

Waste Policy

Greenvale School will comply with all government legislation regarding the management and safe disposal of waste matter and to reduce where possible the waste generated by the school and endeavour to recycle waste materials to protect our environment.

The staff of Greenvale School shall be made aware of the schools waste management responsibilities and operational procedures that are contained within the waste management policy.

All members of staff have a responsibility as part of their personal "Duty of Care to adhere with the school's waste management procedures.

The school will ensure that waste disposal contractors used by the school will comply with all relevant government legislation and administer licences, certificates, waste transfer notes and all other formal paperwork as required.

Waste Procedures

Staff responsibilities

- 1) All Greenvale staff at school has a responsibility as part of their duty of care to adhere to the waste procedure policy.
- 2) Greenvale staff must ensure safe handling of waste and safe practice when handling and disposing of waste materials
- 3) Staff should be aware of the safe and appropriate separation of waste materials and liaise with Bouygues E&S
- 4) Staff should ensure that waste bags provided for domestic waste, recycling waste paper, disposable pads & wipes are filled to a level that provide easy carriage and a manageable weight.
- 5) Staff must handle all waste bags and containers with care
- 6) Staff will ensure that all empty printer cartridges are placed in the appropriate recycling container and await collection by a licenced contractor.
- 7) Staff will put Domestic waste (non- recyclable) into the bins distributed to all areas of the school and the waste will then be removed by the cleaning team and put into three blue paladins storage bins that are

provided by the local authority and stored in a secure area located in the staff car park. This secure area is set 4 meters from the school building to prevent the possibility of arson to the main building. The bins will be brought to the front of the school on the day of collection.

Student responsibility

- 1) To place litter in waste paper bins
- 2) To assist staff in recycling waste materials generated by the school.

HAZARDOUS WASTE

Greenvale School will provide protective clothing to staff such as gloves, aprons, one piece protective suits and face masks when dealing with an incident associated with clinical waste removal.

Clinical waste is removed from the school building on a daily basis and will be stored in secure yellow bins provided by the appointed contractor.

The clinical waste generated by the school will be disposed by an approved waste clearance contractor with the appropriate waste management transfer and carriers licence.

The contractor appointed by Bouygues E&S to dispose of hazardous waste is **PHS** and this service is managed by Bouygues E&S who will retain all the necessary waste transfer documentation

**Contact: PHS,
10, Princes Road
Montague Industrial estate
N18 3PR.
Tel 0208 88031119**

Sharps

Sharps containers will be removed by the nursing team on the day of immunisation.

Out of date medications will be sent home or taken to an appointed pharmacy for disposal.

Toner and Ink cartridges

The used ink cartridges and tone are stored in the parcel room to await collection by an approved contractor called **Recoop** and a waste transfer note is provided by the courier for **Recoop** following collection

Contact: unit C

Poulton Business Park

Poulton-le-Fylde,

Lancashire, FY68JS

Tel 01253 894818

Electrical equipment

The school will ensure that all Electrical appliances that are beyond economic repair will be recorded and disposed of at the local authority refuse centre or collected by an approved contractor that has a waste management licence and a waste carriers licence to remove electrical items from the school.

A duty of care waste transfer note that details the items to be removed will be requested by the school before items are transferred from the premises. Small appliances may be put in a local authority electrical appliance bins that are located around the borough.

The current company the school has used for the safe transfer and disposal of electrical items is as follows:

ICEX LTD
Unit 3 Europa Park
Croft Way
Witham
Essex
CM8 2FN

Domestic Waste

Staff will put Domestic waste (non- recyclable) into the waste bins distributed to all areas of the school and the waste will then be removed by the cleaning team and put into three blue paladins storage bins that are provided by the local authority and stored in a secure area located in the staff car park. This secure area is set 4 meters from the school building to prevent the possibility of arson to the main building. The bins will be brought to the front of the school on the day of collection.

Recycle materials

Recycled waste such as paper, card, tins and plastics are to be compacted down where possible and placed in the two green recycle paladins provided by the local authority and await collection.

Security sensitive papers/records

The staff of Greenvale school will comply with the data protection act to ensure that all paper that may be identified as containing sensitive or confidential information will be shredded before disposal of waste paper will take place.

Furniture

Furniture which cannot be stored within the school and is surplus to the schools requirements will be offered to other schools or charities. Furniture which is beyond economic repair will be dismantled with parts such as handles, hinges and locks recycled by the school. The remainder will be taken to the local authority refuse centre.

Fluorescent tubes

Fluorescent tubes to be recycled are stored and managed by Bouygues E&S and are annually collected by a company called Edmonton Electricals.

Waste management monitoring officers

The Head teacher is responsible in ensuring that all school staff understand their personal duty of care and will adhere to the waste management procedures and safe practice contained within this policy.

Bouygues E&S are responsible for the day to day waste management requirements of these procedures in relation to the disposal and safe handling of non- clinical and clinical waste.

Bouygues E&S and the school facilities management will ensure that the contractors and school employees used for the disposal of waste materials comply with all relevant legislation and administer licences, certificates, waste transfer notes and other relevant paperwork associated with waste management.

Bouygues E&S are responsible in ensuring that their staff is instructed in the operational requirements and safe practice contained in this policy.

Batteries

Batteries to be recycled will be placed in an appropriate safe container that is located in the staff room. The batteries will be collected by a recycling company once the container is full.

Recycling company:

ERP UK Batteries collections Ltd

Signed

Date