The main aim of the Act is to make provisions for prohibiting various methods of killing or taking wild animals, protecting mammals, and restricting the introduction of certain plants and animals. It also deals with nature conservation, the countryside, national parks and public rights of way.</p>	<p>The university often has birds such as seagulls and ducks nesting and raising young on site. The university security team respond to reports of nuisance relating to wildlife and animals in distress on campuses and in relation to accommodation. Grounds team procure plants and trees and insure they are non invasive.</p>	<p>Routine observations during regular grounds activities. Animal related incidents are handled as per the description in the O.C.P</p>	Natural England	Non required	Canterbury Sites Facilities Manager (Medway and Salomon's) Assistant Facilities Manager (Medway and Salomon's)	
C&B07	<p>Town and Country Planning (Tree Preservation) (England) Regulations SI 2012/605 (largely revoke and replace: Town and Country Planning (Trees) Regulations 1999 SI 1892)</p> <p>The Town and Country Planning Act 1990 allows local planning authorities to protect selected trees in the interests of amenity through tree preservation orders. Local planning authorities can protect trees and woodland by prohibiting activities such as the uprooting, cutting down and damage of trees.</p> <p>They provide for the procedure connected to:</p> <ul style="list-style-type: none"> - making tree preservation orders; - appeals regarding such orders; and - applications for consent to cut down, top, uproot, or lop trees under tree preservation orders. 	<p>All tree 'standards' on the North Holmes Road site have tree preservation order placed upon them.</p> <p>T.P.O's: take effect provisionally on the date on which they are made.</p> <p>Without prejudice to subsection (7) of section 198 (power to make tree preservation orders) or subsection (1) of section 200 (tree preservation orders: Forestry Commissioners) and, subject to the exceptions in regulation 14, no person shall -</p> <p>(a) cut down, top, lop, uproot, wilfully damage, or wilfully destroy; or</p> <p>(b) cause or permit the cutting down, topping, lopping, wilful damage or wilful destruction of, any tree specified in the Schedule to this Order except with the written consent of the authority in accordance with regulations 16 and 17, or of the Secretary of State in accordance with regulation 23, and, where such consent is given subject to conditions, in accordance with those condition</p>	<p>List of Tree Preservation Orders held by Grounds and Gardens manager, 3 Priory Cottage.</p>	Local Planning Authority: Canterbury City Council.	Permissions required by local planning authority before managing trees with TPOs.	Grounds and Gardens Manager	
C&B08	<p>Plant Health (EU Exit) Regulations SI 2019/787 (formerly Plant Health (England) Order SI 2015/610 Plant Health (England) (Amendment) (No. 2) Order SI 2018/320</p> <p>Contains provisions aimed at preventing the introduction and spread of harmful plant pests and diseases in England.</p>	<p>The university purchases plants in addition to raising its own. Such procurement must be in line with this legislation e.g. appropriate plant passport documentation or labelling present on purchased items.</p>	<p>If and when plants are procured that are of a controlled species or are under high levels of scrutiny the purchases are made from suppliers who provide the appropriate documentation.</p>	Secretary of State	Plant Passports	Grounds and Gardens Manager	
C&B09	EU Biocides Regulation 528/2012	Th university grounds and gardens team may use biocides under certain circumstances as set out in the Grounds Management Procedure 2.6.17	Grounds Management Procedure 2.6.17	European Chemicals Agency	Appropriate MSDS and COSHH documentation	Grounds and Gardens Manager	

Construction & Buildings Legislation

Ref.	Construction & Buildings Legislation	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Regulator	Authorisations, licences, consents and related records	Responsible persons (site contact)	Compliance Indicator Red = Non -compliant or in progress Green = compliant
CB01	<p>The Building Act 1984. Enforced via The Buildings Regulations SI 2010/2214 Control of building work, detailing energy and efficiency requirements, water efficiency, monitoring of insulation and ventilation. & the Building (Approved Inspectors etc.)</p> <p>Regulations SI 2010/2215: Sets out the procedures for controlling building work through approved inspectors and public bodies.</p> <p>Building (Amendment) Regulations SI 2017/856: A competent person scheme is a scheme that installers can register with to self-certify that their building work complies with the Building Regulations SI 2010/2214.</p> <p>Building Regulations (England) Approved Document L2B: Conservation of fuel and power in existing buildings other than dwellings.</p> <p>Building Regulations (England) Approved Document H: Drainage and Waste Disposal</p> <p>Building Regulations (England) Approved Document G: Sanitation, Hot Water Safety and Water Efficiency</p>	<p>The building regulations dictate the specifications and performance, construction and refurbishment of buildings at campus sites.</p> <p>Construction and refurbishment of university buildings must be controlled through approved inspectors and public bodies.</p>	Estates Manager assesses the significance of the proposed alteration or development and consults with the local authority Building Control Officer	Local Planning Authority	Building Control approval filed with associated project documentation, which is held in the Facilities Department (Rochester House).	Estates Manager	
CB03	Town and Country Planning (Environmental Impact Assessment) Regulations SI 2017/571	<p>Implements Directive 2011/92/EU, on environmental impact assessments.</p> <p>In doing so, they require a developer to carry out an environmental impact assessment in relation to certain developments for applications for planning permission.</p>	Director of Facilities Management ensures that prior to any planning application the development is considered for 1. location within a defined sensitive area, 2. exceeds an applicable development threshold or criterion & 3. likelihood that development has any significant environmental effects.	Local Planning Authority	Records filed with associated project documentation, which is held in the Facilities Department (Rochester House).	Director of Facilities Management	
CB04	<p>Town and Country Planning Act 1990, Section 106 (S106)</p> <p>The Community Infrastructure Levy (Amendment) Regulations 2011</p>	<p>A "section 106 agreement" or a "planning obligation", which :</p> <p>Restricts the development or use of the land in any specified way; or requires a sum or sums to be paid to the local planning authority.</p> <p>Such agreements or obligations may be imposed in order to make a planning application acceptable. Where a section 106 agreement is entered into, it becomes enforceable by the applicable local planning authority, so it must be complied with.</p>	Director of Facilities Management ensures that prior to any planning application for all offsite developments a travel plan is provided.	Local Planning Authority	Records filed with associated project documentation, which is held in the Facilities Department (Rochester House).	Director of Facilities Management	
CB05	Planning (Listed Buildings & Conservation Areas) Act 1990	Regulates the protection, consents and development of listed buildings.	Records of listed buildings and conservation areas held within the Estate portfolio documentation, which is consulted prior to any applications or project proposals.	Local Planning Authority	Estate portfolio and associated building project files.	Director of Facilities Management	
CB06	Town and Country Planning (Use Classes) Order 1987	Regulates the change of building use between different classes.		Local Planning Authority		Director of Facilities Management	
CB07	BREEAM - Very Good or better required by Local Authority	All new construction has to meet the stipulated BREEAM accreditation.	Appointed Project Manager ensures that BREEAM assessment is in place prior to the commencement of any development.	Local Planning Authority	Records filed with associated project documentation, which is held in the Facilities Department (Rochester House).	Director of Facilities Management	
CB09	Ancient Monuments & Archaeological Areas Act 1979 (as amended) Section 2 control of works	Applies to any CCCU works resulting; in the demolition or destruction of, or any damage, removal, repair to a scheduled monument or any part of it, making any alterations or additions and any flooding or tipping operations on land in, on or under which there is a scheduled monument.	All buildings and grounds inside the Scheduled Ancient Monuments (SAM) are marked on Planon. Training, Induction and Reinduction activities will ensure compliance.	Historic England and the Department of Culture, Media and Sport	Consents and related documentation held within relevant building files, some of which will be held within the University archive facilities.	Director of Facilities Management	

CB10	<p>National Planning Policy Framework (NPPF) Section 12: Conserving and enhancing the historic environment</p> <p>Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. In developing this strategy, local planning authorities should take into account:</p> <ul style="list-style-type: none"> the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation; the wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring; the desirability of new development making a positive contribution to local character and distinctiveness; and opportunities to draw on the contribution made by the historic environment to the character of a place. 	<p>CCCU is sited within a world heritage site: the local planning authority has power to refuse planning permission: Where a proposed development will lead to substantial harm to or total loss of significance of a designated heritage asset, local planning authorities should refuse consent, unless it can be demonstrated that the substantial harm or loss is necessary to achieve substantial public benefits...</p>	Construction OCP	Local Planning Authority	Conditional planning consents granted by the Local Planning Authority	Director of Facilities Management	
CB11	<p>Construction (Design and Management) Regulations SI 2015/51</p> <p>Defines legal duties for the safe operation of UK construction sites. The regulations place specific duties on clients, designers and contractors, to plan their approach to health and safety. They apply throughout the life of a construction project, from its inception to its subsequent final demolition and removal.</p>	<p>As an organisation who commissions construction projects, manages and then commissions the removal of buildings CCCU is a client: On all projects clients will need to:</p> <p>Check competence and resources of all appointees</p> <p>Ensure there are suitable management arrangements for the project welfare facilities</p> <p>Allow sufficient time and resources for all stages</p> <p>Provide pre-construction information to designers and contractors</p> <p>Where projects are notifiable under CDM 2007, clients must also:</p> <p>Appoint a CDM co-ordinator</p> <p>Appoint a principal contractor</p> <p>Make sure that construction work does not start unless a construction phase plan is in place and there are adequate welfare facilities on site</p> <p>Provide information relating to the health and safety file to the CDM co-ordinator</p> <p>Retain and provide access to the health and safety file</p>	2.6.11 Prevention of Pollution to Ground and Controlled Waters.	Health and Safety Executive	<p>Dependent upon the role of the university within any given project. Whether client or designer/principal designer the university must communicate with all interested parties.</p> <p>As a principal designer the university must: plan, manage, monitor and coordinate health and safety in the pre-construction phase. All associated documentation should be available on request.</p>	<p>Director (Estates & Facilities)</p> <p>Project Director - Estate Master Plan</p>	

Procurement Legislation

Ref.	Procurement Legislation	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Regulator	Authorisations, licences, consents and related records	Responsible persons (site contact)
P01	DIRECTIVE 2014/24/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 26 February 2014 on public procurement and repealing Directive 2004/18/EC	The university procures goods and services at a range of financial thresholds. The award of contracts over certain thresholds demand that anti-corruption and fair tendering procedures be followed as set out in the legislation	The Head of Procurement maintains a record of all tender activity undertaken by CCCU which is monitored to ensure compliance with the legislation. Staff are also required to submit a Tender Notification Form in advance of undertaking any activity which allows the Head of Procurement to ensure all procedures comply with statutory requirements.	OJEU/Government	CCCU Tender Record and tender Notification Forms held by the Head of Procurement in Rochester House.	Primary Contact: Head of Procurement - Robin Higgins Secondary Contacts (Key procurement decisions makers): 1. Director of Estates & Facilities - Stephen Hawkins 2. Director of Marketing - Marco Keir 3. HR Director - Margaret Ayers 4. Director of IT - Stuart Johnston 5. Head of Library Services - Pete Ryan

P02	DIRECTIVE 2014/25/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 26 February 2014 on procurement by entities operating in the water, energy, transport and postal services sectors and repealing Directive 2004/17/EC	As above	As above	OJEU/Government	As above	As above
P03	PUBLIC PROCUREMENT Public Contracts Regulations 2015 (SI 2015/102)	As above	As above	OJEU/Government	As above	As above
P04	The Public Procurement (Amendments, Repeals and Revocations) Regulations 2016 (2016 No. 275)	As above	As above	OJEU/Government	As above	As above
P05	PUBLIC PROCUREMENT, ENGLAND AND WALES PUBLIC PROCUREMENT, NORTHERN IRELAND The Utilities Contracts Regulations 2016 (2016 No. 274)	As above	As above	OJEU/Government	As above	As above
P06	PUBLIC PROCUREMENT Public Contracts Regulations 2015 (2015 No. 102)	As above	As above	OJEU/Government	As above	As above

P07	Public Services (Social Value) Act 2012 Modern Slavery Act 2015	As above	The University is required to publish an annual Modern Slavery and Human Trafficking Statement, and to ensure that all it's operations, and those of its suppliers identifies and takes action to minimise the risks of Modern Slavery.	OJEU/Government	Modern Slavery and Human Trafficking Statement. List of Key Performance Indicators. Supplier Statements.	Chair of SSMG
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Hazardous Substances Legislation

Ref.	Hazardous Substances Legislation	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Regulator	Authorisations, licences, consents and related records	Responsible persons (site contact)	Compliance Indicator Red = Non - compliant or in progress Green = compliant
HS01	<p>Control of Asbestos at work Regulations SI 2012/632</p> <p>Anyone who has a duty with regard to non-domestic premises must carry out a risk assessment to determine whether asbestos is present in the premises as well as any work which may expose employees to asbestos.</p> <p>If this turns out to be the case, a written plan must be produced which outlines the control measures to be taken which will monitor and reduce the risk.</p>	<p>Notify work to the relevant enforcing authority; <u>Carry out medical examinations</u>; and keep a register of work.</p> <p>As a result, these Regulations implement:</p> <ul style="list-style-type: none"> ▷ Directive 98/24/EC, on the protection of the health and safety of workers from the risks related to exposure to chemical agents at work; ▷ Directive 2004/37/EC, on the protection of workers from the risks related to exposure to carcinogens or mutagens at work; ▷ Directive 2009/148/EC, on the protection of workers from the risks related to exposure to asbestos at work. 	Full Asbestos Register maintained in The Estates and Infrastructure Department. An Asbestos Management Plan has been approved and implemented.	HSE Environment Agency	In conjunction with the University policy and procedure relating to the Control of Contractors all intrusive building and/or refurbishment work will be completed in liaison with the Estates and Infrastructure Department who will advise on presence of ACMs'. Only when considered safe will work commencement be authorised.	The <u>Director of Estates & Facilities</u> has managerial responsibility for the Control of Asbestos	
HS02	<p>Control of Substances Hazardous to Health Regulations SI 2002/2677</p> <p>EU Directives retained</p> <p>Directive 78/610/EEC, on the protection of the health of workers exposed to vinyl chloride monomer;</p> <p>Directive 89/677/EEC, which amends Directive 76/769/EEC for the 8th time, on the marketing and use of dangerous substances, with regard to the supply or use of benzene and substances containing benzene;</p> <p>Directive 96/55/EC, which adapts Directive 76/769/EEC, on the marketing and use of dangerous substances, to technical progress for the 2nd time, with regard to the supply of specified substances for use at work;</p> <p>Directive 98/24/EC, on the protection of the health and safety of workers from risks related to chemical agents at work, with regard to risks to health from exposure to substances other than asbestos or lead;</p> <p>Directive 2000/54/EC, on the protection of workers from risks related to exposure to biological agents at work;</p> <p>Directive 2004/37/EC (amended by Directive 2017/2398/EU (OJ:L345/87/2017)), on the protection of workers from the risks related to exposure to carcinogens or mutagens at work.</p>	The main aim of the Regulations is to control the exposure of people to hazardous substances. They do this by imposing duties on employers to carry out risk assessments, prevent or control exposure to hazardous substances and monitor the exposure of employees. They are commonly referred to as COSHH.	A COSHH assessment policy, procedure and training are available to all departments as necessary with unscheduled external reviews	HSE	COSHH records held by each individual department.	The <u>Heads of School/Department</u> , have managerial responsibility for the Control of Substances Hazardous to Health	

HS03	<p>Fluorinated Greenhouse Gases Regulations SI 2015/310 Fluorinated Greenhouse Gases (Amendment) Regulations SI 2018/98 Ozone-Depleting Substances and Fluorinated Greenhouse Gases (Amendment etc.) (EU Exit) Regulations SI 2019/583</p> <p>The Fluorinated Greenhouse Gases Regulations SI 2009/261 made it an offence to work with fluorinated greenhouse gases (FGG) without holding a recognised City and Guilds statutory refrigeration, air conditioning and heat pump equipment qualification. These new Regulations update the qualification requirements, and set out details of offences (which are greatly reduced from the previous Regulations) and how they will be enforced. This will primarily be done through enforcement notices.</p>	This Regulation establishes minimum certification requirements in relation to stationary refrigeration, air conditioning and heat pump equipment containing certain fluorinated greenhouse gases (FGG).	<p>2.6.26-Storage, Use & Disposal of Refrigerant Gases</p> <p>F-Gas Asset Register</p>	<p>Environment Agency</p> <p>Local Authorities and Councils</p> <p>Secretary of State</p>	FGAS log books located in Estates Office YF01 on North Holmes Road and locally at satellite campuses.	Estates Manager	
HS04	<p>Ozone-Depleting Substances Regulations SI 2015/168</p> <p>The Ozone-Depleting Substances (Qualifications) Regulations SI 2009/216 enforced Regulation (EC) 1005/2009 and also set out minimum qualifications for those working with ozone-depleting substances and prescribes offences and penalties. They also provide the necessary enforcement powers for authorised people.</p> <p>The Environmental Protection (Controls on Ozone-Depleting Substances) Regulations SI 2011/1543 establish the enforcement network which is required to give full effect to Regulation (EC) 1005/2009, which includes setting out details on offences.</p>	These Regulations set out minimum qualifications for those working with ozone-depleting substances and prescribes offences and penalties. They also provide the necessary enforcement powers for authorised people	Only qualified contractors are engaged to service University's refrigerant bearing systems.	<p>Environment Agency</p> <p>Local Authorities and Councils</p> <p>Secretary of State</p>	Contained within tender documents	Estates Manager	
HS05	<p>Control of Pesticides Regulations 1986 SI 1510 Control of Pesticides (Amendment) Regulations SI 1997/188</p> <p>The aim of the Regulations is to control the use of pesticides in order to protect people and the environment. They do this by laying down requirements for the advertising, sale, supply, use and storage of pesticides.</p>	The aim of the Regulations is to control the use of pesticides in order to protect people and the environment. They do this by laying down requirements for the advertising, sale, supply, use and storage of pesticides.	Minimal quantities of pesticides using only commercially available products from horticultural suppliers. Employers must make sure that employees who sell, supply, store or use pesticides are properly trained to comply with the Regulations	HSE and local authority inspectors and trading standards officers.	Risk assessments are held in AF11 in Caterbury. Risk assessment associated with spraying to be updated to reflect the controls associated with these pesticides.	Grounds and Gardens Manager	
HS06	<p>Plant Protection Products Regulations 2011/2131</p> <p>It sets out rules for the approval of active substances and the placing on the market of plant protection products. Its main purpose is to ensure a high level of protection of both human and animal health and the environment and at the same time to safeguard the competitiveness of agriculture in the European Union.</p>	Grounds and gardens internal rules on use of pesticides and herbicides.	For preference only detergents are used (Canterbury). Salomons use rotted rhubarb 'tea'. Minimal quantities of pesticides using only commercially available products from horticultural suppliers.	Secretary of State	Risk assessment associated with spraying to be updated to reflect the controls associated with these pesticides.	Grounds & Gardens Manager	
HS07	<p>Hazardous Waste (England & Wales) Regulations SI 2005/894 Hazardous Waste (England and Wales) (Amendment) Regulations SI 2016/336</p> <p>The aim of the Regulations is to set out a new regime to control and track the movement of hazardous waste in England. They work in conjunction with Decision 2000/532/EC (<i>retained post-Brexit</i>), which contains the current version of the European Waste Catalogue.</p>	A consignment note must be completed where hazardous waste is removed from any premises. There is also a schedule of carriers for when more than one carrier transports the consignment and separate provisions for multiple collections. Hazardous Waste producers must notify the Environment Agency.	Consignment notes retained by organiser of disposal	<p>Environment Agency</p> <p>Health and Safety Executive</p>	Consignment notes	Housekeeping & Waste Manager	

HS08	<p>Genetically Modified Organisms (Contained Use) Regulations SI 2014/1663, modified by Chemicals (Health and Safety) and Genetically Modified Organisms (Contained Use) (Amendment etc.) (EU Exit) Regulations SI 2019/720</p> <p>They put in place provisions to protect people and the environment from contained use of genetically modified micro-organisms and to protect people from contained use of larger genetically modified organisms.</p> <p>They also consolidate, revoke and replace the Genetically Modified Organisms (Contained Use) Regulations SI 2000/2831 and its amending instruments.</p>	<p>Awareness for CCCU GM project. They put in place provisions to protect people and the environment from contained use of genetically modified micro-organisms and to protect people from contained use of larger genetically modified organisms.</p> <p>They also consolidate, revoke and replace the Genetically Modified Organisms (Contained Use) Regulations SI 2000/2831 and its amending instruments.</p>	2.6.11 Prevention of Pollution to Ground and Controlled Waters.	<p>Health and Safety Executive</p> <p>Secretary of State</p>	Considerable effort to meet HSE requirements by application to engage in GM work.	Director of Life Sciences	
HS09	Radioactive substances Act 1993 Chapter 12	The aim of the Act is to provide a framework for regulating the keeping and use of radioactive materials and the accumulation and disposal of radioactive waste.	2.6.30 - Use, Storage and Disposal of Chemicals and other hazardous materials - The School of Human and Life Sciences	<p>Environment Agency</p> <p>Industrial Pollution And Radiochemical Inspectorate</p>	Scrutiny on procurement levels in relation to actual study and research. Internal procedures to the Schol of Human and ILife Sciences	Housekeeping & Waste Manager	
HS10	REACH Enforcement Regulations 2008	The main aim of REACH is to improve the protection of human health and the environment through the better and earlier identification of the intrinsic properties of over 30,000 chemical substances. It will make those who market chemicals responsible for providing information on them so that any hazards are understood and the risks associated with their use are properly managed.	2.6.30 - Use, Storage and Disposal of Chemicals and other hazardous materials - The School of Human and Life Sciences	<p>Department for Environment, Food & Rural Affairs</p> <p>Department of Enterprise, Trade and Investment</p> <p>Environment Agency</p> <p>European Chemicals Agency</p> <p>Health and Safety Executive</p> <p>Office for Nuclear Regulation</p>	Appropriate information pertaining to the environmental and human toxicity of chemicals should be provided by the suppliers of chemicals to the university. These take the form of Material Safety Data Sheets. If a supplier fails to provide an MSDS it is reportable.	Director of Life Sciences	
HS11	<p>Retained EU Regulation 517/2014 on fluorinated greenhouse gases</p> <p>This Regulation aims to protect the environment by reducing emissions of fluorinated greenhouse gases. In particular, it: establishes rules on containment, use, recovery and destruction of fluorinated greenhouse gases, and on related support measures; imposes conditions on the placing on the market of specific products and equipment that contain, or whose functioning relies upon, fluorinated greenhouse gases; imposes conditions on specific uses of fluorinated greenhouse gases; and establishes quantitative limits for the placing on the market of hydrofluorocarbons. It will also revoked and replaced Regulation (EC) 842/2006, on the same subject.</p>	<p>Previously the criteria were based on the charge (in kg) of F-Gas in an item of equipment. The new Regulation bases this on the Global Warming Potential (GWP) CO2 weight equivalent of the F-Gas.</p> <p>In certain circumstances, some equipment will slip out of the maintenance requirement completely, and others may require increased maintenance</p>	<p>2.6.26-Storage, Use & Disposal of Refrigerant Gases</p> <p>F-Gas Asset Register</p>	<p>Environment Agency</p> <p>Local Authorities and Councils</p> <p>Secretary of State</p>	F-Gas Asset Register, leak testing and maintenance records provided by the external contractor tasked with maintenance.	Estates Manager	

HS12	Retained EU Regulation 2015/2068 establishing, pursuant to Regulation (EU) 517/2014, the format of labels for products and equipment containing fluorinated greenhouse gases	This Regulation sets out the form of labels and the additional labelling requirements, which apply to the products and equipment containing certain fluorinated greenhouse gases referred to in Regulation (EC) 842/2006, on certain fluorinated greenhouse gases (FGG).	2.6.26-Storage, Use & Disposal of Refrigerant Gases F-Gas Asset Register	Environment Agency Local Authorities and Councils Secretary of State	F-Gas Asset Register	Estates Manager	
HS13	Retained EU Regulation 1516/2007 on standard leakage checking requirements for stationary refrigeration, air conditioning and heat pump equipment containing certain fluorinated greenhouse gases.	This Regulation sets out the standard leakage checking requirements for refrigeration, air conditioning and heat pump equipment under Regulation (EC) 842/2006, on certain fluorinated greenhouse gases (FGG).	2.6.26-Storage, Use & Disposal of Refrigerant Gases F-Gas Asset Register	Environment Agency Local Authorities and Councils Secretary of State	F-Gas Asset Register Leak testing records held in situ and digitally.	Estates Manager	
HS14	Retained EU Regulation 2015/2067 on certification of people and companies regards stationary refrigeration, air conditioning and heat pump equipment, and refrigeration units of refrigerated trucks and trailers, containing fluorinated greenhouse gases.		2.6.26-Storage, Use & Disposal of Refrigerant Gases F-Gas Asset Register	Environment Agency Local Authorities and Councils Secretary of State	Appropriate certification from contractors and their people is sought and stored on the statutory compliance folder.	Estates Manager	
HS15	Retained EU Regulation 1005/2009 on substances that deplete the ozone layer. This Regulation sets out rules for the production, import, export, marketing, use, recovery, recycling, reclamation and destruction of substances that deplete the ozone layer, as well as the reporting of information related to them, and equipment containing or relying on them.	This Regulation sets out the mechanism to be used to allocate controlled substances allowed for laboratory and analytical uses, to producers and importers for which no production or import license was issued in the years 2007 to 2009.	2.6.26-Storage, Use & Disposal of Refrigerant Gases F-Gas Asset Register	Environment Agency Local Authorities and Councils Secretary of State	F-Gas Asset Register Waste carrier certification for Air con contractors.	Estates Manager	
HS18	Energy Performance of Buildings (England and Wales) Regulations SI 2012/3118: Part 4 - Inspection of Air conditioning Systems and subsequent amendments This Part applies to air-conditioning systems with an effective rated output of more than 12kW. The effective rated output is the maximum output in kW stated by the manufacturer of the system as deliverable during continuous operation while complying with the useful efficiency indicated by the manufacturer. Where the relevant person has the power to control the temperature of more than one individual air-conditioning unit in a building, each unit is considered to be part of a single air-conditioning system.	Dictates frequency of checks and reporting	2.6.26-Storage, Use & Disposal of Refrigerant Gases F-Gas Asset Register	Local Authorities and Councils Secretary of State	F-Gas Asset Register	Estates Manager	

Nuisance Legislation

Ref.	Nuisance Legislation	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Regulator	Authorisations, licences, consents and related records	Responsible persons (site contact)	Compliance Indicator Red = Non -compliant or in progress Green = compliant
N01	Pollution Prevention and Control Act 1999 Chapter 24	Storage of oils, prevention of pollution to drains and sewer. Emission to air from plant etc. Pollution occurring from operations.	Monitor airborne nuisance. Ensure that litter is cleaned up regularly.	Environment Agency	Records of complaints kept by Assistant University Secretary and the Director of Student Support and Guidance.	Assistant Facilities Director (Operational Services)	
N02	Anti-social Behaviour Act 2003 Anti-social Behaviour, Crime and Policing Act 2014	As well as strengthening the anti-social behaviour order and Fixed Penalty Notice provisions, and banning spray paint sales to people under the age of 16, it gives local councils the power to order the removal of graffiti from private property. It also specifically addresses truancy, crack houses,[1] false reports of emergency, fireworks, public drunkenness and gang activity.	Required to provide additional security outside of licenced premises to ensure students disperse as quietly as possible. Extra security is employed. Published telephone number for local residences to call in the event of complaints. Mail drops to local residences once per year. eg. annual student summer ball. Student union Administration office keeps copies of the letters.	Environment Agency Local Authorities and Councils Natural Resources Wales Secretary of State	Records of complaints kept by Assistant University Secretary and the Director of Student Support and Guidance.	Assistant Facilities Director (Operational Services)	

N03	<p>Noise Emission in the Environment by Equipment for Use Outdoors Regulations 2001 SI 1701</p> <p>Noise Emission in the Environment by Equipment for use Outdoors (Amendment) Regulations SI 2015/98</p> <p>Product Safety and Metrology etc. (Amendment etc.) (EU Exit) Regulations SI 2019/696</p>	<p>The aim of the Regulations is for manufacturers to reduce noise levels for outdoor equipment, in order to protect human health and the environment.</p> <p>Vehicles, generators and powered equipment used by the university</p>	<p>Regulated as part of the University licensing regime which is monitored periodically by the Local Authority.</p>	<p>VCA</p> <p>Secretary of State</p>	<p>Records of complaints kept by Assistant University Secretary and the Director of Student Support and Guidance.</p>	<p>Assistant Facilities Director (Operational Services)</p>	
N04	<p>Statutory Nuisances (Artificial Lighting) (Designation of Relevant Sports) (England) Order 2006 SI 781</p>	<p>It designates the following as relevant sports, with regard to the use of artificial lighting which could be considered a statutory nuisance under Part 3 of the Environmental Protection Act 1990:</p>	<p>Polo farm handled by Polo Farm Sports Centre management.</p> <p>Summer Ball lighting set up to face into the campus. Included in local resident mail drop prior to event.</p>	<p>Environment Agency</p> <p>Local Authorities and Councils</p>	<p>Records of complaints kept by Assistant University Secretary and the Director of Student Support and Guidance.</p>	<p>Assistant Facilities Director (Operational Services)</p>	
N05	<p>Noise and Statutory Nuisance Act 1993</p>	<p>The aim of the Act is to work in conjunction with Part 3 of the Environmental Protection Act 1990, by extending the list of statutory nuisances contained in it to include noise in streets.</p>	<p>Reduce noise levels, especially at night. Move noise noisy operations to areas where they will not cause a nuisance to the public. Ensure that intruder alarms on the campus network are regularly maintained and noise levels are kept to a minimum.</p>	<p>Environment Agency</p> <p>Local Authorities and Councils</p>	<p>Records of complaints kept by Assistant University Secretary and the Director of Student Support and Guidance.</p>	<p>Assistant Facilities Director (Operational Services)</p>	

N06	<p>Clean Neighborhoods and Environment Act 2005 c.16</p> <p>Clean Neighbourhoods and Environment (Amendment) Bill</p>	The aim of the Act is to make considerable improvements with regard to the powers, duties and guidance for dealing with the problems associated with local environmental quality, in order to maintain a clean and safe environment.	As relating to litter and refuse, graffiti, fly-posting and the display of advertisements; to make provision relating to the transportation, collection, disposal and management of waste; to make provision in relation to noise; to provide for the Commission for Architecture and the Built Environment and for the making of grants relating to the quality of the built environment.	<p>Department for Environment, Food & Rural Affairs</p> <p>Local Authorities and Councils</p>	Records of complaints kept by Assistant University Secretary and the Director of Student Support and Guidance.	Assistant Facilities Director (Operational Services)	
N09	Noise Act 1996 c.37	The aim of the Act is to deal with noise emitted from dwellings which are residential premises in England, Wales and Northern Ireland, between 11:00pm and 7:00am, as well as certain licensed premises.	The aim of the Act is to deal with noise emitted from dwellings which are residential premises in England, Wales and Northern Ireland, between 11:00pm and 7:00am, as well as certain licensed premises.	Local Authorities and Councils	Records of complaints kept by Assistant University Secretary and the Director of Student Support and Guidance.	Assistant Facilities Director (Operational Services)	
N012	Protection of Freedoms Act 2012 c. 9 SCHEDULE 4	The Protection of Freedoms Act 2012 makes a number of changes to the law related to parking on private land. It bans vehicle immobilisation and/or removal without lawful authority, and provides private landholders with additional powers to pursue the registered keeper of a vehicle for unpaid parking charges providing certain conditions are met.	External service provider deals with administration fines and tickets. System audited by BPA, external service provider audited by DVLA.	<p>DVLA</p> <p>ATA</p> <p>POPLA</p> <p>BPA</p>	Facilities and Estates	Assistant Facilities Director (Operational Services)	

Waste Management Legislation

Ref.	Waste Management Legislation	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Regulator	Authorisations, licences, consents and related records	Responsible Persons (site contact)	Compliance Indicator Red = Non -compliant or in progress Green = compliant
WM01	Anti-social Behaviour, Crime and Policing Act 2014 Chapter 12	Regulates the duties of the university in managing nuisances relating, litter and anti social behaviour. Areas covered by the Act include: - • 1. Abandoned and Nuisance Vehicles • 2. Litter and Refuse • 3. Defacement (graffiti and fly-posting) • 4. Waste • 5. Dog Control Orders • 6. Noise • 7. Statutory Nuisance (light and insects) • 8. Abandoned trolleys	Litter picking the immediate external surrounds of University buildings across the campus network, where they are adjacent to the public highway. Carried out at least once per week by Grounds & Gardens staff. Security Caretakers on duty 24/7 and report in incident log for supervisors to further report issues to Grounds and Gardens, Housekeeping or Estates staff as necessary.	Environment Agency Local Authorities and Councils Natural Resources Wales Secretary of State	N/A	Assistant Facilities Director (Operational Services) and Estates Manager	
WM02	Controlled Waste (England and Wales) Regulations SI 2012/811	Controlled waste is defined in the Environment Protection Act 1990 and the Controlled Waste Regulations 2012/811 as household, industrial and commercial waste or any such wastes that require a waste management licence for treatment, transfer or disposal. All qualifying university waste streams should be transferred, treated and disposed of by licenced carriers.	Tender process to select reputable waste carrier to remove the identified controlled waste streams. Carrier licences, waste transfer notesand site licences all checked	Local Authorities and Councils Secretary of State	Copies of annual WTN's, carrier licences and environmental licences	Assistant Facilities Director (Operational Services) and , Housekeeping & Waste Manager	
WM03	Environment Act 1995	The act describes the powers of the environmnet agency, the regulatory body for waste. The university is a waste producer and is therefor subject to the regulation of the environment agency.	Adequate storage area that is secure and of sufficient size. Waste disposal procedures held by Housekeeping - to be confirmed. Tender process in place for selection of waste contractor - held by Housekeeping - to be confirmed. Annual compliance check w	Environment Agency Her Majestys Inspectorate of Pollution National Rivers Authority	Waste carrier certificates of business held by Housekeeping & Waste Manager.	Assistant Facilities Director (Operational Services) , Housekeeping & Waste Manager	
WM04	Environmental Protection Act 1990 Part 2 s34 imposes a duty of care on anyone that imports, produces carries, keeps treats or disposes of controlled waste.	• Signed Waste Transfer Notes (WTN) for each load of waste that leaves the site is stored for two years • Ensure that all waste is stored securely, kept in suitable labelled containers at all times in order to prevent any escape, and ensure the correct segregation of waste types. • Store liquid wastes on impervious surfaces that are preferably bunded or drained to a sealed pit capable of containing the contents of the storage containers. • Ensure that the transfer is only to an authorised person for authorised transport purposes.	Adequate storage area that is secure and of sufficient size. Waste disposal procedures held by Housekeeping - to be confirmed. Tender process in place for selection of waste contractor - held by Housekeeping - to be confirmed. Annual compliance check will need to be put in place.	Environment Agency Local Authorities and Councils Natural Resources Wales Scottish Environment Protection Agency	Waste carrier certificates of business held by Housekeeping & Waste Manager.	Assistant Facilities Director (Operational Services)and Estates Manager, Housekeeping & Waste Manager	
WM05	Environmental Protection (Duty of Care) Regulations 1991 SI 2839 Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003 SI 63	These Regulations impose requirements under section 34(5) of the 1990 Act on any person who is subject to the duty of care as respects the making and retention of documents and the furnishing of copies of them. Regulation 2 requires the transferor and the transferee to complete and sign a transfer note at the same time as the written description of the waste is transferred. The transfer note must identify the waste in question and state its quantity, how it is stored, the time and place of transfer, the name and address of the transferor and the transferee, whether the transferor is the producer or importer of the waste, which (if any) authorised transport purpose applies, in which category of person the transferor and the transferee are and certain additional information. Regulation 3 requires the transferor and the transferee to keep the written description of the waste and the transfer note or copies of them for two years from the transfer. Regulation 4 imposes a duty on a person who is under a duty to keep any document by virtue of regulation 3 to furnish a copy of that document to a waste regulation authority if he is required to do so by the authority.	A registered carrier for all controlled waste. Secure storage of waste on site, in suitable containers to prevent escape and pollution.		Information held on Transfer and Consignment records by the responsible person arranging the disposal.	Assistant Facilities Director (Operational Services) , Housekeeping & Waste Manager	
WM07	Hazardous Waste (England and Wales) Regulations SI 2005/894	The aim of the Regulations is to set out a new regime to control and track the movement of hazardous waste in England. They work in conjunction with Decision 2000/532/EC, which contains the current version of the European Waste Catalogue. A consignment note must be completed where hazardous waste is removed from any premises. There is also a schedule of carriers for when more than one carrier transports the consignment and separate provisions for multiple collections. The European Waste Catalogue outlines the different categories of waste which are classified by two-digit and four-digit chapter headings. Each waste under these respective headings is assigned its own specific six-digit code and any waste marked with an asterisk is considered to be hazardous. This six-digit code must be quoted on the consignment note.	The Environment Agency must be notified of all premises where hazardous waste is produced or removed, unless the premises in question are exempt. A consignment note must be completed where hazardous waste is removed from any premises. There is also a schedule of carriers for when more than one carrier transports the consignment and separate provisions for multiple collections.The university ensures that the correct EWC code is entered on Waste Transfer Notes and Consignment Notes from The European Waste Catalogue.The University is registered as a lower tier carrier.	Environment Agency Health and Safety Executive Secretary of State	Information held on Transfer and Consignment records by the responsible person arranging the disposal. Lower tier waste carrier licence held by Housekeeping.	Assistant Facilities Director (Operational Services) and Estates Manager, Housekeeping & Waste Manager	
WM08	Waste Electrical and Electronic Equipment Regulations SI 2013/3113 Waste Electrical and Electronic Equipment (Amendment) Regulations SI 2015/1968 Waste Electrical and Electronic Equipment (Amendment) Regulations SI 2018/102. Amended by Waste (Miscellaneous Amendments) (EU Exit) (No. 2) Regulations SI 2019/188	To minimise the disposal of WEEE as unsorted municipal waste by creating a network of designated collection facilities; Ensuring that all WEEE from private households that is collected at those facilities is sent for treatment, recovery or recycling to an approved authorised treatment facility; Achieve the recovery targets in Directive 2012/19/EU; Provide that those who produce EEE are registered with the Member State authorities and are responsible for financing the costs of managing WEEE arising from electrical and electronic equipment (EEE) in each compliance period.	All information held on waste transfer notes or consignment notes held by Housekeeping & Waste Manager (Canterbury) and Facilities Managers (Medway) Waste PC's and associated equipment records held by IT Services Dept. All WEE is processed in Kent.	Environment Agency Local Authorities and Councils Secretary of State	Information held on Transfer and Consignment records by the responsible person arranging the disposal.	Assistant Facilities Director (Operational Services) - Geoff Marsh, and Estates Manager - Brian Atkinson, Housekeeping & Waste Manager - Gill Williams.	

WM09	<p>Retained EU Reference Directive 2006/66 on batteries and accumulators and waste batteries and accumulators.</p> <p>The Waste Batteries and Accumulators Regulations 2009/890</p> <p>Waste Batteries and Accumulators (Amendment) Regulations SI 2015/1935</p> <p>Waste (Miscellaneous Amendments) (EU Exit) (No. 2) Regulations SI 2019/188</p>	The Regulations set out the legislative framework for the collection, treatment and recycling of waste portable, industrial and automotive batteries and accumulators in the UK.	2.6.11 Prevention of Pollution to Ground and Controlled Waters.	<p>Environment Agency</p> <p>Natural Resources Wales</p> <p>VCA</p>	Information held on Transfer and Consignment records by the responsible person arranging the disposal.	Assistant Facilities Director (Operational Services) and Estates Manager, Housekeeping & Waste Manager	
WM10	<p>End of Life Vehicles Regulations 2003</p> <p>End-of-Life Vehicles (Amendment) Regulations SI 2010/1094</p>	The aim of the Regulations is to ensure the proper treatment, recycling and disposal of vehicles which have reached the end of their life, so they do not release hazardous substances which have the potential to pollute the environment.	All information held on waste transfer notes or consignment notes held by Housekeeping & Waste Manager (Canterbury) and Facilities Managers (Medway)	<p>Department of Enterprise, Trade and Investment</p> <p>Environment Agency</p>	Information held on Transfer and Consignment records by the responsible person arranging the disposal.	Assistant Facilities Director (Operational Services)	
WM11	<p>Environmental Permitting (England and Wales) Regulations SI 2016/1154</p> <p>Environmental Permitting (England and Wales) (Amendment) Regulations SI 2018/1110</p> <p>Environmental Permitting (England and Wales) (Amendment) (EU Exit) Regulations SI 2019/39</p> <p>Waste and Environmental Permitting etc. (Legislative Functions and Amendment etc.) (EU Exit) Regulations SI 2020/1540</p> <p>Waste (Miscellaneous Amendments) (EU Exit) Regulations SI 2019/620</p>	<p>All applications for an environmental permit must be made by the operator to the regulator, who will decide whether to grant a permit authorising: The operation of a regulated facility; and Someone to operate that regulated facility.</p> <p>These amended regulations came into force on 2 May 2018 and apply to England and Wales. They amend the Environmental Permitting (England and Wales) Regulations SI 2016/1154, in order to implement the requirements of Directive 2013/59/EU, on basic safety standards for protection against the dangers arising from exposure to ionising radiation.</p>	Environmental permits are required for industrial and waste activities which could harm human health or the environment unless they are controlled. They apply to installations, waste operations and mobile plants. Annual compliance check on waste stream contractors. The aim of the Regulations is to consolidate the existing environmental permitting system, which integrates regimes covering waste management licensing, pollution prevention and control, landfill, waste incineration, the operation of large combustion plants, water discharge consents, groundwater authorisations and radioactive substances. It also includes provisions relating to mining waste and batteries.	<p>Environment Agency</p> <p>Local Authorities and Councils</p>	Annual compliance check on waste stream contractors.	Assistant Facilities Director (Operational Services) - Geoff Marsh	
WM12	<p>Waste Regulations (England & Wales) 2011</p> <p>Retained EU Reference Directive 2008/98 on waste</p> <p>Waste (Miscellaneous Amendments) (EU Exit) (No. 2) Regulations SI 2019/188</p>	The Regulations implement Directive 2008/98/EC, on waste, by replacing waste regulation relating to the registration of waste carriers, the transfer of waste and the waste strategy. They also introduce new provisions which put greater emphasis on the life-cycle of waste.	All information held on waste transfer notes or consignment notes held by Housekeeping Manager (Canterbury) and Facilities Managers (Medway) Waste PC's and associated equipment records held by IT Services Dept.	<p>Environment Agency</p> <p>Secretary of State</p>	Annual internal audit	Assistant Facilities Director (Operational Services) - Geoff Marsh	
WM13	<p>Animal By-product Enforcement Regulations (England) SI 2013/2952</p> <p>Animal By-Products (Enforcement) (England) (Amendment) Regulations SI 2015/1980</p> <p>Transmissible Spongiform Encephalopathies (England) Regulations SI 2018/731</p> <p>Animal By-Products and Transmissible Spongiform Encephalopathies (England) (Amendment) (EU Exit) Regulations SI 2018/1120</p>	Animal by-products are entire bodies, parts of animals and products of animal origin not intended for human consumption. They can present a risk to human and animal health, and their use and disposal has been controlled for many years.	WTN's or Consignment notes held by department.	<p>Local Authorities and Councils</p> <p>Secretary of State</p>	Annual internal audit	Assistant Facilities Director (Operational Services) - Geoff Marsh	
WM14	Retained EU Reference Directive 2008/98 on waste	According to this Directive, the following waste hierarchy will apply as a priority order in waste prevention and management legislation and policy:	Waste heirarchy: Prevention, Prepare for re-use, Recycling, other recovery i.e. energy, Disposal	European Union	Ensure that this is stated on all WTN's and Consignment Notes.	Assistant Facilities Director (Operational Services) - Geoff Marsh	
WM17	Unauthorised Deposit of Waste (Fixed Penalties) Regulations SI 2016/334	Fly-tipping is a significant problem to local communities and a risk to the environment. It is a drain on local authority resources and also undermines legitimate waste businesses where unscrupulous operators undercut those that operate within the law.	Waste contractor tendering process. Control of Contractors policy.	Local Authority	Authorised Waste Carrier documents held by housekeeping. Relevant registration documents and/or waste related documentation provided by contractors and construction firms to Estates	Assistant Facilities Director (Operational Services) and Estates Manager	

WM18	<p>Environmental Offences (Fixed Penalties) (England) Regulations SI 2017/1050</p>	<p>These Regulations begin to come into force on 1 April 2018 and apply to England only.</p> <p>They set out the prescribed range of fixed penalties payable to various authorities, with regard to environmental offences committed under the following:</p> <ul style="list-style-type: none"> •Refuse Disposal (Amenity) Act 1978; •Control of Pollution (Amendment) Act 1989; •Environmental Protection Act 1990; •Noise Act 1996; •Anti-social Behaviour Act 2003; •Clean Neighbourhoods and Environment Act 2005 <p>These Regulations revoke the:</p> <ul style="list-style-type: none"> •Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) (Amendment) Regulations SI 2012/1151. <p>These Regulations amend the:</p> <ul style="list-style-type: none"> •Environmental Protection Act 1990; •Anti-social Behaviour Act 2003; •Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Regulations SI 2007/175. 		Local Authority		Assistant Facilities Director (Operational Services) and Estates Manager	
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Water & Ground Legislation

Ref.	Water & Ground Legislation	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Authorisations, licences, consents and related records	Regulator	Responsible persons (site contact)	Compliance Indicator Red = Non -compliant or in progress Green = compliant
WG01	<p>Environment Act 1995 (c. 25),</p> <p>Water Act 2003 (c.37),</p> <p>Water Act 2003 (Commencement No. 9 and Saving Provisions) (England) Order SI 2009/359,</p> <p>Water Industry Act 1991 (c. 56),</p> <p>Trade Effluent (Prescribed Processes and Substances) 1989 SI 1156 & (Amendment) Regulations 1990 SI 1629</p>	Various legislative instruments require the university to prevent pollution to foul drainage of various substances including fats, oils and known chemical pollutants	<p>Inputs to Effluent spreadsheet maintained.</p> <p>Spill Kits available. Online incident recording system used to record and follow up on any spills.</p> <p>Enzyme dosing systems.</p>	<p>Normal contaminants released are recorded in the Inputs to Effluent spreadsheet.</p> <p>Confirmation that Trade Effluent Licence not required is being sought by Lee Hawes (Feb 2021).</p> <p>Record of enzyme dosing.</p>	<p>Environment Agency</p> <p>Her Majestys Inspectorate of Pollution</p> <p>National Rivers Authority</p>	Assistant Facilities Director (Operational Services)	
WG02	<p>Water Resources Act 1991 and (Amendment) 2009 SI 3104</p> <p>Groundwater Regulations 1998 SI 2746</p> <p>Floods and Water (Amendment etc.) (EU Exit) Regulations SI 2019/558</p>	Requires the university to prevent its operations polluting controlled waters.	Source and receptor EIA surveys to feed into Site Impact Plans	Refer to site environmental impact plans	<p>Environment Agency</p> <p>National Rivers Authority</p>	Estates Manager	
WG03	<p>Water Supply (Water Fittings) (Amendment) Regulations 1999, SI 1506</p>	<p>Owners and occupiers of premises and anyone who installs plumbing systems or water fittings have a legal duty to make sure that systems satisfy these Regulations.</p> <p>In particular, they must make sure plumbing systems are installed and maintained to comply with these Regulations and, in most cases, advanced notice must be given of proposed installation work</p>	All new fittings are installed in compliance with legislation and local authority requirements.	Consumption of Water OCP.	Secretary of State	Estates Manager	
WG04	<p>Control of Pollution (Oil Storage) (England) Regulations 2001 SI 2954</p>	The aim of the Regulations is to require everybody in custody or control of oil to carry out certain works and take the necessary precautions in order to prevent the pollution of controlled waters. This would include oil used for grounds maintenance equipments at CCCU.	Level of stored fuels and oils in Canterbury gardens store verified by external H&S consultant as not requiring bunding. Vegetable oils only stored in 25ltr containers.	None	<p>Department for Environment, Food & Rural Affairs</p> <p>Environment Agency</p>	Grounds & Gardens Manager	

WG05	<p>Environmental Damage (Prevention and Remediation) Regulations 2009 SI 995</p> <p>Environmental Damage (Prevention and Remediation) (England) Regulations SI 2015/810 (replaces Environmental Damage (Prevention and Remediation) Regulations 2009 SI 153)</p>	The Regulations aim to prevent environmental damage by imposing obligations on operators of economic activities requiring them to prevent, limit or remediate environmental damage. They apply to damage to protected species, natural habitats, sites of special scientific interest (SSSIs), water and land. An operator will be held "strictly liable" if they carry out certain activities which cause environmental damage, or where there is an imminent threat of such damage, regardless of whether they intended to cause the damage or were negligent.	Required to ensure that any pollution or damage to land quality and water systems, species and their habitats and protected sites is prevented and repaired.	<p>The universities operations and activities have been calculated to be of low risk via the aspect impact assessment tool.</p> <p>Incident reporting system procured in 2017 should help provide more traciability and transparency.</p>	Environment Agency	Grounds & Gardens Manager	
WG06	<p>Contaminated Land Regulations SI 2006/1380</p> <p>&</p> <p>Pollution Prevention and Control Act 1999 Chapter 24</p> <p>Environment (Amendment etc.) (EU Exit) Regulations SI 2019/458</p>	New Developments and masterplanning process	Requirement to investigate in response to major works is included in all tender briefs.	Project documentation held in University archives related to individual buildings	Environment Agency	Estates Manager	
WG08	Anti-Pollution Works Regulations SI 1999/1006	They prescribe the contents of anti-pollution works notices served under section 161A of the Water Resources Act 1991. This would be triggered fi there was a pollution incedent arising from CCCU activities and operations.	2.6.11 Prevention of Pollution to Ground and Controlled Waters.	N/A	Environment Agency	Estates Manager	

Other Requirements

Non legislative external regulations, Internal CCCU policy documents & stakeholder needs and requirements

Ref.	Requirements	How it applies to the University	Controls in place or required (procedures, monitoring, alarms, etc)	Documentation	Oversight and reporting	Responsible persons (site contact)	Compliance Indicator Red = Non -compliant or in progress Green = compliant
OR2	University Strategic Framework 2015-22	New strategic Framework launched in September 2015 will guide the development of all University Business plans for 2015-2022	Sustainability is overseen by the Sustainability Strategic Management Group and reported 6 monthly to SMT and the Governing Body.	N/A	SMT	Vice Chancellor	
OR3	HEFCE Sustainable Development Strategy – 2014	Provides sector-wide guidance and policy in relation to sustainable development	External reference considered by SSMG	N/A	HEFCE	HEFCE	
OR4	QAA ESD Guidance – June 2014	Provides guidance on implementing ESD in support of the QAA Quality Code B3, relating to cross-cutting themes.	ESF Working Group of the SSMG providing the structure and drive to take forward.	N/A	QAA	Dean of Faculty of Social and Applied Sciences	
OR5	University Sustainability Policy	To be developed in the context of the Strategic Framework 2015-2020	Sustainability Governance Structure, Working Groups etc.		SSMG, SMT	Director of Sustainability	
OR6	Master Plan	Currently under development but will provide underpinning estate strategy for the next phase of the University.	Currently lead by a University Executive Group	N/A	SMT	Assistant Facilities Director (Estates)	
OR7	Carbon Management Programme	Sets absolute targets for scope 1, 2 & 3 carbon emissions reductions.	Monitored through the Carbon Management Oversight group and the SSMG. Progress reported to SMT and Governing Body 6 monthly.	CRC EES registration and annual payments related to Scope 1 & 2 emissions	SSMG, SMT	Chair of Sustainable Environment	
OR8	Environmental Sustainability Policy	Overarching environmental sustainability policy, which defines key areas of activity and policy.	2.6.11 Prevention of Pollution to Ground and Controlled Waters.	N/A	SSMG	PVC RKE	
OR9	University Estates Strategy and Low Carbon Vision	Provides overarching policy and vision for University estate developments and the Master Planning process.	Master Planning Executive Group	N/A	SMT	Assistant Facilities Director (Estates)	
OR10	Canterbury District Transport Strategy 2014-31	Local external context for University operation and travel plan in Canterbury. Being included as part of the Master Planning process.	Travel and Sustainable Business Working group, SSMG and the Master Planning Executive Group.	N/A	Canterbury City Council	Chair of the Transport and Sustainable Business Working Group/Deputy Director Estates & facilities (Master Plan)	
OR11	Local Transport Plan 4: Delivering Growth without Gridlock 2016–2031 (KCC)	External context document for travel in Kent, which effects the wider university estate.	Travel and Sustainable Business Working group, SSMG and the Master Planning Executive Group.	N/A	KCC	Chair of the Transport and Sustainable Business Working Group	
OR12	University Biodiversity Policy and Strategy	Developed through the Bioversity initiative and guides enhancement of biodiversity through Grounds and Gardens development.	Biodiversity Working Group and SSMG.	N/A	BWG and SSMG	Chair of the Biodiversity Working Group	
OR13	University Asbestos Management Plan	University written plan for the management of asbestos	Assistant facilities Director (Operations) and Estates and infrastructure Manager	N/A	H&S	Estates Manager	
OR14	HSP19 Management of Asbestos Policy		Director of Estates & Facilities and Estates and infrastructure Manager Relevant Head of School/Department	Statutory Compliance blackboard	S,H & E	Director of Estates & Facilities	
OR15	Approved Code of Practice (ACOP) L143 Managing & Working with Asbestos	Approved Code of Practice	Health & Safety Manager, Assistant facilities Director (Operations) and Estates and infrastructure Manager	Statutory Compliance blackboard	S,H & E	Estates Manager	
OR16	Approved Code of Practice (ACOP) HSG258 Health & Safety Executive Controlling Airborne contaminants at work	Approved Code of Practice	2.6.25 Fume Cupboard and Local Exhaust Ventilation Testing and Operation Operational Control Procedure	N/A	S,H & E	Estates Manager	
OR17	Health & Safety Policy HSP21	University H&S Policy 'Control of Substances Hazardous to Health HSP21	Health & Safety Manager, Assistant facilities Director (Operations) and Estates and infrastructure Manager Relevant Head of School/Department	N/A	S,H & E	Health & Safety Manager Relevant Head of School/Department	
OR18	CMP project analysis and approval Work Instruction(1)v3	Work Instruction for the analysis and approval of Carbon Reduction projects	Monitored through the Carbon Management Oversight group and the SSMG. Progress reported to SMT and Governing Body 6 monthly.	N/A	Carbon Management Oversight Group	Estates Manager	

OR19	University Sustainable Travel Policy and Strategy	Control of car -parking across the Campus Network	Monitoring of trends in mode of transport via staff and student surveys.	Notes and minutes in susdev shared drive under sustainability committees.	Transport and Sustainable Business Working Group	Facilities & Security Manager	
OR20	University Travel Plan	Sets out sustainable transport strategy for the university	Updated and developed via the masterplan	N/A	Transport and Sustainable Business Working Group	Assistant Facilities Director	
OR21	British Parking association Code of Practice	The university operates a number car parks across the various campus sites.	Membership of the BPA, based upon adherence to it's code of practice, enables CCCU access via the BPA, to DVLA vehicle keeper data in order to legally chase parking fine related debts.	Annual audits	Membership info, regulations etc are held by Facilities Administration Manager. Details of BPA audits held by Facilities and Security Manager	Assistant Facilities Director (Operational Services), Facilities and Security Manager Facilities Administration Manager	
OR22	Park Mark Safer Car Parking Scheme	The university operates a number car parks across the various campus sites.	Membership of the scheme enables us to display a kitemark and demonstrate a commitment to providing a safe place to park.	Annual audits	Membership info, regulations etc are held by Facilities Administration Manager. Details of BPA audits held by Facilities and Security Manager	Assistant Facilities Director (Operational Services), Facilities and Security Manager Facilities Administration Manager	
OR23	University Waste Management Strategy	The university is a registered producer and carrier of waste	Monitoring and review by the Waste Management and Recycling Group and Waste Review meetings with contractors. Waste related OCP's.	Minutes of meetings, waste management contractor statistics and dashboard.	Waste Management and Recycling Group and Waste Review meetings. SSMG and SMT	Housekeeping & Waste Manager	
OR25	Smoking-Free Environment HSP07	Control of smoking	Monitored by HoD, Security & all staff.	OCP	S,H & E	University Solicitor's office	
OR26	Framework for Sustainability 2015-2022	Responds to the University Strategic Framework 2015-2022. Sets out high level commitments and policy statements.	Sustainability Governance Structure, Working Groups etc.	Document itself in addition to minutes from working groups, other strategies and policy documents arising from the work of the governance structure.	SSMG, SMT	Director of Sustainability	
OR27	Sustainability Student Engagement Strategy 2015-20 Sustainability Staff Engagement Strategy 2015-20	Sets out in more detail the strategy for student engagement with sustainability at the university in response to commitments set out in the Framework for Sustainability 2015-2020	Sustainability Governance Structure, Working Groups etc.	Document itself in addition to minutes from working groups, other strategies and policy documents arising from the work of the governance structure.	Sustainability Engagement Working Group, SSMG	Director of Sustainability	
OR28	Waste Duty of Care Code of Practice	The Code of Practice sets out practical guidance on how to meet your waste duty of care requirements. It applies to you if you produce, carry, keep, dispose of, treat, import or have control of waste in England or Wales.	Monitoring and review by the Waste Management and Recycling Group and Waste Review meetings with contractors. Waste related OCP's.	Minutes of meetings, waste management contractor statistics and dashboard.	Waste Management and Recycling Group and Waste Review meetings. SSMG and SMT	Housekeeping & Waste Manager	
OR29	Best Practice Compliance with CCCU financial procedures relating to procurement	University procurement represents significant spending. As such there is a responsibility to ensure best practice in managing it.	The Head of Procurement maintains a record of all tender activity undertaken by CCCU which is monitored to ensure compliance with the legislation. Staff are also required to submit a Tender Notification Form in advance of undertaking any activity which allows the Purchasing Manager to ensure all procedures comply with statutory requirements.	Tender activity records, tender notification forms.	Sustainable Procurement Working Group	University Solicitor's office	
OR30	Best Practice Use of collaborative procurement frameworks	University procurement represents significant spending. As such there is a responsibility to ensure best practice in managing it.	The Head of Procurement monitors areas of high spend to ensure framework agreements are being used where appropriate.	Purchase Managers records	Sustainable Procurement Working Group	University Solicitor's office	
OR32	CANTERBURY CHRIST CHURCH UNIVERSITY Energy Management Policy	The university uses considerable amounts of energy heating, lighting and powering the estate.	Monitored through the Carbon Management Oversight group and the SSMG. Progress reported to SMT and Governing Body 6 monthly.	Metering records, unusual usage alerts and online utilities dashboards. Progress details in annual report.	CMOG, SSMG and SMT	Estates Manager	

OR33	CCCU Water Management Policy	The university is a large consumer of water in a region that can struggle to meet current demand.	Monitoring of water consumption.	Meter records.	CMOG. SSMG and SMT	Estates Manager	
OR34	Legionnaires' disease A brief guide for duty holders	Water systems in the university might allow the spread of Legionella.	Regular testing of the water in the system. Management of the system to prevent conditions that encourage Legionella growth.	Water test records.	CMOG. SSMG and SMT	Estates Manager	
OR35	Legionnaires' disease. The control of legionella bacteria in water systems Approved Code of Practice and guidance	Water systems in the university might allow the spread of Legionella.	Regular testing of the water in the system. Management of the system to prevent conditions that encourage Legionella growth.	Water test records.	CMOG. SSMG and SMT	Estates Manager	
OR36	Legionnaires' disease Technical guidance HSG274	Water systems in the university might allow the spread of Legionella.	Regular testing of the water in the system. Management of the system to prevent conditions that encourage Legionella growth.	Water test records.	CMOG. SSMG and SMT	Estates Manager	
OR38	GMO & GMM Policy (CCCU, School of Human & Life Sciences)	Covers all work with Genetically Modified Organisms and Microorganisms conducted within the School of Human and Life Sciences.	See Local Rules for Genetic Modification Work	Minutes of HLS Genetically Modified Organisms Committee (GMOC). Risk Assessments.	GMOC.	HLS Biological Safety Officer	
OR39	The Management of COSHH (CCCU, School of Human & Life Sciences)	This guidance/code of practice outlines the safe management systems that the School of Human and Life Sciences at Canterbury Christ Church University (CCCU) have adopted in order to comply with the requirements of the Control of Substances Hazardous to Health Regulations.	Audits by the Lab Manager Air monitoring. Health surveillance. Safe Purchasing, Use and Storage.	COSHH documentation stored as outlined in the OCP.	HS&E committee for the specialist facilities	Lab manager	
OR40	The Management of Risk (CCCU, School of Human & Life Sciences)	Risk management is the corner stone of effective and efficient health and safety management. Risk assessments are key tools of a risk management system and help prevent accidents and ill health by identifying workplace hazards and controlling associated risks.	Regular review of Risk Assessments.	Risk Assessment documentation stored as outlined in the OCP.	HS&E committee for the specialist facilities	Lab manager	
OR41	Waste Disposal Policy (CCCU, School of Human & Life Sciences)	The University recognises that as a large institution it has an impact upon the environment both locally, regionally and nationally and is committed to minimising within the constraints imposed by financial sustainability any negative environmental effects from the delivery of its core activities of teaching, research and knowledge exchange.	University waste management system, including removal and disposal by licensed waste management companies. EMS Audits.	Consignment Notes. Waste disposal spreadsheets.		Housekeeping & Waste Manager	
OR42	The Approved List of Biological Agents (HSE, 2013)	The School uses biological agents in undergraduate teaching and research work to demonstrate techniques and identification methods, and to carry out research.	The School uses biological agents up to and including Category 2 only (1 and 2 being the least harmful). Safe Systems of work as outlined in HLSG11 Safe Use, Control and Disposal of Biological Agents. H&S audits?	Research and teaching documentation. Purchase/disposal records?	Biological safety committee (including GMO) HS&E committee for the specialist facilities	Biological safety officer	

OR43	Biodiversity Policy 2014-2020	Canterbury Christ Church University is largely an urban based institution, with campuses in Canterbury and Chatham. We have no significant areas of natural or semi-natural habitats (e.g. woods, natural grasslands), however, we do manage a wide range of 'pocket habitats' (ornamental gardens, church yard, ancient walls, ponds, etc.) that host a rich and diverse assemblage of plant and animal life.	Oversite by the Biodiversity and Heritage Working Group	Biodiversity and Heritage Working Group minutes	Biodiversity and Heritage Working Group	Chair of the Biodiversity and Heritage Working Group	
OR44	Energy Management Policy	The University will seek to reduce energy consumption without adverse effect on living and working conditions. The University fully supports the rights of all staff and students to work in buildings which are comfortably heated, illuminated and otherwise well serviced within the limits imposed by legislation.	Energy consumption is monitored by Estates. Building Wardens report on temperature issues in their buildings.	Energy consumption statistics. Building Warden Checklists.	CMOG?	Estates Manager	
OR45	Procurement Strategy 2015-2020	The Procurement Strategy aligns with the University's Strategic Framework through its effective and efficient use of resources and contribution to the University's sustainable development.	Oversight by the Procurement Team.	Tendering and procurement records.	Sustainable Procurement Working Group	Head of Procurement	
OR46	Control of Contractors Policy and permit to work Policy	The purpose of this Policy is to set out the University's approach for controlling contractors working on University premises in order to ensure a safe learning and working environment for staff, students, visitors and contractors.	Regular contractor meetings? Project meetings?	Documentation relating to contractors, Permits to Work, etc.	Regular contractor meetings? Project meetings?	Health & Safety Manager	
OR47	Fairtrade Policy	As part of the University's commitment to sustainable development, the University's Governing Body notes that Fairtrade is about better prices, decent working conditions, local sustainability, and fair terms of trade for farmers and workers in the developing world.	Fairtrade Certification process.	Fairtrade Certificate.	Fairtrade and Sustainable Food Working Group	Food Production Manager	
OR48	Sustainable Food Policy	University recognises its responsibility to provide and promote healthy and sustainable food to its customers. This policy covers all catering outlets, both internally provided and contracted, along with all hospitality provision.	Procurement from list of approved suppliers. Fairtrade. Food for Life.	Tendering and procurement records.	Fairtrade and Sustainable Food Working Group	Food Production Manager	
OR49	Food for Life	This certification process ensures that produce is sourced ethically and sustainably.	Food for Life Certification process.	Food for Life Certificate.	Fairtrade and Sustainable Food Working Group	Food Production Manager	

OR50	European Union (Notification of Withdrawal) Act 2017 Chapter 9	<p>The Act gives the Prime Minister of the United Kingdom the power to notify, under Article 50 of the Treaty of the European Union, the United Kingdom's intention to withdraw from the European Union.</p> <p>This power is given regardless of any provision made by or under the European Communities Act 1972 or any other enactment</p> <p>The exit from the EU impacts on the compliance obligations, financial and strategic outlook of the university</p>	TBC	TBC	TBC	TBC	
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