



Waste Management Strategy Bromley Yard - Manchester

This Waste Management Strategy document is available on Meanwhile Creative's Google Drive and a hard copy is kept in the Site Management file.

Purpose of Meanwhile's Waste Management Strategy:

- Preserving clean and safe working environments
- Support business objectives to reduce waste and environmental impact
- Follow Waste Hierarchy (Reduce, Reuse, Recycle)
- Minimise waste disposal to landfill (e.g. energy recovery alternative)
- Ensure correct Duty of Care used to manage waste
- Mitigate risk or harm or injury from Health & Safety and fire risks
- Avoid Pests
- Control costs to budget

Implementation and Review of Waste Management Strategy:

- **Tenants are restricted to producing one bag of general waste and one bag of dry mixed recycling per container each week. This is instructed as part of the Tenant's induction to site and is monitored by the Site Manager collecting the rubbish. The majority of waste produced by the site will be made up of general office type paper waste and some non-toxic artist materials, food and drinks packaging and cardboard packaging from deliveries. Tenant's producing excess rubbish or types of waste that we are unable to put in our bins must make their own arrangements to remove the waste from site. This will be overseen by the Site Manager / Site Curator.**
- **All waste produced by tenants is to be contained within their container units until collected by the Site Manager each week. Tenants are responsible for segregating their recycling and general waste. This is instructed as part of the Tenant's induction to site. Daily site checks made by Site Manager to ensure no rubbish is left outside containers or by external bins.**
- **Each site has a designated external bin store to house both General Waste and Dry Mixed Recycling bins. These are located in an easily accessible collection point for waste collection vehicles to empty on a weekly schedule. See plan included at the end of this document demonstrating location of bin store and vehicle collection access points.**



- **The bin store and proposed collection point will be located in the car park next to the vehicle access gate, allowing an easy access route from the main road and ample maneuvering and parking space for the collection vehicle. External bins will be locked inside a secure bin store to prevent waste contamination, arson and fly-tipping. The waste collection company will have access to both the vehicle access gates and the bins store using combination code locks.**
- **The Site Curator / Site Manager will collect tenants rubbish from the containers on a set day and time each week to avoid overloading the bins and keeping to the rubbish allowance restrictions in place. A waste trolley on wheels will be used to transport the rubbish from containers to the main bin store.**
- **1x 1100L General Waste bin and 1x 1100L Dry Mixed Recycling bin will be provided per 50x containers. Bins will be emptied by collection company weekly on scheduled days. Capacity and number of bins and frequency of collections will be reviewed and increased in line with number of containers and tenants on site.**
- Meanwhile Creative has an established Estates, Facilities and Maintenance team to deliver our Waste Management Strategy
- Duty of Care procedures followed under the Environmental Protection Act (EPA)
- Meanwhile Creative encourage segregation of waste by having recycling facilities at all sites. This is done by having internal bins to segregate between general waste and dry mixed recycling. We also verbally communicate with tenants and also via emails that they should be recycling their broken down cardboard and plastics wherever possible. Tenants are limited to the amount of general waste they produce can each week.
- In terms of contractors, we only work with registered carriers of waste who operate a zero to landfill policy so that any waste placed in general waste bins is still recycled in to renewable electricity through energy from waste facilities. Waste Transfer Notes provided by the Waste Disposal Company are kept on file for a minimum of 2 years
- Any toxic or hazardous substances (eg. asbestos, intravenous needles) found on site are removed by a specialist removal company and disposed via appropriate waste streams and documented with Hazardous Waste Consignment Notes, kept on file for a minimum of 5 years
- Contractor's waste including build materials (eg. plasterboard) disposed by the appropriate waste channels
- Fly-tipped waste is reported to the local council for removal
- Outside areas are regularly maintained and kept free from litter and debris
- As a business customer, Meanwhile Creative can bring used lamps and tubes to our electrical supplies wholesaler (Denmans) branch for disposal for free. We can take other WEEE (waste electrical and electronic equipment) items to be disposed of too
- Our purchasing policy to source, where practical, products and services that cause least harm to the environment (e.g. Recycled and degradable material refuse sacks for both general and dry mixed recycled waste, Refillable ink cartridges for printers and where practical, holding back



purchase orders until we have a list of items to bulk buy and save on packaging waste and transport carbon emissions)

- The Facilities and Maintenance team re-use as many sheet and build materials as possible from build or renovation projects, to reduce unnecessary waste and save cost on future projects and repairs and maintenance purchasing budgets
- Meanwhile's Estates and Facilities Management team are reviewing the Waste Management Strategy and working towards developing Environmental Policy in line with our organisations expansion

Bin Store example:





Site Plan:

