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 Campus, the Harcourt Hill Campus and Headington Campus (excluding Clive Booth Student Village). All other campus, sites and student accommodations are at present excluded from the EMS Scope of certification. In addition, construction, demolition and refurbishment sites where legal responsibility for the area has been handed over to a contractor (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 the Headington Campus, Harcourt Hill Campus and Wheatley Campus or 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 Services Manager.

4 Responsibility

4.1 The Environmental Services 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 Services 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 is 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 Specialist.

5.2 Review and update of “Requirements”

5.2.1 As a minimum, an annual review will be co-ordinated by the Environmental specialist 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 entered onto the Legal Register.

5.2.2 Permit/licence holders will notify the Environmental Specialist 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 Specialist.

5.2.3 Where updates and/or amendments are identified the Environmental Specialist 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 Services Team. The originals will be kept by the permit/licence/contract holder.

5.3.2 The Environmental Specialist 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

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Title</th>
<th>Storage custodian</th>
<th>Retention Period</th>
</tr>
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<tbody>
<tr>
<td>EN001D1</td>
<td>Legal Register</td>
<td>Environmental Services Manager</td>
<td>Indefinitely for current copy</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>7 years for archive old copies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Notes of meetings with Regulators</td>
<td>Current Academic year and 5 additional</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Originator</td>
<td></td>
</tr>
<tr>
<td>Ref No.</td>
<td>Title</td>
<td>Storage custodian</td>
<td>Retention Period</td>
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<tr>
<td></td>
<td>Government Departments etc</td>
<td></td>
<td>years before being reviewed</td>
</tr>
<tr>
<td></td>
<td>Copies of legal authorisations, permits and licences etc</td>
<td>Environmental Services Manager</td>
<td>Retained until the expiry date of document and an additional 6 years</td>
</tr>
</tbody>
</table>

8 **Custodian and Review Panel**

The author of this procedure is: Environmental Specialist

The owner of this procedures is: Environmental Services Manager

This procedure was reviewed by: Environmental Services Manager

9 **Change history**

Version 1.0  New procedure issued 200612

Version 2.0  New Procedure issued June 2018