

# Environmental Management

## introduction

### INTRODUCTION

The need for businesses to address environmental issues has never been greater. Tendering requirements, changing needs of lenders and investors and increasing environmental performance legislation are forcing businesses to address their environmental performance.

Many large companies use environmental management systems to minimise their environmental impacts and are increasingly asking their suppliers to do so as a key component of their tendering and supply procedures.

The finance sector and insurers recognise the benefits of good environmental management. Businesses that can demonstrate their environmental awareness will achieve higher levels of efficiency and may have access to more favourable borrowing and insurance rates.

### KEY CONCEPTS

This 40 hour environmental management course has been designed for middle managers and supervisors who have responsibility for decision-making, managing budgets, allocating tasks and meeting specific performance targets. It will also enable them to take corrective action and be confident in dealing with environmental issues and customer queries.

The overall aim for students undertaking this training programme will be that they acquire an appropriate level of knowledge that assists them to identify and manage environmental effects. The training programme assists in developing the necessary management skills and techniques and covers key concepts involved in environmental management.

Successful completion will enable candidates to:

- (i) have an understanding of a range of environmental issues including environmental science, policy and management;
- (ii) identify and evaluate the environmental effects of an organisation;
- (iii) understand the procedure for developing an environmental policy;
- (iv) contribute to an environmental management programme and identify appropriate environmental management techniques;
- (v) understand the procedure for conducting an environmental audit and producing an environmental report;
- (vi) understand what an environmental management system is and the different standards available for their certification;
- (vii) participate in the identification of specific training needs.

## syllabus



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## SYLLABUS

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The expected outcome is that the student will be able to understand the primary local and global environmental impacts and identify environmental issues in their day-to-day life. The student will be able to explain the following terms and basic causes of:

- global warming
- acid rain
- resource depletion
- ozone layer depletion.

### A. THE ENVIRONMENTAL CONTEXT

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The expected outcome is that the student should understand a number of environmental issues and the need to improve the environmental performance of a business, and is able to:

- define the terms global warming, ozone depletion, acid rain, air, water and noise pollution and greenhouse effect;
- explain the costs of environmental pollution in economic terms to a country and a business;
- describe and understand in basic terms the hydrological cycle and the carbon cycle;
- describe and understand the terms:
  - environmental impact
  - environmental policy
  - sustainable development
  - resource consumption
  - risk management
  - waste management
  - recycling and re-use;
- explain the business benefits of good environmental management;
- describe clean technology.

### B. THE MANAGEMENT CONTEXT

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The expected outcome is that the student should understand how to review policies and management procedures, and is able to:

- understand common management systems used by organisations, such as ISO 9000, Investors in

People and BS 8800;

- explain the relationship between common management systems and environmental management systems;
- recognise the need to integrate environmental management into an organisation's existing management structure;
- use appropriate techniques to communicate the commercial need and benefit of environmental management to senior management, such as SWOT analysis and stakeholder analysis.

### C. ENVIRONMENTAL ASPECTS

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The expected outcome is that the student should understand an organisation's environmental aspects and effects, and is able to:

- identify how an organisation's activities can affect the environment;
- describe an organisation's environmental effects;
- evaluate the significance of environmental effects in order to prioritise an organisation's environmental activities.

### D. ENVIRONMENTAL POLICY

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The expected outcome is that the student should understand the purpose and stages of developing an environmental policy, and is able to:

- write an environmental policy;
- list appropriate techniques to disseminate the policy.

### E. ENVIRONMENTAL MANAGEMENT PROGRAMME

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The expected outcome is that the student should understand the process of planning an environmental management programme, and is able to:

- identify suitable activities to improve environmental performance;
  - prepare plans to improve environmental performance;
  - describe, monitor and evaluate the effectiveness of implementation;
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- (iv) describe the manager's role in setting, communicating and monitoring objectives and targets;
- (v) explain the importance of monitoring procedures;
- (vi) explain the importance of regular management reviews and internal audit processes;
- (vii) describe the role of management in investigating failure to meet the environmental policy.

## F. ENVIRONMENTAL MANAGEMENT TECHNIQUES

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The expected outcome is that the student should understand environmental management techniques, and is able to:

- (i) list and describe practical environmental management techniques in waste minimisation, energy and transport management and other relevant areas;
- (ii) prioritise actions needed to improve performance;
- (iii) plan changes in work activities to improve environmental performance.

## G. ENVIRONMENTAL AUDITING

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The expected outcome is that the student should understand the process and purpose of internal and external audits, and is able to:

- (i) establish a specification for auditing environmental performance;
- (ii) carry out an internal audit to an agreed specification;
- (iii) make recommendations based on results;
- (iv) negotiate and agree the specification for auditing environmental performance;
- (v) monitor and support the external audit process.

## H. ENVIRONMENTAL REPORTING

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The expected outcome is that the student can produce an environmental report tailored for presentation to different external stakeholders, and is able to:

- (i) understand the commercial reasons for producing an environmental report;
- (ii) identify the different format options for presenting

environmental information;

- (iii) explain the different reporting initiatives with guidelines for producing an environmental report;
- (iv) produce an environmental report adopting good practice features.

## I. ENVIRONMENTAL LEGISLATION

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The expected outcome is that the student should understand the format and relevance of UK and European Union legislation as it relates to environmental performance and legal compliance, and is able to:

- (i) state the key aspects and requirements of UK legislation;
- (ii) describe the importance of international conventions;
- (iii) understand European directives and national legislation on commercial activities;
- (iv) describe the nature of legislation and associated guidance;
- (v) describe the role of the regulatory authorities;
- (vi) state the consequences of non-compliance.

NOTE: Students will not be expected to state specific sections or regulations.

## J. ENVIRONMENTAL MANAGEMENT STANDARDS

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The expected outcome is that the student should understand the advantages and disadvantages of implementing an accredited environmental management system, and is able to:

- (i) list the components of such systems;
- (ii) list and understand the key stages of the environmental management loop;
- (iii) explain the difference between Eco Management and Audit System (EMAS) and ISO 14001 systems.

## K. ENVIRONMENTAL MANAGEMENT TRAINING

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The expected outcome is that the student should understand the need for, and techniques involved in, environmental awareness and management training, and is able to:

- (i) state the need for and benefits of environmental awareness and management education;
- (ii) discuss the relevant factors to be considered in the development and content of the training programme;
- (iii) explain the principles and methods of effective training;
- (iv) explain the necessity for feedback and evaluation.

#### L. ENVIRONMENTAL SUPPORT ORGANISATIONS

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The expected outcome is that the student gains a knowledge of the available environmental support services, and is able to:

- (i) list the types of environmental support services available;
- (ii) understand the tasks undertaken by different environmental professionals and consultancies.



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