

Waste Management Policy

STATEMENT OF INTENT

1. This policy affirms the Colleges commitment to safe and efficient waste management, to reduce, reuse and recycle waste produced, and to ensure compliance with and all legal requirements relating to waste management.
2. The College will promote environmental and recycling issues as an integral element of its activities and demonstrate its commitment to continual improvement.
3. This policy applies to all staff, students, visitors and contractors in the handling of waste and recycling.

POLICY OBJECTIVES

4. To ensure that waste management is performed in accordance with all waste legislative requirements, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
 - To minimise waste generation at source and facilitate repair, reuse and recycling.
 - To dispose of waste in line with the Landlord, with the aim to recycle 100% of waste products.
 - To clearly identify roles and responsibilities for all staff, students and visitors to the College.
 - To clearly identify the waste management chain at the College.
 - To promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
 - To ensure the safe handling and storage of wastes on campus and any external space the College may use.
 - To provide appropriate training for staff and students on waste management issues.
 - To promote industry waste management best practice.
 - To appoint competent person(s) to provide waste management advice.

LANDLORD COMMITMENT TO REFUSE DISPOSAL & RECYCLING

5. The Landlord of Devon House operates a refuse recycling scheme with the aim of recycling 100% of the building's waste products. The waste strategy is to focus on 'Zero to landfill', and commits to separating products at the source.
6. The Landlord waste strategy focuses on separation at the source of wet and dry materials, food and glass. This system is referred to as a 'bi-cycler system' and all materials are deposited into wet and dry bins in the loading bay bin store. Materials are collected daily and moved to the recycling plant where the dry materials are separated by a Materials Recovery Facility.
7. General waste is sent for incineration to produce energy, dry recycling is sent for recycling and food waste will be used as compost.
8. More information can be found in the Devon House handbook [here](#).

ACCOUNTABILITY AND RESPONSIBILITIES

9. The Executive Committee is responsible for approving this policy and are accountable for the Waste Management and Environmental performance of the College. In particular:
 - Ensure the College has a comprehensive, up to date Waste Management policy that meets legislation, codes of practice and regulatory standards.
 - Ensure the College commits to and achieves continual improvement on its performance under this (and related) policies.
 - Delegate duties to key personnel to apply the Policies throughout the College.
10. The Director of Resourcing and Operations is responsible for ensuring compliance with this policy across the campus. In particular, their departments are responsible for:
 - The management of wastes generated, and complying with any procedures or guidance developed to support this policy.
 - Identifying and monitoring the training needs of members of the College.
 - Consider the environmental impact for all contracts or services which are procured to ensure the day to day running of the College.
 - Liaise with the Waste Recycling Team to ensure compliance with Devon House Waste Disposal.
 - Proactively monitor the implementation of this waste management policy on campus and any additional spaces hired.
 - Ensure all day to day vendors have received training and are proactively implementing this policy.
 - Display adequate signage and provide adequate facilities to best ensure wider compliance with this policy.

11. The Health & Safety Committee has oversight of this policy and is responsible for the regular review of the College's commitment and performance of its duties under this policy. In particular:
 - Discuss and document data that supports this policy.
 - Consider and propose initiatives to further support and challenge the College's commitment to this (and related policies).
12. The Students' Union is required to support and adhere to this policy through their membership of the Health & Safety Committee. In particular:
 - Communicate policies and promote best practices appropriately to students.
 - Ensure student events are compliant with the intention of this policy.
 - Support the College in developing procedures that continue to improve on its performance of this policy.
13. Event organisers are accountable for all events which they have planned or hosted. In particular, they will:
 - Consider a waste management process for events which they have organised.
 - Ensure that a waste management plan or process is published, maintained and complied with for any events which have a requirement and distributed to all relevant parties.
 - Consider the possible impacts on the environment from their event and how these events can be affected by current legislation, approved codes of practice and other constraints.
14. Staff, Students, Visitors, Contractors are responsible for conforming to the requirements of this policy and complying with statutory requirements. In particular:
 - Be aware, and take care of your individual impact on the environment.
 - Be familiar with and implement this policy.
 - Cooperate and support the College's pursuit of continuous environmental and waste management improvement.
 - Conform to the requirements of any College project environmental and waste management plan.
15. Heads of Departments, Managers and Supervisors are responsible for the implementation of this policy in their respective functions. In particular, this will require them to:
 - Be familiar with and demonstrate their commitment to this policy and promote positive waste management.
 - Ensure that all activities for which they are responsible, are, where appropriate, subject to the production of a site waste management plan, formal hazard identification and risk assessment.

- Ensure that the personnel within their departments are provided with adequate support and information to execute their work without risk to the environment and adhering to the controls outlined in this policy.
- Ensure that no toxic, noxious or offensive substance is discharged into the atmosphere, waterways or land.

WASTE CONTROLS

16. All members are required to dispose of waste in the correct receptacles at campus. The College provides four types of bins for separating waste:
 - Food waste, (including coffee granules and tea bags)
 - Dry materials including cardboard and all types of paper, cans, cartons, plastic bottles etc.
 - Non-recyclable materials, such as contaminated food packaging, crisp packets and sweet wrappers.
 - Glass waste

FOOD WASTE

17. All food waste is to be put into the designated food waste bins, and with particular attention to removing all packaging before doing so. Food waste is collected daily by the onsite cleaning team and taken to designated bins in the loading bay. The Landlord is responsible for the arrangements related to the food waste use as compost.
18. Food waste refers to food appropriate for human consumption being discarded, whether or not after it is kept beyond its expiry date or left to spoil. Bi-products of food waste also need to be disposed of in these bins like coffee granules and tea bags.

DRY MATERIALS

19. Dry Waste refers to all waste items that are not considered wet/soiled items and are recyclable. Dry waste includes items such as bottles, cans, hard plastics, wood, cardboard, metals and paper.
20. All dry waste needs to be broken down (where applicable like boxes) and disposed of in the dry materials waste bin. Any containers which can be categorized as dry waste need to be emptied (and rinsed, where appropriate) before being put into these receptacles.
21. Large quantities of dry waste are a bi-product from most deliveries to the College. Please consider the waste produced in any deliveries to the College.
22. All members are reminded that the majority of dry waste is a fire hazard. Dry waste should not be kept close to any areas of ingress/egress.

NON RECYCLABLE MATERIALS:

23. All non recyclable waste needs to be disposed of in the non recyclable waste bins on campus. We ask all members of NCH to please make sure they are disposing of these items in the correct receptacle.

24. Common non recyclable waste examples are: Bags and packaging, wet cardboard, ceramics (plates), Mirrors, Plastic cups and disposable cutlery, Plastic cartons – unless specified, and crisp or snack packets. Recyclable waste will generally advertise that it's recyclable, if you are unsure if any waste is recyclable please research the item to ensure it's not being disposed of incorrectly.

GLASS

25. All glass waste needs to be rinsed with warm water before disposing of it in one of the designated glass waste bins. Glass waste will primarily consist of containers for food items although any small quantities of glass should be disposed of in this manner.
26. If any large glass items need to be disposed of please liaise with Facilities.
27. All members need to report any broken glass to Facilities as this can create a hazard to anyone who could come into contact with it.

OTHER TYPES OF WASTE

28. Confidential waste - needs to be shredded with an appropriate cross shredder which is compliant with the General Data Protection Regulation 2016/679 and will then be treated as dry material waste. Periodic activities that require large amounts of confidential waste disposal may be handled under separate arrangements. Members are to liaise with Facilities in the arrangement of a third party secure destruction service.
29. Printer inkjet and toner cartridges - from printers and copiers are recycled centrally by our printing provider and/or Facilities.
30. Batteries - receptacles for their collection are available on Campus. Facilities have arrangements with an external provider for the recycling of this waste.
31. Fluorescent Tubes & Sodium Lamps - used items will be stored securely by Facilities pending collection by a registered waste carrier, for disposal as hazardous waste.
32. Waste Electrical and Electronic Equipment - all waste electrical and electronic equipment is handled by the IT department. The College will look to reuse, redistribute or recycle any electronic waste. The College will consider if electronics can be repaired to be used by other staff or students, or look to donate used electronic equipment to schools or charities, or finally - dispose of any electrical waste using a licensed authorized treatment facilitator in compliance with the Waste Electrical and Electronic Equipment (WEEE) Directive.
33. Clinical and infectious Waste - any activities which could generate clinical or infectious waste need to be risk assessed before being undertaken. Facilities will make specialised arrangements for the safe storage and disposal of this waste.

ADDITIONAL INFORMATION

34. Bins are located in various areas around the campus and have appropriate signage to display what items should be placed in them.

35. Any bins which are full or overloaded should be reported to the onsite cleaning team or Facilities who will make arrangements for the contents to be emptied.
36. No black bags and/or other colour bags are to be used for the disposal of waste. All bags must be clear.
37. In the event that NCH requires the disposal of large quantities of waste paper or cardboard or any other waste on an occasional or periodic basis you must notify Facilities who will liaise with the Management Team so that special arrangements can be made for these items.
38. No refuse shall be placed anywhere other than in the proper bins provided. The onsite cleaning team is responsible for the transportation of waste to the Landlord's loading bay area.

RELEVANT LEGISLATION

39. The Environment Agency provides advice and guidance on complying with legislation, their web-site can be viewed at <http://www.environment-agency.gov.uk>. The College commits to complying with the relevant legislation, such as:
 - **Environment Act 1995**
 - **The Controlled Waste Regulations 2012 SI 811 (revokes the 1992 regulations)**
 - **The Producer Responsibility for Packaging Waste Regulations 1997**
 - **The Hazardous Waste (England and Wales) (Amendment) Regulations 2009**
 - **Waste Electrical & Electronic Equipment Directive 2007**
 - **The Landfill Directive 2007**
 - **Batteries Directive 2008**
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Title: Waste Management Policy					
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1.0	September 2021	September 2021	Director of Resourcing and Operations	NCH Academic Handbook / Policies & Procedures / General / Operations	September 2023
Referenced documents					
External Reference Point(s)	Devon House Handbook; Environmental Agency; Controlled Waste Regulations; Packaging Waste Regulations; Hazardous Waste Regulations; Landfill Directive; Batteries Directive; Electrical Equipment Directive				