



The University of Edinburgh Waste Strategy 2018/19 – 2022/23

1. Introduction

This Strategy sets out how The University of Edinburgh will achieve its vision of becoming a zero waste¹ University by embedding Circular Economy thinking, and putting waste prevention, reuse and recycling at the forefront of our relationship with resources.

The Strategy provides a direction for the University to manage its material resources more effectively by thinking of waste as a resource, with the aim of achieving increased efficiency, cost savings, lower environmental impact and positive carbon reductions. The aim is to reduce the unnecessary use of raw materials, encourage reuse of products, and reduce waste to landfill through recycling, composting or energy recovery.

2. Context

The University has a large number of staff and students involved in a wide range of research and teaching activities (36,500 students and 13,500 academic and support staff (9,500 FTE)² across five main Campuses) and almost 2,000 beds at Pollock Halls of Residence, and is therefore one of the larger producers of waste in Edinburgh, producing a number of waste streams³. The Waste Office sits within Estates Operations in the Estates Department and are responsible for the management of all University waste streams by procuring, managing and monitoring centralised contracts for general waste and recycling streams, and for high risk or hazardous streams (e.g. hazardous waste, clinical and biological waste, waste electrical and electronic equipment (WEEE), etc).

The University of Edinburgh's academic structure is based on three Colleges containing a total of 20 Schools, plus three Support Groups. The University has a broad spectrum of activities across its estate including general teaching spaces, offices, laboratories, halls of residences, conference and catering facilities, student unions and trades workshops. Many of these see significant variations in the amount of waste produced during the year but in general the quantities of waste produced is dependent on student term-times. The Edinburgh Festival Fringe, which is held annually during August, also affects the quantity of waste generated as many University venues are used during this period.

The University's Strategic Plan 2016⁴ clearly outlines the University's commitment to sustainability and social responsibility through the inclusion of a dedicated vision. The Plan

¹ The University will aim to becoming zero waste as far as practically possible. Some waste will always need to be managed for disposal of for environmental, health and safety, or technical reasons.

² 2016/17 data (at the time of writing 2017/18 data was not available, and therefore baseline data from 2016/17 was used).

³ The majority of the waste produced at The University of Edinburgh falls under the following categories: general, dry mixed recyclables, food, clinical and biological, radioactive, confidential, hazardous, and WEEE. However, the type of waste arising from the University operations are wide and varied.

⁴ <https://www.ed.ac.uk/governance-strategic-planning/strategic-planning/strategic-plan/get-your-copy>

states that *'As a truly global university, rooted in Scotland's capital city, we make a significant, sustainable and socially responsible contribution to the world.'*

The Strategy supports our Estates Vision 2017-2027⁵ with regards to *'planning an optimal, accessible estate to meet the future requirements of our students and staff'*. The University has also committed to become carbon neutral by 2040, and the Climate Strategy 2016-26⁶ lays out a comprehensive whole institution approach to climate change mitigation and adaptation in order to achieve this ambitious target, and recognises that waste management contributes to our carbon footprint. In adopting an integrated approach to reporting including natural capital, The University's Annual Report and Accounts for the year to 31 July 2017⁷ states a long-term value to *'embrace the circular economy'*.

The throwaway culture in the UK has received increasing interest over the past couple of years, and this is a subject which The University of Edinburgh must address. In January 2018, the UK Government launched their 25 Year Environment Plan which aims to improve the UK environment over a generation. The paper is wide-ranging including resource management, plastics recycling, sustainability and energy management. Of note, is that avoidable plastic waste should be eliminated by 2042⁸. As well as single-use plastics e.g. cups, straws, etc, another symbol of our throwaway society are disposable cups. In January 2018, the Government announced that they will consider a 25p levy on disposable cups, but effectiveness of such a policy would need to be considered before it is implemented across the UK.

The Scottish Government's 'A Circular Economy Strategy for Scotland'⁹ sets out the ambition for a circular economy, where products and materials are kept in high value use for as long as possible. There are significant environmental benefits to a more circular economy: from reducing greenhouse gas emissions, relieving pressure on water resources, virgin materials and habitats, and limiting pollution of air, soils and watercourses. The Scottish Government's Climate Change Plan¹⁰ highlights the desire for second hand goods to be seen as a good value, mainstream option and for products to be designed for longer lifetimes. The following Scottish Government targets are set out in the Plan and this Strategy aims to support these:

- Ending landfilling of biodegradable municipal waste by January 2021 and reducing the percentage of all waste sent to landfill to 5% by 2025.
- By 2025, reduce food waste by 33%, and recycle 70% of all waste.
- By 2035, aim to be delivering emissions reductions through a circular economy approach.

Extensive waste management legislation exists at Scottish, UK and European level and various technical documents produced by the UK or Scottish Government and/or the Regulator, must to be adhered to (as detailed in Appendix 1).

⁵ <https://www.edweb.ed.ac.uk/estates/staff/info-est-dept-staff/estates-vision>

⁶ <https://www.ed.ac.uk/about/sustainability/themes/climate-change/climate-strategy/read>

⁷ https://www.ed.ac.uk/files/atoms/files/uoae_annual_report_and_accounts_2016-17_0.pdf

⁸ China banned 24 types of solid waste material (including unsorted paper and plastics) on 1 January 2018, meaning that recyclables may have to be temporarily stockpiled, or even landfilled, as recycling companies may find it difficult to find alternative markets.

⁹ <http://www.gov.scot/Resource/0049/00494471.pdf>

¹⁰ <http://www.gov.scot/Resource/0053/00532096.pdf>

3. Scope

The scope of this Strategy is based on operational control: targets include all The University of Edinburgh managed waste on our academic estate (including waste from Accommodation, Catering and Events (ACE) retail catering), as well as those for ACE managed student accommodation¹¹ and catering¹² at Pollock Halls.

The Estates Department Waste Office manage all waste from across the estate (including Edinburgh University Students' Association (EUSA)). As the Waste Office manages the contracts for ACE retail catering, this is included in the Strategy targets for the academic estate. ACE manages waste arising from University managed accommodation and catering at Pollock Halls and targets are included for these arisings ((term-time arisings only (September to May inclusive). ACE also has numerous other managed sites across the City (approximately 8,000 beds in total in 2016/17¹³) for which the City of Edinburgh Council collect waste and therefore have operational control, and therefore targets cannot be set for these properties. However, the Strategy principles, values and approach are relevant for all ACE managed student accommodation as well as any contractors working on the University estate and affiliated University companies.

4. Objective and Targets

The University's approach to waste is an area which students, staff and wider community stakeholders are increasingly interested in. Circular economy research carried out in 2015¹⁴ highlighted that Higher Education Institutions such as The University of Edinburgh play a pivotal role in a transformation to a circular economy. They can supply cutting edge research that promotes the adoption of circular economy initiatives and educate designers, engineers, future business leaders, procurement decision makers, potential market influencers, policy makers, and many others; in addition, they have leverage in their own supply chains and operations.

Development and promotion of practical initiatives relating to circular economy is essential in order to fulfil the vision of becoming a zero carbon University, alongside supporting research and teaching on circular economy thinking through collaborative projects with industry.

Researchers found that a range of research and teaching on circular economy thinking is taking place at the University, and some practical initiatives exist which could be developed and promoted further – including current practices and policies within the University, initiatives such as world-leading research by the School of Chemistry on urban mining, the Warp It re-use portal for staff, the student led reuse cooperative SHRUB (Swap and Reuse Hub), activities of the UK Biochar Research Centre (which uses waste to enhance soils), reuse of furniture across the estate by the Furniture Office, the PC Reuse Project (which reuses PCs and other IT equipment internally), and a trial coffee ground collection service with an ecoprise who process it to create an all-natural, 100% recycled plant food. In addition, ACE continues to promote and support reuse, and partners with local community groups and charities. Seeing the University as a 'Living Lab' by connecting our research, learning, teaching and operations, can provide

¹¹ Baird, Ewing, Grant, Lee, Turner, Holland, John Burnett Houses and Chancellor's Court.

¹² JMCC.

¹³ At the time of writing 2017/18 data was not available, and therefore baseline data from 2016/17 was used.

¹⁴ https://www.ed.ac.uk/files/atoms/files/zws_uae_circular_economy_report_-_final_may_2015.pdf

opportunities for funding and industry engagement as well as enhancing the student experience.

Robust, flexible and acceptable targets are required that suit the University's changing business needs and performance. The strategic targets for 2022/23 are detailed in the table below, with the background to our waste management performance detailed in Appendix 2¹⁵.

	Academic Estate¹⁶	ACE Managed Student Accommodation at Pollock Halls¹⁷	ACE Managed Student Catering at Pollock Halls¹⁷
Waste reduction	10% reduction in waste arising per capita (FTE staff and students) from a baseline of 73 kg in 2016/17 to 66 kg.	10% reduction in waste arising per student from a baseline of 66 kg in 2016/17 to 59 kg.	10% reduction in waste arising per student from a baseline of 71 kg in 2016/17 to 63 kg.
Reuse	Increase reuse rate to 10% against a 2016/17 baseline of 5%.	Reuse at least 90% of furniture and equipment resulting from accommodation refurbishments.	<i>Target not appropriate as no scope for reuse.</i>
Recycling and composting¹⁸	Increase recycling/composting rate to 80% against a 2016/17 baseline of 52%.	Increase recycling rate to 80% against a 2016/17 baseline of 41%.	Increase recycling/composting rate to 80% against a 2016/17 baseline of 66%.
Composting/AD	Reduce food waste by 40% to 36 tonnes in 2022/23 (against a baseline of 60 tonnes in 2016/17).	<i>Target not appropriate as food waste is not collected separately within student accommodation.</i>	Reduce food waste by 40% to 34 tonnes in 2022/23 (against a baseline of 57 tonnes in 2016/17).
Landfill diversion	Maintain percentage diverted from landfill at 99%.		
Sustainable procurement	Support improvement and innovation in supply chain waste to contribute to Scottish and global circular economy ambitions.		
Sustainable estate development	Promote resource efficiency via the effective management and reduction of construction waste with targets specified, monitored and reported in site specific management plans.		

The following sections introduce the targets; an Implementation Plan detailing how these targets will be met is available as a separate document.

¹⁵ At the time of writing 2017/18 data was not available, and therefore baseline data from 2016/17 was used.

¹⁶ Based on total academic waste arisings in 2016/17, and FTE staff and students numbers (at the time of writing 2017/18 data was not available, and therefore baseline data from 2016/17 was used).

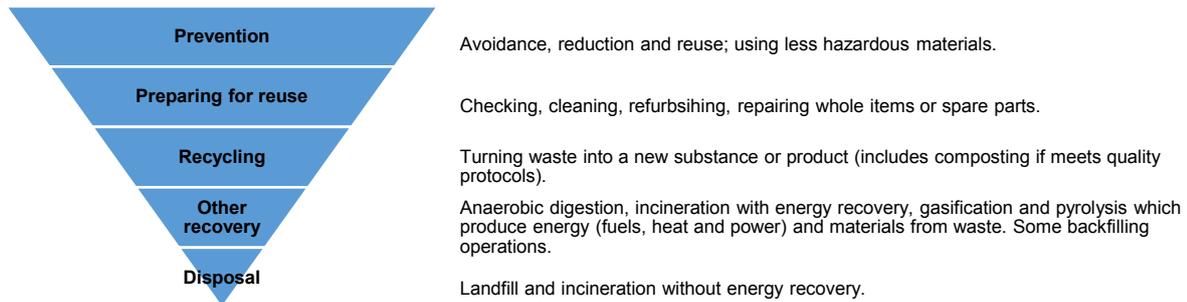
¹⁷ Based on total term-time waste arisings in 2016/17 (September to May inclusive), and 1,979 beds at Pollock Halls (at the time of writing 2017/18 data was not available, and therefore baseline data from 2016/17 was used).

¹⁸ Includes anaerobic digestion.

4.1 Waste Reduction, Reuse, Recycling and Composting

The University has a commitment to follow the waste hierarchy and implement initiatives that encourage waste producers to reduce the overall waste that they produce, and prevent waste production wherever possible.

The waste hierarchy ranks waste management options according to the best environmental outcome taking into consideration the lifecycle of the material i.e. the principal of treatment of waste in the following order: prevention, preparing for reuse, recycling, other recovery and disposal.



4.2 Sustainable Procurement

The University's sustainable procurement goal is to procure goods and services in ways that maximise efficiency and effectiveness while minimising social, environmental and other risks. When buying through the University's purchasing systems, or using other University contracted suppliers, students and staff can be confident that environmental and social issues have been taken into account. Priority is given to social responsibility and sustainability and whole life costs when selecting suppliers and awarding contracts. The University has adopted Scottish Government tools to embed environmental, economic and social sustainability into our public procurement activity. These robust measures help the University to meet its sustainability commitments and fulfil the Sustainable Procurement Duty by analysing each spend area and linking practical guidance for each procurement stage.

4.3 Sustainable Estate Development

An extensive programme of new buildings and estates improvements is planned for the University over the coming decade, therefore it is imperative to embed sustainability in the design process and practice.

The construction of new University buildings and refurbishment of our existing estate are important contributors to University sustainability. Key objectives are BREEAM Excellent, whole life costing and the City of Edinburgh Council Edinburgh Standards for Sustainable Building Supplementary Planning Guidance. The Estates Department T46 Sustainability Strategy is being redeveloped to reflect the priorities for the University. The current version¹⁹ states that all BREEAM waste credits must be achieved in terms of construction waste (percentage of construction site waste diverted from landfill, reduction of construction and demolition waste to

¹⁹ http://www.ed.ac.uk/files/atoms/files/t46_sustain_strategy_110303.doc

landfill, and provision for recycling during occupation). Targets for materials are also included stating that design and specifications should ensure a minimum recycled content of at least 20% by value, and that the embodied lifetime environmental impact of all materials should be reduced by selecting on the basis of environmental preference, e.g. recycled content, low maintenance, etc.

The consultation process represents the most important aspect of project delivery and a Project Delivery Collaboration, Communication and Consultation Schedule is implemented for every project. This process aligns with the current RIBA stage structure as incorporated in the new Estates Project Delivery Process Map, and the Waste Office is consulted at various stages from concept design through to fit out. Sustainable development design principles are incorporated into all projects from conception through to construction and operation. Tender documents and contracts embed these through unambiguously worded requirements and project management will ensure the designs are delivered through all stages of projects, with commissioning demonstrating compliance against performance targets.

Contractors should develop a Site Waste Management Plan on any project before construction work begins which would include the following:

- A description of each waste type expected to be produced in the course of the project
- An estimate of the quantity of each different waste type expected to be produced
- Identification of the waste management action proposed for each different waste type, including reusing, recycling, recovery and disposal

5. Monitoring and Review

The Waste Office will manage the delivery of the Waste Strategy to ensure it remains current and relevant with the local, national and European context, as well as to ensure compliance with government policy and guidance. The University requires all staff, students, Service Providers and anyone else making use of University premises to comply with this Strategy; standards expected are detailed further in Appendix 3, with responsibilities and organisational arrangements detailed in Appendix 4.

Reporting will be to the Estates Management Group and SRS Committee, with input from the Sustainability Strategy Advisory Group (SSAG), under which a Waste Sub-group will sit; this will consist of staff from the Estates Department, Department for Social Responsibility and Sustainability (SRS), Procurement Office, Health and Safety Department, ACE and EUSA.

The Waste Strategy will be reviewed in 2021.

The Waste Sub-group will review the following quarterly:

- Progress against objectives and targets – a report will be delivered by the Waste Manager for each target.
- Recommendations on changes required to objectives or targets – upon discussing each objective, the relevance will be evaluated and changes discussed.
- Legislation, policy and targets – a review of any significant changes in policy that may affect the objectives or indeed may require the addition of new ones.

- Operational infrastructure – any changes to the estate or operations that have been made that will have an effect on objectives or any additional operations that may be considered to assist the delivery of the objectives.
- Resourcing – a review of resourcing in order to meet objectives.
- Waste producers – consideration of any changes in waste arisings.
- Strategy refresh decisions – if changes are required, these will be proposed to the Estates Management Group.

Appendix 1 – Legislation

The University has a legal obligation, a Duty of Care, to be able to demonstrate that it knows how its waste is being managed. Waste movements are tracked through SEPA Waste Transfer Notes (non-hazardous waste) and Consignment Notes (hazardous waste); these ensure that all waste is managed responsibly from where it is produced to the authorised recovery or disposal facility.

Extensive waste management legislation exists at Scottish, UK and European level. In addition, various technical documents produced by the UK or Scottish Government and/or the Regulator, must to be adhered to. The key legislation related to this Strategy are as follows:

- The Waste (Scotland) Regulations 2012
- The Landfill (Scotland) Amendment Regulations 2013
- The Waste Electrical and Electronic Equipment (Amendment) Regulations 2015
- Environmental Protection Act 1990
- The Environmental Protection (Duty of Care) (Scotland) Regulations 2014
- Special Waste Amendment (Scotland) Regulations 2004
- Animal By-Products (Enforcement) (Scotland) Regulations 2013
- The Waste Batteries and Accumulators (Amendment) Regulations 2015

Appendix 2 – Background Performance

The University of Edinburgh has made significant progress in terms of waste management since 2014/15²⁰ across the estate as highlighted in the figures below.

The University produces over 3,500 tonnes of waste annually, and already undertakes numerous waste reduction and reuse initiatives. There is a commitment to encouraging and enabling the reuse of University-owned resources by helping staff and students locate and make further use of items which have been identified as redundant by their primary user group. Reuse rate is difficult to capture, and in all likelihood the rate will be higher as reuse will be occurring organically within the University and therefore this data will not be captured.

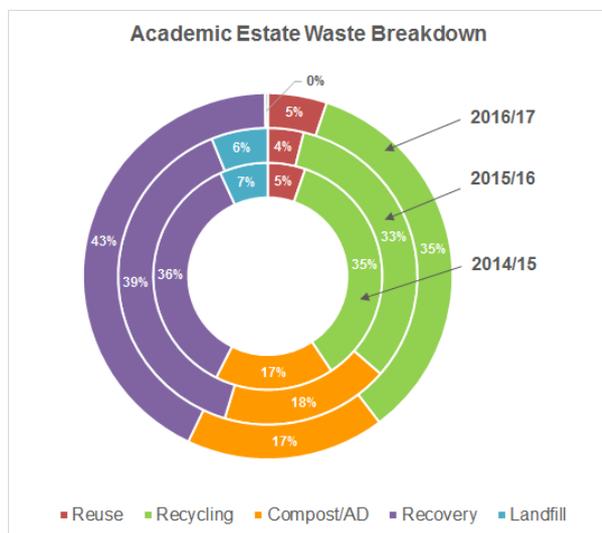
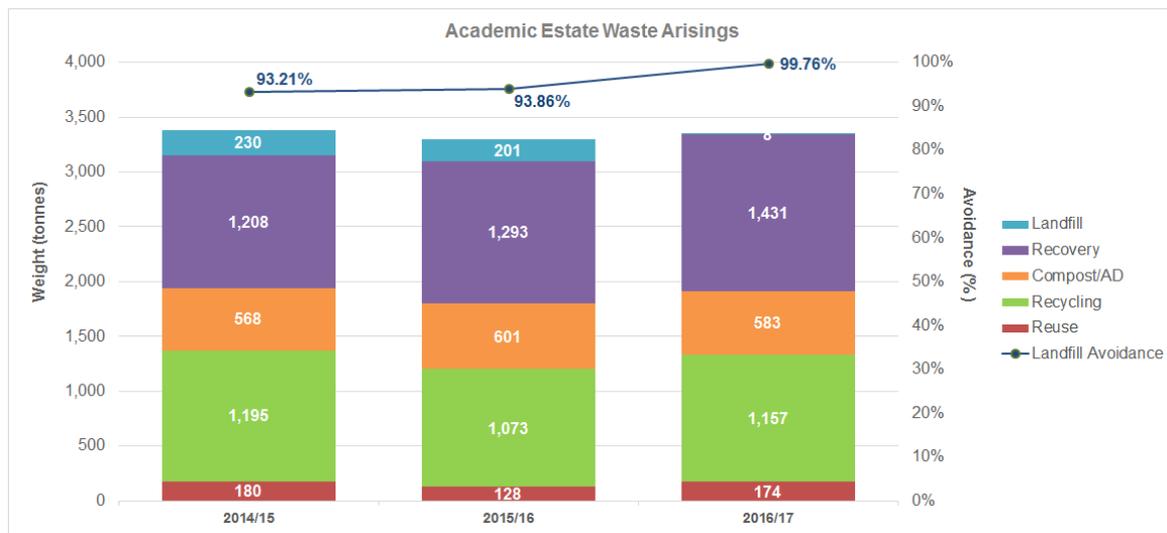
Within ACE managed student accommodation at Pollock Halls, as much equipment and furniture as possible is reused internally, and where this is not possible they have partnerships with local charities so that others can benefit from their waste. At the end of term, all students' waste is collected and stored over the summer months and offered free of charge to new students at the beginning of the academic year in a Free Shop. Any items not claimed in the Free Shop are redistributed to local charities.

There is an objective to provide means across the University to recycle and compost as many materials as possible in order to produce an output which is clean and free from food waste contamination, thereby providing a valuable resource for market recovery of plastics, metals, paper, card and glass.

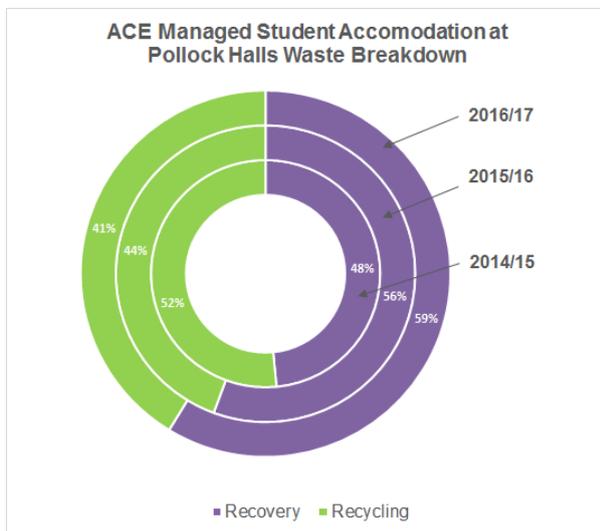
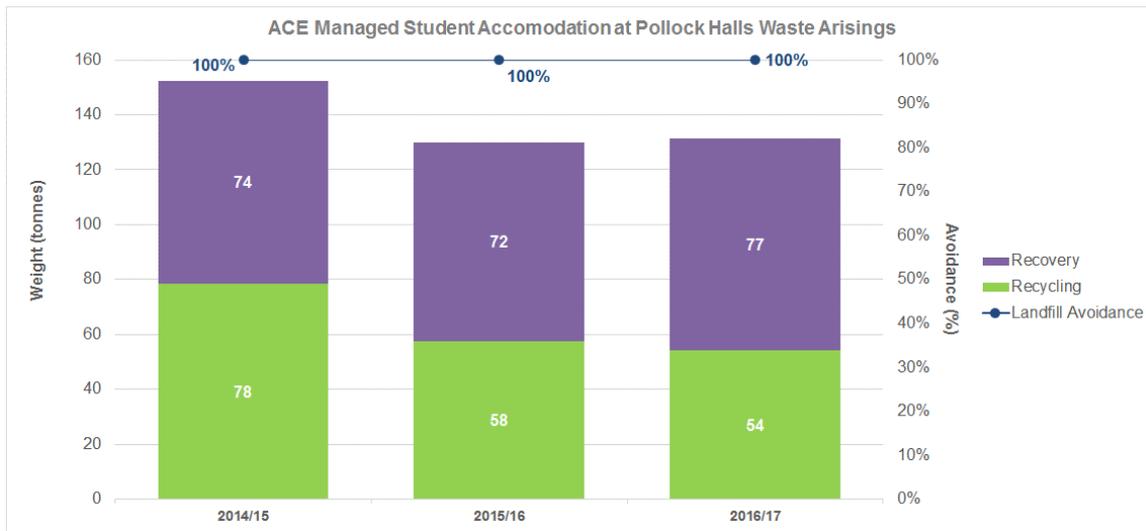
The University already achieves a high diversion from landfill rate. General waste is collected by our waste contractor to produce RDF (refuse derived fuel) for use in energy recovery facilities, and therefore is diverted from landfill. Other wastes such as clinical and biological, radioactive, and hazardous, are collected via our licensed Contractors for further treatment.

²⁰ In 2014, the University embarked on a new waste contract which resulted in the need to re-stream high volume waste types. Additionally, the then pending legislative changes (which came into effect on 1 January 2014) resulted in an early requirement of third party receivers of our recyclate for a level of quality higher than we were producing. Therefore the data prior to this date is not comparable and is not reported.

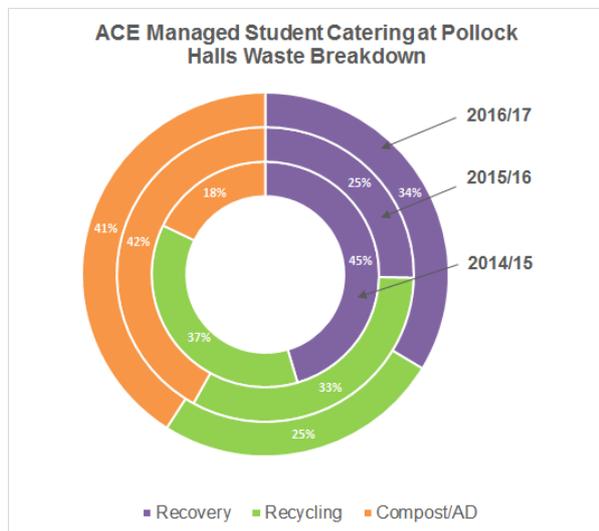
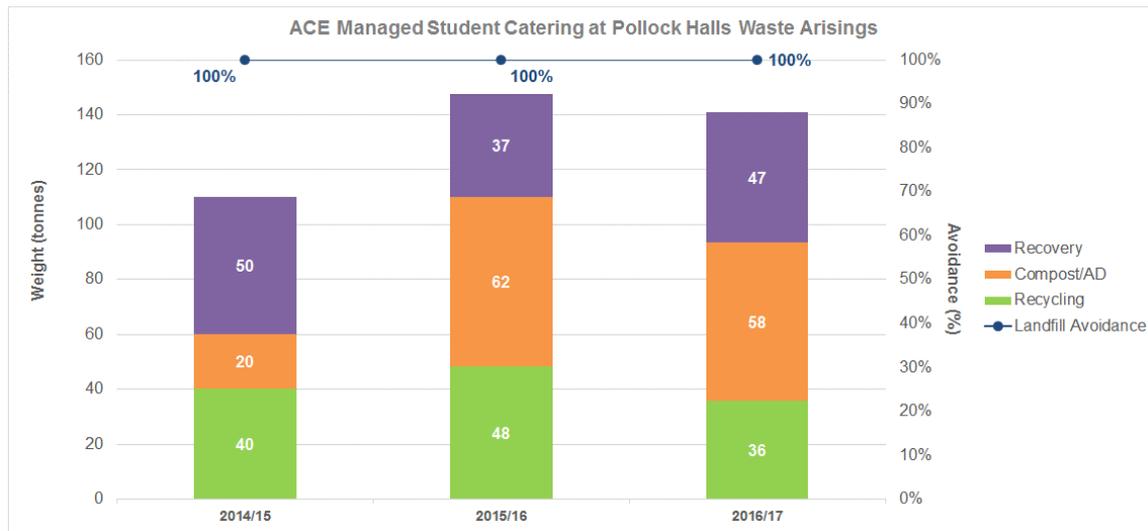
Academic Estate



ACE Managed Student Accommodation at Pollock Halls



ACE Managed Student Catering at Pollock Halls



Appendix 3 – Standards Expected

The University requires all staff, students, Service Providers and anyone else making use of University premises to comply with this Strategy. In particular, it is expected that all members of the University community, tenants in University premises and University appointed Service Providers will adhere to the following standards:

1. Waste should be prevented or minimised wherever possible. If produced, opportunities for repair, composting and reuse should be enabled when appropriate, and only then should recycling or energy recovery be considered.
2. Waste must be stored, carried, processed, treated or disposed of in accordance with the principles of Duty of Care.
3. Waste must be securely stored in compliant and suitable containers and locations pending uplift. In particular:
 - The fabric and construction of the container must be resistant to the nature of the waste (e.g. corrosive, sharps, etc.) and suitable for the storage environment.
 - The container will be securely sealed to prevent accidental spillage/leakage.
 - Adequate security precautions should be taken to prevent loss, theft, vandalism, or unauthorised access.
 - Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling.
 - Waste collections should not prevent safe access or egress of people.
 - Waste should not be stored in plant or electrical switch rooms, near to heat or ignition sources, or hinder access to equipment.
4. Waste removed from University premises must only be transported by persons or Service Providers who are authorised to do so and subsequently treated, processed or disposed of in suitably authorised and approved facilities.
5. Any discharge to sewer from University premises that may present a substantially greater risk than domestic sewage must have the prior agreement of the statutory responsible bodies via the Estates Department.
6. Where it is shown that this Strategy has not been adhered to, (potentially) resulting in the University becoming legally vulnerable or its reputation being adversely affected, the Director of Estates shall take such steps as may be necessary to bring the situation back into compliance as soon as possible. Associated costs incurred in carrying this out may be recovered from the College, School, Unit or tenant concerned.

Appendix 4 – Organisation and Management

Responsibilities and organisational arrangements for this Strategy are in line with those defined in the University Health and Safety Policy and agreed by the University Court.

The University Court has overall legal responsibility for Waste Management at the University.

Within waste legislation (in particular the Duty of Care), individuals also retain a responsibility for disposal of wastes within their control.

The responsibilities and organisational arrangements for this Strategy are further defined in the following sections.

All Heads of Schools/Units

Responsible for:

1. Ensuring that this Strategy is disseminated within their area of responsibility.
2. Ensuring that School members are equipped to implement this Strategy, including identifying training needs and ensuring training appropriate to each individual's responsibility is available and attained.
3. Ensuring that all staff, students, visitors and School/Unit purchase goods or services from Service Providers who comply with this Strategy.
4. Ensuring either that only authorised central waste contract services are used or, if it is necessary to procure School/Unit contract services, ensuring that they fulfil our Sustainable Procurement Duty agreed by the Director of Procurement, and comply with this Strategy, and that an record is sent to the Waste Manager annually and/or when requested.
5. Non-hazardous wastes (central contracts):
 - Ensuring that all redundant IT equipment, and other suitable equipment, is reused/cascaded where possible.
 - Ensuring that non-hazardous waste is removed from University premises via centralised contracts.
6. Hazardous wastes:
 - Ensuring that no hazardous wastes are disposed of through the general waste or recycling streams or to drains.
 - Ensuring Duty of Care compliance including appropriate segregation, inventorying, recording, describing and storage.
 - Nomination of 'Responsible Person(s)' to coordinate waste disposal for any radioactive, clinical and biological, chemical or otherwise hazardous wastes.
 - Informing the Waste Manager who the nominated 'Responsible Person(s)' is and updating records when the 'Responsible Person(s)' changes.
7. Ensuring that waste management practices and procedures within the School/Unit are audited regularly and that any changes that may be required as a result of these reviews are carried into effect.
8. Encouraging staff, students and visitors to cooperate with associated campaigns, projects and initiatives.
9. Enabling the investigation of any incidents or accidents relating to waste management.

Director of Estates

Responsible for:

1. Provision of an overall framework of guidance to the University on waste management.
2. Provision of an overall framework of advice to the University on waste management procurement.

Waste Manager

Responsible for:

1. Provision of advice and guidance to the University community on waste management.
2. Coordinating the procurement and provision of appropriate and authorised central waste contract services for the University and where appropriate, tenants within University buildings.
3. Implementation, monitoring and auditing of centralised waste management systems, and overseeing the day-to-day delivery of centralised waste management services.
4. Maintaining a list of all Service Providers appointed to carry out waste-related activities and ensuring that they are procured in compliance with the our Sustainable Procurement Duty.
5. Advising all Service Providers that they must comply with the Duty of Care; that they must comply with this Strategy, or, satisfy the University that their own procedures will achieve legal compliance.
6. Auditing all waste management Service Providers working for the University.
7. Setting performance indicators and targets for waste management, and compiling data and statistics to enable annual benchmarking against established performance indicators and reporting against agreed targets.
8. Reporting to the University on progress against the performance indicators and targets.
9. Provision of appropriate training for Estates Department personnel who have responsibilities for waste management and assisting in the specification of relevant goods or services.
10. Coordinating the gathering of, and supplying of, all relevant information to appropriate enforcement agencies when information relating to waste management is requested.
11. Attaining and reporting on waste Management Permits/Licences/Exemptions as required.
12. Investigation and resolution of any incidents or accidents relating to waste management.
13. Liaising with appropriate enforcement agencies.
14. Signing annual Waste Transfer Notes for central contracts on behalf of the University.
15. Compiling and holding annual Waste Transfer Notes and Special Waste Consignment Notes for centrally managed waste collections.
16. Monitoring the performance of the Service Providers against Service Level Agreements.
17. Maintaining a contact list of Responsible Persons as provided by Heads of Schools.
18. Reviewing this Strategy.

Nominated Responsible Persons

Responsible for:

1. Signing School/Unit Waste Transfer Notes and Special Waste Consignment Notes as necessary.
2. Establishing and maintaining a record keeping system in order that the movements of all wastes can be tracked and make these records available for audit by the Estates Department.
3. Supplying information and paperwork on all wastes disposed of as requested by the Estates Department.
4. Attending appropriate training and disseminating information to other School members as appropriate.

Staff/Students/Researchers/University Tenants

Responsible for:

1. Completing and adhering to the waste disposal section within University Risk Assessment forms for all relevant activities.
2. Reusing, recycling and/or disposing of wastes responsibly through the appropriate stream in accordance with University policy and procedures and all legal requirements.
3. Reporting any problems with waste collection schemes to the Waste Office.
4. Attending appropriate training.

Service Providers

Responsible for:

1. Legal and technical compliance with all relevant statutory waste legislation or Scottish Government policy.
2. Arranging for the safe and compliant storage and collection of wastes generated through their own activities on University premises or as appropriate, where acting on behalf of the University under relevant supply or service contracts.
3. Reusing, recycling and/or disposing of waste responsibly in accordance with University policy and procedures, or, through a scheme approved by the University.
4. Making available to the University copies of Waste Transfer Notes, Special Waste Consignment Notes and other waste related records if required.
5. Providing service levels, activity reports/statistics or risk analyses, as specified under service contracts or supply agreements with the University.
6. Informing the University appointed contract manager of any risk of breach of legislation identified whilst working for the University or on our premises.

Appendix 5 – Integration with School Procedures and Documentation

All Colleges and Schools/Units should use this Strategy either to produce their own area specific procedures or directly in the induction and training of staff, researchers and students. Where local guidance is being produced, it must meet the standards and requirements set out in this Strategy and be approved by the Waste Manager.

Waste Management procedures must be included in induction programmes and training programmes.

School procurement procedures must also include relevant waste management statements.

Local procedures must be up to date, clearly written, displayed in relevant areas, take account of different levels of training, knowledge and experience and be available to all relevant students, staff, researchers, visitors, etc. Where Schools are large, or cover more than one site, it may be necessary for procedures to be developed by local administrative units to ensure effective waste management.