Environmental Management System

8.1.10 Needs and Expectations from Contractors

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| **DO NOT PRINT THIS PROCEDURE UNLESS NECESSARY** |



Needs and Expectations from Contractors

# Introduction

The University is committed to ensuring that all activities undertaken on its premises are carried out to the highest possible standards of safety, health and environment.

Swansea University operates an ISO 14001:2015 accredited Environmental Management System (EMS) that applies to **all sites** and **all activities** on those sites, including those related contractors. Information relating to the University’s approach to sustainability include:

* [Sustainability Policy](https://www.swansea.ac.uk/media/sustainability-policy.pdf)
* [Sustainability & Climate Emergency Strategy 2021-2025](https://online.flippingbook.com/view/898157623/)
* Sustainability Objectives & Targets

This document is relevant for **all contractors** involved with Swansea University’s operations.

All contractors working on site must ensure their operations are in-line with the University’s procedures. If you have any questions, or are unsure of anything contained in this document, speak to your manager or relevant Project Officer.

# Definitions

**Contracted staff:** Anyone working for the contractor, including sub-contracted staff.

**Contractor:** Someone appointed to undertake work at a university site, may also include suppliers and other entities hired to undertake servicing, maintenance or installation works.

**Site supervisor:** The member of the contractor’s team who is in charge of associated works.

# Responsibilities

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| **Site supervisors** | * Identify environmental risks and legal requirements relevant to your area and implement a work plan that adequately manages the risks
* Train and induct staff on their environmental responsibilities and relevant operating procedures
* Adhere with university procedures related to minimising adverse impacts on the environment
* Ensure that appropriate emergency plans are in place to deal with any environmental incidents
* Report environmental near-misses or incidents such as spills in a timely manner to the University
* Implement appropriate corrective and preventive actions following near-misses or incidents
* Investigate all relevant environmental concerns; report on potential risks and proactively report measures to mitigate environmental aspects (university or contractor-led activities)
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| **All contracted staff** | * Be familiar and comply with the requirements set out in all environmental procedures relevant to their activities
* To conduct all activities within the environmental requirements as set out in relevant legislation and the University’s Sustainability Policy and environmental management system (EMS), in order to minimise any negative impact on the environment.
* Report all environmental incidents to your site supervisor and your university representative.
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# Requirements

Swansea University expects contractors and suppliers to comply with all environmental legislation and local environmental requirements outlined in the EMS.

Key requirements are detailed in the following sections, as summarised in Table 1. If you are unable to access any of the documents in the ‘Additional information’ column or require further support contact the Sustainability Team (Section 5).

Table 1: Expectation of contractors

| **Expectation** | **Section** | **Additional information** |
| --- | --- | --- |
| Minimise water use and comply with relevant trade effluent authorisations. Ensure all parties are aware of the site drainage plan | 4.1  | [8.1.12 OPC Vehicle Washing](https://www.swansea.ac.uk/media/8.1.12-OPC-Vehicle-Washing-ENGLISH.pdf) [8.1.19 Discharge to Drain](https://www.swansea.ac.uk/media/8-1-19-discharge-to-drain-english.pdf)[8.1.08 Energy and water management](https://www.swansea.ac.uk/media/8.1.8-Energy-and-Water-Management-ENGLISH.pdf) |
| Ensure oil, chemicals and fuels are stored in a manner that prevents risks to staff and the environment | 4.2 | [8.1.03 External Spill Response](https://www.swansea.ac.uk/media/8-1-3-external-spill-response.pdf) |
| The primary contractor MUST have in place a robust Spill Response procedure and report all incidents to the University  | 4.3 |  |
| Remove all unused and waste materials in line with the waste hierarchy, and as outlined in the contract arrangements. No contractor is to use any external university bins for waste disposal  | 4.4 | [8.1.04 Skip & skip exchange procedure](https://www.swansea.ac.uk/media/8.1.4-skip-and-skip-exchange-procedure.pdf) |
| Ensure efficient usage of energy on site | 4.5 | [8.1.08 Energy and water management](https://www.swansea.ac.uk/media/8.1.8-Energy-and-Water-Management-ENGLISH.pdf) |
| Minimise emissions to air whilst onsite | 4.6 | [8.1.6 Emission to Air](https://www.swansea.ac.uk/media/8.1.6-Emission-to-Air-ENGLISH.pdf)[TGN001 Ozone Depleting Substances](https://www.swansea.ac.uk/media/tgn001-ods.pdf)[TGN003 Fluorinated Gas](https://www.swansea.ac.uk/media/tgn003-fgas.pdf) |
| Ensure the Sustainable Procurement Policy criteria are considered when purchasing goods & services. | 4.7 | [Our working environment - Procurement](https://www.swansea.ac.uk/sustainability/procurement/)  |
| Protect local habitats and wildlife whilst undertaking construction, refurbishment or maintenance activities. | 4.8 | 8.1.07 Japanese knotweed/invasive species[[1]](#footnote-1) 8.1.15 Tree and shrub management on campus1[TGN 006 Protected Species Permits - E&FM](https://www.swansea.ac.uk/media/TGN-006-Working-with-protected-species-EFM.pdf)[Top tips: Gulls on campus](https://www.swansea.ac.uk/sustainability/natural-environment/) |
| Ensure all staff smoke/vape only in designated areas | 4.9 |  |
| Ensure near-misses are recorded and ensure incidents are quickly and properly reported and managed | 4.10 | [Report it! webpage](https://www.swansea.ac.uk/about-us/safety-and-security/health-and-safety/report-it/) |

## Water usage and wastewater

### Water use

When using water at any Swansea University site consider the following:

* Use alternate water supplies such as rainwater tanks and water re-use systems where available
* Select water efficient equipment options for construction and maintenance activities
* Ensure taps are not left constantly operating, this can waste up to six litres of water a minute
* Inform Estates and Facilities Management (E&FM) through your university contact immediately if any dripping taps, water leaks or general water wastage is observed

### Wastewater

When discharging wastewater to drain the following needs to be followed:

* **Know where you are discharging:** At Singleton and Bay Campuses, the University has identified all surface water and effluent drainage routes, which are marked on campus site drainage plans
* **Do not discharge to surface water drains:** The University does not have consent to discharge anything other than rainwater into the surface water drains.
* Let nothing but water go down the drain, fats, oils, paints and grease can cause blockages in drains and sewer pipes as they solidify, which can cause sewer water to back-up the drains.
* Check the Safety Data Sheet, no hazardous materials to be discharged to drain.
* If handling oil or chemicals ensure your team is trained in spill response, see Section 4.3 for more information. The response time to spillages is critical as spillages have the potential to be washed into surface water drains and discharged directly to local watercourses and the sea.

### Consents

You will require a consent to discharge from Welsh Water if you are planning to discharge a volume of water to drain that is any of the following:

* Greater than 1m3 in a day
* Has contaminants hazardous to the environment
* Not within pH 6 to 9

Vehicle washing is strictly prohibited within the University premises. If you require a designated area you will need allocated space from E&FM and a consent to discharge by Welsh Water.

Contact sustainability@swansea.ac.uk if you require a ‘Consent to Discharge’ from Welsh Water.

## Use & storage of hazardous materials

It is essential that the risk of spill or leak from oil, fuel and liquid chemicals be minimised during use, storage, transportation and disposal. Best practice includes:

* To store oil and other chemicals in a contained area secure from vandalism and theft.
* Bunds should be used as a precaution to contain any leaks from oil and chemical containers. The net capacity of the bund must be a minimum of 110% of the volume of the largest container/tank.
* Ensure all plant and equipment used in the handling and transport of oil, fuels or chemicals are regularly checked for serviceability, including all hoses checked for deterioration, and hose ends and fittings checked for distortion. This includes hydraulic hoses on earth moving plant etc.
* Use absorbents and drip trays as an appropriate precaution when undertaking tasks involving oils and other liquids.
* Do not leave oil hoses and pumps unattended whilst in use.
* Oil and chemicals should be positioned as far away as possible from drains, water bodies and boundaries.
* Surface/storm water drains should be protected during high-risk operations.
* Drums on bunded pallets must be covered if stored outside to prevent bunds from filling with water.

## Spill response

In the event of a spill, it is essential your staff are competent and confident in responding to an event.

### Spill prevention and preparedness

* Suitable spill kits available, adapted to the type of material that could be spilt and volumes.
* All personnel involved in the transport, use and/or storage of oil, fuel and chemicals should be trained in the associated procedures for cleaning up spills and using spill kits.
* Although transporting, using or storing chemicals, fuel or oil close to surface water drains should be avoided where possible, if necessary, drain covers should be provided by the contractor.

### Spill support

* If a spill occurs in an area open to staff, students or the public, you must implement your local spill procedure to manage, minimise, capture and clear the spill. If a supplementary kit is needed depending on size of the spill, the University can provide. Subcontractor spills must be managed by the primary contractor.

### Spill reporting

Notify the Estates Help Desk immediately, and if any chemicals, fuel or oil is accidentally discharged to surface water drain or land, approx. volume and liquid type and drain location must be reported.

Complete an adverse event report (Section 4.10) on the University’s website for official records.

### Disposal of spill material

Any materials used to clean the spill must be treated as hazardous waste. The resulting Hazardous Waste Consignment Note (HWCN) should be submitted to the estates-waste@swansea.ac.uk to demonstrate the compliant disposal of the contaminated clean up material.

## Waste management

### All contractors

If you are responsible for an onsite project or operational-related waste, appropriate disposal routes must be agreed with your university representative and the Sustainability Team prior to work commencing.

Contractors will be responsible for removing all waste generated by their works from campus, **no external university waste bins may be used by contractors for the disposal of any project waste**. Non-compliance will lead to an investigation by the University.

All Waste Transfer Notes (WTN) for skips movements and Hazardous Waste Consignment Notes (HWCN) must be provided to the University via the estates-waste@swansea.ac.uk email address. WTNs and HWCNs must be complete; the Sustainability Team will send a request for more information if data is missing or inaccurate. As part of the University ISO14001 accreditation contractor WTN and HWCN will be audited from time to time.

The University is required to report construction and demolition waste figures to the Welsh Government.

### Skips

If you require a skip onsite you must follow ‘Skip and skip exchange procedure’, available on the [Sustainability website](https://www.swansea.ac.uk/sustainability/waste/). No skips should enter site without the correct permissions in place. **All skips must be enclosed skips, and all skip movements must take place before 8am during term time**.

### Handling hazardous waste

If you are handling hazardous materials including hazardous chemicals, oil, fuel, or contaminated materials from labs/workshops you are required to:

* Ensure safe compliant storage of hazardous materials
* No wastes deemed hazardous are to be placed in any university waste bins

If you require guidance/ support on the disposal of project related hazardous waste, please email estates-waste@swansea.ac.uk.

## Efficient use of energy

Swansea University contractors shall constantly aim to reduce the environmental impact associated with energy use by improving working practices and investment in energy saving technologies. Complementing contract specific requirements and KPIs Swansea University contractors shall:

* Actively engage with your workforce to embed efficient and sustainable behaviours into their activities
* Switch off energy consuming equipment and vehicles when not in use
* Use energy efficient equipment, tools and consumables for example in lighting and heating e.g. LEDs
* Report faulty or inefficient energy consuming fittings or equipment to Estates & Facilities Management e.g. light fittings can still use energy even when broken
* Install thermostatic radiator valves and set them to a maximum of 3.
* Turn heating off after a working shift, if it is too hot, the space is not occupied and before weekend and holiday periods
* Close all windows when leaving your room or workspace
* Keep doors and windows closed in areas with air cooling
* Avoid printing, only print documents when absolutely necessary and use electronic methods to communicate with Swansea University staff
* Minimise vehicle travel for work by car sharing, using active travel (like cycling or walking) or the use of video calls (e.g. Zoom or Teams)
* Use 100% green tariff electricity, where possible
* Seek opportunities to use low carbon and renewable energy

## Emissions to air

### Emissions from vehicles, plant and equipment

If you are utilising vehicles, equipment and/or plant onsite with exhausts, you must undertake the following:

* Regular servicing and maintenance to ensure the equipment is working efficiently and emissions to air are as safe as possible
* Do not leave engines idling, you must switch off if not in use
* Where there is a problem with the equipment, plant or vehicle e.g. emitting black smoke, the following process needs to be implemented:
* Stop the equipment
* Arrange for servicing/maintenance
* Equipment, plant or vehicle not to be used again until servicing/maintenance works have occurred

### Fluorinated gases

The University actively manages and records fluorinated gas (F gas) use in-line with legislative requirements. If your work is likely to involve F gas, including servicing or testing equipment you must follow and complete where necessary:

* [Technical Guidance Note 003 F Gas](https://www.swansea.ac.uk/media/tgn003-fgas.pdf)
* [Technical Guidance Note 003 F Gas Appendix 3](https://www.swansea.ac.uk/media/f-gas-use.xlsx)

## Sustainable procurement

When purchasing products or services Swansea University contractors shall:

* Avoid purchases where existing equipment, products or services can deliver the requirements of the University contract or service requested, even if this requires investment; work with your University contact to determine feasibility.
* Reuse existing products and notify University contacts where there is the opportunity to reuse rather than dispose e.g. furniture, IT, soft and hard furnishings.
* Reduce the environmental impact of products or services by:
	+ Purchasing materials that are less hazardous, have been made in a less energy or raw material intensive way and/or more ethical way. For example, products made with a high post-consumer recycled content or services, which use renewable energy sources.
	+ Purchase efficient equipment that uses a lower amount of energy or water, than the existing or use second hand.
	+ Buy only the quantity of materials that you will need rather than over-buying.
	+ Reduce deliveries by grouping orders, limit packaging or request reusable alternatives to single use plastics.
* Comply with regulatory compliance obligations, for example, certain materials require licences for purchase or use, or to be used in a specific way and by trained individuals e.g. pesticides, fluorinated gases or hazardous chemicals
* Follow the University’s Sustainable Procurement Policy specifically considering the commodity that relates to the contract or service you provide

More information is available on our website ‘[Procurement](https://www.swansea.ac.uk/sustainability/procurement/)’.

## Protection of local habitats and wildlife

### Bay Campus

The University’s Bay campus is located alongside Crymlyn Burrows Site of Special Scientific Interest (SSSI), a designated area abundant in biodiversity and protected by law for future generations. As such, an abundance of protected plants and wildlife of various species exist on these sites and damage to an SSSI is an offence under the Wildlife and Countryside Act. Please be aware of the following:

* No work will be undertaken within the SSSI without the explicit approval of the Biodiversity Officer, which must be gained prior to commencement. It is likely that written consent from NRW will also be required (the Biodiversity Officer can help advise).
* The area is free to use for general enjoyment but please take note of the information boards at the entrances to the SSSI.

### Singleton Park

The Singleton Park campus is set in parkland with an abundance of protected plants and wildlife of various species exist on these sites.

### Protected species

Whilst undertaking work at the University you may encounter protected species, this includes:

* **Bats (any species):**
	+ Bats are known to use several university buildings, notably the Abbey and Wallace. Bats and their roosts are strictly protected by law and it is an offence to damage or disturb them without a licence from Natural Resources Wales (NRW).
* **Birds (including gulls):**
	+ Birds nest on many of the roofs between April and August. Please note, the gulls will actively defend their nests and young against perceived threats. Wherever possible works requiring roof access should be planned outside the nesting season but if unavoidable, every effort should be taken to avoid disturbance to nesting birds during this period.
	+ A wide variety of birds also nest in trees and scrub on campus and any works likely to damage or disturb such areas should be planned outside the nesting period (March to August).

If you find or disturb protected species, you must undertake the following process:

* Do not move or touch the protected species
* Stop work in that area
* Contact E&FM and notify them of where the protected species are, requesting support from the Biodiversity Officer

### Interactions with biodiversity

The contractor’s attention is drawn to planning their work to ensure that wildlife law is not breached, there is a minimum impact to wildlife, and time to obtain protected species licences is built into plans. Any queries can be addressed to the University’s Biodiversity Officer.

If you anticipate that your work or activities will have an impact (even proactively) on the local environment, please get in touch with the Biodiversity Officer for further support and guidance.

## Smoking and vaping

As a contractor on campus, you must ensure all staff, subcontractors or visitors conform to the following requirements:

* People who choose to smoke or vape must only do so within the allocated, clearly designated zones on campus (see map on our website) so as to smoke/vape without causing a passive smoking/vaping risk.
* With the exception of these designated zones, smoking and vaping is prohibited on Swansea University premises, within buildings, grounds or any hired, owned or leased vehicles.
* People who choose to smoke or vape must maintain a 2m distance from other persons when smoking or vaping, to reduce health risks associated with passive smoking.
* Cigarette and vape waste must be placed in the appropriate bins and not littered.
* Vaping equipment must not be charged in university premises or vehicles due to the associated fire risk.

Please be aware, in order to ensure a complaint healthy and sustainable campus, we encourage staff, students and other university visitors to politely challenge those not conforming to our smoke free campuses policy and to respectfully indicate where the designated smoking/vaping zones are.

The university encourages a supportive approach to those who wish to stop smoking or vaping. Signposting the [Help Me Quit Service](https://www.helpmequit.wales/).

## Adverse event reporting

We can only learn from adverse events and prevent future ones if they are reported. Please report adverse events to us [using the online form](https://www.swansea.ac.uk/about-us/safety-and-security/health-and-safety/report-it/)[[2]](#footnote-2) or contact your University representative for guidance.

# Monitoring and reporting

As part of the University ISO 14001:2015 accreditation inspections and audits are undertaken across the site. Long term contractors operating on the University sites may be subject to these, as follows:

* **Inspections:** Ad hoc inspections to ensure operations are in-line with University procedures. A minimum of 24 hours notification will be given to the contractor. Any findings will be reported to the contractor during the inspections, and in writing with 10 working days after the inspection.
* **Audits:** As part of the annual internal audit schedule contractors may be audited against ISO 14001:2015 clauses and key environmental/sustainability themes. A minimum of one month’s notice will be given to the contractor. A report will be provided to the contractor detailing the findings of the audit within fifteen working days of the audit.
* **Adverse event investigation:** Where an adverse event is raised, there may be an additional investigation by the Sustainability Team, this will be dependent on the severity of the event. A report will be produced and issued to the contractor with actions and any other findings from the event.

# University contacts

Any sustainability related requests can be

* General sustainability or EMS enquiry: sustainability@swansea.ac.uk
* Waste enquiry: Estates-waste@swansea.ac.uk
* Biodiversity or wildlife enquiry: wildlife@swansea.ac.uk

For up-to-date contact details you can also see the [Sustainability Team webpages](https://www.swansea.ac.uk/sustainability/contact-us/).

# Effects and actions of Non-conformance

Failure to comply with this procedure may result in:

* Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

Departure from this procedure is addressed in the procedure **10.1 Nonconformity and Corrective Action.**

# Version control

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| --- | --- | --- |
| **Date** | **Version** | **Update** |
| 29/06/2017 | 1 | New document |
| 10/10/2018 | 2 | Section 8 addedMinor formatting changes and information updatedContact list updated |
| 17-Aug-21 | 3 | Complete update  |
| 31-May-22 | 4 | Update to Contractor Spill reporting 4.3.2 and Waste Management section 4.4.1 referencing ISO14001 auditing by the University |

1. Available on request from the Sustainability Team [↑](#footnote-ref-1)
2. <https://www.swansea.ac.uk/about-us/safety-and-security/health-and-safety/report-it/> [↑](#footnote-ref-2)