

# NCG Waste Management Policy



<b><u>Policy Title</u></b>	<b>Waste Management Policy</b>
<b><u>Policy Category</u></b>	Compliant
<b><u>Owner</u></b>	Group Energy and Sustainability Officer
<b><u>Group Executive Lead</u></b>	Chief Finance Officer
<b><u>Date Written</u></b>	August 2018 / Reviewed August 2019
<b><u>Considered By</u></b>	N/A
<b><u>Approved By</u></b>	Executive Board
<b><u>Date Approved</u></b>	September 2020
<b><u>Equality Impact Assessment</u></b>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<b><u>Freedom of Information</u></b>	This document will be publically available through the Groups Publication Scheme.
<b><u>Review Date</u></b>	September 2021
<b><u>Policy Summary</u></b>	The purpose of the Waste Management policy is to ensure that all colleges and NCG are compliant with relevant waste legislation.

<b><u>Applicability of Policy</u></b>	<b><u>Consultation Undertaken</u></b>	<b><u>Applicable To</u></b>
Newcastle	Yes	Yes
Newcastle 6th Form	Yes	Yes
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham Southwick	Yes	Yes
West Lancashire	Yes	Yes
Group Services	Yes	Yes

<b><u>Changes to Earlier Versions</u></b>	
<b><u>Previous Approval Date</u></b>	<b><u>Summarise Changes Made Here</u></b>
August 2019	Minor amendments including Group Exec Lead and amending divisions to Colleges

<b><u>Linked Documents</u></b>	
<b><u>Document Title</u></b>	<b><u>Relevance</u></b>
Energy, Environment & Sustainability Policy	The waste policy feeds into the wider energy, environment & sustainability policy. Specifically to “A commitment to the protection of the environment, including prevention of pollution.”



## 1. Scope and purpose of the policy

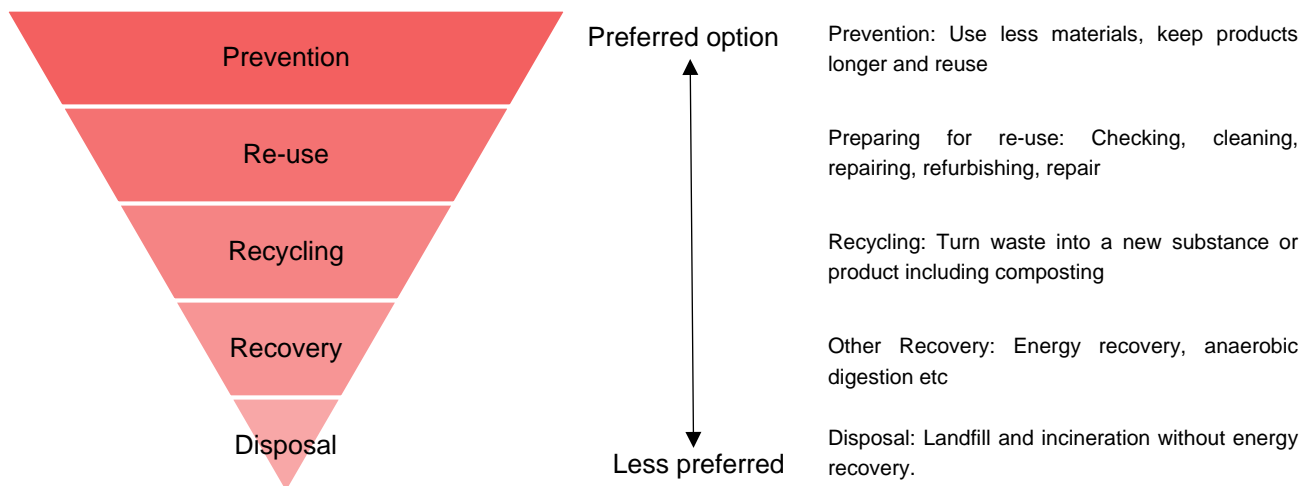
All organisations that produce, keep or dispose of any type of waste are legally required to comply with the Duty of Care provisions set out in the Environmental Protection Act 1990 and a number of other waste management legislations.

To meet both legal and other obligations NCG requires everyone; staff, students and visitors to comply with this policy and the local colleges code of practice and guidance regarding waste management.

## 2. Objectives

NCG is committed to the continuous improvement of waste management and the reduction of waste that is sent to landfill; every opportunity to minimise waste should be taken in order to avoid this. In order to best achieve this NCG should embrace the waste hierarchy in all activities across the group, this should form the principle of our waste management guidelines.

### Waste Hierarchy



### Hazardous waste

With hazardous waste NCG have a duty of care to ensure that our waste is disposed of correctly by both an authorised carrier and treatment centre. All colleges must ensure the following:

- Any hazardous waste carrier that is not currently listed on the NCG Waste Hub must have a Hazardous Waste Supplier form (HSF.01) completed and returned to the Group Energy & Sustainability Officer to ensure that the relevant duty of care checks are carried out prior to the waste being removed from premises.
- Waste transfer notes / consignment notes for hazardous waste are required to be kept by law for 3 years in the event of an inspection request from the Environment Agency. Therefore, a copy of these notes needs to be returned to Group Energy



& Sustainability Officer or uploaded via the Environmental management system SharePoint under the Waste Transfer Notes.

- When hazardous waste has been removed from site, the division must update the hazardous waste register on the NCG Environmental management system. All information is required to ensure an adequate audit trail.
- Hazardous waste needs to be stored and disposed of in accordance to their material data sheets.

### General Waste

- All waste must be disposed of using a licensed waste carrier.
- No waste under any circumstance should be taken by either a member of staff, student or visitor.
- Waste transfer notes / consignment notes are required to be kept by law for 2 years in the event of an inspection request from the Environment Agency. Therefore, a copy of these notes needs to be returned to Group Energy & Sustainability Officer or uploaded via the Environmental management system on SharePoint. <http://ncg-ems.ncgrp.co.uk> under the general waste section.

### Home workers

Should a member of staff have a requirement to work from home for any NCG business they must ensure all NCG business waste is disposed of in their local college via the correct waste disposal process. NCG will not be responsible for any fines imposed for breach of waste regulations from local or national authorities.

### Confidential Waste

NCG has a further requirement under The General Data Protection Regulation (GDPR) to implement appropriate organisational measures to ensure that a level of security is applied to the disposal of waste items containing personal data, in order to maintain the confidentiality and integrity of that data and avoid data breaches. Staff members working on-site at a college or from home who are disposing of documents containing personal data **must** use the confidential waste bins located on college sites as well as cross shredders where available. Failure to comply with the requirements of GDPR can result in imposed fines upon the business, as well as on the individual if they are perceived to have demonstrated incompetence when handling personal data.

### Waste Inventory

## NCG Waste Management Policy



All colleges MUST create a waste inventory and keep this up to date, this will need to cover all waste streams including hazardous waste: type, disposed to, frequency and paperwork and special requirements.

### Duty of Care Audits

NCG are required under the Environmental Protection Act 1990 to ensure due diligence audits with all contracted waste carriers; at the procurement stage and at regular intervals throughout the lifetime of the contract. This can be done by either a physical audit, desktop audit or a mixture of both.

If a waste contract is being procured centrally by NCG and procurement, then NCG will take on responsibility for the due diligence audits at the procurement stage. Colleges will then be responsible for the ongoing audits throughout the contract.

If a college procures its own waste contractors it must then perform the due diligence requirements set out by the Environmental Protection Act 1990 and NCG and this policy and upload audits to the NCG Environmental management system.

### Permits and Exemptions

Waste streams that require particular waste permits (e.g. washing business vehicles on site) or exemptions need to be coordinated via the NCG Group Property unit to ensure the correct permit is applied for from the environment agency or local water authority.

### Water drains

No hazardous waste shall ever be put down the drains or internal sinks this list is not exhaustive but includes:

- Paint
- Food
- Lab waste (Chemicals)
- Photographic developer & fixer
- Radioactive waste
- Mercury



### 3. Organisation and Management

The responsibilities and organisational arrangements for this Waste Management Policy will be delegated to nominated, responsible persons in NCG and each of its colleges.

#### **Nominated Responsible Person Responsible for:**

1. Signing all School/Directorate Waste Transfer Notes and uploading them to Environmental management system.
2. Make these records available for internal audit and external audit by the Health, Safety and Environment Office.
3. Supplying information and paperwork on all wastes disposed of, when it is requested by the Health, Safety and Environment Office.
4. Attending appropriate training

#### **Staff Responsible for:**

1. Disposing of waste responsibly, through the appropriate waste stream, in accordance with divisional policy and procedures.
2. Reporting any problems with waste collection schemes to their local estates office or group Helpdesk.

#### **Students Responsible for:**

1. Disposing of waste responsibly, through the appropriate waste stream, in accordance with group policy and procedures.
2. Reporting any problems with waste to a teacher/lecturer or member of staff.

#### **Contractors and Suppliers Responsible for:**

1. Disposing of waste responsibly, through the appropriate waste stream. This must be either in accordance with group policy and procedures, or, through a scheme approved by the group. Copies of waste transfer notes must be made available to the group.

### 4. Policy Review

This policy will be subject to annual review or earlier dependent on changes to environmental legislation.

### 5. Policy Enforcement

The Governance service will oversee implementation and adherence to this Policy.