

<u>Policy Title</u>	Waste Policy
<u>Policy Category</u>	Compliant
<u>Owner</u>	Group Energy & Sustainability Officer
<u>Group Executive Lead</u>	Chief Finance Officer
<u>Date Written</u>	May 2021
<u>Considered By</u>	N/A
<u>Approved By</u>	Executive Board
<u>Date Approved</u>	September 2021
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics
<u>Freedom of Information</u>	This document will be publicly available through the Groups Publication Scheme.
<u>Review Date</u>	February 2024
<u>Policy Summary</u>	NCG's commitment to waste reduction in line with the NCG Environmental Strategy.

<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Carlisle College	Yes	Yes
Kidderminster College	Yes	Yes
Lewisham College	Yes	Yes
Newcastle College	Yes	Yes
Newcastle Sixth Form College	Yes	Yes
Southwark College	Yes	Yes
West Lancashire College	Yes	Yes
Professional Services	Yes	Yes

<u>Changes to Earlier Versions</u>	
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>
21/01/2020	Policy has been condensed and now references NCG's environmental targets as set out in the NCG Environmental Strategy.

<u>Linked Documents</u>	
<u>Document Title</u>	<u>Relevance</u>
Environmental Strategy	Sets out NCGs environmental ambitions and targets till 2030
Waste Management Policy	NCGs policy on waste management and legislation.

1. Purpose

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

2. Commitments

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 we commit to the following:

- Only registered waste carriers may be used for the disposal of waste.
- New waste carriers must have due diligence completed before being used to remove waste from site.
- Due diligence will be completed on all active waste carriers at least every 2 years.
- Waste must never be removed from site by staff, students or anyone else.
- Waste transfer notes must be retained for at least 2 years.
- Consignment notes (hazardous) must be retained for at least 3 years.
- No waste should ever be put down the drains or internal sinks.
- Each college is responsible for updating and maintaining its own waste inventory.
- Any confidential waste must be disposed of in accordance with GDPR guidance.

3. Targets

- Achieve zero waste to landfill by 2030.
- A year on year reduction in waste across our colleges.
- Phasing out of single use plastics where possible from our operations where possible.

4. Further guidance

Further guidance can be found on the NCG Environmental Intranet page under the waste section.

5. Review:

Our policy is to deliver the strategy which is valid until 2030.

The review of the policy will be carried out every three years and or if there is a significant change in environmental legislation.