

Waste and Cleansing Policies: Waste Collection From Council Premises

Implementation date: 17 May 2018

Control schedule

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| Approved by | Transport and Environment Committee |
| Approval date | 17 May 2018 |
| Senior Responsible Officer | Andy Williams, Waste and Cleansing Manager |
| Author | Angus Murdoch, Technical Coordinator |
| Scheduled for review | Annually, or as required |

Version control

| Version | Date | Author | Comment |
|----------------|-------------|---------------|----------------|
| 1.0 | 7 June 2018 | Angus Murdoch | Final |

Committee decisions affecting this policy

| Date | Committee | Link to report | Link to minute |
|-------------|---------------------------|----------------------------------|------------------------|
| 17 May 2018 | Transport and Environment | Policy Assurance | Minute |

Waste Collection From Council Premises

Policy statement

- 1.1 This policy outlines the roles and responsibilities for managing the waste arising from Council buildings and properties.
- 1.2 The policy was approved as part of the Waste and Cleansing Service's Policy Assurance at Transport and Environment Committee on 17 May 2018.

Scope

- 2.1 The policy sets out what the staff responsible for managing buildings must do to ensure waste arising from their buildings is managed appropriately.
- 2.2 The policy is focussed on waste which is created. The policy in relation to development and implementation of initiatives to reduce waste at source is subject to a separate policy managed by Strategy and Insight.
- 2.3 The policy relates primarily to routine commercial waste similar in nature to household waste which can be managed by the Waste and Cleansing Service. Examples of these are things like paper, food, packaging, disposable towels, etc.
- 2.4 The policy also states that specific separate collections should be put in place for specialised waste streams which may arise in different parts of the Council operations. Examples of these may include oil or oily wastes from vehicle maintenance operations, hygiene wastes from care homes, and clinical waste from medical facilities.

Definitions

- 3.1 The focus of this policy is the solid waste arisings produced in Council buildings.
- 3.2 "Waste" in this context relates to items or materials which are being discarded.
- 3.3 The Resource Use Policy is a Corporate Policy which aims to provide an integrated policy on reducing and improving the management of energy, water and waste used in performing the Council's duties operations.
- 3.4 The Waste (Scotland) Regulations 2012 are the most recent regulations which relate to management of household and commercial waste in Scotland, and require businesses to put in place systems to segregate specific types of waste for recycling.

Policy content

Waste From Council Premises

- 4.1 It is the Council's policy that all of its premises must comply with the internal Resource Use Policy, as well as the Waste (Scotland) Regulations 2012 and all other relevant legislation.
- 4.2 The Resource Use Policy requires the waste hierarchy to be applied, to reduce, reuse and recycle, and in addition as a minimum to ensure that facilities are in place to recycle: paper, card, cans, plastics, glass and food, as well as to collect residual mixed waste for landfill.
- 4.3 Procedures must be put in place to manage specialised waste streams not covered by general household waste provision (e.g. engine oil).
- 4.4 It is the responsibility of building managers, in partnership with the Facilities Management team covering that building, to ensure compliance on a site by site basis, and to arrange collection of the above materials by the Waste and Cleansing Service.
- 4.5 All steps must be taken to maximise use of the recycling services and prevent their contamination with other materials, through the use of adequate signage, the use of correct coloured sacks, and staff training.
- 4.6 It is expressly forbidden to mix separately collected and mixed waste streams.

Implementation

- 5.1 This policy will be maintained by the Council's Waste and Cleansing Service.
- 5.2 Waste and Cleansing provides a comprehensive waste collection service to all Council premises.
- 5.3 Implementation of this at the level of buildings is the responsibility of the person who is responsible for the operation of the buildings, normally a Business Manager or Building Manager.
- 5.4 It is their responsibility to put in place the waste collection with Waste and Cleansing, to arrange provision of the internal bins within the premises, and to liaise with Facilities Management to ensure the correct operation of the system and to prevent contamination of the recycling.

Roles and responsibilities

- 6.1 The Waste and Cleansing Manager has overall responsibility for maintain and updating the policy.
- 6.2 Responsibility for implementing the policy rests with Business Managers and Building managers as outlined above.

Related documents

7.1 None

Equalities impact

- 8.1 No negative equalities impacts have been identified as a result of this policy.
- 8.2 Increased access to recycling across the Council's property estate could be seen as a positive benefit.

Sustainability impact

- 9.1 Waste and Cleansing policies are designed to support integrated recycling services as part of an overall waste management service.
- 9.2 Improved management of waste across the Council's properties will serve to maximise recycling and diversion of waste from landfill.

Risk assessment

- 10.1 This policy has been agreed by the Transport and Environment Committee as part of the policy assurance process which seeks to ensure increased accountability, transparency and efficiencies concerning Council actions and operations.
- 10.2 Failure to operate efficient, reliable and customer focussed services represents a risk to the Council's reputation. It is likely that the data collected to support charging will improve the records of bins versus addresses and so result in an enhanced service.
- 10.3 Proper management of waste arising from premises outlined in this policy is a statutory responsibility.

Review

- 11.1 All Waste and Cleansing Policies will be reviewed on an annual basis and agreed at Transport and Environment Committee

Appendix 1:Waste From Council Premises

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