

1 Purpose

This procedure outlines the actions and responsibilities associated with the responsible management of materials and resources used in the activities; to ensure that they are handled, stored and disposed of to minimise damage to the health and safety of all University users, and to the environment. This procedure may be supplemented by local procedures at FDD level, provided they are consistent.

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.

Resources may include equipment such as IT, laboratory and grounds maintenance plants etc. as well as utilities such as energy and water.

3 References

- EN001D1 – Legislation Register
- COSHH/Safety Data Sheets (Retained by employees that manage the chemicals)
- EN104W1 – Management of Spills
- EN104W2 – Fuelling of powered plant and equipment
- EN103OP – Management of Wastes

4 Definitions

Employee	All persons who are employed full time, part time or temporarily on Campus, including both direct employees and outside Contractors
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,

5 Responsibility

5.1 All employees, contractors and students are responsible for ensuring that materials/resources used in their activities are managed in accordance with this procedure and that good housekeeping practices are observed.

5.2 Contractors are responsible for materials/resources used in their activities.

5.3 Employees putting together procurement contracts for third party supplied goods and services are responsible for ensuring (as relevant) that the requirements of this procedure is incorporated into contracts by reference.

6 Procedure

6.1 General principles of Materials and Resources management on Campus

6.1.1 The following principals of will apply to the management of materials/resources on the University –

Equipment

- All equipment should be handled, used, stored and maintained in accordance with the manufacturer’s specifications, in order to prolong its useful life;
- Where relevant, equipment will not be used by anyone that has not been trained and authorised to do so. Clear records will be maintained of authorisations.
- Equipment requiring fuel will be refuelled in accordance with EN104W2.

Resources

- In keeping with the University’s Environmental Policy, Strategies and Action Plans, resource efficiency is a key objective. This includes efficient use of energy and water as outlined in the University’s Carbon Reduction Strategy, Carbon Reduction Action Plan, and Water Strategy.

Storage

- Good housekeeping should be observed - all waste must be disposed of within 12 months or removed to appropriate disposal locations. Storage areas will be locked if necessary for security and safety purposes;
- All materials will be stored in appropriate containers (including for transfer purposes), chemicals will be appropriately labelled. COSHH/Safety Data Sheets held by the appropriate individual. Labelling should be periodically checked to ensure its readability etc;
- Incompatible and flammable materials will be stored in separate locations.
- Hazardous liquids will be stored in appropriately banded containment (whether tank, cupboard or storeroom);
- Bulk storage of hazardous materials or liquids will be reviewed by the Environmental Sustainability Manager or delegates during annual audits.

In Use/transfer

- Care will be taken to avoid spillage but if it occurs EN104W1 – Management of Spills will be applied.
- Appropriate handling and protective equipment (including drip trays where required) will be used, in accordance with COSHH/Safety Data Sheet requirements;
- Where materials/resources are being transferred and are bulky or heavy, appropriate arrangements will be made in accordance with Manual Handling requirements.

Disposal

- Materials containers that may have contained hazardous or toxic materials will be disposed of as hazardous wastes.
- EN103OP – Management of Wastes, will be applied

6.1.2 All employees and students will be responsible for applying these principles.

6.1.3 If in doubt about the appropriateness of any storage or handling arrangement, contact the Environmental Sustainability Team for advice.

7 Impacts and actions required in relation to Non-Conformance

7.1 Failure to apply this procedure or its associated Work Instructions may result in:

- a failure to properly manage materials/resources used on the University which may result in a non-compliance with environmental legislation and/or University policies in relation to sustainability. 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 Environmental Manual Section 21 Incident Investigation, non-conformance, corrective and preventive action

8 Records and Related Documents

Ref No.	Title	Storage custodian	Retention Period
EN001D1	Legislation Register	Environmental Sustainability Manager	
	COSHH/Safety Data Sheets (Retained by employees that manage the chemicals)	The employee managing the chemicals	Until the chemicals are no longer used

9 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

10 Change history

Version 1.0	New procedure issued 20/06/12
Version 2.0	New procedure issued 04/06/13
Version 3.0	New procedure issued 19/05/14
Version 4.0	New procedure issued 03/06/15

Environmental Management System
Management of Materials and Resources
EN104OP

Version 5.0 New procedure issued 30/06/18
Version 6.0 New procedure issued 01/09/19