HOMES FOR STUDENTS

WASTE MANAGEMENT MANUAL

SITE: St Gabriels Court

SITE MANAGER: Molly Shutter

ENVIRONMENTAL OFFICER: Manchester City Council

PERSON IN CHARGE OF WASTE DOCUMENTATION: General Manager and Health and Safety Manager

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SECTION 1

INTRODUCTION

This Waste Manual is designed for use at all the company's sites. As such all parts may not be relevant to every site it will depend on the services provided, waste produced and the contractors used at each site.

Firstly, it is important to designate someone to be in charge of waste management at each site. It is their job to keep and maintain this manual up to date. This document will be periodically audited by the Health and Safety Manager.

The purpose of this manual is to provide guidance on the procedures and documentation required regarding waste and to provide a place to keep these documents.

The company has two roles in their management of waste. They are responsible for the waste we produce as a company – i.e., Homes for Students "HFS" waste, and also on some sites we manage or broker waste for our clients. Our responsibility and the legal requirements differ for these two cases. Thus, when dealing with waste always ask – who is the waste producer HFS or the client?

In cases where HFS manages / brokers the waste for the client the documentation required is the same as if we were the producer.

1.1 DEFINITIONS OF WASTE:

Waste is defined in the Waste Framework Directive as:

"any substance or object which the holder discards or intends or is required to discard"

Controlled waste is household, commercial or industrial waste, therefore, any waste produced by the company is classed as controlled waste.

Hazardous waste is waste that contains properties that might be harmful to health or the environment. Hazardous waste is classified by means of the European Waste Catalogue.

Catering Waste

Catering waste, that contains meat or other products of animal origin, are regulated under the animal by products enforcement regulations 2013. It is therefore important to define catering waste separately.

Catering waste is defined in the animal by products enforcement regulations 2013 as the following products when they are no longer intended for human consumption -

(a) waste from catering and domestic waste; Waste from premises on which food is produced for immediate consumption. Includes waste from restaurants and sandwich bars but not waste from retail outlets such as supermarkets.

(b) waste from the production of products which are intended to be used for human consumption without further cooking;

(c) waste from the production of bread, cakes, pasta, pastry, pizzas and similar products (whether or not intended to be used for human consumption without further cooking).

1.2 WASTE DOCUMENTATION

In order to comply with the Environmental Protection (Duty of Care) Regulations 1991 (and amendments) certain waste documents need to be kept on file.

These documents need to be held by the company. On FM sites they may be held by the client or the company, either way is fine. It might be that with more than one waste contractor or waste stream on site the Client holds some records and the company others – again this is fine but it should be separated on a contractor or waste stream basis; i.e. the company holds all of the documents for one contractor or waste stream and the client holds all of the documents for another. In essence it does not matter where or who has the documents as long as we know where they are, that they are all there, relevant and up to date.

Depending on if the waste is hazardous or non-hazardous then different documents are required.

It must be noted that these documents are a legal requirement for which it is the responsibility of the person signing them on behalf of HFS to ensure that they are accurate and correct.

It is HFS policy that all documentation should be kept on file for a **minimum of 3 years.**

In some cases, the waste contractor may ask that the company complete documentation before waste transfers can occur. It is important that the information you provide is accurate. If the waste is that of the client then confirm with the client that the information you provide is accurate. For more information on the classification of waste and European Waste catalogue (EWC) codes see appendix.

1.3 LICENSES TO BE HELD FOR THE SITE

Hazardous waste producer registration

Sites that produce hazardous waste must register as a hazardous waste producer with the Environment Agency. However, offices and shops are exempt as long as they produce less than 500kg of hazardous waste in a year. Further details can be found on the Environment Agency website http://www.environment-agency.gov.uk or contact the company's Audit & Compliance Manager.

Waste Brokers License

If the company is managing the waste on behalf of the client then we are classed as a waste broker. As such we have a Waste Brokers License. A copy of this license is available on the intranet or from the CS Manager. HFS's waste carriers and brokers registration number can be found on this document and is currently HFS.

1.4 LICENSES TO BE HELD FOR EACH WASTE CONTRACTOR USED.

These licenses should be checked regularly to see that they are a) up to date and b) suitable for the waste being disposed.

Non–hazardous waste

Contractors Waste Carriers License

Contractors Waste Disposers license

Hazardous waste

Contractors Waste Carriers License

Contractors Waste Disposers license

The waste producer's Hazardous Waste Producers License

1.5 COPIES OF DOCUMENTATION TO ACCOMPANY THE WASTE:

These documents should be held on file for a **minimum of 3 years.** Example copies of these documents can be found in the Appendices to this manual.

Non-hazardous

Transfer note (see example in Appendix 1) Transfer notes can be individual transfer notes for individual consignments of waste, or if it is a regular waste collection then an annual transfer note may be used.

Transfer notes must include:

1) A written description of the waste,
2) EWC code for all types of waste in the transfer (see Appendix 1)
3) Standard Industrial Classification (SIC) Code (2007)
4) Quantity and type of each waste being transferred
5) How the waste is contained – loose / bags / skip etc
6) Confirmation that the waste hierarchy has been used
7) Details of the parties involved in the transfer
8) Time and date of the transfer (annual notes will have dates from until)
9) Signed and dated by both the company / Client and the waste carrier

The waste contractor will probably ask that the producer (the company or the client) provide the information for the transfer note.

Hazardous waste

Consignment notes (see example in Appendix 1):

A consignment note must be generated for every movement of hazardous waste, whether it is a one off or a regular collection. Consignment note must include:

1) A unique consignment note code - includes the 6-digit premises hazardous waste producers code and a unique code for the consignment
2) Details of the process giving rise to the waste
3) Standard Industrial Classification (SIC) Code (2007)
4) Details of the waste including written descriptions, EWC code (see appendix), and quantities of all types of waste included in the consignment
5) Confirmation that the waste hierarchy has been used
6) Details of all parties involved in the transfer
7) Signed and dated by the company / client and waste carrier

Receipt of the waste:

After the waste has been removed and finally disposed of / treated the waste management company should send a confirmation of disposal (completed Part E of the HWCN) to the waste producer (the company / client) to confirm their acceptance of the waste and stating the disposal of the waste has been completed. This may not arrive until 30 days after the quarter in which it was collected. This must be retained on file with the other documentation regarding the waste consignment.

1.6 DISPOSAL OF CATERING WASTE

Disposal of catering waste through landfill is permitted. The only constraint is that no ruminant animal, pig or poultry (including wild birds) may gain access to the unprocessed catering waste.

If the catering waste is to be fed to pigs or poultry, it must be processed on approved premises. It may not be fed to ruminant animals.

1.7 SOURCES OF FURTHER INFORMATION

i If you have any general questions regarding waste disposal or management then contact your site Environmental Officer or the company's Audit & Compliance Manager.

ii You can check a company's licenses and registration on the Environment Agency's public registers website:

http://epr.environment-agency.gov.uk/ePRInternet/SearchRegisters.aspx

iii For further specific information or in an emergency contact the Environment Agency:

Enquiries: 08708 506 506
Enquiries (non-UK calls): 00 44 1709 389 201
Floodline: 0845 988 1188
Incident hotline: 0800 807060

SECTION 2 WASTE STREAMS GENERATED ON SITE

The tick list below contains the most common types of waste generated on the company sites, however it is in no way exclusive and may not list all the wastes that your site generates / manages.

The description of the waste has been taken from the European Waste Catalogue (EWC) and the code is the EWC code for that type of waste. The items in brackets after the EWC code are example wastes that you may generate on site that may fall into this EWC code. You must not rely on these examples but assess which category your wastes fall into yourself. An asterisk * after the EWC code signifies the waste as hazardous.

If there are any waste streams generated on site that you are unsure as to how to classify consult the Consolidated European Waste Catalogue (See Appendix 2). If you are still unsure contact the National Health & Safety Manager.

The tick sheet should be completed and held as part of this plan.

Once all potential waste streams have been identified then the table shown later in this procedure must be completed to identify the information relevant for its safe disposal

Any potential changes, caused by a change in practice, contract or any new substance and/or process being introduced must be recorded and the appropriate changes made to the overall management plan.

Both the tick sheet and waste management table should be available for audit at any time.

2.1 TICK LIST OF POSSIBLE WASTE STREAMS

- □ Mixed municipal waste - 20 03 01
- □ Paper and Cardboard - 20 01 01
- □ Paint, ink, adhesives and resin that contain dangerous substance 20 01 27*
- □ Paint, ink, adhesives and resin not containing dangerous substances - 20 01 28 (toner cartridges)
- □ Wood not containing dangerous substances - 20 01 38
- □ Plastics - 20 01 39
- □ Metals - 20 01 40
- □ Glass - 20 01 02
- □ Detergents containing dangerous substances - 20 01 29*
- □ Detergents not containing dangerous substances - 20 01 30
- □ Clinical waste - sharps (except 18 01 03) - 18 01 01
- □ Clinical waste - body parts and organs including blood bags and blood preserves (except 18 01 03) - 18 01 02
- □ Clinical waste - waste whose collection and disposal is subject to special requirements in order to prevent infection - 18 01 03* Biodegradable kitchen and canteen waste - 20 01 08 Edible oil and fat - 20 01 25 Non-edible oil and fat - 20 01 26* Radioactive waste
- □ Florescent tubes and other mercury-containing waste - 20 01 21* Discarded equipment containing chlorofluorocarbons - 20 01 23* (fridges and freezers)
- □ IT equipment - discarded electrical and electronic equipment containing hazardous components (except 20 01 21 or 20 01 23) - 20 01 35 * (computer monitors / TV's)
- □ IT equipment - discarded electrical and electronic equipment (other than 20 01 21, 20 01 23 or 20 01 35) - 20 01 36 (IT equipment)
- □ Unsorted batteries and accumulators - 20 01 33*
- □ Sanitary waste bins - 18 01 04

2.2 TABLE TO BE USED TO RETAIN INFORMATION ON ALL WASTE STREAMS AT SITE.

SITE: **DATE:**

	Waste stream (with EWC code):	*PAPER AND CARD*	*MIXED MUNICIPAL WASTE*	*SANITORY WASTE AND CLINICAL WASTE*	*UNSORTED BATTERIES AND ACCUMULATORS*
Site storage & collection	**Site Storage Location**	*Bin area basement*			
	Site Collection Responsibility	*HFS*			
	Collection Units	*Sacks into 1100l bins*			
	Location of waste documentation	*This file*			
Disposal Details	**Waste Carrier**	*Paper people*			
	Waste Carriers License Number				
	Waste Carrier's License Expiry Date	*12/12/2015*			
	Collection frequency	*1 x week*			
	Waste Transfer Station	*London*			
	Waste Management Site License Number				
	Waste Disposal/Recycling Company	*Sita recycling*			
	Disposal Site/Recycling Plant	*Nottingham*			
	Disposal Method	*Recycled*			
Transfer note details	**Transfer Note Details**	*Annual ticket*			
	Transfer Note - Expiry Date	*12/04/2012*			
	Transfer Notes Location	*HFS site office*			
	EWC Code (guidance only)	*20 01 01*			
Contact details	**Waste Contractor**	*SITA recycling*			
	Website	*www.sita.co.uk*			
	Contact Name	*Joe Bloggs*			
	Contact Tel. No.	*0121 etc*			
	Additional Information	*Anything extra!*			

Example

2.3 LOCATION OF SITE WASTE DISPOSAL

This information needs to be amended to be specific to your property and needs to include:

- What you can recycle onsite (Green bins):
  - ✓ Plastic bottles (e.g., drinks, milk, toiletries, detergent)
  - ✓ Plastic pots (e.g., yoghurt, cream, snack, soup)
  - ✓ Plastic trays (e.g., fruit punnets, meat/cake trays)
  - ✓ Plastic tubs (e.g., ice cream, margarine, sweets tubs)
  - ✓ Paper and card
  - ✓ Cartons (Tetra Pak) cartons (e.g., juice, milk, soup cartons)
  - ✓ Clean foil and foil trays
  - ✓ Tins and cans (e.g., drink cans, food tins, biscuit or sweet tins – please rinse)
  - ✓ Empty aerosol cans (e.g., deodorant, air freshener, hairspray, de-icer)
  - ✓ Shredded paper (must be contained in a small cardboard box or envelope)

- Small electrical item collections:
  Take electrical items to the recycling centre (the tip) or arrange a bulky waste collection. If the item is in good working condition you could consider donating it to charity and/or alternatively, you can have your old appliances taken away when you replace these with new.

- Bulky waste collection
  Residents and staff can arrange bulky waste collection via Stearn electricals for any electrical items or Oxford City Council for any other items.

- What you cannot recycle onsite (Green bins):
  - ✗ Plastic bags, film and wrapping
  - ✗ Black plastic trays
  - ✗ Glass bottles and jars
  - ✗ Kitchen towels, tissues or wet wipes
  - ✗ Food waste
  - ✗ Nappies and sanitary products
  - ✗ Coffee cups
  - ✗Textiles (clothing, bedding, duvets)

✗ Polystyrene

✗ Any other items

- Trade waste

- It is the responsibility of the contractor to remove trade waste from site. It will be the responsibility of the property team to ensure that all trade waste is removed and the property is felt in a suitable manner.

- Access for Residents and collectors
  - The bin area is located in the basement of the property and there is lift access from all floors.
  - The bins are collected every XXXXXXX, with general waste and recycling alternating each week.
  - The Bins will be taken by the site team from the Bin store located at the rear of the property to the front loading yard area, with full vehicle access for collection. They will then be taken back to the bin store by the site staff after the collection.
  - The bin areas have 24hr access for residents and are well-lit with internal lighting.

- Off-site recycling waste i.e., White goods, garden waste, clothes and textiles.
  - Sandfold Lane waste and recycling centre M19 3BJ
  - 8am to 6pm - Summer, 1 April 2024 to 27 October 2024
  - 8am to 4pm - Winter, 28 October 2024 to 30 March 2025

- Day to day management of waste on site
  - The students living on site are responsible for their own waste removal and management and it is their responsibility to take this to the appropriate collection area. This is referenced in their tenancy agreements. The Site Team are responsible for a daily check of the bin areas and upkeep of them and ensure that the waste is collected by the appointed company. The General Manager is responsible for following up any missed collections or issues on site.

- Waste provisions

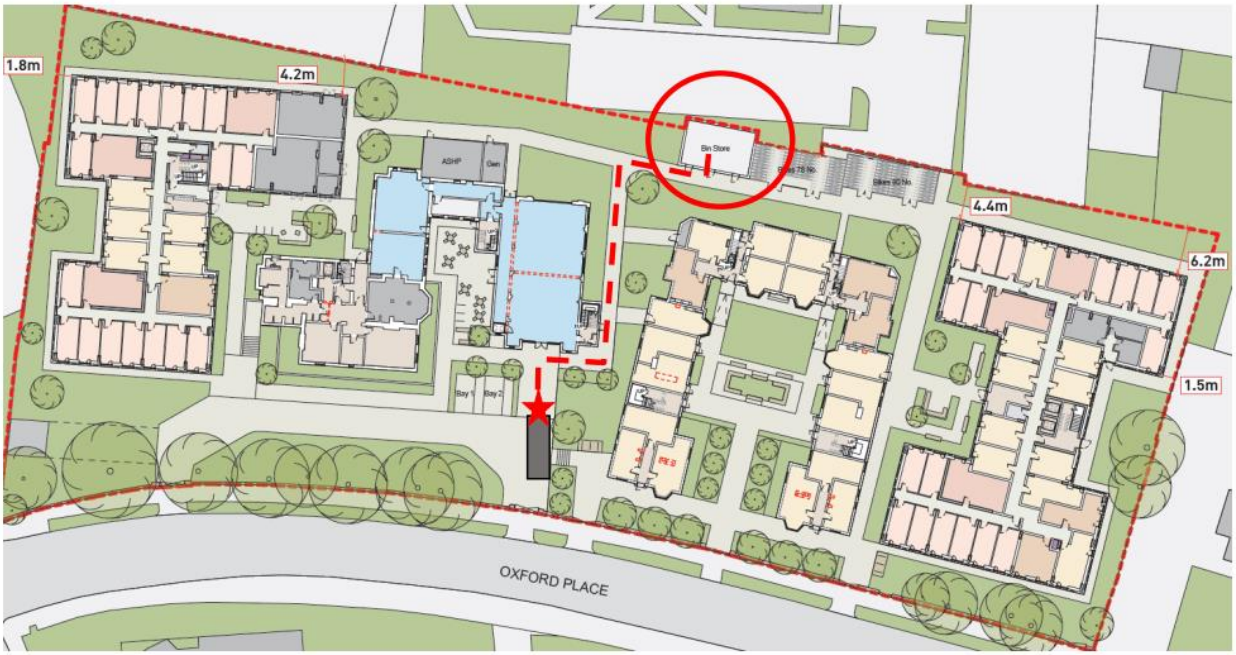
  16 x 1100l general waste bins

  16 x 1100l recycling waste bin
  - A total of 32 1110l bins

- Students are informed of the on site waste provision through their welcome book and signage on site.

BIN AREA FLOOR PLANS

The Bin Storage area is a separate bin store located on the ground floor as indicated below including the transfer route to the Bin Collection point (starred).



- **2.4 THE ON-SITE RESIDENT WASTE JOURNEY**

Waste is created in the accommodation.

Waste is put into domestic bins provided. (general waste and recycling)

Waste is taken by the resident to the allocated bin collection area provided in the basement.

Waste is taken from the basement to the external collection point by the site team.

Waste is removed from site by the Contractor.

Once empty, the waste bins are moved by the site Team back to the basement bin area.

2.5 CONTINGENCY PLANS AND CONTROL MEASURES

Failure	Contingency plan	Control measures
Failure to collect by the contractor.	1. Report non collection to the Manager to notify them of a non-collection. 2. Manager Investigates and contacts the contractor to resolve the problem. 3. If the problem is not resolved the Manager then informs the Area Manager/Regional Manager. 4. Depending on the outcome the Manager decides best course of action e.g new contractor, contact the local council, refer to Operation Director.	There are enough external bins on site to allow for 1 missed collection allowing 4 days of refuse build up and timescale to resolve any issue. HFS Team compact waste into the bins to allow more refuse to be stored in the bins. HFS Team removes full bins and replaces with empty bins, until they are used. they are out of view and use. If the issue cannot be resolved within 5 days *Leeds Council* must be notified and arrangement for Council disposal or alternative contractor or private waste removal company can be found to remove the waste.
Student does not clear their Waste.	1. Student or flat involved is reported to the Manager by HK, MO and/or other student/s 2. The Manager investigates and traces the source of the waste. 3. The Manager asks the student to remove the waste. 4. If the waste is not removed the Manager	Students have regular House and room inspections to ensure waste is not being allowed to build up. Students are charged for waste removal and incorrect disposal. Rubbish bins provided in accommodation. Students are regularly reminded

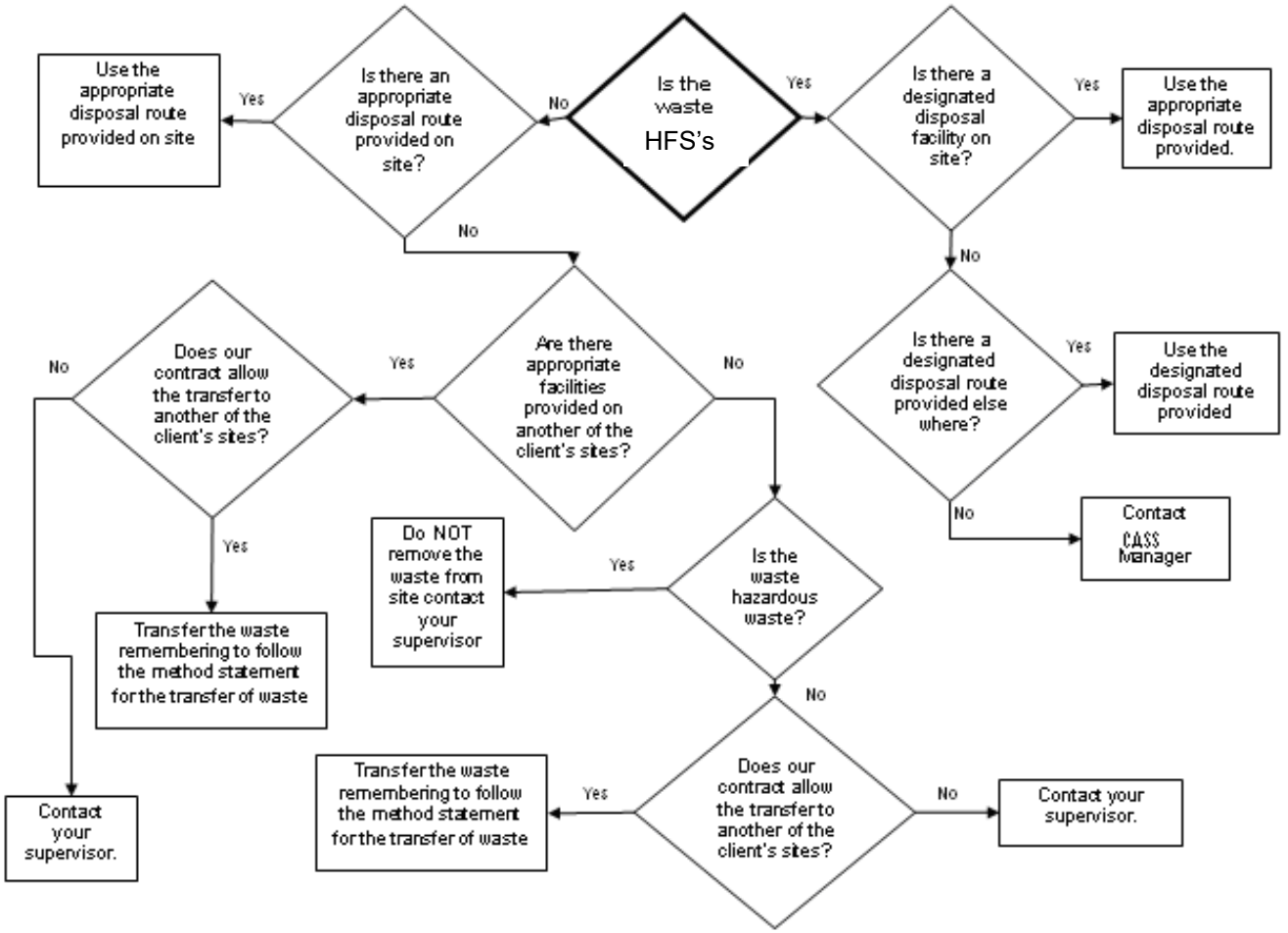
	arranges for it to be removed. 5. The student is charged for waste removal. (check current charges) 6. The student is monitored to ensure it does not happen again.	by email of the procedure.
Waste is dumped on site (not in bins).	1. It is reported by the MO, HK or student to the Manager to investigate. 2. The waste is removed and disposed of in the correct way by the HK or MO. 3. CCTV footage is viewed to see who dumped the waste. 4. If a student is recognised this is then followed up by the Manager and the student is charged. 5. If no one can be recognised then the on-site team are vigilant to monitor the situation.	Regular on-site checks by MO, HK and Manager to identify and remove waste. CCTV installed on site. Bin areas clearly sign posted and labelled. Reminder e mails of student responsibilities.
Excess waste produced on check out	1. Manager arranges a British Heart Foundation bin and collections to reduce waste going into the bins 2. Manager emails all residents with a clear process of how to clear their waste, what can be donated and recycled. 3. Manager books additional bin collections over the check out period in advance or	Contractors who can provide extra collections are identified and paid for in advance. Students emailed regularly on the process

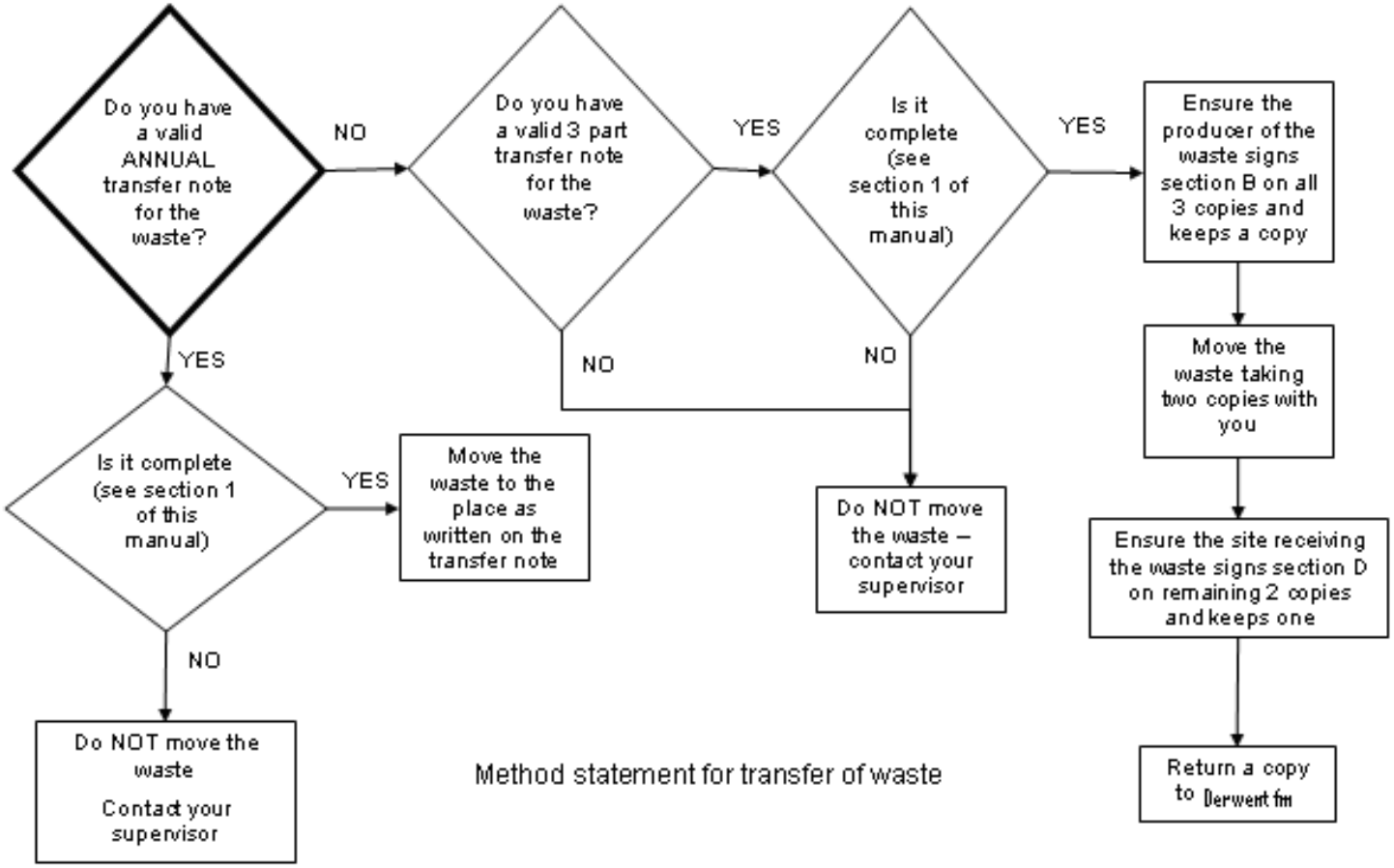
	arranges a skip if needed.	

2.6 PROCEDURE FOR THE MANAGEMENT OF WASTE

Waste and its management is covered by a number of legal requirements.

The purpose of the procedures set out below is to direct the company staff on how to deal with the waste produced during their work and to ensure that they are compliant with current legislation.


Is the waste HFS's
Is there an appropriate disposal route provided on site?
Use the appropriate disposal route provided on site
Is there a designated disposal facility on site?
Use the appropriate disposal route provided.
Are there appropriate facilities provided on another of the client's sites?
Does our contract allow the transfer to another of the client's sites?
Transfer the waste remembering to follow the method statement for the transfer of waste
Contact your supervisor.
Is there a designated disposal route provided else where?
Use the designated disposal route provided
Contact CASS Manager
Is the waste hazardous waste?
Do NOT remove the waste from site contact your supervisor
Does our contract allow the transfer to another of the client's sites?
Transfer the waste remembering to follow the method statement for the transfer of waste
Contact your supervisor.
Yes
No


Do you have a valid ANNUAL transfer note for the waste?
NO
Do you have a valid 3 part transfer note for the waste?
YES
Is it complete (see section 1 of this manual)
YES
Ensure the producer of the waste signs section B on all 3 copies and keeps a copy
Move the waste taking two copies with you
Ensure the site receiving the waste signs section D on remaining 2 copies and keeps one
Return a copy to Derwent fm
NO
Do NOT move the waste – contact your supervisor
YES
Is it complete (see section 1 of this manual)
YES
Move the waste to the place as written on the transfer note
NO
Do NOT move the waste
Contact your supervisor
Method statement for transfer of waste

2.7 EXAMPLE WASTE TRANSFER AND CONSIGNMENT NOTES

These are only example documents. The documents that you receive on site may look different but must still contain the information as set out in section 1 of the manual.

Homes for Students

APPENDIX 1 **EXAMPLE ANNUAL WASTE TRANSFER NOTE**

A written description of the waste

How the waste is contained

EWC code for all types of waste in the transfer

Quantity waste being transferred

Details of the parties involved in the transfer

Confirmation of using waste hierarchy

Company Standard Industrial Classification Code (SIC)

Date of transfer

Signed and dated by both HFS and the waste contractor

Duty of care: waste transfer note

Keep this page and copy it for future use. Please write as clearly as possible.

Section A – Description of waste

A1 Description of the waste being transferred

List of Waste Regulations code(s)

A2 How is the waste contained?

Loose ☐ Sacks ☐ Skip ☐ Drum ☐

Other ☐

A3 How much waste? For example, number of sacks, weight

Section B – Current holder of the waste – Transferor

By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes ☐

B1 Full name

Company name and address

Postcode SIC code (2007)

B2 Name of your unitary authority or council

B3 Are you:

The producer of the waste? ☐

The importer of the waste? ☐

The local authority? ☐

The holder of an environmental permit? ☐

Permit number

Issued by

Registered waste exemption? ☐

Details, including registration number

A registered waste carrier, broker or dealer? ☐

Registration number

Details (are you a carrier, broker or dealer?)

Section C – Person collecting the waste – Transferee

C1 Full name

Company name and address

Postcode

C2 Are you:

The local authority? ☐

C3 Are you:

The holder of an environmental permit?

Permit number

Issued by

Registered waste exemption?

Details, including registration number

A registered waste carrier, broker or dealer? ☐

Registration number

Details (are you a carrier, broker or dealer?)

Section D – The transfer

D1 Address of transfer or collection point

Postcode

Date of transfer (DD/MM/YYYY)

D2 Broker or dealer who arranged this transfer (if applicable)

Postcode

Registration number

Time(s)

Transferor's signature

Name

Representing

Transferee's signature

Name

Representing

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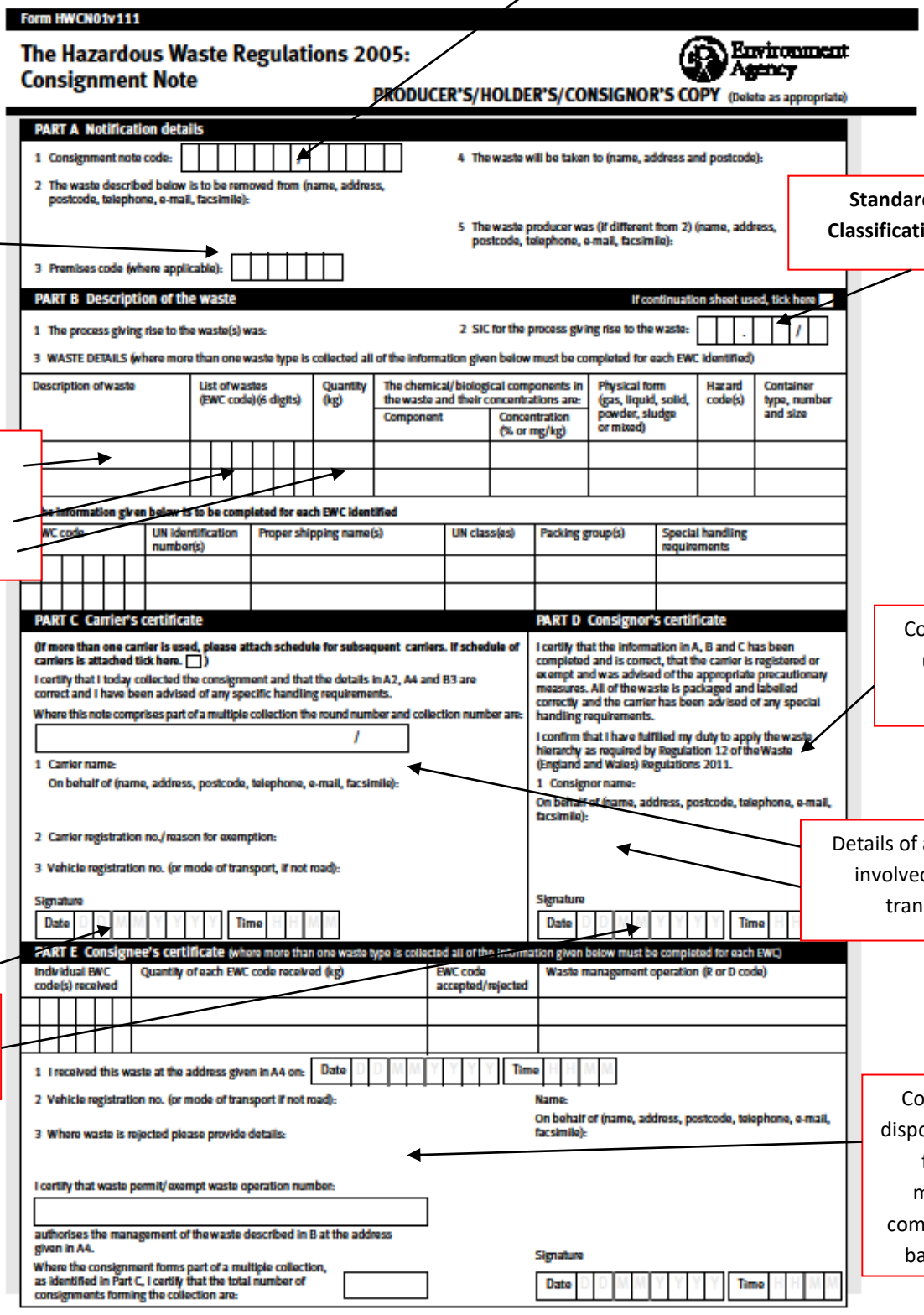
CHECK THAT THE DOCUMENT VERSION YOU ARE USING IS THE MOST UP-TO-DATE

APPENDIX 2 EXAMPLE CONSIGNMENT NOTE

(Producer's copy)

Unique Consignment Note Number



Form HWCN01v111

The Hazardous Waste Regulations 2005: Consignment Note

Environment Agency

PRODUCER'S/HOLDER'S/CONSIGNOR'S COPY (Delete as appropriate)

PART A Notification details

1 Consignment note code:

2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):

3 Premises code (where applicable):

4 The waste will be taken to (name, address and postcode):

5 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):

PART B Description of the waste If continuation sheet used, tick here

1 The process giving rise to the waste(s) was:

2 SIC for the process giving rise to the waste:

3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)

Description of waste	List of wastes (EWC code) (6 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations are: Component	Concentration (% or mg/kg)	Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size

The information given below is to be completed for each EWC identified

EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements

PART C Carrier's certificate

(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here. ☐)

I certify that I today collected the consignment and that the details in A2, A4 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are: /

1 Carrier name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

2 Carrier registration no./reason for exemption:

3 Vehicle registration no. (or mode of transport, if not road):

Signature

Date D D M M Y Y Y Y Time H H M M

PART D Consignor's certificate

I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

1 Consignor name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

Signature

Date D D M M Y Y Y Y Time H H M M

PART E Consignee's certificate (where more than one waste type is collected all of the information given below must be completed for each EWC)

Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)

1 I received this waste at the address given in A4 on: Date D D M M Y Y Y Y Time H H M M

2 Vehicle registration no. (or mode of transport if not road):

3 Where waste is rejected please provide details:

Name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

I certify that waste permit/exempt waste operation number:

authorises the management of the waste described in B at the address given in A4.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:

Signature

Date D D M M Y Y Y Y Time H H M M

HWCN01v111

Sites Hazardous Waste Producers

Standard Industrial Classification (SIC) Code

Details of the waste
Written description
EWC code
quantity

Confirmation of using waste hierarchy

Details of all parties involved in the transfer

Signed and dated by HFS and waste carrier

Confirmation of disposal / treatment from waste management company (supplied back quarterly)

The Consolidated European Waste Catalogue (EWC) can be found in Appendix A of Hazardous Waste: Interpretation of the definition and classification of hazardous waste 2nd Edition.

If after consulting the EWC you are still unable to classify the waste then contact the National Health and Safety Manager.