



Health and safety procedures

1.23 Waste Management

Introduction: Acorn Pre-School & The Mighty Oaks is committed to reducing its environmental impacts through effective waste management. In order to meet our legal obligations and recycling aspirations, we require all staff, students, contractors and visitors to comply with this Policy and associated procedures on waste management.

2. Aims and Objectives: The purpose of this policy is to enable Acorn Pre-School & The Mighty Oaks to honour its commitment to manage waste responsibly. To achieve this, we will:

- Remain compliant with all relevant waste legislation;
- Aim to reduce the amount of waste generated and the associated environmental impacts by applying the principles of the waste management hierarchy;
- Use the site facilities to ensure the safe handling, effective segregation and secure storage of waste, with these aimed at maximising reuse and recycling opportunities;
- Complete regular reviews in order to ensure adherence to the policy and drive continual improvement;
- Provide appropriate training and induction for staff, students and visitors around waste practices and site specific requirements

3. Scope This policy applies to activities across Acorn Pre-School & The Mighty Oaks and applies to all staff, students, contractors and visitors.

4. Definitions Waste: Waste includes any substance or object which the holder discards or intends or is required to discard and any substance which constitutes a scrap material, an effluent or other unwanted surplus arising from the application of any process or any substance or article which requires to be disposed of which has been broken, worn out, contaminated or otherwise spoiled as per the Environmental Protection Act 1990 and amendments.

General waste: A form of controlled waste, comprising of all waste with the exception of fibre, co-mingled recyclables, food waste and hazardous waste.

Fibre waste: Card and paper

Co-mingled waste: Cans, Glass and Plastic. Note the absence of food as this will contaminate recyclables

Hazardous Waste: It includes waste that could, in certain circumstances, be harmful to human health or the environment in the short or long term due to its physical, chemical or biological properties. Batteries, fluorescent tubes, photographic chemicals, paint, waste oils, solvents, acids, alkaline solutions, pesticides and electrical equipment are all hazardous wastes.

Garden Waste: Also known as garden waste, is organic matter from gardening activities that can be broken down, is biodegradable and used as fertilizer. This includes leaves, grass clipping, branches, fruit, wood, soil plants, shrub trimmings

5. The Policy Principles All staff, students, contractors and visitors have a personal responsibility to ensure the waste they create is dealt with in accordance with this policy. Chief consideration must be given to applying the waste management hierarchy to all activities across Acorn Pre-School & The Mighty Oaks.

- **Reduce:** Only order/purchase/use the amount of materials required
- **Reuse:** Retain materials which can be reused onsite or by others; use reuse centres / scrap store to buy material where appropriate
- **Recycle:** Segregate to maximise value of material for recycling

- **Dispose:** Last resort

Acorn Pre-School & The Mighty Oaks will ensure appropriate procedures and waste management processes are in place as applicable for the principal waste streams (e.g. General waste, fibre waste, co-mingled waste and hazardous waste. Certification of appropriate disposal (in the form of a waste transfer note, consignment note or certificate of disposal) will be obtained by Acorn Pre-School & The Mighty Oaks when waste is removed by a contractor.

Waste bins / waste receptacles are clearly marked / colour coded and signage displayed to indicate what types of waste can be disposed of with the bin or receptacle. Waste is disposed of in accordance with the waste collection companies guidance.

All contractors removing waste must be registered with the Environment Agency (EA) to carry/broker waste, and proposed waste management site will need to be licenced or have letter of exemption issued by the EA. Waste should be prevented or minimised wherever possible and must be stored, carried, processed or disposed of in accordance with the principles of duty of care. Waste must be stored in compliant and suitable containers and locations pending their disposal. Waste containers must be securely sealed to prevent accidental spillage or leakage. Segregation of waste must occur on site to prevent contamination and mixing of materials to maximise the opportunity for recycling. Excess waste is not to be stored within the building or any other location not intended for waste collection.

Waste and recycling is removed and transported by persons or service providers that are authorised to do so.

6. Risk Management Statement

Failure to comply with this policy could lead to environmental pollution and expose Acorn Pre-School & The Mighty Oaks to risk of legal noncompliance action.