



PRIFYSGOL
BANGOR
UNIVERSITY

Environmental Management System

Environmental Incident Procedure

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ISO 14001:2015 Clauses
9.1.1, 9.3, 10.2, 10.3

Environmental Incident Procedure

Scope:

This procedure details the methods used for identifying, reporting, investigating, and documenting environmental incidents. It also instructs for immediate actions to be taken to mitigate any environmental impacts caused and outlines the process for implementing corrective actions.

Environmental Incidents

An environmental incident is an event that causes or has the potential to cause harm to any aspect of the environment (air, water, land, wildlife). This includes, but is not limited to, fly-tipping, oil or chemical spill, escape of waste, sewage leak and air pollution. Environmental incidents may vary in severity and can arise during normal, abnormal, and emergency situations.

Emergency Response

First responders should follow the relevant emergency response procedures outlined for environmental incidents as applicable. The following activities are addressed in the EMS document *Pollution Prevention Controls – Risk Assessment*:

- Leakage from fuel oil and diesel storage tanks
- Spillage of fuel oil and diesel during delivery
- Contamination by waste from the university and from fly tipping on university land
- Leakage / spillage and incorrect disposal of bulk chemical / biological / radioactive material and radioactive contamination
- Flooding

Environmental Incident Procedure

All staff and students at the University are responsible for reporting environmental problems to the Campus Environment Performance Team, via the environment@bangor.ac.uk email address using the *Environmental Incident Reporting Form*, available on the University website.

Upon receipt of an incident report, the Environment Support Officer will:

1. Liaise with relevant members of the University and review the cause of the incident and the existence of/potential for any similar incidents/non-conformities.
2. Determine the:
 - a. underlying causation.
 - b. potential and actual adverse environmental impact.
 - c. appropriate corrective measures, including themed audits to assess the university's emergency preparedness and readiness to deal with environmental incidents.
 - d. actions to prevent reoccurrence/further incidents and mitigate potential impacts.
 - e. responsibilities and timescales for implementation.
3. Ensure that actions agreed have been implemented effectively and that any resultant changes required to the EMS documentation are made and communicated as necessary.
4. Finalise and close the relevant incident report paperwork. All completed incident report forms are retained within the "Environmental Incidents" Microsoft Teams folder.
5. Report all environmental incidents to the Sustainability Strategy Group (SSG).