



Groundwork Yorkshire and Humber: Environmental Business Services

Targeted Support for the Implementation of an Environmental Management System in Accordance with BS8555 Guidelines

Prepared by: Kristina Lomas
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1.0 Scope of the Agreement

To provide 2010 with targeted support to complete implementation of an environmental management system in accordance with British Standard 8555. The organisation has already implemented approximately 20% of the standard and requires further support to complete this process. The support will involve:

- Provision of BS8555 internal workshops to key members of the 2010 team
- Groundwork attendance at BS8555 project meetings to provide guidance and support
- Facilitation of workshops to complete the identification and evaluation of environmental impacts and improvement opportunities.

2.0 Key Aims

Rotherham 2010 is keen to implement an environmental management system (EMS) in order to:

- Demonstrate that 2010 is proactively engaged in minimising its own impact on the environment and society
- Fulfill its environmental policy commitment to implement an externally recognised EMS
- Evidence responsible management to key partners and stakeholders including the Environment Agency
- Minimise and manage environmental risks relating to non-compliance with legislative and policy commitments.
- Demonstrate responsible management of risks associated with environmental incidents.
- Improve positioning and ability to respond to imposed requirements and pressures (legal, stakeholder and rising costs of resources)
- Maximise operating efficiencies that can be gained through environmental improvement.

3.0 Overview of the BS8555 Guideline

BS8555 is a guide to the phased implementation of a formal environmental management system. It outlines an implementation process that can be undertaken in up to six separate phases and allows for formal acknowledgement of progress following the completion of each phase. It is also designed as an alternative route to meeting the requirements of the International Standard ISO14001 or the European Eco-Management and Audit Scheme (EMAS). In summary, the six phases cover:

- Phase 1 – Gaining commitment and establishing a baseline environmental performance
- Phase 2 – Identifying and ensuring compliance with legal and other requirements
- Phase 3 – Developing objectives, targets and improvement programmes
- Phase 4 – Implementing and operating the environmental management system
- Phase 5 – Checking, audit and review
- Phase 6 – Environmental Management System acknowledgement (EMAS/ 14001)

At this stage it is not confirmed that 2010 will seek external verification of their EMS, therefore it is recommended that 2010 initially plan to implement phases 1 – 5.

4.0 Proposed Work Plan, Outcomes and Costs

Groundwork advisors will provide targeted support to 2010 in its implementation of an EMS to BS8555 Phase 5. The key activities, outcomes and costs are outlined in the table below. Costs are calculated based

on a reduced day (7.5 hrs) rate of £300, equivalent to an hourly rate of £40 (excluding VAT). The total cost of the project is £6,900 (excl. VAT) for 21.5 days service.

Activities	Outcomes	Days	Cost (excl VAT)
Project phase training and awareness sessions for the implementation team for Phases 1 - 5	Phase 1 – Project plan launch, includes overview of BS8555, benefits, roles and responsibilities and review of Phase 1 requirements and progress	2.5	750
	Phase 2 – Identify BS8555 requirements, includes awareness training and workshop on relevant pieces of environmental legislation	2.5	750
	Phase 3 – Identify BS8555 requirements, includes work shop on preferred approach to evaluating the environmental impact of 2010's activities	2.5	750
	Phase 4 – Identify BS8555 requirements, includes work shop to determine most effective lines of communication that are fully inclusive, integrated and support EMS requirements	2.5	750
	Phase 5 - Identify BS8555 requirements, includes workshop on existing audit/ reality checks and how various EMS auditing requirements may be incorporated into these	2.5	750
Attend 5 on site project progress sessions between each phase and towards the end of the implementation process	To review progress against plan and provide on and off site support to address any blockages, technical queries and attend interim meetings with the project team.	6	2100
Provide guidance and hands-on support to develop key elements of the EMS	Provision of information required to undertake an objective evaluation of 2010's environmental impacts. Facilitate 6 workshops with representatives from each distinct functional area of the organisation to identify and evaluate environmental impacts and capture new ideas for improvement or previously unknown risks.	3	1050
	Totals	21.5	£6,900

4.0 The Agreement

I (client) agree to Groundwork undertaking the work described in this proposal. The work described in this proposal is scheduled to start and complete in the financial year 09/10. Specific dates and schedules will be agreed in the project planning phases of this work.

Signed (2010) _____

Signed (Groundwork) _____

Date _____

5.0 Groundwork Contact Details

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