

Waste Management Policy

For the attention of: All Staff

Produced by: Domestic & Property Services Manager

Approved by: Directors of Estates

Date of publication: August 2024

Date of next review: August 2027





Vision, Purpose & Values

Our Vision

Our students will be recognised locally & nationally for their positive impact on the communities and industries in which they choose to work.

Our Purpose

To inspire our students to gain the skills, knowledge and behaviours they need to be resilient and thrive in an ever-changing world.

Our Values

Excellence: A culture of creativity, high expectations, ambition and aspiration

Respect: Showing fairness, courtesy and mutual respect to each other and our environment

Integrity: Honesty, openness and trust at the heart of College life

Diversity: Celebrating diversity and inclusivity as a key to our success

Contents

Waste Management Policy	1
1. Purpose and Scope	4
2. Waste Reduction	4
3. Recycling and Reuse	4
4. Waste Disposal	4
5. Monitoring and Evaluation	4
6. Staff Engagement	5
7. Contractor and Client Engagement	5
8. Communication and Awareness	5
9. Compliance	5

1. Purpose and Scope

- 1.1. The Windsor Forest Colleges Group (WFCG) is committed to implementing effective waste management practices across all its campuses. This policy aims to minimise waste generation, promote recycling and reuse, and ensure compliance with relevant environmental regulations.

2. Waste Reduction

- 2.1. WFCG will strive to reduce waste generation by promoting sustainable practices such as paperless operations, digital documentation, and electronic communication where possible.
- 2.2. All staff and students will be encouraged to minimise waste through awareness campaigns, education, and training programs.

3. Recycling and Reuse

- 3.1. WFCG will provide clearly labelled recycling bins across its campuses for the collection of recyclable materials such as paper, plastic, glass, and metal.
- 3.2. Recycling bins will be strategically placed in common areas, classrooms, and offices to facilitate easy access and encourage participation.
- 3.3. WFCG will explore opportunities for reusing materials within its operations, such as promoting the use of refillable water bottles and encouraging the donation or repurposing of unwanted items.

4. Waste Disposal

- 4.1. WFCG will ensure that all waste is disposed of in accordance with local waste management regulations and guidelines.
- 4.2. Hazardous waste, such as chemicals and electronic waste, will be handled and disposed of safely and in compliance with relevant legislation.

5. Monitoring and Evaluation

- 5.1. WFCG will regularly monitor and evaluate its waste management practices to identify areas for improvement and ensure compliance with this policy.
- 5.2. The Directors of Estates will be responsible for overseeing waste management initiatives and reporting progress to the Senior Leadership Team.

6. Staff Engagement

- 6.1. All staff members will be encouraged to actively participate in waste management efforts by following the guidelines outlined in this policy.
- 6.2. WFCG will provide training and resources to staff members to ensure their understanding of waste management practices and their role in implementing them.

7. Contractor and Client Engagement

- 7.1. All contractors and clients should be aware of this and other associated policies and procedures. E.g. being familiar with the location and proper use of general waste and recycling bins, including food waste receptacles.

8. Communication and Awareness

- 8.1. WFCG will communicate this waste management policy to all staff members, students, and relevant stakeholders, emphasising the importance of waste reduction, recycling, and responsible waste disposal.
- 8.2. Regular communication channels such as newsletters, staff meetings, and notice boards will be utilised to raise awareness and provide updates on waste management initiatives.

9. Compliance

- 9.1. All staff members, contractors, clients and students are expected to comply with this waste management policy and adhere to the waste management guidelines and procedures outlined by WFCG.
- 9.2. Non-compliance with this policy may result in disciplinary action in accordance with the College's Disciplinary Policy and Procedures.
- 9.3. Please note that this policy is subject to periodic review to ensure its effectiveness and alignment with changing waste management practices and regulations.

10. Associated Policies

- Sustainability Policy