

1 Purpose

This procedure describes the actions and responsibilities involved in the management and updating of information regarding the relevant legislation, legal requirements and standards or other requirements.

2 Scope

The Scope of the Environmental Management System Certification includes the Wheatley, the Harcourt Hill and Headington Campus, as well as our Brookes owned Halls of Residence. Construction, demolition and refurbishment sites where legal responsibility for the area has been handed over to contractor/s (usually surrounded by an area of hoarding) are excluded from the scope of certification.

3 Definitions

“Requirements”	National and international Legislation, Regulation, Permits, Codes of Practice, Non-regulatory guidelines, Local Authority requirements, declarations, sector best practice, sector charters/agreements etc, legal licences and contracts etc, which are applicable to OBU campuses, sites and student accommodations, to which the management of Oxford Brooks University have signed up or committed itself to
Employee	All persons who are employed full time, part time or temporarily at the University, including both direct employees and outside Contractors.
Legal Register	See Section 3 – References.
FDD	Faculties/ Directorates/ Departments.
Responsible People	Key managers and communicators within FDD and student accommodation responsible for disseminating information about the EMS to staff and collection data or information for the Environmental Sustainability Manager.

4 Responsibility

4.1 The Environmental Sustainability Manager is responsible for ensuring that this procedure is carried out. S/he may assign responsibility for maintenance of information relevant to specific FDDs to appropriate Responsible People.

5 Procedure

5.1 Identification of “Requirements”

5.1.1 The Environmental Sustainability Manager (or delegate) will identify and maintain the University’s membership of an appropriate legislation update service to ensure that information on new and amended legislation and other requirements are received in a timely manner.

5.1.2 The current subscription service applicable is –

- The Legislation Update Service – operated on-line by Newground.

5.1.3 All "Requirements" will be documented in the on-line Legal Register. This service gives direct access to current legislation, a summary of duties, comments and actions, specific to Oxford Brookes.

5.1.4 Where a piece of legislation has been repealed or is no longer relevant to the University operations the legislation will be removed from the register where it is considered necessary by the team's Environmental Sustainability Manager (or delegate).

5.2 Review and update of "Requirements"

5.2.1 Legislative updates are automatically updated on the on-line register. LUS email a legislation update monthly which covers what's new in our specific register, guidance on all legislative changes for that month, legislation that has been repealed/revoked and what on the horizon.

5.2.2 As a minimum, an annual review will be co-ordinated by the Environmental Sustainability Assistant to ensure that information and copies of permits, licences etc are current and valid. Information on amendments to and any new relevant "Requirements" will be updated on the Legal Register

5.2.3 Permit/licence holders will notify the Environmental Sustainability Assistant when permits are renewed in order that the on-line Legal Register can be updated. A copy of the updated permit/licence will be sent to the team's Environmental Sustainability Assistant.

5.2.4 Where updates and/or amendments are identified the Environmental Sustainability Assistant will send a periodic summary to relevant personnel to ensure that they are aware of what "Requirements" they are required to comply with.

5.3 Storage and access to information about "Requirements"

5.3.1 Copies of any authorisations, permits and licences relating to relevant activities on the University will be held by the Environmental Sustainability Team. The originals will be kept by the permit/licence/contract holder.

5.3.2 The Environmental Sustainability Assistant will determine which of the "Requirements" it is necessary to have in hard copy text. These documents will be stored in an appropriate controlled library. The storage locations are listed in the Legal Register against the relevant item.

6 Impacts and actions required in relation to Non-Conformance

6.1 Failure to apply this procedure may result in:

- a failure to maintain and update the legal register and demonstrate compliance with environmental legislation, regulations and other requirements as required by certification to ISO14001(2015). When formally certified to ISO14001, this might affect the University's ability to retain certification.
- failure to comply with this procedure may be identified in a number of different ways
 - both formal and informal - but will be addressed using procedure EN013SP.

7 Records and Related Documents

Ref No.	Title	Storage custodian	Retention Period
EN001D1	Legal Register	Environmental Sustainability	Indefinitely for current copy

Ref No.	Title	Storage custodian	Retention Period
		Manager	7 years for archive old copies
	Notes of meetings with Regulators, Government Departments etc	Originator	Current Academic year and 5 additional years before being reviewed
	Copies of legal authorisations, permits and licences etc	Environmental Sustainability Manager	Retained until the expiry date of document and an additional 6 years

8 Custodian and Review Panel

The author of this procedure is: Environmental Sustainability Manager
 The owner of this procedures is: Environmental Sustainability Manager
 This procedure was reviewed by: Environmental Sustainability Assistant

9 Change history

Version 1.0 New procedure issued 200612
 Version 2.0 New Procedure issued June 2018
 Version 3.0 New Procedure issued September 2019