

# Solihull DOES

## Waste Management and Recycling for Schools Guide

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## Introduction

This guide is designed to provide some more in-depth information regarding waste management and recycling for school bursars, eco-leaders as well any other interested parties. The intention of this guide is to explain the waste hierarchy in more detail which underpins all waste and recycling activities, as well as providing an overview of legislation and providing some practical advice surrounding waste minimisation as well as additional resources which may be of use.

## Foreword

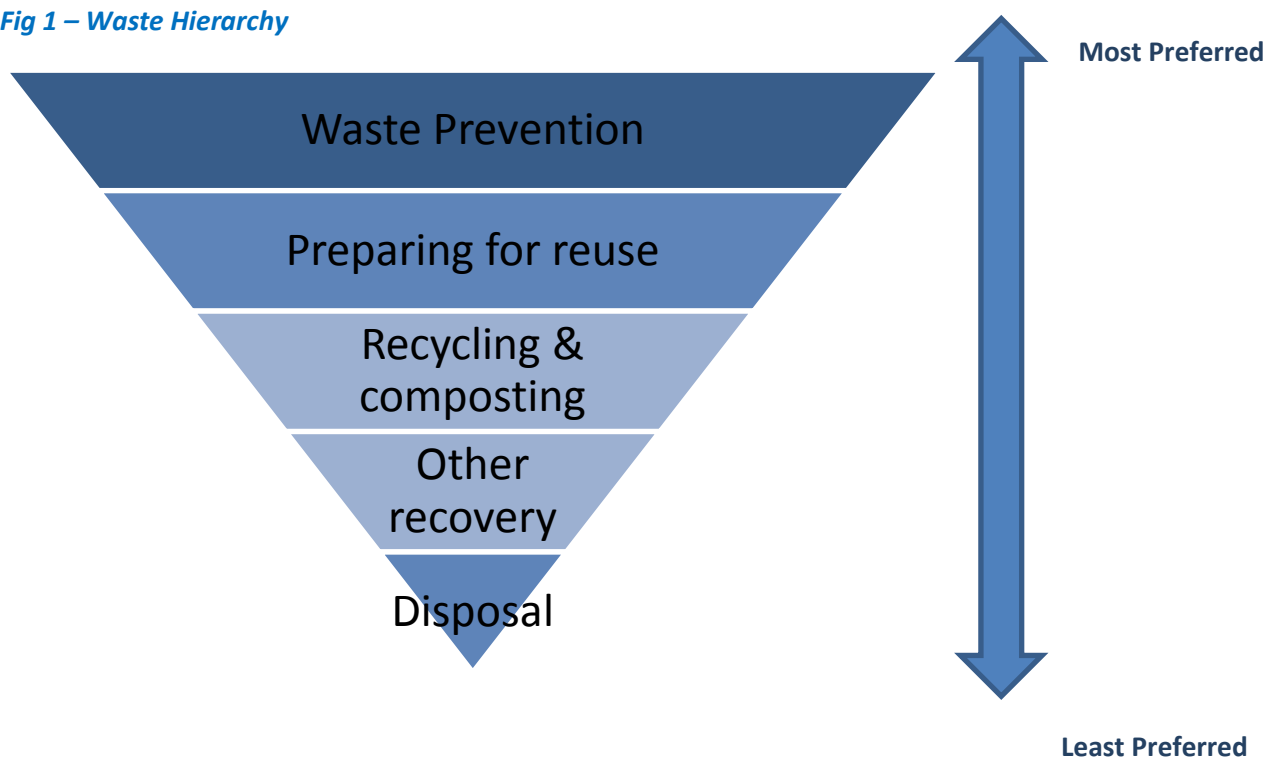
The emphasis for waste management has continued to move from sending materials to landfill for disposal, to reuse and recycling. Whilst this is being taught at home and at schools, it is prudent to set a good example and practice. This guide provides some background on why good practice waste management is vital and how else to encourage behaviour changes and expand knowledge.

## Understanding the waste hierarchy

The waste hierarchy underpins the preferred management of waste based on the potential environmental impact of each option. The aim is to move the management of waste up the waste hierarchy with the optimum solution being to prevent the waste being generated in the first instance.

Other factors also need to be taken into consideration when ascertaining how waste is managed across various school buildings such as the space available, feasibility to implement, social acceptability and cost.

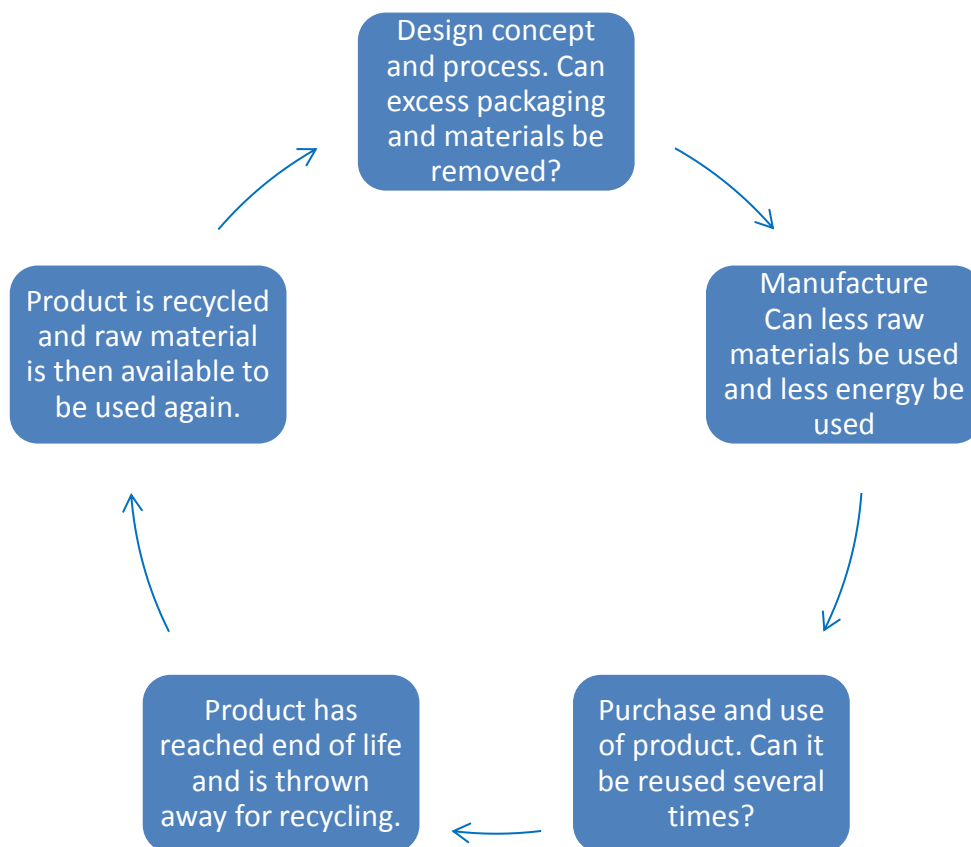
**Fig 1 – Waste Hierarchy**



## Waste Prevention

What is waste prevention? In the first instance it is about using fewer materials in design and manufacture by using a closed loop process. This means that products which are designed, can be kept for longer, can be reused and the ultimately recycled into a new product.

*Fig 2 – Closed Loop Process*



In terms of school buildings – this needs to be addressed through changing our behaviours and perceptions and looking at our overall purchasing and consumption. We should be asking ourselves, do we really need it? Is there an alternative?

## Preparing for reuse

Reuse is checking, cleaning, repairing, refurbishing whole items or spare parts and then using them again.

For example across school buildings when clearing out equipment, we should ask ourselves could this be reused such as desks and bookcases. If we cannot use them, are there other outlets that would benefit from having these items (i.e. donating to local charities, community groups etc.)

## Recycling and Composting

Recycling is turning waste into new substances or products. This includes composting if the resulting product meets quality protocols.

In order to actively promote recycling, it is prudent to ensure that there are recycling facilities and that these are easily visible and accessible.

For example if you have a gardening club, you could compost.

## Other recovery

There are others ways in which waste can be used and examples of this are anaerobic digestion (quite often used in treating food waste) and incineration with energy recovery.

## Disposal

Landfill and incineration without energy recovery are the least desirable ways of managing waste and should be avoided wherever possible.

## Management and organisation of waste

It is essential that within the school there are clearly defined roles and responsibilities to identify and co-ordinate each activity within the waste management chain and ensure the safe handling and storage of wastes on site.

A 'responsible person' should be appointed to oversee all waste management activities at the school premises such as caretaker or site manager.

They would be responsible for the following types of activities;

- Coordinating the provision of waste and recycling service for use by all school facilities on the site
- Monitoring all waste contractors going into the school to ensure they comply with site and health and safety procedure. Within the framework, each site will be risked assessed by the contractor to ensure that they undertake collections when the school site would be more accessible i.e. not during break times.
- Ensuring that all contractors going into the school and are carrying out work on the premises comply with the waste duty of care and hold a waste carrier's license when transporting and

disposing of materials that arise from their contracted work to the satisfaction of the school in compliance with waste management regulations.

- Monitoring and auditing the management procedures for all wastes to ensure legal compliance.
- Signing the annual waste transfer notification for waste collection contracts on behalf of the school. Within the waste framework these are done annually in September. Guidance on completing the waste transfer notification can be found on the Hub.
- Notifying the contractor of any access issues or changes in collection requirements.
- Notifying the contractor if you do or don't require collections during the school holidays.

## Different types of waste

There are many different types of wastes which are generated in a school and each would need to be disposed of correctly.

The Environmental Protection Act 1990 refers to 'controlled wastes' which are divided into four categories; household, commercial, industrial and clinical waste. Schools may produce waste in all four categories. More information regarding classification of waste can be found [here](#).

## Hazardous Waste

These types of wastes can cause the greatest environmental impact and can be dangerous to human health and cannot be placed into the general waste. These must be collected and disposed of responsibly. The list below highlights the most common hazardous wastes;

- Acids
- Alkaline solutions
- Batteries
- Solvents
- Pesticides
- Photographic chemicals
- Waste oils
- Computer monitors
- Fluorescent tubes
- Televisions
- Paint

Collection of these types of materials can be arranged through the waste framework. More information about hazardous waste can be found [here](#).

## Bulky Waste

As outlined in the waste hierarchy bulky waste refers to larger items such as school desks, chairs and furniture. These cannot be placed into the general waste bin. However, you can arrange a separate collection of these through the waste framework or alternatively you can look at reusing these or donating them to charities.

## Waste management – legal requirements

A wide variety of wastes are produced and collected at schools due to the diverse nature of activities ranging from general waste, recyclables, food waste as well as hazardous waste. It is your duty as a school to understand and adhere to the relevant legislation and guidance for dealing with waste. Outlined below is a summary of the key legislation.

### Duty of Care

There is a legal requirement for all who produce, keep or dispose of waste of any type to comply with the various regulations and the Duty of Care under Environmental Protection legislation. As a school you need to recognise the importance of meeting these legal requirements and manage waste responsibly, reduce the amount of waste produced, maximise reuse and recycling where possible and encourage all staff, pupils, contractors and anyone else making use of the school premises to comply with all waste legislation.

### Environmental Protection Act 1990 (EPA 1990)

The EPA 1990 (amended 1995) provides the core statutory framework in relation to waste management.

#### Key points

- The EPA 1990 is a major piece of environmental legislation which covers a broad range of environmental topics, including the management of waste.
- There are no specific targets within the act, but with respect to waste it sets out the following requirements.
- Identifies the roles and responsibilities of regulatory and other authorities including local authorities.
- Identifies the regime for regulating and managing controlled waste, which includes household, commercial and industrial waste.
- Establishes the Duty of Care and outlines provisions relating to litter, fly tipping and enforcement of Environmental Crime.
- The EPA is an evolving Act which incorporates changes which are introduced through EU policy or changes to National Policy.

### The Waste (England and Wales) Regulations 2011 (amended 2012)

#### Key points

- This legislation transposes the EU Waste Framework Directive into English law.
- The regulations introduce a statutory requirement to take the waste hierarchy into consideration when making decisions about waste management options.



## Other legislative drivers

### WEEE Directive

These regulations apply to equipment that uses electricity as its main power source such as printers, computers and any other ICT equipment. Schools should comply with this directive when disposing of old electrical and electronic equipment. Further information can be found [here](#).

### Controlled Waste Regulations 2012

The regulations identify sources of controlled waste as household, commercial or industrial waste

### National Waste Prevention Plan for England 2013

The aim of the waste prevention programme is to improve the environment and protect human health by supporting a resource efficient economy, reducing the quantity and impact of waste produced whilst promoting sustainable economic growth.

### Our Waste, Our Resource: A Strategy for England 2018

The strategy outlines the Government aims to see waste as a resource and for businesses to actively reduce the amount of waste produced and ensure that the waste hierarchy is utilised.

## DEFRA Waste Strategy Consultations

In 2019 DEFRA launched three Waste Strategy consultations, which as an authority we have responded to. The consultation period has now finished and we are now awaiting the outcome of these; therefore at present it is unknown what impact this will have on business recycling and what potential changes will need to be incorporated.

The consultations are outlined below;

- Extended producer responsibility
- Deposit Return Scheme
- Consistency in household and business recycling collections in England.

Of the three strategies Consistency in household and business recycling collections in England may have the greatest impact on recycling in schools.



## What you can do in schools to reduce and recycle waste

There are many techniques which can be adopted to try and reduce waste being generated in the first instance.

### Waste Minimisation

The following techniques could be adopted.

- Minimise and reduce the amount of waste generated at source and facilitate repair, reuse and recycling rather than disposal of wastes.
- Promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling and provide appropriate training for staff, students, pupils and other stakeholders on waste management issues.
- If you have an eco-team then this is something that they can explore and relay the information to their peers.
- Implement a scheme where there are internal recycling bins available within the school building to enable segregation of recyclable materials.
- Look at how things are purchased – do you really need it?

### Additional resources

The following table provides further information about resources which can assist in following the waste hierarchy.

Website	Brief description
<a href="#">Recycle Now Schools</a>	A mix of information and advice to help schools put recycling into practice as well as downloadable resources such as lesson plans, assembly materials and videos.
<a href="#">Recyclezone</a>	Downloadable information sheets on composting, glass, paper and plastics.
<a href="#">Cartridgeworld</a>	Refilling your old cartridges is easy and cost effective.
<a href="#">Recycocool</a>	Runs a scheme for schools to collect mobile phones and cartridges for recycling
<a href="#">RHS school gardening campaign</a>	Information on how to make compost and build an organic garden
<a href="#">Childrens Scrap Store</a>	The site stocks items for creative play, such as paper and card and other materials as well as off cuts and leftovers from businesses.
<a href="#">Digital Links</a>	An example of a UK-based charity offering collection and redistribution of computers to developing countries
<a href="#">Education for all</a>	Charity that redistributes furniture and education resources from the UK to projects in developing countries
<a href="#">Freecycle</a>	Find out about your local Freecycle.
<a href="#">Carbon Detectives</a>	Your pupils can investigate the school's carbon footprint and set targets to reduce carbon

	emissions.
<a href="#">Waste Online</a>	Provides in-depth information on waste, with information sheets and useful facts
<a href="#">Waste Watch</a>	Environmental organisation specialising in the reduction of material and energy waste
<a href="#">WRAP</a>	Source of authoritative evidence, advice and solutions on waste issues, including for schools.
<a href="#">Activities for Stage 1 and Stage 2</a>	Activities aimed at primary school children such as waste free lunch.
<a href="#">UN Sustainable Goals – waste and recycling</a>	Various activities aimed at both primary and secondary schools

## Veolia additional resources

Veolia can offer schools secure destruction of all paper waste materials which includes a certificate of destruction each month. This service can work alongside the current recycling arrangements you have in place with Veolia and help ensure compliance in line with GDPR and save money on any current confidential paper arrangements you may have. Veolia are accredited to the BSEN 15713 for Secure Destruction which is underpinned with membership of the British Security Industry Association (BSIA)

This cost for this service is as follows -

1-5 x 660L Lockable Eurobins - £32.50 per collection - these will be collected every 4 weeks as a minimum. (Offices and schools can choose how many bins they have on site)

Certificate of destruction £10.00 per month.

For more information please contact.

All General Enquiries and Ad Hoc Requests	
Department	<b>Customer Support</b>
Birmingham Customer Services (phone)	+44 (0) 203 567 4710
Email Address	<a href="mailto:uk.csd.birmingham@veolia.com">uk.csd.birmingham@veolia.com</a>