



THOMAS'S BATTERSEA WASTE AND RECYCLING POLICY

INTRODUCTION

This policy determines the school's management, collection, storage and disposal of waste and takes into account current and future known statutory regulations associated with the disposal of certain wastes. The school observes the advice on the disposal of waste from the local authority (London Borough of Wandsworth), the Environment Agency, specialist waste contractors and advisors.

TYPES OF WASTE

The key types of waste are:

- Inert waste – which will usually be recyclable such as plastics, paper and cardboard
- Hazardous waste – which needs to be separately stored and transported (e.g. from Science labs)
- Confidential waste – which needs to be controlled and kept secure, before shredding (contract with PHS)
- Special waste – which requires some sort of special permit to remove and transport it (e.g. clinical or sanitary waste or asbestos) (contract with PHS)
- Waste that is a by-product of processes at the school, including food waste from the kitchen, staff room
- Construction waste – resulting from maintenance and refurbishment at the school, which will be managed and disposed of by the contractor responsible for the work.
- COSHH (Control of Substances Hazardous to Health) waste – all products stored on site which have a COSHH datasheet, are recorded on the COSHH register. In the event of spillage of any of these products, suitably trained staff will employ the relevant clear up process, using suitable PPE.
- WEEE (Waste Electrical and Electronic Equipment) and waste – all electrical equipment, fluorescent tubes and batteries will be collected and stored safely, until there is sufficient quantity to warrant collection by a specialist contractor.

PROCEDURES

Management of Waste

Calabash waste contractors will collect and remove waste from bins in each room and in designated locations, to collection bins located externally (to the recycling area) prior to collection by the appointed waste management contractor.

The school will observe the following points when managing general waste:

- Waste must not build up to unacceptable levels in classrooms, kitchens or internal storage areas, as it presents a risk of pest activity.
- Waste should be avoided wherever possible, so that items are recycled, or raw materials are reduced, to minimise waste as much as possible.
- Members of staff are issued with protective gloves available from the Front Office where necessary, to avoid the risk of minor injury, paper cuts, abrasions or infections. Staff must use the Personal Protective Equipment (PPE) that is available.
- Contract staff, cleaning staff and other visitors must be made aware of the school's policy.
- When moving waste, this should be done to avoid the risk of injury to the children.
- Waste should be moved in small quantities to avoid risk of lifting or back injuries.
- Staff should avoid compacting bags of waste, in case there are sharp objects.
- In the event of broken glass, or other sharp objects, these must be cleared up immediately, securely placed in stout bags, and put in the external bins.
- Staff must employ basic hygiene, by disposing of PPE, and washing hands after handling waste. Use of a hand sanitizer is also recommended.

Recycling

The school's policy is to recycle as much waste as possible, which includes:

- Paper, cardboard and glass
- Food and garden waste
- Printer toner cartridges
- Footwear and clothing
- Batteries

Each classroom has a recycling bag. When it is full teachers should empty the bag into the paper recycling bin in the staff car park. Pupils are not allowed without supervision into the car park

The shoe/battery and cartridge recycling points are located in the Premises Managers Office.

The main recycling bins are located in the Refuse Recycling area in the main car-park.

Staff members make the pupils aware of the need to segregate and recycle waste, giving them the opportunity to own the process wherever possible.

Green waste will be dealt with by the grounds maintenance contractor.

Where large quantities of confidential waste are generated, it will be stored until there is sufficient to warrant the contractor to come onto site to shred and dispose of it.

Waste storage facilities and collection arrangements

Waste collection is currently carried out weekly by the London Borough of Wandsworth:

http://www.wandsworth.gov.uk/info/200496/rubbish_and_recycling_collections/860/schools_charities_and_places_of_worship

Mixed recycling lidded containers provided by the Local Authority are used for recycling.

http://www.wandsworth.gov.uk/info/200496/waste_collections/860/schools_charities_and_places_of_worship/2

Paper is put into separate recycling bins in classrooms and office/admin areas. The Premises Manager will regularly clean and maintain the waste storage and collection areas, ensuring they are kept clean and free of debris.

Waste Collection

The Refuse and Recycling vehicles do not come onto site to collect waste. On the day of collection the Premises Assistant or Manager moves the bins out to the collection point by the car-park gate. Waste contractors will be expected to traverse the wheeled bins to vehicles located on the highway at the front of the school.

Waste collections are currently:

- Paper and cardboard, newspapers and magazines (Wednesday)
- Food waste (Monday, Wednesday, Friday)
- General commercial waste (Monday, Wednesday, Friday)

Collection times are scheduled to avoid the school start and finish times. Specialist companies, maintenance and construction contractors will be expected to liaise with the school to ensure that they comply with this requirement.

This policy will be reviewed annually and /or when needed			
Created: December 2016	By:	Mal Hall, Assistant Head Approved by B Thomas, Headmaster	
Latest Review: December 2017	By:	Mal Hall, Assistant Head	No changes
Next Review: December 2018	By:	Mal Hall, Assistant Head	