

STFC Environmental Policy Statement

The Council, CEO, and Directors of the STFC are fully committed to ensuring high standards of environmental management throughout our operations and believe that the STFC's goals cannot be achieved without such standards.

We will ensure our operations are conducted in accordance with local environmental standards and legislation and seek to improve the environmental impact of our operations where economically practical to do so.

To achieve this, we will use the following general principles to inform annual STFC corporate environmental objectives and Departmental plans:

1. Maintain an environmental management system to ensure on-going compliance with all relevant environmental standards and legislation;
2. Increase awareness of our environmental impact amongst our employees, facility users, tenants and contractors, as well as organisations that we fund;
3. Monitor our consumption of primary raw materials (water, energy etc.) and implement the principles of reduction, reuse and recycling across all its activities to minimise, within the constraints set by our scientific programme, the waste and CO₂ emissions produced as a result of our activities;
4. Ensure environmental performance of prospective suppliers is considered in the procurement processes;
5. Encourage the use of modes of transport by staff, contractors and users that minimise environmental impact, promoting the use of technologies that eliminate the need for travel;
6. Develop and maintain our estates and buildings in an environmentally sustainable manner, seeking to protect natural habitats and local wildlife, minimising light pollution and preserving biodiversity in partnership with local communities; and
7. Report annually on our environmental performance and set realistic environmental objectives against which the improvement in our environmental performance can be monitored.

This policy statement will be reviewed annually and communicated to all employees, users and stakeholders.

Dr Brian Bowsher, Chief Executive Officer
Science and Technology Facilities Council, January 2017

STFC Environment Policy Manual

1. OVERVIEW

The Science and Technology Facilities Council (STFC) will ensure its operations are conducted with due regard for the environment and in accordance with local environmental standards and legislation. In order to meet these aims the STFC expects all staff:

- to demonstrate commitment to its Environmental aims;
- to utilise equipment and materials in accordance with instructions and training;
- to report environmental incidents and/or learning opportunities, near misses, to their management, assisting as appropriate in their investigation; and
- minimise, where practical, the environmental impact of their activities.

2. SCOPE

The scope of application of STFC Environment policy and codes across its sites and diverse responsibilities is summarised in more detail in Appendix 1 of the STFC Health and Safety Policy.

Where the STFC is a shareholder, or has status equivalent to a shareholder, in non-STFC owned facilities or sites, in the UK or overseas, it shall endeavour to ensure that such facilities are operated to contemporary legal requirements and or STFC standards, whichever are the more stringent, subject to its shareholding influence.

3. PLANNING

3.1. Environmental Legislative Review

In establishing this policy and our Environmental Management System (EMS), the STFC has a register of relevant environmental legislation which is reviewed at least annually.

3.2. Aspects and Impacts

To identify areas for improvement in environmental performance, the STFC will establish and review annually a register of significant 'Environmental Aspects and Impacts' arising from its activities or operations, which will form the basis of annual environmental improvement objectives.

The register will be used to identify significant new impacts and to assess progress made towards reducing current significant impacts. Amendments will also be made in accordance with internal and external audits of the organisation, as considered appropriate during the review of the EMS.

4. RESPONSIBILITIES

4.1. STFC Council and Chief Executive

The STFC Council is ultimately responsible for the environmental impact of STFC activities. The Council is fully committed to ensuring high standards of environmental management throughout our operations and believe that the STFC's goals cannot be achieved without such standards.

The Chief Executive Officer (CEO) exercises this responsibility on the Council's behalf and has accountability in law for STFC's compliance with environmental legislation and regulatory Permits etc. The CEO will resolve any conflict that may arise between the demands of the EMS and Council operations, and ensure that sufficient resources are available to implement this policy.

The CEO will ensure that arrangements to fulfil this responsibility are established, delegated through line management, operated effectively, monitored and reviewed, and continuously improved in the light of annual corporate environmental objectives, experience and external best practice.

The CEO shall appoint responsible persons for all STFC sites, with responsibility to monitor and overview the site's environmental performance, alongside that for Health and Safety, to monitor implementation of Environment policy, including the effectiveness of local environmental emergency procedures, and to bring to the CEO's attention the need for any action to improve Environmental performance. These persons have no general line management responsibility for their site's environmental performance except through the activities of staff that report directly to them.

Responsibility for operational Environmental management and performance is delegated to Directors, and through them to managers, see 4.2.

4.2. Managers

All managers, including Executive Directors, Directors, Group Leaders and Project Managers are responsible for the environmental impact of activities under their control.

The principal Environmental responsibilities for managers are:

- Leading by example in demonstrating through their acts and decisions, consideration of and minimising the Environmental impact of their areas of responsibility;
- Ensuring, where appropriate, that the STFC corporate environment objectives are cascaded within their areas of responsibility;
- Ensuring that Environmental hazards are considered when undertaking SHE risk assessments;
- Identifying and controlling the environmental impacts of activities under their control;
- Ensuring that staff are competent through the provision of knowledge/training, skills/experience and in attitude/behaviour to understand and where practicable minimise the environmental impact of their work;
- Implementing the Environmental standards and controls documented in the STFC EMS (SHE codes);
- Providing adequate supervision to control work and the working environment so that environmental hazards are controlled;
- Investigating environmental incidents and near misses in their areas identifying and introducing measures to minimise the likelihood of their recurrence, actively involving staff in this process to improve Environmental arrangements and performance; and
- Ensuring that the environmental impact of activities under their control are routinely monitored through inspection and as appropriate audit.

4.3. Staff

All STFC staff are expected to take reasonable steps to minimise the environmental impact of their work.

The principal Environment responsibilities for staff are:

- Assessing the Environmental risks of their work and activities in advance, implementing controls to minimise the environmental impact;
- Avoiding where possible the waste of any natural resources through adopting the principles of: avoiding their use; minimising their use; and finally re-using or re-cycling resources prior to their safe and appropriate disposal;
- Using environmental protective equipment (spill kits, drains, bins etc.) provided for any activity in the proper manner;
- Implementing the STFC EMS following all relevant SHE Codes, procedures etc.;
- Reporting to their immediate line manager, and to the SHE group, environmental incidents and learning opportunities, near misses, and any matter likely to have a serious impact on the environment;
- Assisting in the investigation of environmental incidents and learning opportunities, near misses, with the objective of understanding root cause(s) and introducing measures to minimise the potential for their recurrence; and
- Co-operating, and consulting, with management to continuously improve environment standards and performance sharing best practice across the STFC.

4.4. Safety, Health and Environment Group

Safety, Health and Environment (SHE) Group and Head of SHE is responsible for ensuring that there is a coherent and documented EMS and for providing advice and support to line managers in discharging their responsibilities under the EMS. A summary of the STFC SHE Group's responsibilities is presented in Appendix 2 of the STFC Health and Safety Policy. The STFC SHE Group is responsible for the regular reporting to Council, Audit Committee, Executive Board and Operations Board SHE performance.

In the UK where STFC activities are subject to the Environmental Permitting Regulations, 2010, Radioactive Waste Advisors (RWAs) are appointed by SHE Group to advise management on all aspects of radioactive material disposal and management.

The STFC Environmental Adviser is responsible for ensuring that all incidents are investigated and recorded. The STFC Environmental Advisor is also responsible for ensuring environmental emergency procedures are tested where practical and their findings recorded. Contact details for key staff responsible for implementing EMS policies can be found in the STFC SHE Directory.

5. ARRANGEMENTS

5.1. Documentation

This Environment policy is defined and implemented through documented SHE codes, and as appropriate local operating instructions or facility handbooks. Controlled master copies of STFC codes are available to staff through the SHE website including documentation retention policies for documents established and referenced by the STFC SHE Management System.

5.2 Emergency Planning

The potential for environmental incidents will be identified in the 'Register of Environmental Aspects and Impacts' and, as appropriate, local emergency procedures will be established to control such incidents.

5.2. Committee Structure

The key committees through which Environmental management is directed and their Terms of Reference are:

- STFC SHE Committee, see STFC Health and Safety Policy, Appendix 5;
- Departmental Safety Committees, see STFC Health and Safety Policy, Appendix 5; and
- Site Environmental Committees, see Appendix 1.

6. TRAINING

SHE code 10, 'Provision of Safety, Health and Environmental Training' establishes the STFC's general approach to SHE training. All employees whose work may have significant environmental impact receive training on the importance of complying with SHE codes. This training should include the significant environmental effects associated with their work, the environmental benefits of improved performance, and the potential consequences of departing from specified procedures.

In addition specific training requirements are detailed in relevant SHE Codes:

- SHE Code 31, Controlled and hazardous wastes;
- SHE Code 41, Controlling pollution to air, land or water;
- SHE code 21, Management of Radioactive Waste; and
- SHE Code 27, Receipt and Dispatch of hazardous substances

Staff and their line managers assess relevant environmental training needs each year during Annual Performance Reviews.

All new staff will receive relevant and general environmental awareness training as part of the induction process.

7. SAFETY, HEALTH AND ENVIRONMENT POLICY REVIEW

This policy document, agreed with trade union representatives, is subject to review and reaffirmation annually by the STFC Chief Executive or more frequently as determined by organisational change, legislation or other significant factors recommended by the Head of Safety Health and Environment. The policy is available to all staff through the STFC SHE Website.

Dr Brian Bowsher, Chief Executive Officer
Science and Technology Facilities Council, January 2017

Appendix 1 - Site Environment Committee Terms of Reference

Role

The role of the Site Environment Committees is to provide a forum through which the STFC's Environmental policy and objectives can be implemented at a site level.

Purpose

The Committees will report to the central STFC SHE Committee, providing them with minutes of meetings and raising issues that may have wider impact across the STFC.

The Committees provide a forum for communication between the STFC SHE Committee and local management in respect of environmental issues.

Scope

The RAL Environment Committee encompasses STFC activities at the RAL site, the Chilbolton Observatory, The Cosener's House and Boulby Mine.

The DL Environment Committee encompasses STFC activities at the DL site and the Cockcroft Institute.

Environmental matters at the Royal Observatory Edinburgh (ROE) are discussed at a combined ROE SHE Committee.

Environmental matters at the STFC Swindon Office (SO) are managed by a cross-Research Council committee lead by NERC and the STFC SO Health and Safety Committee.

Responsibilities

1. To oversee the implementation of the policy and objectives within the Departments represented.
2. To promote environmental issues within their respective areas of responsibility.
3. To assist the STFC Environment Officer in the on-going development of the Council's Environment Policy and objectives.

Method of Working

- Environment Committee meetings, typically of 2 hours' duration, shall be timetabled annually in advance on a quarterly basis although further and/or longer meetings may be required depending on the committee's work programme and agenda.
- The Environment Committee secretary shall circulate the meeting's agenda to members two weeks prior to each meeting, and produce and circulate minutes and an action log within two weeks of the meeting. Papers for discussion at a meeting will be circulated at least one week prior to the meeting.
- The Environment Committee will review its terms of reference and membership annually.
- The agenda, minutes and papers presented at and arising from this Committee's meetings will be made available to the STFC staff through STFC SHE Group website.

Membership

Chaired by the respective Site Operations Manager, membership should include:

- STFC Environment Officer;
- Departmental representatives;
- Recognised employee or union safety representatives; and
- Campus liaison representatives where relevant.