



Waste Management Policy and Guidance Document

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1. Purpose

The purpose of this document is to set out the School's approach to waste management.¹

2. Scope

This policy and supporting guidance confirms how the School's London site manages all waste streams arising from all its business activities in addition to highlighting opportunities for increasing re-use and recycling, in order to achieve the most sustainable waste management possible and contribute to the School's NetZero 2030 goal.

3. Responsibilities

This policy is the overall responsibility of the Director of Estates. Day-to-day responsibility for implementation of the policy is delegated to the Domestic Facilities Manager who is supported by the Head of Sustainability.

4. Procedure

This policy will be reviewed and updated at least once every two years normally in the summer term by the Domestic Facilities Manager with input from the Head of Sustainability. The review and any updates made will reflect any changes in legislation and/or industry best practice guidance.

Amendments to this policy will initially be made by the Domestic Facilities Manager in consultation with the Head of Sustainability, for review by the Director of Estates.

5. Equality Implications

There are no known any impacts on equality in relation to protected characteristic groups i.e. age, ethnicity, sex, disability, sexual orientation, religion, belief or non-belief, pregnancy or maternity, civil partnerships or marriage or gender identity for both staff and students in respect to this policy.

6. Policy Document

6.1 At the School of Hygiene and Tropical Medicine (LSHTM) we are conscious of the impact our activities have on the environment and we take steps to minimize this impact. The LSHTM Environmental Sustainability Policy commits the School to *"Reduce waste production by adopting zero waste strategies, reducing packaging from source, promoting a reuse culture and zero waste to landfill"*.

6.2 Therefore raising awareness of waste issues, assigning responsibilities, improving waste and recycling infrastructures and adherence to all related legislation, will ensure continual progress is made towards reducing waste production, diverting waste from landfill and increasing recycling capture.

6.3 This policy provides a guide to the LSHTM's current waste management structure and associated responsibilities, as well as highlighting opportunities for increasing participation and performance relating to waste and recycling.

64 Waste Policy and Operation

The School will:

- Meet or exceed all waste related legislation and requirements;
- Implement waste strategies based on the waste hierarchy:
 - **Reduce** waste production –Before you buy, consider whether an item is being offered for reuse by another. If not, then before purchasing, make sure that waste from the item purchased can be effectively reused or recycled. Where possible make attempts to repair items before going on to purchase new. In the case of lab chemicals, see if this is already in stock at the School before purchasing to avoid over-buying, please refer to the [Lab Sustainability Guide](#) for more information. Get suppliers to take back unwanted packaging when delivery is made;
 - **Reuse** items – Explore opportunities to reuse items before disposing as waste. Examples are furniture, books and IT equipment;
 - **Recycle** as much as possible – Most materials can now be recycled. Purchase products that can be recycled and where possible are made from recycled materials. Table 1 below details materials that can be recycled at the School;
 - **Recover** useful materials from waste, Energy from Waste – for example if segregated, metal can be taken to scrap yards and food waste can be collected and turned into compost;
 - **Disposal** – Disposal to landfill is the last resort for items that cannot be dealt with by any of the above options;
- Ensure that all staff as producers of waste become responsible for managing their own domestic waste stream, sorting out their recycling and reducing waste to landfill;
- Ensure contractors and suppliers are aware and supportive of the School’s waste policies. This includes contractors adhering to relevant legislation relating to waste from construction and refurbishment works as required.

65 Responsibilities

65.1 Responsibility for waste production and consequently waste management has to be shared by every member of LSHTM staff, students and partners. Below is a list of key stakeholders and their role in waste management:

65.2 All Staff

All staff are required to support the School’s waste policies by: minimizing waste production, reusing items and recycling as much waste as possible. Table 1 outlines a

breakdown of the School's waste streams. In areas with hazardous and clinical waste, assure the correct training is undertaken and up to date.

653 All Students

LSHTM students are required to support and abide by the School's waste policies – reducing waste, reusing and recycling as much as possible. Students are also expected to be tidy and considerate when on LSHTM property.

654 Exec Committee and Departmental Heads (both Professional and Academic)

The LSHTM Exec Team and Departmental Heads can help by encouraging their staff to comply with this policy. Managers can be asked to cascade feedback regarding recycling performance to staff and initiate improvements as required.

655 Lab Managers

Lab managers will work with the Domestic Facilities Manager, Health & Safety Team and Sustainability Team in order to ensure waste is segregated and disposed of in line with regulations and sustainability recommendations. See the [Sustainable Lab Guide](#) for further information.

656 Estates Staff

A pre-refurbishment audit should take place before every project to assess opportunities for reuse and retention of existing materials. This should include furniture, doors, floor finishes, M&E services and ceiling systems. The findings should be recorded in units of items/m²/volume or tonnage, alongside figures about the amount that was discarded or could not be reused within the scope of the project.

Opportunities to design out waste should also be sought out in the design stage and a design workshops should be held to review the results of the pre-refurbishment audit and minutes should be taken to record the design solutions which have been pursued.

Track waste through a resource management plan which includes a schedule of the re-used and removed items that are covered by WEEE regulations.

Any waste produced through repairs and replacement of LSHTM's buildings and facilities should also be disposed of through means of recycling or reuse wherever possible.

657 Cleaning and Portering Staff

Cleaning and Portering staff are responsible for emptying the designated waste receptacles and for the appropriate storage of the different waste streams prior to collection by the appropriate waste contractor. Also, they are required to assist with improvements to waste management operations and waste audit exercises.

658 Catering and Refectory Staff

Catering and Refectory Staff are expected to be mindful of waste produced as a result of their operations, services and procurement decisions. As with other staff, Catering staff will be required to abide by the School's waste policies and apply the waste hierarchy through the decision making process of their service provisions.

6.5.9 Waste Contractors

The School's waste services contractor will assist in the continual improvement to the School's waste management operations and performance as much as possible and fulfill the performance related aspects of their contract. General waste collected from LSHTM sites currently gets transported to Grundon's incinerator in Slough and used to generate energy. Therefore, the School's waste currently is not being sent to landfill. The contractor will also fulfill awareness raising elements of their role, providing educational information at the School.

6.5.10 Suppliers

Suppliers are required to support the School's waste policies by ensuring product packaging is reduced. Suppliers will also be prepared to 'take back' excess packaging.

6.5.11 Contractors

Maintenance contractors and those engaged in refurbishment works are responsible for the waste produced as a result of the work carried out on the School sites. Contractors are expected to collect this waste separately and securely. Contractors will make their own arrangements to dispose of this waste responsibly. Any contractors engaged to carry out work at the school should be provided with this policy, or made aware of the parts of the policy that apply to them. They must provide full auditable reports of all waste and % diverted from landfill.

6.6 Waste Streams

General waste produced by the School goes to Energy from Waste plant and Material Recovery Facility (MRF) at Grundon. Table 1 lists the different kinds of waste produced at the LSHTM. It also shows the types of waste that are currently being recycled. All listed waste streams should be disposed of appropriately in line with relevant legislation.

Table 1: Breakdown of the School's Waste Streams

Waste Stream	Content	Point of Production	Responsibility	Waste Contractor	Frequency of Collection
General Rubbish	Domestic, non-recyclable waste	Across the School	Cleaners	Grundon	KS – Daily TP – Mon, Wed & Fri
Recycling	Tins, cans, plastic bottles, glass, paper & cardboard	Across the School	Cleaners	Grundon	KS – Daily TP – Mon, Wed & Fri
Confidential Waste	Mostly paper based	Across the School	Departments	Recorra	As required
Furniture	Tables, chairs etc.	Across the School	Porters	JEP Industrial	As required

WEEE	All electrical items including white goods	Across the School	Departments	JEP Industrial	As required
WEEE: IT Goods	Computers, printers, mobile phones and other IT equipment	Across the School	IT services	JEP Industrial	As required
Hazardous / Special Waste	Fluorescent tubes and bulbs	Across the School	Maintenance / Facilities team	Grundon	As required
	Toner cartridges	Across the School	Departments	JEP Industrial	As required
Clinical Waste	Lab waste	Across the School	Lab Technicians	Grundon	As required
Hygiene Waste	Feminine Hygiene, body fluids	Toilets, First Aid points	Cleaners	Ellis	As required
Construction Waste (Skips)	Construction and refurbishment waste	Construction and renovation sites	Estates and/or Externally Appointed Project Manager	Project Contractor	As required
Batteries	Batteries from small appliances and lead acid batteries	Across the School	These are held to key locations across Reception and by Media Technicians	Grundon	As required
Food Waste	All kitchen and food waste	Refectory and other locations	Catering Staff	Grundon	As required

6.7 Raising Awareness

6.7.1 Awareness raising and promotional campaigns are key to ensuring waste is reduced at source and waste produced is dealt with in a sustainable and legally compliant manner. This involves educating key staff and other members of the LSHTM community. Effective mobilization and engagement will result in minimization of our waste, whilst increasing recycling rates. Sustainability representatives will help to communicate overall environmental policies and the waste management contractors will help increase participation and engagement with the School's waste policies.

6.7.2 Effective communication and outreach campaigns will greatly contribute to the improvement of the waste management system and provide a platform for promoting other objectives within the environmental policy. Table 2 provides a breakdown of promotional/communication avenues for the different stakeholder groups within the School.

Table 2: Avenues for Promotional Campaigns

Education and Promotion				
Target Group	Avenue	Engagement	Responsibility	Notes
New Students	Students' welcome week	Presentation / Video, Talk and Information Pack	School's administrators and Sustainability strategy coordinator	To convey what is expected of new students as part of their responsibility to the LSHTM environment and as a part of their learning experience
All Students	Students' Union as a venue and partner for promoting behavioural change	Various schemes including promotions and competition	Student communication officer and Sustainability strategy coordinator	Student friendly avenues for promoting behavioural change i.e. move-out recycling schemes
New Staff	Staff Induction	Presentation / Video, Talk and Information Pack	Staff Development Administrator and Sustainability strategy coordinator	To convey what is expected of new staff as part of their responsibility to the LSHTM environment
Staff in Different Departments	Staff meetings	Presentation / Talk	Schools administrators / Departmental Heads and Sustainability strategy coordinator	Encourage departments to invite updates from the Sustainability Manager at some departmental meetings

All Staff	Emails, Newsletter	Print and Electronic Medium; Sustainability Reps Network	External Relations and Communications officer, Sustainability strategy coordinator	Getting environmental stories out through the School's communication structures and established sustainability groups
All Staff	Sustainability Reps	Promoting sustainable waste management within faculty/department/team	Sustainability reps/sustainability strategy coordinator	Reps can set an example to fellow staff and students, start conversations on sustainability issues and support with embedding new initiatives.
Students, Staff, General Public	Website, brochures	Print and Electronic Medium	Communications / Marketing officer and Sustainability strategy coordinator	Getting environmental stories out through the School's communication structures
Catering Staff	Organised briefing sessions	Posters, Talks, Updates on Service	Catering Manager and Head of Sustainability	Discussing the importance of their role to our objectives, highlighting results of their contributions as well as getting their feedback on operations on the ground
Cleaning Staff	Organised briefing sessions	Presentation / Talk, Updates on Service	Domestic Facilities Manager and Head of Sustainability	
Maintenance Staff	Organised briefing sessions	Presentation / Talk, Updates on Service	Maintenance Manager / Head of Sustainability	
*Also design generic posters/leaflets which provide a largely pictorial explanation of the recycling scheme at main lounges and reception areas, space permitting.				

6.8 Auditing and Continuous Improvements

Spot check audits will be conducted twice a year across the School's estate to identify recycling hotspots with a view to introduce targeted interventions. These audits will be internal and external (conducted by waste contractors). In addition, areas of improvements and non-conformities can be identified during the annual Sustainability Management System (EMS) auditing process.

6.9 Reviewing Performance

Improvements to waste management operations and infrastructure are discussed regularly by the Director of Estates and the Head of Sustainability, with a view to reduce the environmental impact of waste production.

For consideration will include: the amount of total waste produced, removal and transportation of waste, effectiveness of communication, improvements to waste infrastructure, review of supply chain and all associated carbon emissions.

7. Document Owner and Approval

The Director of Estates is the owner of this document and is responsible for ensuring that this policy is reviewed in line with the review requirements of the LSHTM.

A current version of this document will be available to all members of staff on the School's intranet.