

Introduction

Coleg Cambria is aware of the legal obligations to identify and manage the waste it generates and account for its final disposal. This procedure supports the College's Sustainability Policy and should be read in conjunction with other waste related procedures. This procedure applies across all college sites detailed in the organisational boundaries section. It applies to all staff, learners and others generating, storing or disposing of waste on College premises.

Coleg Cambria currently holds Green Dragon Environmental Management Standard at Level 5 across all sites. It also holds the Carbon Trust Waste Management Standard. Compliance with this procedure is essential to allow the college to continue holding these two prestigious accreditations.

Aims

This procedure aims to:-

- reduce the negative environmental impacts of the College's waste
- decrease waste generated overall by:-
 - reducing the amount of materials brought into the college
 - re-using materials wherever possible
 - increase the amount of waste recycled
 - employing contractors who employ the hierarchy for waste management
 - reduce the amount of waste disposed to landfill
- ensure waste is disposed of in a legal manner.

Organisational Boundaries

Coleg Cambria is an FE College which has been formed following the merger of Deeside and Yale Colleges. The College is an independent corporation providing an education & training services for the Welsh Government as well as local businesses & commerce in NE Wales.

Apart from the need to operate within the parameters of the FE sector, Coleg Cambria does not have a parent organisation.

The size of each of the College Sites is:-

➤ Bersham Road	10,398 m ²
➤ Deeside	43,686 m ²
➤ Llysfasi	11,043 m ²
➤ Northop	11,197 m ²
➤ Yale	25,772 m ²
TOTAL	102,096 m²

Identification of Waste & Recycling

For the purposes of identification:-

- Items placed in black bags will be considered to be General Waste.
- Items placed in clear bags will be considered to be Recycling.
- Items which have been segregated, glass, metal, tins and card will be considered to be dried mixed recycling.

a. Strategy

The College is committed to continuous improvement of Waste Management and a reduction in the amount of waste generated and disposed to landfill.

Where it is not possible to prevent the waste generation, staff, learners and others are expected to employ a hierarchy of options when managing waste.

b. Waste Management Hierarchy

- | | |
|----------------|---|
| Reduce | Measures should be employed to reduce waste being generated. |
| Re-Use | Identify measures where the material can be re used. |
| Recycle | Use existing recycling streams and create other recycling streams if needed. |
| Dispose | Ensure it cannot be re-used or recycled and if not, dispose in a legal fashion. |

c. Responsibilities

The following responsibilities relating to Waste Management are detailed below. These can also be found in the Sustainability Policy (Responsibilities):-

The Head of Estates will:-

- appoint from within the HS&S Team an internal auditor who will audit and report on the college EMS and its performance in regard to Waste Management.
- will work with the Estates Officers to ensure ensure that all premises have suitable, secure storage to accommodate all forms of waste and recycling whilst in storage.
- will report matters as required to the Chief Operating Officer
- will report matters as required to the HS&S Committee.
- with the HS&S Officer, monitor the College Waste Management performance
- With the HS&S Officer propose annual targets to the HS&S Committee.

All Managers and Supervisors will-

work towards reducing waste being generated. Advice and support in the implementation of any measures can be obtained from the relevant HS&S Technician or the HS&S Officer.

The HS&S Officer will:-

- manage all contracts relating to Waste Management including disposal and ensure that the College meets its legal obligations in regard to Waste Management.
- maintain complete and accurate records relating to all aspects of Waste Management.
- monitor the creation of waste, the amount recycled and the amount disposed to landfill against targets and provide reports to the Head of Estates and the HS&S Group as required
- instigate, manage and monitor all external contracts relating to recycling or waste disposal, ensuring all such arrangements meet legal standards and that all records are accurately maintained.
- ensure all external contracts removing waste comply with their legal and contractual obligations and are fully aware of the College's aspirations relating to Waste Management
- ensure contractors remain appropriately licenced for activities relating to waste handling.
- provide reports, as required.

Estates Officers will:-

- ensure suitable arrangements and containers are in place on all premises to ensure waste is collected in a timely fashion from around the site and deposited in the appropriate container ready for collection by the appropriate contractor.
- ensure that all premises have suitable, secure storage to accommodate all forms of waste and recycling whilst in storage.
- establish the arrangements needed on each site to collect the waste and materials for recycling and relocation of those items to a central waste compound.

HS&S Technician will:-

- with support from the HS&S Officer and Head of Estates will arrange training for staff and learners, as required, or requested on all aspects of Waste Management.
- will report matters arising from the Group to the relevant site management meetings and learners assemblies, as required.
- investigate and arrange for re-use of waste externally, if possible.
- investigate the viability of another recycling stream if warranted.

Staff, learners and others will

Implement the hierarchy relating to Waste Management and if needed, dispose of the waste which cannot be reused in the appropriate containers

The Health, Safety & Sustainability Committee will:-

- meet once a term, chaired by the Chief Operating Officer.
- address all matter relating to waste management
- propose waste management procedures and targets.
- provide reports as required or requested by the Chief Operating Officer or the Governors.
- assist the Head of Estate, HS&S Officer and HS&S Technicians undertake their duties.

d. Departmental Operation

Each department will:-

- reduce the generation of waste to the minimum and regularly review their operations to ensure that all opportunities are maximised.
- review the waste generated and implement a programme of re-use either within that department or another within the college. If re-use remains an option but not internally within the College, the relevant HS&S Technician should be notified.
- review the waste generated and contribute towards an existing waste recycling stream. If a recycling stream does not exist but is considered viable the relevant HS&S Technician should be notified.
- Departmental staff are responsible for ensuring that their waste & recycling is put into the appropriate containers in order for the waste to be recycled or disposed. Where hazardous waste is stored, it remains the responsibility of the department to notify the HS&S Technician when the materials requires removing.

e. Arrangements

In the college there is a 2 step system of waste segregation:-

- | | |
|-------------------|--|
| Red lidded bins | - black plastic bags - all items for landfill |
| Green lidded bins | - clear plastic bags - all dry mixed recycling materials |

All bags are removed and placed in a secure trolley to prevent spillage, these bags will be transported to the appropriate waste/recycling container.

In certain areas of the college there are waste paper containers. These are fitted with clear plastic bags, once full they are collected and transported to a Dry Mixed Recycling (DMR) FEL.

In certain areas of the college there are DMR and general waste Euro containers.

On each site there is a designated secure waste compound. This compounds will contain DMR FEL containers as well general waste containers. These containers will be accompanied by other containers supporting other recycling streams.

On certain sites there will other containers outside of the compound, strategically placed around the site in support of a waste management operation.

All DMR FEL's, General waste FEL's and Euro containers are serviced as required by a reputable waste handling company.

The main waste handling company and other companies dealing with specialist waste are appointed under contract and have the necessary certification.

f. Development & Awareness

Each Department, with support from the HS&S Technician is responsible for ensuring staff, students, visitors and contractors are aware of and use the correct waste system or recycling stream. Any training required will be provided on request.

g. Records

The HS&S Officer remains responsible for ensuring all waste management documents are retained as required. The HS&S Technicians will forward any waste transfer notes from their respective sites for inclusion.

The HS&S Officer remains responsible for ensuring all waste management records are maintained in an accurate manner and made available as required.

h. Target

The Head of Estates together with the HS&S Officer will monitor the College Waste Management performance and propose annual targets to the HS&S Committee

The Achievements & Targets document identifies the college's significant environmental impacts and discloses annual consumption of gas, electricity, water and fuel together with waste management and recycling performance. Achievements are detailed accordingly and will be done so annually with the document made available on the staff intranet.

End