

Environmental Management System – Documented Information

3.5.8 Grounds Management Process

Author:	Jonathan Briggs & Peter Thompson
Approved by:	Jane Robson
Review date:	16/11/2023
Clause Ref:	EcoCampus: 3.5 ISO14001(2015): 8.1

Purpose

This document is to explain how grounds are managed at Durham University in order to:

- address the risks and opportunities associated with aspect 'Grounds management';
- minimise negative environmental impacts resulting from grounds management activities;
- ensure appropriate consideration of sustainability issues, including biodiversity and the use and storage of pesticides & herbicides.
- ensure compliance with relevant environmental legislation.

Scope

This procedure covers all grounds management activities across Durham University.

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

Director of Estates Operations	Overall responsibility for overseeing grounds management and maintenance activities.
Senior Maintenance Services Manager/ Head Grounds Person	Responsible for overseeing all gardening and grounds maintenance work and the Grounds Management Team including contractors. Responsible for supporting the development of a Biodiversity Action Plan.
Garden Manager (Horticulture)	Supports the implementation of the Biodiversity Action Plan.
Grounds Management Team	Responsible for the maintenance of the grounds.
Paul Derrick	Responsible for the maintenance of the grounds at Maiden Castle and Racecourse/ rugby pitch
Steve Willis/ Yvonne Flynn	Biodiversity support to key committees and University Biodiversity & Environmental Policies.

Related Documents

- Relevant environmental aspects and associated environmental impacts are detailed within the [Aspects and Impacts Register](#).
- Biodiversity Action Plan.

Process

Grounds management activities include:

- Tree management – there are three Tree Preservation Orders at the institution which require specific management. All records are stored by the Grounds Manager - Tree preservation order on DCC website;
- 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 in good condition;
- Use of pesticides.

Pesticides:

All pesticides are listed on the university chemical inventory. Pesticides are stored within a chemical cabinet within the grounds maintenance store. Material safety data sheets for all pesticides used are kept within the store. Pesticides are diluted in the chemical storage areas into labelled 20L containers.

In the event of a spillage refer to process [3.7.2 Emergency Spill](#). All Grounds Management Team members are trained in the use of chemicals and the spill procedure.

Waste:

All green waste is composted on site and used on the grounds where required. Waste is disposed of according to process - [3.6.2 Waste Management Process](#).

Contractors:

Contractors are managed in accordance with process [3.5.9 Contractor Control](#). Contractors employed for grounds management activities must only use products on the Approved Products List. Unused product or empty containers are to be removed by the contractors. All contractors are required to provide method statements for their onsite activities, which includes the use, handling, storage, and disposal of chemicals. When required, onsite pest control is carried out by an appointed contractor.

Equipment:

Biodiversity is promoted and protected by the following:

- Battery operated machinery - reduction of noise and better for user;
- the use of herbicides is minimised to small areas and paths;
- physical removal of weeds is used to control weeds where possible;
- work is not carried out when or where it would disturb species protected by law, e.g. swans, bats, great crested newts, badgers. The Estates Department and/or Grounds Manager are responsible for appropriately advising contractors whose work may disturb animal species;
- certain native flower species are planted in borders to actively encourage insects;

- mulching mowers are used to return when cutting grass, some areas left uncut / wildflower planting;
- log piles are left in designated areas to promote biodiversity; and,
- in-situ chipping of felled trees, to allow chippings to be used as mulch on the grounds.

ESSPG Action Plan (Biodiversity)

The Sustainability Manager (Travel & Biodiversity) maintains the Action Plan and ensures that actions are addressed through the Grounds Maintenance Team.

The Action Plan provides further details of actions and initiatives at the Institute.

Records of Ecological assessments for the entire site are stored by the Grounds Manager and the Environment team.

Training records for the Ground Management Team are held by the Ground Manager.

Survey undertaken of biodiversity across the estate – Stu Brooker survey/audit

Tree survey now have a report and service to maintain in woodland areas – 8 m fall near a footpath.

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.

Departure from this procedure is addressed in the procedure [4.3.1 Non Conformance, Corrective and Preventive Action](#).

Version Control

Date:	Version:	Author:	Authorised by:
30/04/2020	1.0	Yvonne Flynn, Jonny Briggs & Mike Hughes	
09/06/2020	1.1	S. Park	
27/11/2020	1.2	S. Park	J. Robson
16/11/2023	1.3	J. Briggs & P. Thompson	J. Robson

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