

# Environmental Management System

## Competence, awareness and training EMP 07

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## 1. Purpose and Scope

This procedure details how Warwickshire County Council ensures that staff and other persons working on its behalf have:-

- Adequate qualifications, competence or experience, where these are required, to undertake any duties relating to a environmental aspect of their work.
- Competence to carry out their duties in line with required procedures, instructions and standards aimed at minimising the adverse impacts of their work on the environment, including the prevention of pollution.
- Awareness of the impacts that their work has, or has the potential to have, on the environment and the consequences of departure from required/expected standards of work.

## 2. Introduction

The activities that Warwickshire County Council undertakes in the delivery of its services (both internal and external) include aspects that may impact adversely on the environment if not properly managed. Thus it is important that the organisation ensures that people working for or on its behalf have adequate awareness, skills, competence and knowledge to recognise and adequately control these aspects to minimise the environmental risks of its operations.

## 3. Definition of Terms

**Environmental Aspect** - An element of an organisation's activities, products or services that can interact with the environment

**Environmental Impact** – Any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organisation's activities environmental aspects

**Competence** – The ability to apply skills and knowledge to achieve intended results

## 4. Procedure

### 4.1 General

The majority of WCC staff need a basic awareness of how their activities at work interact with the environment. Many tasks are predominantly office based and do not affect key environmental performance decision of the organisation. In these cases the main environmental aspects are energy use, use of paper, waste and possibly transport. Staff should seek to reduce these impacts where possible and

feasible. Advice and information regarding these general environmental issues are embedded in Building User Guides, and the intranet, including specific environmental guidance at

<http://intranet.warwickshire.gov.uk/helpingyouwork/environmentalguidance/Pages/default.aspx>

Facilities Support Managers and the EMS Team will provide advice regarding specific buildings or tasks upon request.

#### **4.2 Environmental awareness, competence, knowledge and skills**

Some activities require that staff have specific qualifications and/or appropriate levels of skills, knowledge, experience to give assurance that tasks will be carried out in a competent manner. This is achieved in several ways:-

- Employing people with the appropriate qualifications skills, knowledge and/or experience as part of the recruitment process.
- Expecting staff in key environmental positions to keep abreast of environmental developments relevant to their sphere of work through membership of appropriate professional bodies and Continual Professional Development (CPD).
- Providing training (external or internal) to enable staff to undertake specific activities through courses or on the job training.
- Determining training and development needs through WCC's appraisal process.
- Ensuring that external providers have the appropriate qualifications / competence to undertake work contracted to them.
- Providing information through verbal, hard copy and electronic means including relevant information for contractors.

#### **Environmental training courses**

The following courses are arranged / offered to applicable staff / contractors:-

- Role of the responsible person training for asbestos, water hygiene and fire.
- Spill training for staff working in environmentally vulnerable locations.
- Internal environmental auditor training.
- E-learning modules covering, environmental management, waste management, energy management and procurement

- Environmental awareness upon request to suit the relevant audience (e.g. training for school caretakers)

### **4.3 Waste Smart Course**

WCC is registered [as a centre](#) to deliver the Waste Smart course which is approved and accredited by the Chartered Institution of Wastes Management. This course is normally offered four times a year and is aimed to help staff whose role involves managing waste reduce and better manage wastes within their work activities.

[Successful completion of the course and the associated test results in a qualification which lasts for 3 years.](#)