



# Policy and Procedures

## Environmental, Recycling and Waste Management

Implementation date: September 2015

Review due: September 2016

### **Environmental, Recycling and Waste Management Policy**

#### **1 Introduction**

- 1.1 Oasis Academy Don Valley is committed to protection of the environment through the implementation of an effective and

sustainable waste management programme. This programme is reviewed on a regular basis to ensure that it does and continues to meet or exceed legislative and regulatory requirements as well as industry standard best practice.

- 1.2 Oasis Academy Don Valley believes the key to successful management of environmental matters, recycling and waste is to provide the facilities that will minimise effort and maximise benefit to the Academy's students, staff and visitors.
- 1.3 Oasis Academy Don Valley aims to instil a culture of flexible, collaborative working which reinforces this commitment, bringing benefits to the local community and wider environment both now and in the future.
- 1.4 Oasis Academy Don Valley will work with the waste removal service providers and appointed recycling and waste management contractors to raise awareness of environmental issues amongst the Academy staff, students and visitors.
- 1.5 Oasis Academy Don Valley aims to minimise the risk of pollution or harm to health by discarding waste in appropriate containers and preventing it from escaping.

## **2 Legislation**

### **2.1 European Directives**

The European Union is trying to reduce reliance on landfill disposal in managing waste, and to increase recovery and recycling. The Directives issued by the EU will have a significant impact on the way waste is managed during the next few years and although this will mainly impact on household waste management by Local Authorities, it is likely to extend to other areas over the next few years. Oasis Academy Don Valley will manage its waste in a way that complies with, and where possible exceeds, all statutory requirements and codes of practice.

### **2.2 Environmental Protection Act (EPA), 1990**

The duty of care (Section 34) places a corporate and personal liability upon those responsible for the management of waste. Therefore anyone dealing with waste is bound by a duty of care to ensure that waste is disposed of safely and properly and that:

- Waste is transferred only by and to authorised persons.
- The nature of the waste is described accurately.
- Safe disposal of the waste is ensured.
- Records of waste consignments are kept.

In accordance with the requirements of this Act, records and copies of transfer notes will be maintained and will detail all waste movements from the Academy's premises. This information will be kept by the appropriate person and will be available for inspection by the Health

and Safety Manager, the Principal and any other senior staff member of Oasis Academy Don Valley, as well as authorised external inspectors.

### 2.3 Other Relevant Legislation

The following list is specifically relevant to waste management. However, the current rate of change in legislation means that, although every effort is made to keep it up to date, this list may not always reflect the latest changes. Consequently, this list is provided as a guide and by way of example only. It is not an exclusive source of reference.

- Control of Substances Hazardous to Health Regulations (COSHH) 2003
- Environmental Protection Act 1990
- Health & Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1992
- Personal Protective Equipment at Work Regulations 1998
- Hazardous Waste (England and Wales) Regulations 2005

## **Environmental, Recycling and Waste Management procedures**

### **3 Waste Management Options**

Oasis Academy Don Valley's procedures are based on the principle that the minimum amount of waste should be produced. Where materials are no longer required, the options listed below should be followed in order of priority:

#### 3.1 Reduce

Avoid, in general, the need to throw away materials. When purchasing, consider asking suppliers to take back surplus or unnecessary packaging and any re-usable items.

#### 3.2 Re-Use

Before discarding an item, think whether or not another person, department or organisation could use it. Examples of things that might be re-used, include clothing, books, equipment, and furniture. As a charity with global interests, particularly in the developing world, this option may present a real opportunity for increased awareness of the work and needs in other parts of the Oasis Trust.

#### 3.3 Recycle

Oasis Academy Don Valley aspires to practice a policy of waste segregation in order to recycle as much as possible. We will aspire to provide special containers around the Academy for collection of

different recyclable materials and all students, staff and visitors are encouraged to help reduce waste by placing discarded items in the relevant containers.

In order to support and sustain the recycling market, Oasis Academy Don Valley encourages purchasing products, whenever possible, that are made from, or include, recycled material.

#### 3.4 Disposal

When unwanted materials cannot be re-used or recycled they are disposed of as 'general waste'. Oasis Academy Don Valley is committed to ensuring that its appointed waste management contractors comply with the Environmental Protection Act 1990 and with its 'Duty of Care Code of Practice'.

### 4 **Responsibilities**

#### 4.1 Members of Staff

All members of the Oasis Academy have a personal responsibility for the way their conduct impacts on this policy and should ensure that the waste they create is dealt with in accordance with the Academy's policy and that these guidelines are adhered to. Staff induction will include awareness training in environmental, recycling and waste management objectives of the Academy and it is expected that this learning will be passed on to students as part of their training and education.

#### 4.2 Principal

The Principal will be responsible for the development, initial implementation and subsequently the monitoring of the application of this policy. With changing waste legislation affecting Oasis Academy, the Principal will ensure that the policy for collection, storage and disposal of recyclable and other waste material remains in accordance with statutory requirements and best practice. (S)He will be responsible for ensuring there is a programme in place for on-going training (updates, refresher courses, etc) for staff and contractors. The Principal will provide resources and information for the education and training of students.

#### 4.3 Site Manager

The Site Manager / appropriate person at each Academy has operational responsibility for this policy. They must ensure that the method of collection, storage and disposal of recyclable and waste materials is in accordance with the policy. They should address any questions to the Principal.

#### 4.4 Everyone

Oasis Academy Don Valley expects everyone to play their part in the management of waste and contribute to creating pleasant and safe surroundings for all. For example:

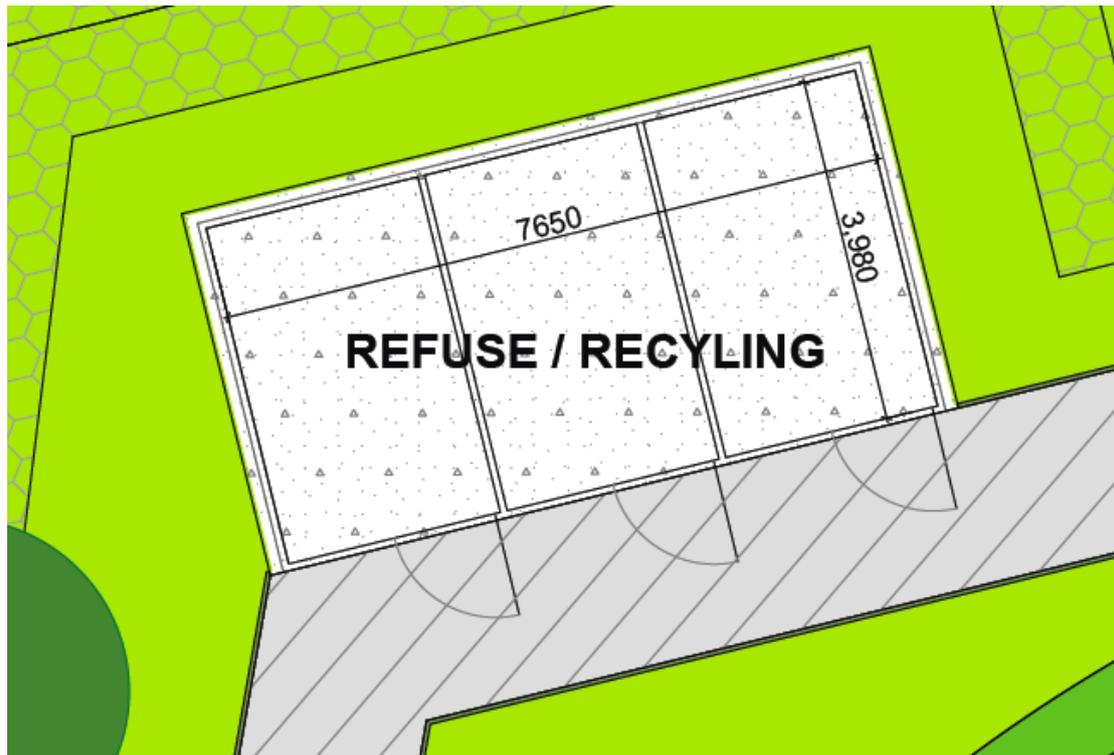
- Don't drop litter. Make sure litter is put in the appropriate container.
- Encourage others to do the same.
- Contact the helpdesk to report any litter or waste that might be a hazard.
- Waste Storage

### 5 Collection

- 5.1 Specifications for facilities management services will include, where relevant, responsibilities and requirements for the collection and removal of waste.
- 5.2 Cleaners will be required to empty general waste containers around the building on at least a daily basis and remove from the building.
- 5.3 Catering staff will be responsible for the removal of waste food from the building.
- 5.4 All food waste will be removed from the building by the time the kitchen is closed each day. All general waste will be removed from the building by the time cleaners have completed their duties each evening.
- 5.5 Any waste removed from the building will be taken straight to the secure waste compound and placed in the appropriate euro-bin. The only exceptions to this rule will be when waste is brought out of the building and handed over to an authorised waste management contractor for immediate removal from site.

### 6 Waste Compound

The waste compound is a secure, timber panelled store which houses a range of bins for the different types of waste. Access to this store will be restricted to authorised personnel. The size of the area will be 7.7m x 4.0m, and contain 330 litre and 660 litre bins. Please see the diagram below.



## 7 Waste Streams

A policy of waste segregation is encouraged amongst all users of the premises and the Academy will aspire to provide separate containers for the different types of waste. These should be placed at strategic points around the Academy premises. Containers would be colour-coded and, where appropriate, have labels showing the waste type in words and/or pictograms.

- 7.1 Not all types of waste will exist in all areas so containers inside and outside the building will be those most appropriate to the immediate surroundings. At the end of the day, cleaners (and in the case of food waste, caterers) will ensure that all waste is out of the building and in the exterior secure compound.
- 7.2 All the different types of waste, including recyclable materials, will be removed from site at regular intervals by appointed contractors operating under appropriate licences.
- 7.3 Computer Equipment
- The disposal of computer equipment including all laptops, PCs, printers, scanners, etc. that cannot be re-used will be managed through the ICT department who will have an appointed contractor that will removed and recycle or safely dispose of all unwanted waste equipment. The ICT department will maintain appropriate records and certificates of disposal.

#### 7.4 Food Waste

It is expected that most of the food waste will come from the main kitchen and restaurant. There will also be food waste from the food technology areas.

In order to maintain a consistent approach, the Catering Manager will have operational management responsibility for:

Collection of all food waste;

Ensuring all food waste is removed from the building at the end of each day and stored in the appropriate container in the secure waste compound;

Monitoring the performance of the food waste management contractor.

In addition, the Catering Manager will have operational management responsibility for the disposal of waste oil from the kitchens. This oil may be removed and recycled for non-food use, unlike waste oil from the car workshop or plant room which is toxic and cannot be recycled.

#### 7.5 General Waste

General waste is waste which is neither recyclable nor hazardous. This waste will be collected by cleaning staff at arranged intervals from containers around the building. Containers outside the building will be emptied by grounds maintenance staff.

Items may include some food packaging, soft drinks containers, small boxes used for stationery products and other waste for which there is no segregated waste stream.

#### 7.6 Green Waste

This will include all garden plant material that is compostable such as cuttings from plants, grass, flowers, leaves, old vegetation, etc. For health and safety reasons, green waste will not include any waste vegetables, herbs or other matter that have been cooked or used in the kitchens. We will ask the relevant contractors to take away green waste to recycle off-site.

#### 7.8 Hazardous Waste

Limited hazardous materials may be stored and used on site, such as cleaning agents. The Academy will carry out a risk assessment on hazardous cleaning materials and they will be disposed of accordingly.

### 8 Paper Waste

Paper waste may include confidential material and care must be taken in its disposal. In this case, the following procedure should be followed:

#### 8.1 Small amounts

Small amounts of confidential waste paper may be shredded by the department responsible for generating it. Shredder receptacles will be

emptied by the porters and contents placed in a special container for disposal.

## 8.2 Large Amounts

Large amounts of confidential waste paper may be disposed of:  
either:

by contacting the Site Manager who will arrange for bags and security sealing clips to be delivered. The confidential waste will subsequently be disposed of by a specialist recycling contractor

or

collected and shredded by Site Manager / Designated Staff and the material will then be recycled.

## 10 Recyclable Waste

All recyclable waste will be divided into individual waste streams and special colour-coded containers for each type will be placed at key points around the building. Containers will be available for the following waste:

- Cans and foil;
- Cardboard, including receptacles in the restaurant and cyber café for cardboard tea/coffee drinks containers;
- Glass (in supervised areas only);
- Paper (already covered in 0 above);
- Plastics such as drinks bottles, plastic cups
- Metals
- Printer and toner cartridges