



**South Devon College**

**Waste Management Policy**

**Ref: P21**

Version	Date	Notes on Revisions
V1	01/12/12	Completely revised
V2	31/03/15	Updated Property Services Department title; periodic review
V3	09/01/18	Updated legislation.

Owner	SMT Lead	Author	Frequency of Review	Next Review Date	Approval Committee	Next Committee Date	Date of last EIA
MC	LF	MC	Yearly	January 19	SMT/EIA	09/01/18	19/01/18

**1. INTRODUCTION**

1.1 South Devon College (SDC) Waste Management Policy seeks to control and minimise the amount of waste generated throughout the college as part of its positive approach to Sustainability and as part of its Carbon Management Plan. Reducing waste through management, reduction, reuse and recycling will have a cost saving whilst meeting the increasing legislative and environmental requirements for waste disposal. SDC accepts its legal responsibilities under the Health and Safety at Work Act etc, 1974, the Environmental Protection Act 1990 Section 2 and other relevant legislation and guidance with regard to the disposal of waste.

**2. AIM**

2.1 Through careful management of the waste that is produced, education of staff and students SDC's aim is to encourage the reduction, reusing and recycling of resources by people working, studying and visiting the college.

**3. OBJECTIVES**

- 3.1 To adhere to its legal legislative requirements for disposal of waste.
- 3.2 Through its Waste Management Contracts to reduce the amount of waste that the college sends to landfill.
- 3.3 An aspiration to target, achieve and maintain 100% of recyclable waste be reused and recycled and zero waste going to Landfill or incinerators.

## 4. LEGAL REQUIREMENTS

- 4.1 SDC recognises its legal and ethical responsibilities to protect and enhance the environment and promote sustainability. Through co-operation and partnership working with its waste management contractor the college can contribute to sustainable development at local, regional and global levels.
- 4.2 The Environmental Protection Act 1990, Section 2, 34 (Duty of Care) requires that “It shall be the duty of any person who imports, produces, carries, keeps, treats or disposes of controlled waste to take all such measures applicable to him/her as are reasonable in the circumstances.” This “*Cradle to the Grave*,” requirement for SDC to adhere to, is conducted through its policies and procedures careful selection of procurement management of its waste contractors and an understanding of the waste streams that it produces.
- 4.3 SDC will consult all relevant legislation relating to the controlled disposal of waste and implement where appropriate policies and procedures to meet them. These include:
  - 4.3.1 Health and Safety at Work etc Act 1974.
  - 4.3.2 The Management of Health and Safety at Work Regulations 1999.
  - 4.3.3 The Controlled Waste (England and Wales) Regulations 2012.
  - 4.3.4 The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991.
  - 4.3.5 The Pollution Prevention and Control (England and Wales) Regulations 2000.
  - 4.3.6 The Hazardous Waste (England and Wales) (Amendment) Regulations 2009.
  - 4.3.7 The Landfill (England and Wales) (Amendment) Regulations 2005.
  - 4.3.8 The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.
  - 4.3.9 Control of Substances Hazardous to Health Regulations (COSHH) 2002.
  - 4.3.10 The Waste Electrical and Electronic Equipment Regulations 2006.
  - 4.3.11 The Waste Management Licensing Regulations 1994.
  - 4.3.12 The Environmental Permitting (England and Wales) Regulations 2016.
  - 4.3.13 The Waste Batteries and Accumulators Regulations 2009.
  - 4.3.14 The Ionising Radiations Regulations 2017.
  - 4.3.15 Radioactive Substances Act 1993.

## 5. ROLES AND RESPONSIBILITIES

- 5.1 To enable SDC to fulfil its statutory obligations, all employees and students are required to be aware of the main responsibilities that they have to waste management:
- 5.1.1 Principal - The Principal on behalf of SDC Governors has the ultimate accountability for waste management within SDC and will ensure a Manager is clearly identified as having lead responsibility for waste.
  - 5.1.2 Vice Principal - Corporate Services. Will ensure that that this policy is implemented, monitored and regularly reviewed reporting to the Board of Governors/Health and Safety Committee any major incidents or change in policy regarding to SDC Waste Management
  - 5.1.3 Waste Manager - The Deputy Property Services Manager has been appointed by the Principal and will be responsible for the management of the waste produced by SDC keeping within the legislation. Reporting on the type and amount of waste being removed from SDC sites and its final destination and disposal. Keep the Waste Management Policy and waste stream current and reviewed. Provide professional and technical advice to all levels of management and students. Ensure investigations into all incidents/accidents concerning waste are carried out and reported to the Vice Principal- Corporate Services as appropriate.
  - 5.1.3 College Managers - To ensure that all waste produced are within their departments Section or teams, are disposed of in accordance with SDC Waste Management Policy.
  - 5.1.4 Property Services Department - To ensure that waste contractors employed by SDC are compliant under legislation and waste receptacles are available for all sites, for all waste and recycling to develop the reduction of waste being removed to landfill and the promotion of recycling waste through education and appropriate training. To supply any Personal Protection Equipment required in the management of waste. Ensure all records are maintained relating to the disposal of all waste, i.e. Consignment notes, Transfer notes, Consignee returns, Contractors waste licences/permits, contingency plans, etc.
  - 5.1.5 Employees/Contractors/Visitors and Students - To understand their responsibilities in the management of waste by attending relevant events/training/activities and self regulation. All employees have a “*Duty of Care*” to handle and dispose of waste in an appropriate and safe manner.

## 6. DISPOSAL

- 6.1 Waste produced by SDC should only be disposed of using the agreed waste streams and allocated containers. Depending on the waste produced it will need to be disposed of to comply with Health, Safety and Environmental requirements. Advice and control will be provided by the college Waste Manager will be responsible for removing all waste.

## **7. WASTE RECORD MANAGEMENT**

- 7.1 Records of waste produced and disposed of will be kept by the Waste Manager. Retention will be for a minimum of two years for Waste Transfer Notes and three years for Hazardous Waste Consignment Notes.
- 7.2 Appropriate Environmental Permitting Exemptions must be registered with the Environment Agency for each relevant site.
- 7.3 Information about the waste contractor or carrier will be kept, by the Waste Manager in particular their Waste Carrier Licence which is valid for 3 years. Waste Carriers will have a Carrier Licence for transporting the waste.

## **8. WASTE AUDITS**

- 8.1 Waste audits will be carried out by the Waste Manager annually for each department that produces waste. The audit will cover record keeping, disposal of hazardous waste, training and waste segregation.
- 8.2 Waste removal contractors will be visited periodically by the Waste Manager to confirm that SDC waste is being disposed correctly.

## **9. TRAINING**

- 9.1 The Waste manager will ensure that all employees directly involved in waste management tasks will receive appropriate training. Waste awareness information will be provided through the college to all staff, students and visitors. All training is to be logged as part of CPD record.

## **10. STATEMENT OF THE COLLEGE'S APPROACH TO THE ENVIRONMENT AND TO SUSTAINABILITY**

- 10.1 The College affirms its commitment to integrate sustainable and eco-friendly policies and practices into all its activities by operating in a manner that promotes energy and materials conservation and waste reduction. We also commit to encouraging others with whom we do business to analyse, reduce and manage their own environmental impacts and risks where possible.

## **11. MONITORING AND IMPLEMENTATION**

- 10.1 The SDC Waste Management Policy will be made easily accessible to all employees/students/visitors through the SDC web site.