## WASTE MANAGEMENT POLICY FOR SOMERSET ROAD EDUCATION TRUST

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| **Version and Date** | **Action/Notes** |
| 1.0 | 5/16 | Approved by MOB 20/5/2016 Author Sharon Day SBM |
|  | 05/18 |  |

## Somerset Road Education Trust - SRET

## Introduction

The Trustees of SRET are committed to the protection of the environment through the implementation of an effective waste management program that meets or exceeds all legislative and regulatory requirements placed on it. To meet these obligations, the Trust requires all site users to comply with this policy and guidance on waste management.

SRET intends to improve the use of resources, progressively reduce impact on the environment, contain costs, and to ensure compliance with waste management legislation. Additional and specific guidance can be obtained from the environment agency through their website [http://www.netregs.gov.uk](http://www.netregs.gov.uk/)

This policy sets out specific responsibilities for the overall site management and provides a framework to enable the formalization of School procedures.

## Objectives

SRET is committed to continuous improvement of waste management practices and a reduction in the proportion of waste sent to landfill. Everyone should take every opportunity to minimise avoidable waste and ensure that materials no longer required are managed according to the following hierarchy of options:

1. **Reduce at source:** Using and discarding less material generally, segregating wastes and asking suppliers to take back packaging and re-usable containers.
2. **Re-use and repair:** Passing re-usable resources and equipment no longer required on to others and repairing in preference to replacing equipment where appropriate.
3. **Recycle:** Separating materials for recycling, such as mixed waste paper, cardboard, cans, printer consumables and waste electrical and electronic equipment.
4. **Responsibly dispose:** Complying with the Environmental Protection Act 1990 and the SRET Waste Management Policy.
5. **Ensure that appropriate contracts are in place for the disposal of Clinical Waste**

Continual improvement shall be guided by consideration of value for money and environmental benefits of options for each waste type. All pupils within SRET will also be educated with regard to the reduction and recycling of waste.

## Organisation and Management

Responsibilities and organisational agreements for this policy sit with each Head Teacher. The Head teacher of each School may delegate authority, but will remain legally responsible – as with Health and Safety matters.

Jointly, the Headteachersare responsible for (delegated to the Business Manager):

* Overseeing management of waste in their school and for ensuring compliance with Duty of Care.
* Ensuring that local waste management procedures are prepared in accordance with this policy and associated guidance.
* Via the Site Manager & premises team providing waste collection by cleaning staff of “office waste” and “recyclables” such as mixed waste paper.
* Ensuring integration of waste management and Health and Safety arrangements, where appropriate.
* Appointing a school waste co-ordinator to take a special interest in the promotion of good waste management practice. This may be the School Council.
* The introduction of recycling points within the school.

## Staff Development and Awareness Raising

Jointly, the Headteachersare responsible for (delegated to the business manager):

 Publishing this policy and associated guidance and updating them to take account of new legislation, regulatory compliance and user feedback.

 Identifying and promoting appropriate waste management training opportunities for school staff.

 Ensuring that all staff, students and visitors are aware of the importance of compliance with this policy and the legal and financial consequences of not complying with them.

* Ensuring integration of waste management training and awareness raising programmes with those in place for Health and Safety.

## External Contractors and Community Use

Jointly, the Headteachersare responsible for (delegated to the Business manager)

 Ensuring this policy is issued to all contractors and visiting professionals working at SRET.

 Ensuring that contractors and visitors are advised that they must comply with the Duty of Care and are responsible for disposal of waste they create on the SRET site, unless specific arrangements have been made.

## Record Keeping and Audit

Each Headteacheris responsible for (delegated to the Business Manager):

 Ensuring all Waste Transfer Notes and waste descriptions are completed accurately for disposals.

 Establishing and maintaining a statutory record keeping system such that wastes can be properly tracked.

* Ensuring that practices and procedures are audited at least annually and that any changes that may be required as a result of these reviews are carried into effect.
* Contracts are in place which adhere to the legal disposal of clinical waste.

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| Policy Written: May 2016 |  |
| Next Review: | May 2020 |
| Signature of Chair of Trustees: | Signature of Ex Principal |