



Environmental Compliance Checklist

Legislative / Performance Check	Yes or No	Further Action Required	Comments
Waste			
Are appropriate Waste Management practises being followed?	Yes	Raising staff & student awareness via college Sustainability web page and staff & student internal intra-net. inductions Sustainability Power point presentations to be given at staff inductions & student tutorials	Carbon Trust consultants have carried out Energy & Waste Management surveys of college sites and recommendations are being implemented. Waste hierarchy has been introduced to reduce, reuse & recycle waste e.g recycling bins have been introduced for paper, cans plastic bottles etc Waste compounds have been established were, segregated waste is disposed of in designated skips, (Construction Dept) Card board skips are also located around sites.
Is the full Duty of Care being Completed?	Yes	Internal audits to be carried out on waste management / contractors information to ensure compliance with legislation and good practices i.e. waste streams are correctly coded / Hazardous waste consignment-Part E is completed	All waste is being collected by registered carriers. Waste contractors provide consignment notes & monthly reports detailing location, waste type/ EW codes/ weight. Waste disposal locations identified
Has the legal compliance of waste carriers been checked?	Yes	Contractors to provide up to date copies of Licences annually,	Details are available in the estates office/ sustainability files of Waste Carriers licence , disposal licence Public & Employers liability insurance cover

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Waste			
Are waste transfer notes being retained?	Yes	Carry out internal audit	Information is retained in Estates admin office - all invoices/consignment/transfer notes are checked and logged for payment then filed.
Is hazardous waste being disposed of according to legislative rule?	Yes	Carry out regular checks to ensure hazardous waste forms are filled in correctly particularly Part E	All hazardous waste is disposed of in accordance with legislation. Hazardous waste consignment notes are also supplied and information retained in estates.
Are all waste streams being segregated effectively?	Yes	Carry out regular internal audits to review & monitor progress	Signage identifying waste stream is in place alongside designated waste skips. Waste compounds managed by construction technicians have been established. Waste hierarchy has been introduced i.e. recycling containers for paper, plastic bottles & cans are in place and emptied daily
Do NPTC Group need to register as a producer of hazardous waste?	Yes	Hazardous waste registration is renewed annually	Environmental agency Hazardous Waste Registration - The college has registered 5 campuses Neath reg no AAH811 Unit 2 reg no AAH813 Afan reg no NEK980 Maesteg reg no NIV857
Are good housekeeping and recycling measures being followed to prevent waste being needlessly sent to landfill?	Yes	Monitor waste production & disposal methods	Card board skips, Slim Jim recycling bins are located in all college buildings. Recycle company collects cans, plastic bottles & office paper waste weekly. Waste cooking oil is collected and used to create bio diesel.

Water			
Are only authorised discharges to surface water or controlled waters being made?	no	N/A	
Are good housekeeping procedures being followed to avoid unnecessary consumption of water?	Yes	Were possible replace defective taps with sensor/ percussion taps. Monitor water consumption.	Automatic Meter Monitoring in place & consumption reports can be generated PIR water flushing sensors to male urinals. Toilet cisterns have Dual or reduced flushing capacity. Some sites have grey water harvesting systems. sensor spray taps fitted to new building.
Air Emissions			
Is there any waste being burnt on site?	No	Not applicable	Not applicable
Has all equipment been checked to ensure there are no unnecessary emissions to air?	No	Not applicable	Not applicable
Contamination			
Are all chemical substances and fuel being stored appropriately?	Yes	Review pollution control and spillage kit requirements	Chemical substances are stored in well ventilated lockable rooms.
Is all pollution control equipment working effectively? eg Bunding	No	Ensure adequate bunding is available.	This issue is being addressed; Bunding/drip trays are manufactured/ purchased.
Are spill kits present and accessible?		Supply spillage kits appropriate for the activity	Partially achieved-spillage kits are available in some areas
Are all hazardous or contaminated materials being disposed of correctly?	Yes	Check that hazardous waste is disposed of in accordance with legislation	Copies of hazardous waste consignment notes are kept in estates and available for inspection
Is there any evidence of past unreported spills?	No		
Are all necessary employees aware and knowledgeable of spill procedures?		Raise student awareness	Lecturers / technicians are aware of procedures.
Are all chemicals being stored and handled in accordance with the product data sheets and/or guidance information?	Yes	Review COSHH data annually	Up to date COSHH data sheets available

Noise			
Have noise mitigation measures been followed?	Yes	Further assessments required to monitor noise levels	Noise assessments have been carried out to all areas. Ear defender signage displayed
Are there ear plugs available in workshops?	Yes	Monitor use of ear protection	Ear plugs available, in addition ear defenders and moulded ear protection have been provided
Asbestos			
Is Asbestos Register up-to-date?	Yes	Pre contract meetings to include an agenda item on Asbestos	Hard copies and electronic copies of the register are available. Asbestos register kept in the Estates department. Site accommodation plans have red dots indicating areas that contain asbestos. College estates staff have attended asbestos awareness courses.
Are legislative procedures relating to asbestos being followed?	Yes	Monitor condition of ACM's annually.	Only licensed contractors are employed to remove ACM's. In addition, an Emergency Action Management Plan for dealing with ACM's is in place and available from the Estates Department.
Transport			
Do all vehicles have up to date MOTs?	Yes		All vehicles are MOT tested annually & records are kept in the finance office along with vehicle log books etc.
Energy Consumption			
Are good housekeeping procedures being followed to avoid unnecessary consumption of electricity and gas?	Yes	Target an annual reduction in energy consumption/ monitor progress	Automatic Meter Monitoring systems are in place that provides half hourly data for daily/ monthly. Electricity & gas consumption reports can be generated.

Completed by: _____ Signed: _____

Date: _____

Review Date: _____