



PRIFYSGOL
BANGOR
UNIVERSITY

Environmental Management System

Competence and Training

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Competence and Training

Scope:

This document describes the arrangements for training and raising awareness of environmental issues amongst staff and students at Bangor University, in particular the Environmental Management System (EMS) and associated procedures that are relevant to their position. This supplements the University's generic Staff Development Programme managed by the Human Resources Department: (www.bangor.ac.uk/hr/staffdevelopment)

Bangor University will determine the necessary competence of person(s) doing work under its control that affects its environmental performance and its ability to fulfil its compliance obligations, based on appropriate education, training or experience.

This includes but is not limited to all employees, temporary staff, and contractors where their roles and responsibilities have, or could have, a significant impact on the environment.

Procedure

Training in Environmental Awareness is provided at varying levels dependent on the requirements of the individual's role, and of the University's requirements associated with the implementation of the EMS.

Line Mangers are responsible for ensuring that their staff receive appropriate training for the activities that are expected of them. The University will make staff and students aware of the EMS, the Environmental Policy, Environmental Performance, and relevant procedures if appropriate. Sustainability and EMS information is provided through an induction package for new staff (induction sessions are compulsory). Students have awareness raised during the annual freshers' "Welcome Week" and from September 2021 through compulsory School inductions. Specific training and awareness workshops are delivered as appropriate.

Individuals may be required to undergo refresher training as a result of:

- Failing a competence assessment
- Randomly observing a person undertaking their duties in an incompetent manner
- A non-conformance reported during an EMS audit
- The occurrence of an environmental incident
- As a result of a change in Legislation, Policy or Procedures

Training requirements identified through this procedure, and the record of training provided, are recorded in the Agresso training module for staff.

In order to determine the necessary training and competence required by various persons, the following training matrix has been developed based, in part, on the register of environmental aspects and impacts and areas of operation:

Training/Information	Sustainability and EMS Awareness	Waste Management	Environmental Incident Reporting	Dedicated Briefings	Accredited Internal Auditors Course	Hazardous Waste	Clinical Waste	Asbestos Awareness	Managing Chemicals Safely	Oil Spill Procedures	F-Gas Disposal	Contractor Working Standards
Staff/Student Group												
All Staff & Students												
Senior Management and University Council				*								
Internal Auditors						*	*	*	*	*	*	
Catering										*		
Domestics & Facilities												
Maintenance Staff										*	*	
Lab Technicians						*	*		*	*		
Grounds & Gardens												
Security Team												
Sports Staff										*		
Contractors (Infrastructure)								*				

* As appropriate