



Recycling and Waste Disposal Policy

Broadmayne First School

Approved by: governing body

Date: February 2021

Last reviewed on: February 2021

Next review due by: February 2022



Broadmayne First School Recycling and Waste Management Policy

Recycling / Waste Management Policy

This policy is produced in an effort to achieve the following objectives:

- Ensure a safe and healthy work environment for employees, students and visitors.
- Protect the environment by using sound principles of handling, treatment, storage and disposal of hazardous waste.
- Minimise the generation as well as cost of handling and disposing of hazardous materials
- To reduce the amount of waste going into landfill or to incineration

Objectives

The school will take reasonable steps to minimise the waste it produces. Where there are materials that are no longer required the following options will be considered:

Reduce – Avoid the need to discard materials in general.

Re-use – Pass on equipment to others before disposing of it.

Recycle – Segregation of materials for recycling to reduce the waste at the school.

Waste reduction

Broadmayne First School commits to make every attempt to minimise the amount of waste produced. Examples of how this might be achieved include: avoiding unnecessary photocopying, using existing materials rather than new ones, printing on both sides of paper, keeping resources organised and tidy to avoid unnecessary breakages.

Re-use

Where possible materials will be re-used such as 'scrap paper' (paper printed on one side / spare worksheets) for note taking or wet play times

Recycling

The following materials will be recycled:

- Paper products including magazines and cardboard
- Plastic
- Metal
- Glass

The recycling of these materials is undertaken by Dorset Waste Partnership.

The school offers its own recycling of the following items:

- empty bathroom products
- batteries
- aluminum
- crisp packets
- ink cartridges

Organic Waste

Suitable waste food materials (organic waste) are taken to the schools compost bins – the product of these is used in the school gardens.

Hot food organic waste is collected by Dorset Waste Partnership



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General Hazardous Waste Guidance

Definition

Hazardous Waste is defined by reference to the European Waste Catalogue (EWC). The official definition of 'Hazardous' has been extended to include wastes which are classified as Hazardous in the EWC but have not in the past been seen to present a risk. These include fluorescent tubes, old computers, television sets and batteries.

Batteries

The disposals of batteries containing lithium, cadmium, mercury, lead acid type or rechargeable must be disposed of at a recognised recycling depot (local supermarkets)

Aerosol Cans

Aerosol cans must be treated as hazardous waste and the same procedure as the battery disposal.

Fluorescent Light Tubes

Old Fluorescent light tubes will be removed by the caretaker. As the tubes contain mercury they must be disposed of at a recognised recycling depot.

ICT equipment

No item of school ICT or telecommunications waste equipment will be disposed of except through an agency specifically authorised and registered for such waste disposal or via DCC.

Data Protection

The Data Protection Act protects the use of personal data and ensures that authorised data users have a duty of care to keep it private and secure. This is particularly important in respect of electronic data held on computers and computer equipment that is to be disposed of. The school has a duty to ensure that personalised data, confidential data or any other data coming within the remit of the Data protection Act and GDPR is properly removed from the computer.

Toner ink cartridges

A central internal bin is kept in the foyer. Once full the cartridges will be collected for recycling.

Policy Review

This policy will be reviewed every two years or sooner if required.

Date reviewed: February 2021



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Product	Who is responsible/ collection	Frequency
Paper	Dorset Waste Partnership	Fortnightly
Plastic	Dorset Waste Partnership	Fortnightly
Cardboard	Dorset Waste Partnership	Fortnightly
Metal	Dorset Waste Partnership	Fortnightly
Glass	Is taken home for kerbside collection	As needed
Batteries	The Big Battery Hunt Taken to supermarket	Annual event When not the Big Battery Hunt
Crisp packets	Blood Bikes collection for charity	As needed
Empty bathroom products	Terracycle	As needed
Aluminium	Taken to recycling in Dorch/Wey by AF or RC or SF or HC	As needed
Ink cartridges	Empties Please Printer Cartridge Recycling	As needed
Pens - whiteboard/felt tip	Taken to another school	As needed
Food	Dorset Waste Partnership	Weekly
Fruit boxes	Collected by the service	At least weekly