

## 2.1 Identification of relevant legal requirements

The EMS coordinator will review the identified environmental aspects and identify applicable legislation to the aspects. This will detail what the legislation is and how it is applicable.

The legal register is located in section 4.1

Identification of relevant legal requirements procedure (v1)

The EMS coordinator will:

- Use the environmental aspects register to identify environmental impacts and activities for which legislation may apply.
- For each of the environmental aspects a check will be made with NETREGS to identify specific pieces of legislation that might apply and why.
- For each of the aspects where legislation does apply, the EMS coordinator will contact those responsible for controlling the activities that give rise to the aspect to locate procedures that control the aspect and to monitor compliance with the legislation.
- The EMS coordinator will record the identified legislation and the controls in place in the legal register form located in section 4.1.
- The legal register and any changes to the legislation will be discussed at the Safety, Health and Environment Committee.
- The EMS coordinator will liaise with those identified in the register who have responsibility for the control procedures to ensure that they are aware of any changes to the legislation and to consider whether any changes are required to the control procedures.
- The EMS coordinator will review the legal register on an annual basis to check for updates to the legislation and amend the register accordingly. A record of this check will be maintained in section 4.2.

## 2.2 Identification of other requirements

The EMS coordinator will review the identified environmental aspects and identify 'other requirements' relevant to the aspects. These requirements might be specific to University strategy or policy documents, or Higher Education or trade best practice standards.

Identification of relevant 'other requirements' procedure (v1)

The EMS coordinator will:

- Use the environmental aspects register to identify environmental impacts and activities for which 'other requirements' might apply.

- For each of the environmental aspects a check will be made with the University Strategic Plan and policies to identify if any of these place specific requirements for the control of the environmental aspect.
- Make use of the EAUC and HASNET mail networks to assess whether there are HE best practice standards being applied to the environmental aspects and which the University should adopt.
- The EMS coordinator will record the identified other requirements in the legal register form located in section 4.1.
- The legal register and other requirements will be discussed at the Safety, Health and Environment committee and any changes noted.

### 2.3 Checking compliance

The legal register will be reviewed by the EMS coordinator on an annual basis and a record of the checks incorporated into the aspects, impacts and significance register in section 4.2.

Checking compliance procedure (v1)

The EMS coordinator will:

- On an annual basis review the legal aspects register (and other requirements) against the University's current practices to identify if:
  - There have been any non-compliances
  - Whether existing controls are adequate to help prevent legal non compliance or emergency situations from arising
  - There are any areas where further information is required to confirm compliance
  - Areas where additional monitoring is required to track compliance
  - If there are any opportunities for improvements in performance or savings that can be made.
- The EMS coordinator will raise non-compliance issues at the Safety, health and Environment committee as required.
- The EMS coordinator will raise non-compliance issues with those who have responsibility for the control of aspects.

### 2.4 Ongoing compliance

Based on the review of the legal register and check of compliance, the EMS coordinator will identify actions that:

- Addresses issues identified in the review, prioritising any issues where there is non-compliance or poor control.
- Identifies new procedures where they are needed
- Identifies training needs to help ensure on-going compliance
- Determines realistic timescales for action and for the review of the legal register

The compliance action plan is incorporated in the aspects, impacts and significance register, section 4.2

## **2.5 Compliance indicators**

The EMS coordinator will identify the key compliance indicators. In doing so, the EMS coordinator will:

- Establish how the compliance data will be collected
- Determine how the data will be analysed for each indicator
- Present compliance information at the Safety, Health and Environment committee as required.

The compliance indicators are incorporated in the aspects, impacts and significance register, section 4.2

