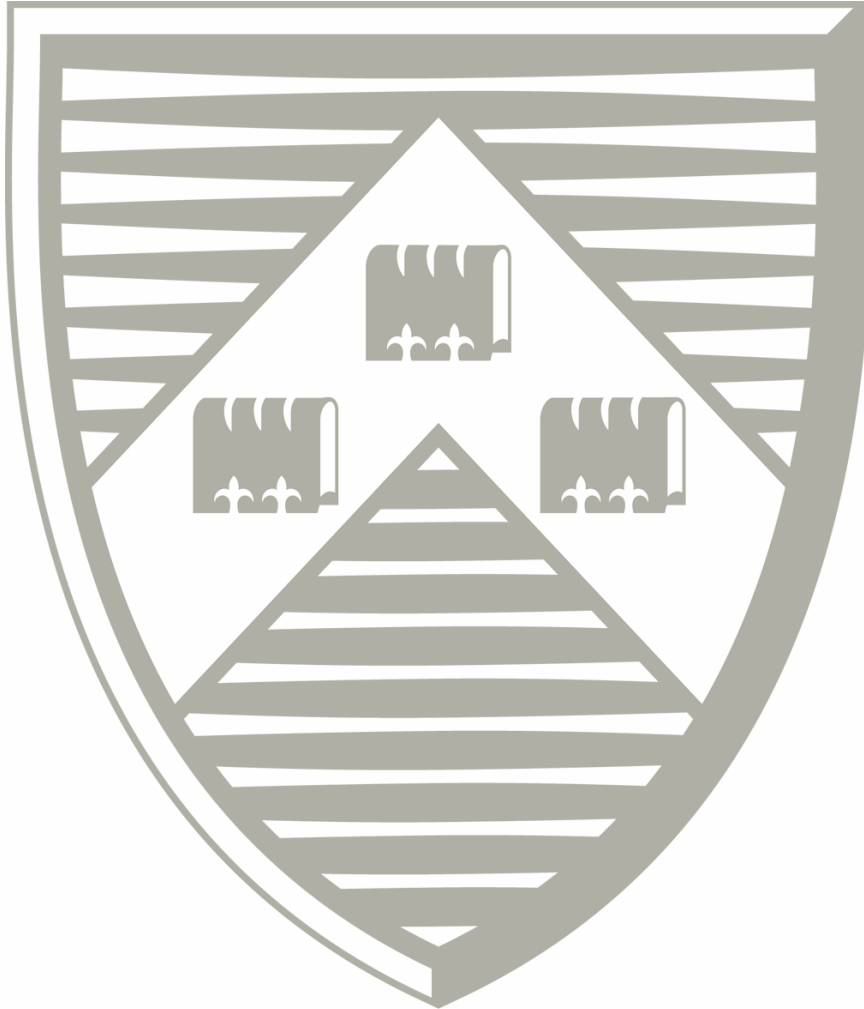




The Workplace Health and Safety Office



UNIVERSITY POLICY AND MANAGEMENT PROCEDURE

Waste Management

Statement

*This Management Procedure was approved and authorised by the Health, Safety and Welfare Committee (now Workplace Health and Safety Committee) on **16 November 2007** on behalf of The University of York Council and forms part of the Health and Safety Policy of the University.*

This document is a Management Procedure for good Health and Safety Management Practice. This Management Procedure provides Deans of Faculty, Heads of Departments, Heads of College and all managers, staff and students with the necessary information to incorporate healthy and safe practices and relevant procedures into their work activities. Divergence from this Management Procedure may leave Deans of Faculty, Heads of Departments, Heads of College and the University being exposed to possible legal proceedings.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University, and its community achieves compliance with its moral and legal duties with regards to health and safety.

The most recent version of this Management Procedure is available at <https://www.york.ac.uk/admin/hsas/safetynet/atoz.htm>.

<i>Date of Review</i>	<i>December 2023</i>	<i>By</i>	<i>The Director of Health and Safety</i>
<i>Date of Last Review</i>	<i>June 2016</i>	<i>By</i>	<i>The Director of Health, Safety and Security</i>
<i>Date of Next Review</i>	<i>December 2025</i>	<i>By</i>	

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UNIVERSITY POLICY

1. INTRODUCTION

The University of York (University) is fully committed to reducing its impact upon the environment by managing its waste streams in an effective and sustainable manner. Due to the diverse nature of activities at the University, a wide variety of wastes are produced and collected ranging from general and domestic wastes to recyclable materials, through to hazardous wastes. The University has a duty to ensure that all of these waste streams are managed and disposed of responsibly, using approved, registered waste contractors.

This University Policy and Management Procedure set down the framework for all waste management at the University. Detailed up-to-date information on the correct disposal arrangements and routes for all waste streams can be found on the Directorate of Technology, Estates and Facilities (DTEF) website:

<http://www.york.ac.uk/admin/dfm/>

2. POLICY STATEMENT

The University will adopt the principles of the 'Best Practicable Environmental Option' in the delivery of its waste management arrangements. The University will apply a 'waste hierarchical approach,' to reduce, reuse, recycle and recover waste materials and products in preference to the disposal of waste to landfill.

There is a legal requirement for all who produce, keep or dispose of waste of any type to comply with the various regulations and Duty of Care under Environmental Protection Legislation. The University recognises the importance of meeting these legal requirements and the need to manage our waste streams responsibly to reduce the volume of waste sent to landfill and to maximise reuse techniques and recycling opportunities wherever possible.

The University requires all staff, students, contractors and anyone else making use of the premises to comply with this University Policy and Management Procedure and any associated University environmental initiatives to achieve compliance with all waste legislation.

In accordance with this Policy Statement, the University will fulfil the following Policy Objectives.

3. POLICY OBJECTIVES

The Policy Objectives are:

- To ensure that all waste management arrangements are performed in accordance with all legislative requirements governing Waste Management, including the duty of care, and to plan for future legislative changes and to mitigate their effects.
- To minimise waste generation at source and to facilitate repair, reuse and recycling over the disposal of waste, where appropriate and cost effective.

- To provide clearly defined roles, responsibilities to identify, and co-ordinate each activity within the Waste Management chain.
- To promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- To secure where possible revenue from recyclable material to reinvest into the expansion of recycling opportunities at the University.
- To ensure the safe handling, storage and disposal of waste materials at the University.
- To provide appropriate training for staff, students and other stakeholders on Waste Management issues.
- To promote industry Waste Management best practice.
- To seek to minimise waste production by applying the practice of sustainable procurement.
- To appoint Competent Person(s) to provide Waste Management advice, guidance and information.

4. APPLICATION

This University Policy and Management Procedure applies to all activities undertaken by (or on behalf of) the University including those of its staff, students, contractors, suppliers and others.

ARRANGEMENTS

5. GLOSSARY OF TERMS

5.1 Best Practicable Environmental Option

The Best Practicable Environmental Option (BEPO) refers to the analysis of different methods of waste disposal. The preferred option is one which minimises harm to the environment as a whole, taking into account what is affordable and practicable.

5.2 The Environmental Protection Act 1990 (EPA)

This is the single most important piece of environmental legislation and it controls many aspects of how the environment is protected and regulated. The EPA (amended 1995) provides the main statutory framework in relation to Waste Management.

The majority of waste being removed from the University is Controlled Waste. This is described within the EPA as waste arising from household, commercial, or industrial premises. Controlled Waste at the University includes waste from departmental offices, food and catering outlets, retail outlets and shops, student accommodation including Colleges and other domestic activities.

Section 34 of the EPA imposes a 'Duty of Care' on all producers and handlers of waste, 'to take reasonable measures to prevent the unauthorised deposit, treatment or disposal of waste'. To achieve this the University will:

- Maintain and keep records of how much waste we generate.
- Ensure that only registered carriers collect and remove our waste.

- Ensure that all transfer notes and supporting documents are completed, detailing the type of waste for disposal.
- Maintain and keep records and supporting documents for a minimum period of three years.
- Ensure that all waste is dealt with in accordance with the EPA Section 34.
- Do not accept any 'private' or 'external waste' being brought on to any University premises.

Breach of this Duty of Care is a criminal offence and can incur penalties of up to £5,000 or an unlimited fine if convicted on indictment.

5.3 **Hazardous Waste**

Hazardous Waste is the most dangerous waste as this can cause the greatest environmental impact and is harmful to human health. Hazardous Waste is listed within **The List of Wastes (England) Regulations 2005**. Some common Hazardous Wastes are listed below:

- Acids, Alkaline Solutions.
- Solvents and Paints.
- Pesticides.
- Batteries.
- Fluorescent Tubes, Televisions and Computer Equipment.
- Photographic Chemicals and Hazardous Chemical Substances.
- Waste Oils and Fuels.

Other hazardous wastes such as Asbestos and Radioactive Substances are subject to their own specific legislation.

5.4 **Clinical Waste**

Clinical Waste is defined as waste which consists wholly or partly of the following:

- Human or Animal Tissues.
- Blood or other body fluids including any excretions.
- Drugs or other pharmaceutical products other than controlled or cytotoxic drugs.
- Clinical swabs or dressings.
- Syringes, needles or other sharp instruments.

The above list, unless rendered safe, may prove hazardous to any person encountering it. Clinical Waste also includes any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice or activity and includes investigation, treatment, care, teaching or research or collection of blood for transfusion; being waste which may cause infection to any person being exposed to it.

6. **MANAGEMENT OF WASTE METHODOLOGY**

The legal definition of waste comes from Section 75(2) of the EPA and defines waste as any substance or object which the holder discards, intends to discard, or is required to discard.

The EPA refers to Controlled Waste which is split into four categories - Household, Commercial, Industrial and Clinical Waste. The University produces waste in all four of these categories.

All members of the University including staff, students, stakeholders, contractors, visitors, conference delegates and members of the public are to take reasonable care to minimise the waste they produce. Where there are products and materials that are identified for disposal or are no longer required the following hierarchy of control options is to be followed:

- **Reduce** – also known as Waste Minimisation, to reduce the amount of waste being produced.
- **Reuse** – continually to reuse an item in order to eliminate the use of resources in making new items.
- **Recovery (Recycling)** – the collection and reprocessing of wastes either into the same product or a different one.
- **Recovery (Composting)** – biological decomposition of organic material to create a soil conditioner.
- **Recovery (Energy)** – Waste is incinerated, and the heat is recovered to generate energy.
- **Disposal** – Waste materials are sent in an untreated condition to landfill.

Prevention

Re-use and
Recycling

