

OP 8.1.8 - Waste Management and Recycling

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Version Control

Version number	Purpose/change	Name and job title	Date (DD/MM/YYYY)
V2015:1.0	Integration into 2015 standard	Julian Greaves; Sustainability Manager	29/08/17
V2015:1.1	Updated to reflect change of record keeping responsibility to the Sustainability Assistant	Julian Greaves; Sustainability Manager	14/08/18
V2015:1.2	Change of responsibility for waste documentation collation to the Estates Administrator	Julian Greaves; Sustainability Manager	04/07/2019
V2015:1.3	Remove reference to WARPit – as no longer used and reference to the Sustainability Assistant	Sara Cundy; Sustainability Coordinator	10/7/2019
V2015:1.4	Add waste minimisation and change update Portering Manager to Domestic Services Planning Coordinator	Julian Greaves; Sustainability Manager	13/01/20
V2015:1.5	Add Covid-related waste management	Julian Greaves; Sustainability Manager	19/02/2021
V2015:1.6	Removal of Covid-related waste management and change from WMS to Planon	Julian Greaves; Sustainability Manager	12/09/2022

PROCEDURE:**PURPOSE:**

- To describe how waste and recycling is managed at Bath Spa University
- To ensure that the Objective to reduce the amount of waste sent to landfill and increase the volume of waste captured for recycling is achieved.

To ensure compliance with relevant environmental legislation and Duty of Care under Section 34 of the EPA (1990).

METHOD:**Waste minimisation**

Reducing total waste arising from the University's activities is inherently difficult as it has little influence in the purchasing habits of the students, which form the majority of its waste producers.

Where opportunities exist to reduce waste produced on site, such as with single-use plastics and coffee cups or furniture and IT equipment, the Sustainability Team work with others to design and implement procedures to exclude them or ensure their re-use.

Re-use, recycling and general waste

- Re-usable furniture and appliances are re-distributed either within BSU or to local schools/charities. This process is managed by the Domestic Services Planning Coordinator
- All waste is collected in three streams at all locations: - Mixed recycling; Food Waste and Non-Recyclables. Paper is also collected separately as confidential waste in offices and adjacent to photocopiers
- Domestic services staff empty bins on a daily basis and remove non-recyclable waste, recycling and food to the designated waste-handling area
- BSU's designated waste contractor(s) are responsible for collecting recycling, food and non-recyclable waste from the designated holding areas
- Recycling and non-recyclable waste collected from all University bins is compacted in the appropriate compactor. Compactors are collected by request when full. This minimises the waste-related transport from site
- Food waste is collected in 240 Litre wheelie bins, which are collected weekly

Commercial waste

- Wherever possible, commercial waste is segregated into separate wood, metal, and green waste skips
- Skip hire is requested by relevant staff members via the [Planon](#) system, stating the nature of the waste
- The Domestic Services Planning Coordinator orders appropriate (wood, metal, green waste and residual) skips and retains relevant documentation, to ensure waste to landfill is minimised
- Contractors carrying out routine services for the University are encouraged to use the University's waste and recycling facilities
- Contractors carrying out large-scale refurbishments and new builds are required to have a site waste management plan

Hazardous and clinical waste

- All hazardous wastes are segregated from general waste, stored securely and disposed of in accordance with the Hazardous Waste Regulations (2005). A record of the hazardous waste that

has been removed from site is maintained by the Domestic Services Planning Coordinator, with support from the Sustainability Manager.

- Clinical waste is collected at source by the designated contractor (Cannon Hygiene)
- Printer cartridges are replaced in their original containers or bagged and are then collected by portorage through the [Planon](#) System.
- Batteries are collected in dedicated battery bins in several locations around site for disposal via a registered compliance scheme.

IT & WEEE waste

- All IT and WEEE waste is collected from source by Domestic Services Staff and securely stored in the designated container, from where it is picked up by the contractor responsible.
- The waste management process of all data-holding IT equipment is controlled through the Apollo system. This includes re-deployment of any serviceable equipment.

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EFFECTS & ACTIONS ON NON-CONFORMANCE:

If this procedure is not applied it may result in:

- A failure to achieve the Institution's objectives and targets regarding waste and recycling,
- A failure to reduce the volume of waste being sent to landfill or to increase the volume of waste recycled,
- A failure to comply with the Environment Protection Act (1990) Section 34: Duty of Care etc. as respects waste, Hazardous Waste Regulations (2005), or WEEE Regulations (2007).
- A non-conformance with the requirements of the Scheme or the clauses of the international ISO 14001 standard.

Departures from this procedure are addressed using procedure 10.2 Nonconformity, corrective action & preventive action.