



Waste and Resources Management Policy

Estates & Facilities Directorate

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Change History

Policy Version	Effective Date	Significant Changes
1.0	07/03/2018	Policy approved at Health & Safety Management Group – no changes, considered responsibilities herein sufficiently consulted and accepted

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Policy Statement

The university has stated its overall commitment to good environmental practice in the Environment and Sustainability Policy, which outlines a set of agreed aims and deliverables for all aspects of sustainability, including recycling and waste management. The King's College London's Strategic Vision 2029 includes a commitment to make the world a better place, to be partly achieved through working responsibly and ethically in the management of our estate and operations.

King's College London recognises its legal and ethical responsibilities to protect and enhance the environment. This Policy outlines the university's commitments with regards to sustainable waste management, to fulfil its ethical and legal responsibilities to manage waste that arises as a result of the university's operations in a manner that reduces negative impact on the environment and avoids causing harm to human health.

Purpose

The aim of the Waste and Resource Management Policy ("the Policy") is to promote environmental best practice throughout the university community, and to demonstrate the university's commitment to continual improvement and innovation in all aspects of waste resource management. In doing so, the university recognises it can contribute to the sustainable development goals at a local, regional and global level by adopting better practices in the procurement, use and disposal of resources.

Key Commitments

King's College London commits to:

- Follow the principles of the waste hierarchy:
 - Prevent – avoid creating waste
 - Reduce – minimising the amount of waste produced
 - Reuse – repair, refurbish or relocate items
 - Recycle – promote segregation of waste to increase the quantity of waste recycled
 - Recovery – send non-recyclable waste to energy recovery
 - Disposal – this will only be used as a last resort if all other options are exhausted
- Comply with waste legislation, statutory obligations and codes of practice;
- Manage all waste materials in a way that minimises impact on the environment and risks to public health, through the implementation and maintenance of an Environmental Management System accredited to ISO14001:2015;
- Improve waste management data accuracy, set waste improvement targets, and monitor and report progress against targets;
- Ensure the secure storage and safe handling of waste on the university's premises;
- Work with contractors and partners to ensure that this policy is implemented across all areas of the university, including shared spaces with healthcare partners and buildings managed under PFI contracts;
- Minimise waste generated at the university by integrating the principles of life-cycle thinking and circular economy into operations and procurement decisions, and by promoting the reuse of items wherever possible;
- Provide and promote appropriate recycling facilities across campuses to encourage students, staff and visitors to reduce and recycle waste;
- Dispose of waste either via incineration with energy recovery or via landfill disposal only after reuse and recycling options have been exhausted;
- Provide suitable training to operational staff involved in waste management to enable them to effectively implement the policy;

- Review the provision of individual under-desk bins in offices, and seek to remove them to encourage use of preferable co-mingled twin bin system – where shared general waste and recycling bins are sited together to promote the effective streaming of recycling into the correct bin;
- Proactively seek opportunities to participate in local initiatives aimed at reducing waste and supporting a circular economy in London;
- Engage with Academic departments to promote teaching and research around sustainable waste and resource management;
- Include sustainability requirements in project briefing and contract documentation for capital projects in order to reduce impact of materials use, reduce construction waste and maximise recycling.

Scope and Definitions

The policy applies to all wastes arising from university activities and operations in the following spaces:

- Directly-managed estate
- Leased properties
- Residences
- Student's Union
- Embedded spaces within NHS Healthcare partners
- Premises managed under PFI contracts by Bouygues

It also links with and aims to support separate Waste Management Policies prepared for individual sites or by the King's College partners such as NHS Trusts.

The definitions applied when reporting waste management and recycling information are based on the standard industry definitions as set out in the Waste Regulations (England and Wales) 2011.

Accountability

The Real Estates Operations Board is responsible for approving this policy.

The Sustainability Office is responsible for referring this policy to the Real Estates Operations Board at least every three years or following major policy revisions.

The Sustainability Office are responsible for the regular review of this policy in line with legislation, codes of practice and regulatory standards.

The Director of Estates and Facilities is responsible for ensuring compliance with this policy across the university.

Objectives

Over the next five years the university's objectives are to:

- Reduce the amount of waste generated across the university
- Standardise recycling facilities, labelling and guidance across all campuses
- Promote existing reuse schemes and develop additional recycling schemes to stream more waste at source
- Communicate effectively with our employees, students and residences to increase engagement and participation in the recycling initiatives across campus
- Decouple the generation of waste from the university's growth and stabilise the amount of waste generated

Relevant Legislation

- EU Waste Framework Directive (2008/98/EC)
- Waste (England and Wales) (Amendment) Regulations 2012
- Environmental Permitting (England and Wales) Regulations 2010
- Hazardous Waste (England and Wales) Regulations 2005
- Hazardous Waste (England and Wales) (Amendment) Regulations 2009
- Waste Electrical and Electronic Equipment Regulations 2013
- Waste Duty of Care Code of Practice 2016
- Waste Batteries and Accumulators Regulations 2009
- Animal By Products Regulations 2009

Monitoring

We will monitor the effectiveness of this policy and accompanying plans using performance indicators.

Annual waste key performance indicators are produced for HEFCE's annual Estate Management Return, we will use these as a basis to generate internal KPIs and benchmark performance year on year.

The performance indicators below will be used to monitor performance, and a monthly dashboard report will be submitted to REOB detailing:

- Absolute reduction in tonnes of waste generated;
- Tonnes of waste generated at student residences – absolute and normalised per resident;
- Tonnes of waste generated at non-residential buildings – absolute and normalised per staff, student FTE, and per m²
- Percentage of waste streamed at source for recycling – across all campuses including student residences;
- Percentage of construction waste recycled

Roles and Responsibilities

All staff, students, visitors, contractors and relevant external stakeholders have a responsibility in delivering this policy.

Directors of Professional Services, Executive Deans and Heads of Departments are responsible for ensuring awareness of and compliance with this policy.

Campus Operations Teams within Estates and Facilities are responsible for the management of wastes generated at their respective campus, and complying with any supporting procedures or guidance notes developed to support this policy.

Departments are not permitted to arrange for the disposal of waste via any route other than authorised central Recycling and Waste Management Services contracts unless it is agreed with Estates and Facilities/ Health and Safety Services as part of a Standard Operating Procedure or an agreed exceptional requirement.

The Students' Union is required to support and adhere to this policy through ensuring requirements are communicated appropriately to relevant staff, including cleaners.

Staff members who handle waste as part of their role, line managers and Heads of Departments are responsible for ensuring efficient local processes are in place within their respective areas, and ensuring that staff are equipped to implement this Policy, including identifying training needs and ensuring training appropriate to each individual's responsibility is available and attained

Sustainability Champions have a role in supporting this policy through promoting and communicating best practice to their respective teams and departments.

The university's Waste Working Group, and Hazardous Waste Working Group, have a responsibility to support operational waste management performance and ensure there is a co-ordinated and co-operative approach across all King's College London campuses.

Service Providers are responsible for legal and technical compliance with all relevant statutory legislation; arranging for safe and compliant storage and collection of waste generated through their own activities on University premises or as appropriate, where acting on behalf of the University under relevant supply or service contracts; Reusing, recycling and/or disposing of waste responsibly in accordance with University policy and procedures, or through a scheme approved by the University; Making available to the University copies of Waste Transfer Notes, Hazardous Consignment Notes and other waste related records if required; Providing service levels, management information reports as specified under service contracts or supply agreements with the University.

Related Policies

This Policy intends to support a number of other Policies within the university, namely:

- Environment and Sustainability Policy
- Health and Safety Policy Statement, and any associated arrangements or guidance
- Asbestos Management Plan, and any related documentation
- Radiation Regulator Reporting Management Procedure, and any related documentation
- ISO 14001 Environmental Management System, and associated procedures

This Policy supercedes the university's previous Waste Management Policy, approved by the Estates Management Committee 1st November 2006.

This Policy will be reviewed every three years or more frequently if required.