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| Waste Management Policy and  Guidance Document |
| September 2017 |

# Purpose

**The purpose of this document is to set out SOAS’s approach to waste management.**

1. **Scope**

This policy and supporting guidance outlines how SOAS manages all waste streams arising from all its business activities in addition to highlighting opportunities for increasing re- use and recycling.

# Responsibilities

This policy is the overall responsibility of the Estates Department. Day-to-day responsibility for implementation of the policy is delegated to the Facilities Manager who is supported by the Bloomsbury Sustainability Manager.

# Procedure

This policy will be reviewed and updated at least once every two years normally in the summer term by the Facilities Manager in collaboration with the Bloomsbury Sustainability Manager. The review and updates made will reflect changes in legislation and/or industry best practice guidance.

Following agreement on updates, a revised version of the policy will be put to SOAS’s Estates and Infrastructure Committee for formal approval.

# Equality Implications

There are no known impacts on equality in relation to protected characteristic groups i.e. age, ethnicity, sex, disability, sexual orientation, religion, belief or non-belief, pregnancy or maternity, civil partnerships or marriage or gender identity for both staff and students in respect to this policy.

# Policy Document

* 1. At SOAS we are conscious of the impact our activities have on the environment and we take steps to minimize this impact. The Environmental policy endorsed by the Bloomsbury Colleges (of which we are a member) commits the partners to “*Minimise the impact and use of natural resources…reusing materials, recycling and reducing waste to landfill*”.
  2. Therefore raising awareness of waste issues, assigning responsibilities, improving waste and recycling infrastructures and adherence to all related legislation, will ensure continual progress is made towards reducing waste production, diverting waste from landfill and increasing recycling capture.

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| **Owner** | Facilities Manager | **Document Control** | |
| **Department** | Estates and Facilities | **Reference** |  |
| **Approval** | Head of Facilities Management | **Issue No** | 2 |
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* 1. This policy provides a guide to SOAS’s current waste management structure and associated responsibilities, as well as highlighting opportunities for increasing participation and performance relating to waste and recycling.

# Waste Policy and Operation

SOAS will:

* + - Meet or exceed all waste related legislation and requirements
    - Implement waste strategies based on the waste hierarchy:
      * **Reduce** waste production – Before you buy, consider whether the item is being offered for reuse by another department (refer to WARPiT in Section 7). If not, then make sure that waste from the item purchased can be effectively reused or recycled. Where possible make attempts to repair items before going on to purchase new. Get suppliers to take back unwanted packaging when delivery is made as part of order form by procurement
      * **Reuse** items – Explore opportunities to reuse items before disposing as waste. Examples are furniture, books and IT equipment
      * **Recycle** as much as possible – Most materials can now be recycled. Purchase products that can be recycled and where possible are made from recycled materials. Table 1 below details materials that can be recycled at SOAS
      * **Recover** useful materials from waste, Energy from Waste – for example metal can be separated and taken to scrap yards and food waste can be collected and turned into compost
      * **Disposal** – Disposal to landfill is the last resort for items that cannot be dealt with by any of the above options
    - Ensure that all staff as producers of waste become responsible for managing their own domestic waste stream, sorting out their recycling and reducing waste to landfill

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* + - Ensure contractors and suppliers are aware and supportive of the SOAS’s waste policies. This includes contractors adhering to relevant legislation relating to waste from construction and refurbishment works as required.

# Responsibilities

* + 1. Responsibility for waste production and consequently waste management has to be shared by every member of SOAS staff, students and partners. Below is a list of key stakeholders and their role in waste management:

# All Staff

All staff are required to support SOAS’s waste policies by: minimizing waste production, reusing items and recycling as much waste as possible. Table 1 outlines a breakdown of the institution’s waste streams.

# All Students

SOAS students are required to support and abide by the School’s waste policies – reducing waste, reusing and recycling as much as possible. Students are also expected to be tidy and considerate when on SOAS property.

* + 1. **Senior Staff Committee and Departmental Heads (both Professional and Academic)** Estates and Infrastructure Committee and Departmental Heads can help by encouraging their staff to comply with this policy. Managers can be asked to cascade feedback regarding recycling performance to staff and initiate improvements as required.

# Cleaning and Portering Staff

Cleaning and Portering staff are responsible for emptying the designated waste receptacles and for the appropriate storage of the different waste streams prior to collection by the appropriate waste contractor. Also, they are required to assist with improvements to waste management operations and waste audit exercises.

# Catering and Refectory Staff

Catering and Refectory Staff are expected to be mindful of waste produced as a result of their operations, services and procurement decisions. As with other staff Catering staff will be required to abide by the School’s waste policies and apply the waste hierarchy through the decision making process of their service provisions.

# Waste Contractors (SITA)

SOAS’s preferred waste contractor, SITA, will assist in the continual improvement of the institution’s waste management operations and performance as much as possible and fulfill the performance related aspects of their contract. SITA provides a ‘zero waste to landfill’ service for SOAS. As such all domestic municipal waste gets diverted for reuse,

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recycling or recovery – SITA operates an ‘Energy from Waste’ plant where waste which would have been destined for landfill is converted into energy.

# Suppliers

Suppliers are required to support the SOAS’s waste policies by ensuring product packaging is reduced. Suppliers will also be prepared to ‘take back’ excess packaging.

# Contractors

Maintenance contractors and those engaged in refurbishment works are responsible for the waste produced as a result of the work carried out on SOAS sites. Contractors are expected to collect this waste separately and securely. Contractors will make their own arrangements to dispose of this waste responsibly.

# Waste Streams

General waste produced by SOAS goes to Energy from Waste plant and Material Recovery Facility at Barking. Table 1 lists the different kinds of waste produced at SOAS. It also shows the types of waste that are currently being recycled. All listed waste streams should be disposed of appropriately in line with relevant legislation.

# Table 1: Breakdown of the School’s Waste Streams

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| --- | --- | --- | --- | --- | --- |
| **Waste Stream** | **Content** | **Point of Production** | **Responsibility** | **Waste Contractor** | **Collection Frequency** |
| **General Rubbish** | Domestic, non- recyclable waste | Across the College | E&F | SITA | Daily Monday – Saturday |
| **Recycling** | Tins, cans, plastic bottles, glass bottles and jars, paper and cardboard | Across the College | E&F SU | SITA | Daily Monday – Saturday |
| **Confidential Waste** | Mostly paper based | Across the College | E&F | Shred Station | As required |
| **Furniture** | Tables, chairs, etc | Across the College | E&F | W.M Cave/ Scrap metal Merchant or Skipped | As required |
| **WEEE** | All electrical items including white goods | Across the College | E&F | R3  Mitie | Monthly |

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| **WEEE: IT**  **Goods** | Computers, printers, mobile phones, other IT equipment | Across the College | E&F | R3 | Monthly |
| **Hazardous / Special Waste** | Fluorescent tubes and bulbs | Across the College | E&F | Mitie/ Contractors if part of scope of works | As required |
| Toner cartridges | Across the College | E&F | Danwood Group Ltd |  |
| Lab waste | NA |  | NA |  |
| **Clinical Waste** | Feminine Hygiene, body fluids | Across the College | E&F | PHS/ ISS | Weekly/ Bi weekly  (as required) |
| **Construction Waste (Skips)** | Construction waste | Special project Add Hoc requirements SOAS | E&F Contractors | SITA /  Contractor supplied if part of scope of works | As required |
| **Batteries** | Batteries from small appliances and lead acid batteries | Across the College | E&F | R3 | Monthly |
| **Food Waste** | All kitchen and food waste including used cooking oil | Across the College | E&F SU  Elior | Elior separate at point of production or end of service | Daily Monday – Sunday |

* 1. **Raising Awareness**
     1. Awareness raising and promotional campaigns are key actions to ensuring waste is reduced at source and waste produced is dealt with in a sustainable and legal manner. This involves educating key staff and other members of SOAS community. Effective mobilization and engagement will result in minimization of our waste arising whilst increasing our recycling rates. The *Greenthing1* brand is used as a promotional tool to help increase participation and engagement with the institution’s waste and overall environmental policies.
     2. Effective communication and outreach campaigns will greatly contribute to the improvement of the waste management system and provide a platform for promoting other objectives within the environmental policy. Table 2 provides a breakdown of

1 The Greenthing is the Bloomsbury Colleges sustainability brand. It is the face of environmental activities across the colleges to help with awareness raising and improving engagement with sustainability issues.

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promotional/communication avenues for the different stakeholder groups within SOAS.

# Table 2: Avenues for Promotional Campaigns

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| **Education and Promotion** | | | | |
| **Target Group** | **Avenue** | **Engagement** | **Responsibility** | **Notes** |
| New Students | Students’ Induction week | Presentation / Video, Talk and Information Pack | SOAS’s  administrators and Sustainability Team | To convey what is expected of new students as part of their responsibility to SOAS’s environment and as a part of their learning experience |
| All Students | Students’ Union as a venue and partner for promoting behavioural change | Various schemes including promotions and competition | Students’ Union Executives, and Sustainability Team | Student friendly avenues for promoting behavioral change |
| New Staff | Staff Induction | Presentation / Video, Talk and Information Pack | Staff Development Administrator and Sustainability Team | To convey what is expected of new staff as part of their responsibility to SOAS’s environment |
| Staff in Different Departments | Staff meetings | Presentation / Talk | Schools administrators / Departmental Heads and Sustainability Team | Encourage departments to invite updates from the Sustainability Team at some departmental meetings |
| All Staff | Emails, | Print and Electronic | External Relations and Sustainability | Getting environmental stories out through the |

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|  | Newsletter | Medium; Green Champions Network | Team | SOAS’s communication structures and established sustainability groups |
| Students, Staff, General Public | Website, brochures | Print and Electronic Medium | Communications / Marketing Manager and Sustainability Team | Getting environmental stories out through the SOAS’s communication structures |
| Catering Staff | Briefing sessions | Posters, Talks, Updates on Service | Catering Manager and Sustainability Team | Discussing the importance of their role to our objectives, highlighting results of their contributions as well as getting their feedback on operations on the ground |
| Cleaning Staff | Briefing sessions | Presentation / Talk, Updates on Service | Support Services Manager and Sustainability Team |
| Maintenance Staff | Briefing sessions | Presentation / Talk, Updates on Service | Maintenance Manager / Sustainability Team |
| \*Also design generic posters/leaflets/engagement screens which provide a largely pictorial explanation of the recycling scheme at main lounges and reception areas, space permitting. | | | | |

* 1. **Auditing and Continuous Improvements**

Spot check audits will be conducted once a year across SOAS’s estate to identify recycling hotspots with a view to introduce targeted interventions. In addition, areas of improvements and non-conformities can be identified during the Environmental Management System (EMS) auditing process.

# Reviewing Performance

Improvements to waste management operations and infrastructure are discussed regularly by the Director of Estates, the Facilities Manager and the Sustainability Team

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with a view to reduce the environmental impact of waste production.

For consideration the following issues will be included; the amount of total waste produced, removal and transportation of waste, effectiveness of communication, improvements to waste infrastructure, review of supply chain and all associated carbon emissions.

# Document Owner and Approval

The Facilities Manager is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of SOAS.

A current version of this document will be available to all members of staff on the Greenthing website.

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