**EMS Scoping Document**

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| ISO Clause | Ref | Author | Approved by | Version | Issue Date |
| 4.3 Determining the Scope of the EMS | EM003 | Clare Casey | Sustainability Board | 2.0 | January 2020 |

## Purpose

To establish, implement and maintain a procedure which determines the boundaries and applicability of the environmental management system. When determining the scope, the organisation shall consider:

1. the external and internal issues referred to in 4.1
2. the compliance obligations referred to in 4.2
3. the organisational units, functions and physical boundaries
4. its activities, products and services
5. its authority and ability to exercise control and influence

## Scope

The scope of the EMS includes all of the University’s activities (subject to the specifications below), which can be described as ‘the provision of learning, teaching, research and commuter travel, maintenance and upkeep of buildings’.

## Locations

The following campuses located in Liverpool, the Wirral and London are included within the scope of the EMS:

* North Campus
* Central Campus
* South Campus
* Greenbank
* Wyncote
* Leahurst (includes Ness Heath and Woodpark Farms)
* Ness Gardens

## Properties

The EMS includes all properties owned or leased by the university within the stated locations that are included in the list of buildings requiring Display Energy Certificates. A full list of properties included in the EMS is provided in Schedule A.

## Personnel

All university staff are within the scope of the EMS. This includes staff who are placed at premises other than those included in Schedule A.

## Equipment

The EMS covers all the university owned or leased equipment, facilities and vehicles.

## Environmental Impacts, Activities and Compliance

The University leases a number of properties to external organisations (partially or fully). Although certain activities by these commercial enterprises and external organisations may be included in the EMS (such as energy use and waste collection) it is recognised that the UoL’s influence over these activities will be limited.

1. **Energy Use in Buildings and Outside Spaces**

Energy consumption included in annual submissions to CRC and ETS are included in the EMS. This includes energy used by external organisations who lease property if captured within the CRC and ETS data.

1. **Procurement**

All products and services purchased through UoL’s procurement systems are included within the scope of the EMS.

1. **Waste**

All waste arising from UoL’s activities within the attached schedule of properties and/or placed into bins in outside spaces which are collected by waste contractors commissioned through UoL’s procurement team are included within the scope of the EMS. This includes waste collected from properties leased by external organisations if they are collected by waste contractors commissioned through the university.

1. **Travel and Transport**

All fleet and business miles travelled as well as staff commute and student commute are included within the scope of the EMS. Travel and transport undertaken by external organisations is not included in the EMS.

1. **Compliance**

Commercial and other organisations that lease properties are required to abide by some of the University’s environmental compliance policies and procedures but are responsible for their own policies in relation to other matters, in line with individual lease arrangements.

## Subsidiaries

University of Liverpool Construction Company Ltd (ULCCO) and University of Liverpool Energy Company Ltd (ULEC)are subsidiaries of the university, and for the purposes of the EMS can be considered arms-length organisations, which manage the onsite generation of heat and electricity (ULEC) and construction activities (ULCCO) on behalf of the university.

It is considered that the environmental impact of these activities are included in the EMS as a) all of the on-site electricity and heat generated by ULEC and the fuel used in that generation on behalf of the University is included in UoL’s consumption figures and b) all of the construction activity carried out by ULCCO on behalf of the University are captured through UoL’s procurement expenditure. Beyond these activities ULCCO and ULEC are largely administrative organisations with very small use of resources.

## Contractors

All contractors and suppliers of services undertaking work on any of the premises included within Schedule A are required to abide by any policies and procedures implemented as part of the EMS.

## Review

A review will be undertaken annually as part of the EMS management review process. In principle this will ensure that the Scoping Document remains appropriate to the nature, scale and environmental impact of the University of Liverpool in relation to its activities, products and services.

Document revision may also take place at any time if considered appropriate, reasons for revision could include:

* Alteration to activities
* Changes in environmental legislation
* Revision of the standard ISO 14001: 2015 Environmental Management Systems

## Related Documents

Schedule A Scoping Document

## Changes to the Procedure

If there are any changes to this procedure, please contact the EMS Manager at sustainability@liverpool.ac.uk.

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| Version | Reason for Change | Date |
| 2.0 | Document reformatted | March 2019 |
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