



Environmental Management System: Grounds Management Procedure

Approval Page

Version	Governance Group	Date Approved
1.0	Sustainability Committee	15 March 2021
2.0	Sustainability Committee	1 April 2022

Grounds Management Procedure

Lead:	Grounds and Gardens Supervisor
Reviewed by:	Bronwen Eastaugh, Environmental Associate
Approved by:	Sustainability Committee
Date Approved:	1 April 2022
Date due for Review:	31 March 2023
ISO14001(2015) Clause:	8.1

Purpose

This procedure details how grounds and gardens are managed across Queen Mary, University of London (Queen Mary) UK and Malta campuses in order to:

- Address the risks and opportunities associated with “Grounds and Garden Management”
- Minimise negative environmental impacts resulting from grounds and garden management activities
- Ensure that relevant environmental priorities are integrated into grounds and gardens management as well as the use and storage of pesticides and herbicides
- Ensure compliance with relevant environmental legislation
- Biodiversity enhancement and protection

Scope

This procedure covers all grounds management activities across Queen Mary UK and Malta campuses.

Definitions (ISO14001:2015)

- *Risks and Opportunities: potential adverse effects (threats) and potential beneficial effects (opportunities).*
- *Process: Set of interrelated or interactive activities, which transforms inputs into outputs.*

Responsibilities

Role / Position	Responsibilities
Assistant Director of Operations Estates and Facilities	Overall responsibility for overseeing grounds and gardens management and maintenance activities across Queen Mary Campuses

Role / Position	Responsibilities
Facilities and Resources Manager (Malta Campus)	Responsible for landscaping and grounds management across our Malta campus.
Head of Sustainability	Coordinates training and learning opportunities for all interested parties and relevant stakeholders on environmental compliance, as well as the risks and opportunities associated grounds and gardens management. Develop Queen Mary's Biodiversity Action Plan (BAP)
Sustainability and Environment Manager	Periodic audit of this procedure against relevant regulations and ISO 14001:2015 EMS clauses and ensure that corrective actions are put in place to address any non-conformance(s).
Grounds and Gardens Supervisor (Currently Vacant)	Responsible for overseeing all gardening and grounds maintenance work and the Grounds Management Team. Responsible for coordinating the implementation of Queen Mary's Biodiversity Action Plan with the Facilities Management and Sustainability Teams.
Grounds Management Team	Responsible for the maintenance of the grounds and gardens in line with Queen Mary's environmental sustainability objectives.
Queen Mary's Environmental Associates	Responsible for the review of this procedure in conjunction with all relevant stakeholders and interested parties.

Related Documents

This procedure is linked to:

- Queen Mary's Environmental Policy 2021
- Queen Mary's Environmental Sustainability Action Plan (2020-23)
- Queen Mary's EMS Emergency Spill Response Procedure 2022
- Queen Mary's Aspects and Impacts Register 2022

Process and Procedure

Grounds and garden management activities include:

- Maintenance of grassed areas including sports fields
- Maintenance of planted areas including flower beds, wildflower meadows, and woodland
- The clearing of litter and detritus
- Monitoring and maintenance of onsite roads and paths to ensure they are free of obstruction and are in good condition

- Use of pesticides to control weed and against infestation
- Manage and coordinate GreenMary Sensory and Medicinal Gardens and allotment at our Mile End Campus
- Promote the benefits of biodiversity and ecological conservation
- Identify and coordinate the implementation of initiatives that support biodiversity restoration (such as the Black Poplars)

All weeds are removed manually across our Malta campus.

Pesticides:

All pesticides are listed on Queen Mary's chemical inventory. All pesticides are stored within designated chemical cabinets. Material safety data sheets for all pesticides used are kept within these cabinets. All pesticides are used directly from their original containers.

The [Emergency Spill Response Procedure](#) detail procedures that must be followed after any spillage incident. All members of the Grounds and Gardens Management Team are aware of the risks associated with pesticides and can competently use these chemicals.

The use of pesticides is currently not applicable to our Malta Campus.

Waste:

All green wastes are composted on site and used across the green areas whenever required. Queen Mary hold a T23 - Aerobic composting and associated prior treatment waste exemption.

Grounds and garden wastes are disposed in accordance with Queen [Mary's Non-Hazardous Waste Management Procedure](#).

Contractors:

Any grounds and garden activities carried out by a contractor are managed in accordance with Queen Mary's [Contractor Control and Management Procedure](#).

Contractors appointed to carry out grounds and gardens management activities must use products approved by the Grounds and Gardens Supervisor. These Contractors are responsible for the removal of all unused products, empty containers and wastes. All contractors are required to provide method statements for all onsite activities, which includes the use, handling, storage

and disposal of chemicals and pesticides. Whenever required, onsite pest control is carried out by an appointed contractor.

Biodiversity is promoted and protected by the following:

- The use of herbicides is minimised to small areas and paths across Queen Mary's campuses
- Physical removal of weeds is the preferred method across Queen Mary campuses
- All grounds and gardens activities must be carried out in such a way that these do not disturb any species protected by law
- The Grounds and Gardens Supervisor is Queen Mary's competent person responsible for advising contractors whose work may disturb animal species
- As part of our commitment to biodiversity restoration, we have continued to explore opportunities to increase the number of native Black Poplars across our UK campuses
- Mulching mowers are used for cutting grass
- Log piles are left in designated areas to promote biodiversity
- In-situ chipping of felled trees are used as mulch the grounds and gardens across Queen Mary's UK campuses

Biodiversity Action Plan (BAP)

Queen Mary's Head of Sustainability is currently developing its Biodiversity Action Plan (BAP).

Records of any ecological assessments carried out across Queen Mary's UK campuses are stored by the Grounds and Gardens Supervisor and the Sustainability team.

Training records of the Ground Management Team are held by the Grounds and Gardens Supervisor. Relevant aspects of these records are used to update [Queen Mary's EMS Training Record](#).

Effects and Actions on Non-Conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard
- Civil and / or criminal prosecution

Departure from this procedure is addressed in the **Non-Conformance, Corrective and Preventive Action Section** of our Environmental Management System.

Version Control

Date	Version	Lead	Due for Review
15 March 2021	1.0	Grounds and Gardens Supervisor	14 March 2022
1 April 2022	2.0	Grounds and Gardens Supervisor	31 March 2023

EMS: Grounds Management Procedure

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