



Environmental Review and Aspects Register

Procedure

1. Purpose & Scope

1.1 The Purpose of this procedure is to:

- a) Define a method for identifying and assessing environmental Aspects.
- b) Identify how an aspect's significance is calculated.
- c) Demonstrate how a formal Register of Environmental Aspects is developed.

1.2 This procedure applies to all direct and indirect environmental Aspects of NPTC Group

2. Definitions

2.1 Aspect - Refers to an activity that interacts with environment e.g. a discharge, emission, noise, consumption or reuse of material.

2.2 Impact - Refers to the change that takes place in the environment as a result of the aspect e.g. air pollution, contamination of water, depletion of natural resource.

3. Procedure

3.1 Identification of Aspects - The environmental impacts of NPTC Group's activities, processes and services are to be assessed to highlight the areas and activities that have, or could potentially have a significant impact on the environment. Using this information and material within NPTC Group's Environmental Review, environmental Aspects are to be identified and a Register of Environmental Aspects is to be generated.

It is the responsibility of the Environmental Manager to ensure that the Aspects Register is maintained and kept up-to-date, with any alterations to NPTC Group being acknowledged.

3.2 Assessing Aspects - All identified environmental Aspects are to be assessed and rated according to the magnitude of their impact on the environment. When assessing the environmental Aspects normal, unusual and emergency operating conditions, and both direct and indirect environmental impacts are to be taken into consideration.

A high level of significance shall be automatically awarded to environmental Aspects that are:

- a) Affected by environmental legislation
- b) Pose a direct threat of environmental pollution
- c) Where insufficient data or information is available

3.3 The Register - Information and data to be included within the Aspects Register is as follows:

- **Aspects Reference** - This is a unique reference number given to each individual aspect. It allows cross-referencing between other parts of the management system.
- **Aspect** - This is a description of the element of NPTC Group's activities, products or services that have or could have an impact on the environment (e.g. use of mains electricity, recycling of waste).
- **Activity** - This details the specific areas of NPTC Group's activities and operations where the Aspect arises (e.g. Aspect - use of mains water - Activity – toilets and staff kitchen).
- **Impact** - This describes the impact that the Aspect has or may have on the environment.
- **Normal, Unusual or Emergency** - Indicates the circumstances under which the Aspect arises.
 - Normal circumstances refer to Aspects that occur on a daily basis and that are part of the college's planned and typical operations.
 - Unusual circumstances refer to Aspects that occasionally occur but may still be part of the standard operation NPTC Group.
 - Emergency circumstances are Aspects that rarely occur and can be associated with reasonably unforeseeable or emergency conditions. Emergency situations can include fire, spillage or flood.
- **Legislation** - Links the Aspect to specific entries within the Register of Environmental Legislation. If an Aspect has an entry in this column there will be legislation or other requirements affecting the Aspect.
- **Controls** - Identifies and cross-references specific procedures and practices that have been implemented to control the Aspect.
- **Significance Rating** - This is a numerical rating given to each Aspect to indicate the significance of its impact on the environment. Those Aspects that have a higher rating are deemed to have a greater impact on the environment than those with a lower rating.

3.4 Scoring and Calculating Significance

3.4.1 Scoring - The criteria and ratings used in identifying the scoring of the Aspect are detailed in the attached Evaluation Criteria Table.

Once the Aspect has been scored the significance score can be calculated. The calculation for the significance is as follows:

Sum of 'Consequence' scoring X Sum of 'Likelihood' scoring = Significance Score

(See below for Evaluation of Environmental Aspects and for details on Consequence and Likelihood scoring.)

3.4.2 Determining Significance - In determining the significance of aspects the following bands apply:

	<i>Significance Score</i>
<i>Highly Significant Aspects</i>	<i>45></i>
<i>Medium Significant Aspects</i>	<i>25-45</i>
<i>Low Significant Aspects</i>	<i><25</i>

3.4.3 NPTC Group are to implement control measures to ensure Highly Significant Aspects are successfully managed. These control measures shall be documented within the Aspects Register.

4.0 Evaluation Criteria

Consequence = A + B + C + D + ...	
A Is there any legislation affecting the aspect	
The aspect is covered by legislation	3
The aspect is likely to be covered by legislation	2
The aspect is not covered by legislation	1
b What interest does the aspect raise?	
The aspect raises considerable global, national and local interest or would have serious detrimental effect on the reputation of the company	3
The aspect raises some interest and may have some detrimental effect on the reputation of the company	2
The aspect raises no interest and would have no detrimental effect on the company's reputation	1
C What environmental damage does the aspect cause?	
The aspect causes known detriment to the environment or a scarce, non-renewable resource	3
The aspect causes some or possible detriment to the environment or a renewable resource in short supply	2
The aspect causes no known detriment to the environment or a freely available renewable resource	1
D What is the scale of the aspect?	

The aspect occurs in high or large quantities	3
The aspect occurs in medium quantities	2
The aspect occurs in low or small quantities	1
Likelihood = Z + Y + X + ...	
Z How well is the aspect currently controlled?	
The aspect is not controlled by procedures, monitoring, preventative measures	3
The aspect is controlled to some extent	2
The aspect is well controlled by procedures, monitoring, etc	1
Y How frequently does the aspect occur?	
The aspect occurs on a daily basis or very frequently	3
The aspect occurs occasionally / regularly	2
The aspect occurs rarely	1
X What is the risk of an incident or emergency situation occurring?	
There have been past incidents or there is a risk of an incident occurring	3
There is some risk of an incident / emergency occurring relating to this aspect	2
There is very little risk of an incident / emergency occurring relating to this aspect	1

6.0 Aspects Review

6.1 A review of the Aspects Register is to be undertaken on an annual basis or if any significant alterations are made to NPTC Group or the college's activities and operations.

6.2 On review of the Aspects Register, where relevant, the following factors are to be assessed:

- a) The success of objectives and targets
- b) The overall environmental performance NPTC Group Alterations to the nature or scale of activities, products or services
- c) New or additional activities, products or services
- d) Changes or potential changes to environmental legislation
- e) Views of interested parties

7.0 Associated Documents

- Environmental Review

ENV18

- Register of Environmental Legislation
- Objectives & Targets
- Aspects Register