



Waste Management Policy

Introduction and Purpose

There are a number of pieces of legislation, both under health and safety and environmental law, relating to the control of waste which are relevant to activities carried out at the University of Warwick. The legal framework sets minimum standards for the protection of organisations, individuals and the environment from risks related to waste materials.

Waste can be designated as hazardous academic waste or non-hazardous. Hazardous waste streams may include asbestos, certain chemicals (including solvents, brake fluid and print toner), pesticides, mineral oils, batteries, equipment containing 'ozone depleting substances' (such as fridges), biological waste, electrical equipment and components.

Non-hazardous waste streams are split into recyclable and non-recyclable.

Waste should be prevented or minimised wherever possible.

- Sustainable procurement principles should apply to minimise generation of waste in the first instance.
- opportunities for reuse should be enabled when appropriate.

If waste cannot be avoided, the waste hierarchy should be applied:

- Recycling
- Recovery
- Disposal as a last resort.

This Policy applies to and within all operations across the University. This Policy is supported by arrangements, instructions, and guidance, which are available on the University's web pages. Responsibilities for each category of waste are detailed within the Waste Management Code of Practice.

Under the provisions of Regulation 26, Safety Regulations and associated University Health and Safety Policy document, it is the duty of all staff, students and others working in the University to comply with this Policy, together with any other instructions, rules and guidance that may apply.

Core Principles

- 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 (www.gov.uk/dispose-hazardous-waste).
- The assessment must clearly detail the academic hazardous properties of the waste in question and the appropriate classification code must be allocated to the waste. hazardous academic waste and non-hazardous waste must not be mixed.
- All waste must be properly identified and segregated to prevent mixing of incompatible materials and to allow for donation and recycling.

- The assessment of the waste must identify a suitable authorised waste management plan, which will include suitable controls for the protection of individuals and the environment.
- 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 waste: only University approved waste contractors must be used.
- Consignment Notes or Waste Transfer Notes must be completed accordingly, and a copy kept at the same time as handing two copies to the carrier collecting any waste.
- Records must be kept for at least three years at the premises that produced or stored the waste prior to collection.
- Each department producing, or likely to produce hazardous academic waste, must nominate at least one 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 academic waste
- All staff handling, storing or processing hazardous academic 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

i. Vice-Chancellor: Holds ultimate accountability but delegates responsibility to the Group Finance Director to ensure strategic oversight of waste management compliance.

ii. The Group Finance Director: Delegates responsibility to the Estates Director for ensuring legal compliance with regards to Waste Management, adequate budget and resources are proportionate to the tasks and activities.

iii. Heads of Departments: are responsible for the implementation of this Policy regarding Hazardous waste produced within, or by staff and students of, their respective departments. Departments who wish to make deviation from this policy must discuss their requirements with the Director of Health and Safety.

iv. Academic Heads of Department: supported by Technical Services Managers are responsible for ensuring that risk assessments carried out in their departments to identify, consider, and address the hazards presented by the presence of waste or surplus materials, they must also ensure appropriate Standard Operating Procedures are in place locally and aligned to University Policy and Statutory requirements, this includes responsibility for the nominated person and for ensuring they are appropriately trained and have sufficient resources to carry out their responsibilities, and for ensuring that all records relating to the operation and management of waste are retained for the period stated in the University Records Retention Schedule.

V. 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.

vi. The Estates Director: is responsible, supported by the Estates Head of Facilities and Customer Service for ensuring that Estates risk assessments and Standard Operating Procedures are in place aligned to University Policy and Statutory requirements, Estates waste management staff are appropriately trained and have sufficient resources to carry out their responsibilities

vii. The Estates Head of Facilities and Customer Service: supported by the Waste and Recycling Manager is responsible for advising on the standards for non-Hazardous Waste and regulations that must be achieved to meet legal requirements; procurement of non-Hazardous

waste contractors, disposal of waste, managing all records relating to waste, auditing, spot checks of Estates work and records, taking suitable corrective actions should any shortfalls be identified and that all records relating to the Estates operation and management of Estates collected waste are retained for the period stated in the University Records Retention Schedule.

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

ix. The Director of Health and Safety: is responsible for advising on the standards for hazardous academic waste and regulations that must be achieved to meet legal requirements.

x. The Head of Assurance, Risk and Property: is responsible for carrying out 'second line' audits of waste collected by Estates team relating to work and records, escalating any issues to the Estates Director, Head of Facilities and Customer Service and Director of Health and Safety.

References to Waste are also available via the links:

- **Way to Sustainable**
- **Confidential waste**
- **Data Protection Policies**
- **Climate Emergency Declaration**
- **IT Equipment Disposal**
- **Furniture Disposal Process**
- **Biological waste**

Review

This policy is dated March 2025 will be reviewed at least every 3 years.

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