

Oxford Brookes

Waste Action Plan

ANNUAL REPORT 2018/19

Background

The Oxford Brookes Waste Strategy and Waste Action Plan have been developed to meet the objectives of our Social Responsibility Framework, Environmental Policy and integrate into the University-wide Estate Strategy. Delivering a sustainable waste strategy across the organisation will enable us to reduce our environmental impact, meet legislative requirements and decrease the financial burden of our waste streams.

National Framework

The [EU Waste Framework Directive](#) provides the legislative structure for the collection, transport, recovery and disposal of waste, and includes a common [definition of waste](#). The directive requires that all necessary measures are taken to ensure waste is recovered or disposed of without endangering human health or causing harm to the environment and includes permitting, registration and inspection requirements. The directive also requires appropriate measures to be taken to encourage the prevention or reduction of waste production and its harmfulness, and secondly the recovery of waste by means of recycling, re-use or reclamation or any other process with a view to extracting secondary raw materials, or the use of waste as a source of energy. The directive's requirements are supplemented by other directives for specific waste streams. Our national framework is laid out under The Waste (England and Wales) (Amendment) Regulations 2012, which came into force on 1 October 2012. The recovery and disposal of waste requires a permit or exemption application under EU legislation with the principal objective of preventing harm to human health and the environment. Waste Electrical and Electronic Equipment (WEEE) and Restriction of Hazardous Substances in electrical and electronic equipment (RoHS) are further controlled through directives aiming to reduce the quantity of waste from electrical and electronic and increase its re-use, recovery and recycling. The Environmental Protection Act 1990 (amend 1995) imposes a 'Duty of Care' on all producers and handlers of waste 'to take reasonable measures to prevent the unauthorised deposit, treatment or disposal of waste'.

The draft Environment Bill was published in December 2018 and sets out how the Government will maintain environmental standards and build on the 25 year strategic environment plan, (this is an overview only i.e. the 'principles and governance' outline and is not legislative as yet). The Environment Bill will be introduced in the second Parliamentary Session, but no firm dates have been given at this stage. The Environmental Bill summer policy statement (July 2019) has been published after a period of several consultations. The EU Withdrawal Act (2018) has been set up as a functioning statute to ensure current EU legislation that we are working under remains after Brexit.

The summer policy statement commits to maximising resource efficiency, minimising waste, and moving towards a more circular economy. New legal powers will be proposed to set resource-efficiency standards for products, driving a shift in the market towards products that are long-lasting, can be repaired and can be recycled. It will also allow clear labelling to enable citizens to make fully informed purchasing decisions. The 'polluter pays principle' will be applied to those that supply packaging, moving from a 10% to 100% net cost to incentivise recyclability through design. The government will also take powers to introduce 'Extended Producer Responsibility schemes': They plan to legislate to modernise the government's powers to set producer responsibility obligations, extending them to cover the prevention and redistribution of waste, in order to tackle the moral scandal that is food waste. Where waste cannot be avoided, they plan to make it simpler for everyone to recycle by implementing a simplified approach to recycling across local authorities, making it simpler for the public to recycle. A consistent set of materials will need to be collected from all households and businesses in England, with clearer labelling on packaging so we all know what we can recycle. The Environment Bill will introduce powers that will enable the implementation of deposit return schemes.

Waste Strategy:

VISION

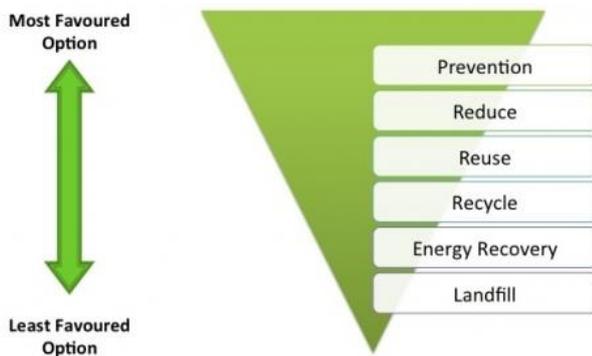
To embed a culture of sustainable waste management throughout the organisation, by delivering the principles of the waste hierarchy and integrating these principles into every aspect of the University's processes and operations.

KEY DRIVERS

1. Maintain our reputation as a sustainable and socially responsible organisation.
2. Maintain legislative, regulatory and stakeholder compliance.
3. Reduce the financial burden of inefficient waste management practices.

OBJECTIVES

- Deliver a waste hierarchy approach to waste management through waste elimination, reduction, reuse, recycling and recovery:



- Ensure compliance with legislation, regulatory and stakeholder requirements.
- Specify, evaluate and report on waste specific targets in a Waste Action Plan.
- Consult with relevant departments as well as third parties to create partnerships and to adopt best practices.
- Engage students, staff and the local community by providing awareness, education and training on waste management

Waste Action Plan

The Waste Action Plan details actions to be taken by the faculties and facilities enabling us to meet our objectives and high level targets for waste elimination, reduction, reuse, recycling, incineration and landfill. It delivers the requirements of the University's Waste Strategy, compliance is ensured through annual internal and external compliance audits. Lower-level targets/actions have been set within the specific faculties and facilities as detailed in Annex 1.

High Level Targets (KPIs): (shown in **bold** in Annex 1)

1. University-wide **recycling rate of 75%** by the end of 2025.
2. Achieve **<2% waste to landfill** for all managed sites by the end of 2020.
3. Achieve a **90% recycling rate for all construction** site waste on demolition, refurbishment or construction projects.

ANNEX 1 – WASTE ACTION PLAN DETAILS

2018/19 Actions / Targets	Owner	Reporting on 2018/19 targets / actions	Proposed Actions / Target 2019/20	Timeframe
WASTE HIERARCHY – PREVENT / REDUCE WASTE				
Ensure the Universities Waste Strategy Objectives and Targets are embedded in the tender specification.	ECS	Achieved: Sustainability Criteria added to Tender specification.	REMOVE	N/A
100% default to double-sided printing.	IT Services	Achieved and Ongoing: All IT Services managed print services default to double-sided printing.	SAME AS 2018/19	Ongoing
Paperless submissions for all assignments submitted on-line (exemptions apply where on-line submissions not possible)	Faculties/ IT Services	Achieved and Ongoing: All assignments have been submitted on-line (exemptions apply where on-line submissions not possible) from September 2018.	SAME AS 2018/19	Ongoing
100% use of long-life crockery & cutlery for eat-in options for ECS catering outlets.	ECS Catering	Achieved and Ongoing: Re-usable crockery & cutlery is offered across outlets, this has included the Terrace since September 2018.	SAME AS 2018/19: To be agreed with the new caterer	Ongoing
100% use of recyclable disposable products for take-out menus.	ECS Catering	Achieved and Ongoing: All take away products are made of recyclable materials and can be recycled	SAME AS 2018/19 To be agreed with the new caterer	Ongoing
	ECS Catering	NEW TARGET To be agreed with the new caterer.	100% re-usable crockery, cutlery, glasses and glass bottles to be used across outlets & hospitality (where practicable).	August 2020
	ECS Catering	NEW TARGET To be agreed with the new caterer.	Design out single-use plastics (where practicable). Measure baseline & set a smart target. Ensure water 'Refill' points across campuses	August 2020
Separate recycling bins for all hot beverage cups (Simply Cups Recycling programme)	ECS Catering	Achieved and Ongoing: Simply cups were introduced in all campus catering facilities with varying success in 2018. We are now offering separate cup disposals to our existing bin provision as this creates less contamination.	SAME AS 2018/19 To be agreed with the new caterer	Ongoing

2018/19 Actions / Targets	Owner	Reporting on 2018/19 targets / actions	Proposed Actions / Target 2019/20	Timeframe
Promote a 10% discount / tax for staff and students that use their own cups at University catering services.	ECS Catering	Achieved and Ongoing: This was re-launched and marketed at all ECS catering outlets.	SAME AS 2018/19: To be agreed with the new caterer	Ongoing
Establish an accurate food waste baseline and set a SMART target	ECS Catering	NOT ACHIEVED: With the change in staff over the last year with ECS catering the WINNOW system has not been used consistently enough to record data accurately.	Establish an accurate food waste baseline and set SMART targets with the new catering provider for both FOH and BOH food waste. Work with WRAP and SU to achieve this. To be agreed with the new caterer.	Ongoing
Implement a food bank collection for end of year in Halls.	ECS	Achieved and Ongoing: This happens on an annual basis in partnership with Oxford Food Bank.	SAME AS 2018/19	Ongoing
10% reduction in the total tonnage of residential and non-residential waste streams by 2020 (based on a 2012-2013 baseline of 1120 tons).	ECS	NOT ACHIEVED: This is an unrealistic and blunt tool to use as a waste target and should be removed.	REPORT AND REMOVE THIS TARGET	N/A
Ban polystyrene containers from all catering outlets	ECS Catering	Achieved and Ongoing: Complete and Ongoing	SAME AS 2018/19 To be agreed with the new caterer	Ongoing
WASTE HIERARCHY – REUSE WASTE				
BHF collection point provision all year round at each Oxford Site and Halls.	ECS / Community engagement	Achieved and Ongoing: Figures will be reported by BHF in November 2019. Autumn figures for 2018 reported a £33k donation to the BHF.	SAME AS 2018/19	Ongoing
Continue to deliver the 'too good to throw' fridge.	ECS Catering	Partially Achieved: This option was explored but the homeless shelters could not collect the food. EFM Catering have now added a 'too good to throw' fridge for all food due to go out of date the next day with a 'charity donation' box.	Work with our new catering supplier the diversion of prepared 'hot' and 'cold' food waste. Such as using the 'Too good to Go' app and OLIO app and the 'Too good to throw fridge'	Ongoing
Use Better World Books to collect old/unwanted academic books.	ECS	Achieved & Ongoing: We have been using Better World Books since 2015 for all academic books.	SAME AS 2018/19	Ongoing

2018/19 Actions / Targets	Owner	Reporting on 2018/19 targets / actions	Proposed Actions / Target 2019/20	Timeframe
Re-use 100% electrical goods where practicable	ECS	Achieved & Ongoing: All re-usable electrical items are re-used through the space team or advertised on the environmental forum.	Re-use 100% electrical goods where practicable	Ongoing
Address feasibility of re-use in student household items where practicable	ECS	Achieved & Ongoing: The 'end of the year' waste campaign collects items that can be re-used by students the following year in some Halls. This is dependent on storage capabilities and use during the summer but is in place where practicable	Re-use donated student household items where practicable.	Ongoing
Ensure that abandoned bikes are reused where viable or recycled where not.	ECS	Achieved & Ongoing: All bikes are collected after 3 months and stored within the grounds team service yard for re-sale via Bicester Green and the Bike Doctor.	SAME AS 2018/19	Ongoing
Reuse duvets and pillows (where practicable)	Halls	Partially achieved: Where possible this has been achieved, however, due to bulk supply at certain points of the year this is not always possible and is an issue across the HE sector.	SAME AS 2018/19	Ongoing
Specify take back schemes for pallets as part of delivery contracts.	Procurement	Partially Achieved: Currently not happening on the majority of deliveries being progressed through procurement on new suppliers. All other pallets removed by RAW a local social enterprise and either recycled or re-used to make furniture.	SAME AS 2018/19	Ongoing
		NEW TARGET Working with the space team to deliver this through larger clearances such as Wheatley. Needs extending to the Halls, no resource to deliver this at present.	Implement a new procedure for the disposal of unwanted furniture following the waste hierarchy.	Aug 2020
WASTE HEIRARCHY – RECYCLE or ENERGY RECOVERY				
Achieve a University Wide recycling rate of 75% by the end of 2020	EST	Achieved – NEW TARGET 2017/18 = 70%. (57% Without Construction) 2018/19 = 84% (57% Without Construction)	Achieve a University Wide recycling rate of 75% by the end of 2025 (remove construction waste from the figures)	2025

2018/19 Actions / Targets	Owner	Reporting on 2018/19 targets / actions	Proposed Actions / Target 2019/20	Timeframe
Extend food waste collections to each office kitchen	Environmental Services Team / Facilities and Halls	Partially Achieved: Complete across all halls. Not delivered to office kitchens, staff have been offered caddies but they have to manage the process themselves. Currently there is no extra funding to add this to the cleaners remit.	SAME AS 2018/19	Ongoing
Review the potential for using paper with high recycling content and/or FSC certification.	Procurement / IT Services	Achieved & Ongoing 90% of IT Services managed 'print anywhere' printers paper 100% post-consumer waste, 10% FSC accredited paper in pure white (colour FSC). Brookes Print 100% FSC accredited paper	Continue to specify paper with 100% post-consumer waste and/or FSC certification.	Ongoing
Achieve <2% waste to landfill for all managed sites by the end of 2020	ECS	Achieved & Ongoing: 2017/18 = 0.8% 2018/19 = 0.7%	SAME AS 2018/19	Ongoing
Carry out waste audits to identify opportunities for further segregation	ECS	Achieved & Ongoing: Waste audits have been performed at Headington Hill, Clive Booth, Warneford, Crescent and Paul Kent Hall. As well as a complete review of all waste bins/skips completed by the Environmental Sustainability Team.	SAME AS 2018/19	Ongoing
Maintain the use of recycled packaging products and disposables	ECS Catering	Achieved & Ongoing: 100% recycled paper used in all napkins and takeaway cartons under ECS catering. This was not delivered for graduation and will be reviewed with the new caterer.	SAME AS 2018/19	Ongoing
100% recycling or recovery of bulk wood waste	ECS	Achieved & Ongoing: 100% wood waste from TDE is now removed via M&M skips where 100% of this is recovered. Pallets are removed by RAW for re-use.	SAME AS 2018/19	Ongoing
Recover and 100% coffee grounds for fertiliser for the University grounds	ECS	Not Achieved: The grounds team do not have the resources to deliver this. 100% of coffee waste is sent to the anaerobic digester for energy recovery and fertiliser so this target should be removed.	REMOVE TARGET	n/a

2018/19 Actions / Targets	Owner	Reporting on 2018/19 targets / actions	Proposed Actions / Target 2019/20	Timeframe
Separate recycling bins for all hot beverage cups (Simply Cups Recycling programme)	ECS Catering	Achieved and Ongoing: Simply cups were introduced in all campus catering facilities with varying success in 2018. We are now offering separate cup disposals to our existing bin provision as this creates less contamination. This will be reviewed with the new caterers.	SAME AS 2018/19	Ongoing
Work with Faculties and Directorates to minimise hazardous waste production.	ECS	Achieved & Ongoing: EST continuously working within the faculties and ECS to reduce hazardous waste production. Completed for estates, work ongoing with the Residences.	SAME AS 2018/19	Ongoing
Continue the programme of standardisation of internal and external bins and signage.	ECS	Achieved & Ongoing: New waste signage now delivered across all campuses and residences. Bins will be continuously standardised when they are replaced.	SAME AS 2018/19	Ongoing
Ensure that all new developments and refurbishments have suitable external storage sites for waste	ECS	Achieved & Ongoing: A new Sustainable Design checklist for the projects team has been finalised and is sent out to all the design teams. EST have consulted in the design briefs for Helena Kennedy and Clive Booth.	SAME AS 2018/19	Ongoing
Deliver standardised waste signage University wide.	ECS	Achieved: New waste signage now delivered across all campuses and residences, for Recycling, Food and Last Resort waste.	SAME AS 2018/19	Ongoing
MONITORING, MEASURING AND REPORTING				
Produce quarterly reports based on accurate waste arising data.	ECS	Achieved: ODS & M&M are now producing accurate monthly reports & quarterly overviews	SAME AS 2018/19	Ongoing

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Create a programme of targeted waste measures on each site to increase re-use, recovery and recycling rates	ECS	Achieved & Ongoing In place across campuses, EMS now extended to residences, EST working with RM's to deliver a managed process for WEEE, Hazardous, bulky furniture, DMR, Food and General waste.	SAME AS 2018/19	Ongoing
PURCHASING & SUPPLIERS				
Ensure that waste minimisation is adopted in the procurement of all goods and services.	Procurement	Achieved & Ongoing: Working with the procurement team to ensure waste minimisation is designed in at the tender stage. This will be increased through the delivery of the new Environment Bill, which is looking to increase 'producer responsibility' around Waste.	SAME AS 2018/19	Ongoing
CONSTRUCTION WASTE				
Specify that the current recycling rate of 90% of all construction site waste is maintained during future demolition, refurbishment or construction projects.	ECS	Achieved & Ongoing: 2017/18 = 96% 2018/19 = 94%	SAME AS 2018/19	Ongoing
Ensure that recycling and waste elimination are priorities in constructions and refurbishment projects	ECS	Achieved & Ongoing: The Sustainable design checklist is in place and all the waste operational procedures have been added to the contractors' handbook. Internal audits are ongoing.	SAME AS 2018/19	Ongoing
Site Waste Management Plans are required for all building projects.	ECS	Achieved and Ongoing: This is not a legal requirement any more but we are requesting contractors still supply this information.	SAME AS 2018/19	Ongoing
Engage students, staff and the local community by providing awareness, education and training on waste management.				
Continue waste engagement in Halls e.g. information at the beginning of the year, British Heart Foundation	ECS	Achieved & Ongoing: MM working with Residences managers and Community engagement team who are delivering this.	SAME AS 2018/19	Ongoing

2018/19 Actions / Targets	Owner	Reporting on 2018/19 targets / actions	Proposed Actions / Target 2019/20	Timeframe
Collections and end of year reuse programmes.				
Continue to include waste information in induction programmes for new staff and students	ECS	Achieved & Ongoing: Sustainability training all new staff & welcome pack to all new students introduces waste management.	SAME AS 2018/19	Ongoing
Continue the programme of waste and spills training for key staff	ECS	Achieved & Ongoing: All relevant staff trained in 2018/19.	SAME AS 2018/19	Ongoing