

## Purpose

This procedure outlines the actions and responsibilities associated with the responsible management of waste resulting from the activities on Headington, Harcourt Hill and Wheatley Campuses and across all our Brookes owned Halls of Residence; to ensure that it is handled, stored and disposed of in compliance with our waste strategy and legislative requirements.

## Scope

The Scope of the Environmental Management System Certification includes the Wheatley, the Harcourt Hill and Headington Campus, as well as our Brookes owned Halls of Residence. Construction, demolition and refurbishment sites where legal responsibility for the area has been handed over to contractor/s (usually surrounded by an area of hoarding) are excluded from the scope of certification.

This procedure applies to waste generated and all waste producers for all activities within the above physical scope, regardless of whether it is generated by employees, students, contractors or visitors.

This procedure does NOT cover waste minimisation or strategic waste management.

## References

- Environmental Manual Section 17 Communications
- LUS Legal Register
- EN103W1 - Non-Hazardous waste management
- EN103W2 - Hazardous and WEEE waste management
- EN103W3 - Management of Clinical waste
- EN103F1 - Duty of Care Check Proforma
- Waste Strategy

## Definitions

<b>Employee</b>	All persons who are employed full time, part time or temporarily on Campus, including both direct employees, and outside Contractors
<b>FDD</b>	Faculties/ Directorates/ Departments
<b>Stakeholder</b>	All persons with legitimate interest in the performance of the Campus & halls, including but not exclusive to: employees, students and other customers, neighbours, regulators, grant-making bodies, non-governmental organisations and the media.
<b>Routine waste</b>	Waste arising from routine University operations such as general waste, dry mixed recyclable waste, food waste, confidential paper waste, mixed hazardous waste e.g.

household batteries, cleaning chemical bottles, aerosols, oily rags or other items used for managing spills or in used spill kits.

**Non-routine waste**

Waste that arises from specialist activities of faculties and divisions e.g. maintenance waste, lab wastes, engineering wastes, paints, light bulbs etc.

## Responsibility

All employees, contractors and students i.e all waste producers, are responsible for ensuring that the waste generated as a result of their activities is disposed of in accordance with this procedure and that good housekeeping practices are observed.

The campus managers, residences managers, catering outlet managers, sports managers or Brookes Restaurant managers are the primary contacts to ensure the collection of routine waste and are responsible for:

- the control of disposal of Hazardous Waste and WEEE waste, via approved contractors;
- the control of disposal of domestic, office and general waste, via approved contractors.

The students living within our Brookes owned halls are responsible for segregating their waste into recycling and general waste and removing this waste into the segregated 1100L bins located externally to the building.

During the summer schools period the students are responsible for segregating their waste into recycling and general waste within the buildings but the cleaning staff are responsible for removing this waste into the segregated 1100L bins external to the building.

Construction site contractors are responsible for waste generated by their activities. Contractors will comply with this procedure.

Employees putting together procurement contracts for third party supplied goods and services are responsible for ensuring (as relevant) that the requirements of this procedure is incorporated into contracts by reference.

## Procedure

### 1.1 General principles of waste management

It is a legal requirement under the Waste Regulations 2011 (amend 2014) to apply the principles of the waste hierarchy when managing wastes e.g. Avoid > Reduce > Reuse > Recycle > Disposal.

All employees will be responsible for applying these principles for all waste types.

No waste can be stored on site for over 12 months.

### 1.2 Classification of waste generated

To ensure the proper treatment and disposal of waste, it will be classified into hazardous and non-hazardous waste and assigned to one of the following categories:

- Hazardous waste
- WEEE waste

- General waste (last resort)
- Dried Mixed Recycling waste
- Food waste
- Green waste
- Confidential waste
- Re-usable material

The originator of the waste 'the waste producer' will classify the waste in accordance with the list above; if unsure what classification your waste fall under please refer to the A-Z of waste on the Sustainability Website. It will then be treated and disposed of in accordance with this procedure and the relevant waste 'Work Instructions'.

### **1.3 Waste Management and Minimisation Communications**

The Environmental Sustainability Manager will periodically communicate with employees and students about waste recycling. S/he will provide awareness raising information via a number of routes as outlined in Environmental Manual Section 17 Communications.

Campus Services with the support of the Environmental Sustainability Team communicate the waste protocol to staff and the waste service provision offered and how different wastes can be disposed of.

### **1.4 Management of waste from normal activities**

Campus Services staff are responsible for inspecting and emptying all internal and external bins on University sites. Catering staff have responsibility for managing and inspecting waste bins within the food outlets (both back and front of house). Brookes Centre for Sport staff have responsibility for managing and inspecting internal and external bins around the individual centres. Brookes Restaurant and Café employees have responsibility for managing and inspecting bins within their establishments.

Brookes owned halls students are responsible for segregating their waste and removing this waste into the segregated 1100L bins located externally to the building. During the summer schools period the cleaning staff are responsible for removing this waste into the segregated 1100L bins external to the building. Heavy Duty Cleaning staff have the responsibility for inspecting and emptying external litter bins around student accommodations and keeping the external bin stores tidy.

The waste from these should be disposed of in accordance with EN103W1 – Non-hazardous waste management. Campus Services, Brookes owned halls, catering, hospitality and Brookes Centre for Sport staff will be trained on the application of these Work Instructions; and the responsible managers will monitor the application of the procedures to ensure that they are adhered to and staff have an appropriate level of awareness.

Campus Services and Brookes owned halls will provide waste management for general waste, recycling waste, food waste, general hazardous waste and WEEE waste. Where Campus Services cannot manage a waste, FDDs can be advised by the Environmental Sustainability Team or Campus Services on the preferred management option or waste management contractor. Non-routine waste may incur a cost to the Faculty/Directorate if they require Campus Services to dispose of it.

### 1.5 Management of wastes from abnormal activities

When maintenance, refurbishment, development and other abnormal activities are being planned, consideration will be given to the disposal of waste generated. Estates staff overseeing a project have the responsibility for managing and reporting on waste in accordance with our waste strategy & compliance requirements.

Copies of the waste documentation information and consignment notes should be scanned in and emailed to the Environmental Sustainability Team at [sustainability@brookes.ac.uk](mailto:sustainability@brookes.ac.uk). All the original Waste transfer/consignment notes should be retained by the designated manager. It is a legal requirement that all waste transfer notes are kept for 2 years and all waste consignment notes (hazardous waste) for 3 years.

The project manager of construction projects and large refurbishment projects (e.g. project team members and ECS managers) have the responsibility for ensuring there are site waste management plans for all new construction sites. Copies of site waste managements plans should be forwarded to the Environmental Sustainability Team for review. End of project reports need to be compiled at the end of each project, outlining total waste weight figures and % recycling, landfill & incineration.

### 1.6 Waste disposal contractors

The Estates Director and/ or the Environmental Sustainability Manager in consultation with the Procurement team will arrange the tendering of contracts for the disposal of wastes, and for monitoring the quality of the contractors handling of waste when on site. An appropriate "Waste Management Duty of Care" evaluation will be undertaken at the time of an award of contract using EN103F2 - Duty of Care Check Proforma.

All Site, Residences, Hospitality & Campus Services, Brookes Centre for Sports Managers and Faculty of Business Managers (or their delegate) will liaise with the waste contractor(s) and will facilitate their access to waste and recycling storage areas. It is their responsibility to forward documented information to [sustainability@brookes.ac.uk](mailto:sustainability@brookes.ac.uk) or send a copy in the internal post to the Environmental Sustainability Team. Departments that manage their waste can choose to retain the appear copy of their waste transfer notes.

The Environmental Sustainability Team will recommend contractors, for use by Faculties, Directorates and Departments for the disposal of specialist waste generated from their activities. Faculties, Directorates and Departments are responsible for arranging the disposal of hazardous wastes in accordance with EN103W2 – Hazardous and WEEE waste management and pay for it.

The Environmental Sustainability Team will recommend contractors, for use by Faculties and Departments for the disposal of specialist wastes generated from their activities. Faculties and Departments Hazardous Waste Representatives are responsible for arranging the disposal of hazardous wastes in accordance with EN103W2 – Hazardous and WEEE waste management. Faculties and departments must report which waste contractors have been used to the Environmental Sustainability Team.

### 1.7 Waste disposal permits and records

Waste that is to be transported off campus for ultimate disposal, recycling or regeneration must have the appropriate Transfer/Consignment Notes raised by the relevant waste contractor in accordance with the Environmental Protection Act, Section 34 (Duty of Care), and associated regulations (see EN001D1 – Legal Register).

The staff member organising waste collections will liaise with the Environmental Sustainability Team to pass on documented waste information once the waste has been collected. Alternatively annual copies of waste transfer notes can be forwarded to the Environmental Sustainability Team.

The Environmental Sustainability Team store records of the waste carriers' licences for waste contractors and carry out duty of care checks on for the main waste contractors using EN103W2 – Hazardous and WEEE waste management.

## Impacts and actions required in relation to Non-Conformance

Failure to apply this procedure or its associated Work Instructions may result in:

- a failure to properly manage and dispose of waste generated on the Campus which may result in a non-compliance with environmental legislation. When formally certified to ISO14001, this might affect the University's ability to retain certification.
- failure to comply with this procedure may be identified in a number of different ways – both formal and informal - but will be addressed using procedure Environmental Manual Section 21 Incident Investigation, non-conformance, corrective and preventive action.

## Records and Related Documents

Ref No.	Title	Storage custodian	Retention Period
	Duty of Care Waste Transfer Notes	Environmental Sustainability Team	2 years
	Duty of Care Waste Consignment Notes	Faculty/Directorate	3 years

## Custodian and Review Panel

The author of this procedure is: Environmental Sustainability Manager

This procedure was reviewed by: Environmental Sustainability Assistant

## Change history

Version 1.0	New procedure issued 12/05/2012
Version 2.0	New procedure issued 03/06/2013
Version 3.0	New procedure issued 19/05/2014
Version 4.0	New procedure issued 03/06/2015
Version 5.0	New procedure issued 30/06/2018
Version 6.0	New procedure issued 30/04/2019
Version 7.0	New Procedure issued 09/09/2019