

Environmental Management System

Evaluation of Environmental Impacts Associated with Demolition,
Construction and Refurbishment Projects
EN101OP

1 Purpose

This procedure outlines the processes undertaken to manage the environmental impacts of demolition, construction and refurbishment projects on Oxford Brookes University Sites.

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.

This procedure applies to demolition, construction or refurbishment projects occurring in the above sites. The legal ownership of the site areas (contained in hording) are handed over to contractor(s) for the period in which the demolition, construction and/or refurbishment works are underway.

3 Definitions

Employee	All persons who are employed full time, part time or temporarily on Campus, including both direct employees, outside Contractors and Student Volunteers
FDD	Faculties/ Directorates/ Departments
Stakeholder	All persons with legitimate interest in the performance of the Campus, including but not exclusive to: employees, students and other customers, neighbours, regulators, grant-making bodies, non-governmental organisations and the media.
hoarding	The physical boundary of demolition, construction and/or refurbishment projects. Officially the company/contractor that manages the site has all legal responsibility within this area.
Project Managers	Managers in FDD's that have been assigned responsibility for demolition, construction and/or refurbishment projects within the University.
Major projects	The majority of demolition, construction and refurbishment projects over £100,000. Usually managed by the Capital Projects.
Maintenance and refurbishment projects	The majority of maintenance and refurbishment projects under £100,000 managed by Property Services. Some construction and/or demolition projects may be managed by the Property Services. However, such projects can be managed by any Project Manager in FDD's where they have suitable experience.

4 Responsibility

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- 4.1** The Project Managers and delegates act as consultants giving advice on sustainable purchasing of demolition, construction and/or refurbishment projects.
- 4.2** The H&S Officer and delegates act as consultants to ensure that health and safety requirements (including asbestos regulations) are considered during the planning stages of projects.
- 4.3** Project managers should consult with the Environmental Sustainability Team to ensure that environmental management and sustainability requirements/considerations have been addressed/considered during the planning of the demolition, construction and/or refurbishment projects in line with the Sustainable Design Criteria.

5 Procedure

5.1 Planning of major demolition, construction and refurbishment projects.

- 5.1.1** Major demolition, construction and/or refurbishment projects or programmes can be planned by any project manager in the Projects Team within the Estates and Campus Services Directorate.
- 5.1.2** During the planning stage the Environmental Sustainability Team consults as part of the management structure setup for projects to ensure that legal requirements, sustainability considerations and environmental policy requirements are incorporated into the planning of projects. The sustainability issues that should be considered in conjunction with the Sustainable Design Criteria for new and refurbished buildings.
- 5.1.3** Once the construction company/contractor is onsite and has instigated the project by setting up hoarding around the construction area, the legal responsibility for the site is passed over the company in question. However, periodic informal audits are completed by the Environmental Sustainability Team.

5.2 Maintenance and refurbishments projects

- 5.2.1** Maintenance or refurbishments can be instigated by project managers in any FDD, with guidance from Estates Services. However, many are managed through the Estates Services team and the majority of FDD use the Estates Services team to manage maintenance and refurbishment projects they require.
- 5.2.2** Additionally, the Estates Services team have a series of on-going maintenance and refurbishment works.
- 5.2.3** The Environmental Sustainability Team, Health and Safety and Procurement Team act as consultants to ensure that key environmental/sustainability, health and safety and sustainable procurement requirements are considered in the planning of the projects. The sustainability issues that should be considered in conjunction with the Sustainable design criteria for new and refurbished buildings.
- 5.2.4** Construction and refurbishment companies are asked to provide the waste carrier licence of the company they use to manage their waste (if appropriate), send waste transfer notes and/or consignment notes and waste arising data to their OBU Project Managers.

6.3. Identification of non-compliances with onsite contractors

6.3.1. Where non-compliances involving contractors onsite have been identified. The Environmental Sustainability Team will work with the responsible people in charge of the contractors and/or the contractors to ensure that the non-compliances are resolved.

6.3.2. Non-compliances with contractors can be identified through a variety of means including:

- Internal or external audits
- Compliance review checks
- Staff reporting incidents through the form OBUHSN-11.
- Informal Environmental Sustainability Team observations of contractors or their activities whilst onsite

6 Impacts and actions required in relation to Non-Conformance

6.1 Failure to apply this procedure may result in:

- a failure to meet University legal and policy requirements relating to construction, demolition or refurbishment. This may result in fines and legal action.
- 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-Nonconformity, corrective action & preventive action.

7 Records and Related Documents

Ref No.	Title	Storage custodian	Retention Period
EN002D1	Aspects Register	Environmental Sustainability Manager	3 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
This procedure was reviewed by:	Environmental Sustainability Manager

9 Change history

Version 1.0	New procedure issued 04/06/2013
Version 2.0	Review issued July 2018
Version 3.0	New procedure issued 01/09/2019

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