

## Hazardous Waste Policy

There are a number of pieces of legislations, both under health and safety and environmental law, relating the control of hazard waste and which are relevant to activities carried out on the University campus. The legal framework set minimum standards for the protection of individuals and the environment from risks related to hazardous waste materials. Examples of hazardous waste include asbestos, certain chemicals (including solvents, brake fluid or print toner), pesticides, mineral oils, batteries, equipment containing 'ozone depleting substances' (such as fridges) and electrical equipment and components. Control of biological waste has additional and separate control measures detailed in specific biological safety arrangements.

This Policy applies to and within all buildings across the University's campuses, including Gibbet Hill, Westwood and Wellesbourne. The Policy also applies to all activities managed by the University at off-campus accommodation properties. This Policy is supported by arrangements, instructions, and guidance, which are available on the University's Health and Safety web pages.

Under the provisions of Ordinance 18, 'Health and Safety in the University', it shall be a duty of all staff, students and others working in the University to comply, as far as it is appropriate, with 'The Statement of Health and Safety Policy', together with any other rules and guidance that may apply. This Policy, together with supporting arrangements, instructions and guidance, form part of the rules and guidance issued pursuant to 'The Statement of Health and Safety Policy'.

### Core Principles

1. Assessments of all waste must be made to identify whether any waste might be classed as hazardous: the department producing the waste must carry out such assessments using the current guidance available from the Environment Agency's web pages on Hazardous Waste.
2. The assessment must clearly detail the hazardous properties of the waste in question and the appropriate classification code must be allocated to the waste: hazardous and non-hazardous waste must not be mixed.
3. The assessment of the hazardous waste must identify a suitable authorised waste management plan, which will include suitable controls for the protection of individuals and the environment.
4. Hazardous waste must be stored safely at all times until it is collected, and it must only be collected by a business properly authorised and registered to collect, recycle or dispose of hazardous waste: only University approved hazardous waste contractors must be used.
5. Consignment Notes must be completed accordingly and a copy kept at the same time as handing two copies to the carrier collecting any hazardous waste.
6. Records (or a 'hazardous waste register') must be kept for at least three years at the premises that produced or stored the waste prior to collection.
7. Each department producing, or likely to produce hazardous waste, must nominate at least individual (a Nominated Person) to be responsible for assessment and coding, safe storage, transfer to authorised agents, production of Consignment Notes and the retention and maintenance of departmental records for hazardous waste.

8. All staff handling, storing or processing hazardous waste must successfully complete the University's Hazardous Waste on-line training module at least once every two years, and Nominated Persons might be required to complete additional training dependent on the materials and equipment they might be responsible for.

## Responsibilities

Heads of Departments are responsible for the implementation of this Policy with regard to waste produced within, or by staff and students of, their respective departments.

The Head of Procurement is responsible for putting in place suitable contracts and arrangements for the appointment and management of University approved hazardous waste contractors.

All staff within departments must comply with this Policy and the associated arrangements, instructions and guidance.

The Director of Health and Safety is responsible for advising on the standards and regulations that must be achieved in order to meet legal requirements; for keeping the University's Health and Safety website up to date with the related policy documents; and for ensuring that spot checks and audits are carried out to provide assurance that activities are being carried out in compliance with this Policy.

## Review

This policy is dated March 2019. The policy will be reviewed at least annually.

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