

Environmental Procedure	
Procedure: Aspects & Impacts Register	
University of Exeter Students' Guild Devonshire House/Cornwall House Author: Emily Billing Approved by:	Code: Aspects & Impacts Register SG016 Version 06 March 2017

Version	Changes	Date
1	Update to action plan	08/03/2016
2	Update to action plan	16/11/2016
3	Update to risk assessment score wording	31/01/2017
4	Addition of list of activities that generate aspects	01/02/2017
5	Additional comments on the list of aspects	06/02/2017
6	Added category scoring to register	31/03/2017

This documents University of Exeter Students' Guild's evaluation of its environmental aspects and impacts.

Environmental Aspect: "element of an organizations's activities, products or services that can interact with the environment." ISO 14001.

Environmental Impact: "any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services." ISO 14001.

Risk assessment score: the table below explains the scoring of each element, and the criteria used to determine significance (impact categories)

Impact categories	Risk Assessment Score			
	1 = negligible usage/infrequent	2 = low usage/normal operation	3 = moderate usage/frequent operation	4 = very high usage
Frequency	1 = negligible usage/infrequent	2 = low usage/normal operation	3 = moderate usage/frequent operation	4 = very high usage
Effect	1 = insignificant environmental impact	2 = minor environmental impact	3 = moderate/potential major impact	4 = major environmental impact
Compliance obligation	1 = no relevant legislation	2 = complies with legislation	3 = potential breach/lack of	4 = breaching legislation
Student interest	1 = little student interest	2 = moderate student interest	3 = reasonable student interest; social media and Student idea submitted	4 = great student interest, social media debate, student idea with multiple votes
Control	1 = full control/no need for control	2 = moderate control	3 = limited/minor control	4 = no control
Result	1-10 = low level risk	11-16 = medium level risk	17 – 20 = high level risk	

List of activities/services that generate environmental aspects

Department	Service/activity	Associated environmental aspect	Category
Commercial Services	Catering	Waste & cooking oil disposal	Waste
Commercial Services	Bars/Nightclub	Noise pollution, waste	Waste, Community
Membership Services	C&R, A&V	Student ideas, student events	Student Democracy/engagement
Central Services	Guild Van	Van emissions	Emissions
Central Services	WEEE	Hazardous waste disposal	Waste
Central Services	Devonshire House	Energy & water consumption	Water, Gas, Electricity

University of Exeter Students' Guild: Aspects and Impacts Register

Number	Category	Aspect	Impact	Control	Frequency (Score)	Effect (Score)	Compliance Obligation (Score)	Student Interest (Score)	Control (Score)	Total	Risk Severity (H/M/L)	Notes
1	Student Democracy	Student ideas submitted which would be harmful to the environment	Negative impact on the local environment	Guild Councilors who approve/reject Student Ideas to have suitable sustainability training, in order to make informed decisions on ideas submitted.	2	3	2	4	3	14	M	Student ideas was set up in 2014/15, and has had an overwhelmingly positive response from students, with 114 ideas submitted. This is 32 more than in the entire decade previous. This change highlighted the need for Guild Councilors to vote on ideas submitted, which is why they will receive training. Update for 2016/17: A new position of Deputy Vice President Sustainability has been created, coming into effect in September 2016. This role will report into a sustainability council, made up with Guild councilors.
2	Student Engagement	Lack of student engagement with recycling initiatives	Increased waste going to landfill, drain on natural resources as materials are not being re-used or recycled.	Campaigns and initiatives to raise awareness of the benefits of recycling. SGU projects which are student led increase awareness amongst peers.	2	3	3	2	2	12	M	Campaigns include Go Green Week, which takes place in February, and now sits within the DVP Sustainability remit.
3	Student Engagement	Use of restricted materials at events e.g. Helium balloons/Balloon releases	Pollution and harm to local environment, including wildlife.	Staff oversight on planned events	1	2	3	2	2	10	L	Events must be approved by relevant staff members before they can go ahead.
4	Air	Organization's van emissions	Local and global air pollution	Only use van when no other alternative is available, regular maintenance of van, look to update to a more environmentally friendly vehicle when budget allows.	1	2	2	1	1	7	L	The Guild van is used by staff members only, not students.
5	Air	Emissions from staff travel	Local and global air pollution, increase health and wellbeing of students and staff	We support the University's Sustainable Travel Plan, and have included a cycle scheme within our payroll system.	2	2	2	2	3	11	M	Several new cycle racks were built as part of the Forum building project. Several Guild staff took up the cycle scheme.
6	Water	Reduction of water use	Conservation of water resources	Plumbed in water cooler and water boiler in staff offices, instead of personal kettles. Water saving devices installed in toilets, and dual flush options.	3	2	2	2	1	10	L	
7	Energy	Powerdown of PCs	Staff leaving PCs on overnight wastes electricity	IT team use 'nightwatchman' software which ensures all PCs are shutdown overnight. PCs will go into hibernation mode after 10 minutes of inactivity.	3	1	1	1	1	7	L	
8	Energy	Reduction in electricity consumption, through staff and student behavioural changes	Reduction of emissions which have a negative impact on the environment.	Encourage staff to reduce electricity consumption, check lights and PCs are switched off after use. Invite staff to submit ideas on ways to save energy.	3	2	2	2	1	10	L	
9	Waste	General waste: storage and disposal	Consumption of natural resources. Environmental damage as a result of waste being sent to landfill.	Recycling bins in key areas to encourage recycling - including glass, paper, plastic, cans, batteries, confidential waste, electronic waste, and furniture.	4	3	3	4	3	17	H	The Students' Guild have installed several recycling areas around its premises. All other disposal like WEEE and other forms of waste is coursed through the UoE system.
10	Waste	Waste Electrical Equipment: storage and disposal	WEEE is classed as hazardous waste. If disposed of incorrectly it could cause both ground and water pollution	WEEE is collected for recycling by the ICT team, and given to University Campus Services for processing.	2	3	2	1	1	9	L	Please see SG013 for the emergency preparedness and response procedure.
11	Waste	Waste Furniture	Depletion of natural resources, large items being sent to landfill.	Re-use furniture where possible, and donate unwanted furniture to local charities for re-use/recycling.	1	2	2	1	2	8	L	
12	Waste	Cooking Oil Waste: Storage and disposal	Dange of polluting water supplies if an uncontrolled release occurs.	Oil is stored away from drains and water sources, in secured units. These are collected by the supplier.	3	3	2	1	2	11	M	Please see SG013 for the emergency preparedness and response procedure.
13	Waste	Paint tins: Storage and disposal	Danger of polluting water supplies if a leak occurs. Danger of flammable material.	Paint is stored in a bunded, locked cupboard, and retained for future use. The cupboard is away from drains and water sources. Unwanted paint will first be offered to other parties for re-use, before being disposed of in the correct manner, via a Campus Services Request.	2	3	2	1	3	11	M	Please see SG013 for the emergency preparedness and response procedure.
14	Waste	Recyclable Waste: Storage and disposal	Reduces the consumption of natural resources and prevents waste being disposed of in landfill.	Paper, Glass, Plastic and Can, and coffee cup recycling available in Devonshire House. Recycling bins are emptied regularly to ensure people don't put things in general waste when there isn't room in recycling bins.	4	3	3	4	2	16	H	Although we can provide recycling schemes, student interest remains a very significant factor to our environmental agenda. Our VP Welfare & Diversity Sabbatical Officer and Environment & Ethics Officer are proactively working on recycling campaigns.
15	Other	Asbestos	Danger to human health if disturbed or disposed of incorrectly.	Asbestos register, and risk assessments	1	4	2	1	2	10	L	Asbestos is monitored by the UoE on a regular basis. Any disturbance on the fabric of the building is cleared with Property Services (UoE) to ensure that asbestos is not disturbed within the premises.
16	Community	Noise Pollution	Noise from RAM/Lecture and students leaving these areas could disrupt local residents and businesses	Sound checks. Notices encouraging students to leave quietly, and other communications via other channels to make students aware of the impacts of noise pollution.	3	2	2	2	2	11	M	
17	Community	Litter	Potential to harm wildlife and pets. Litter can also block surface water drains, and attract vermin.	Cleaners pick up litter from in and around the building.	3	3	2	2	2	12	M	
18	Community	Light Pollution	Potential to disturb local residents, and potential adverse effects on wildlife	Any new outside light fittings to be downward facing.	2	2	2	2	2	10	L	
19	Community	Community Engagement	Active Community engagement with recycling schemes and environmental projects like volunteering at the Exeter Community Garden have a positive impact on the environment, and educate staff, students and the community on sustainable issues.	Guild Community Engagement Plan ensures promotion of sustainable projects and ideas	2	2	2	3	1	10	L	A recent project run by the Students' Green Unit, the Richmond Road Revival project, is a great example of students working with the local community to benefit the environment.