

WASTE MANAGEMENT POLICY

Learning Academies Trust

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CHANGES

Policy date	Summary of change	Author	Version	Review date
08/01/2024	Policy has been created.	D Baldie	1.1	08/01/2026

1. POLICY STATEMENT

Most general waste in the UK is disposed of either in landfill sites or through incineration and it is a fact that too much waste is being produced and that landfill sites are running out of capacity. This has clear dangers in the form of pollution and environmental impact. Reducing the amount of waste that they produce and recycling waste as much as possible are key elements in the development of sustainable schools.

In addition, failure to properly deal with waste can lead to unsightly accumulations of rubbish. These, in turn, can lead to pest infestation and unsanitary conditions. The proper removal of potentially hazardous waste, such as chemicals, is particularly important. Failure to comply with the law and with local authority guidelines on waste management may lead to fines and the threat of legal action.

For the purposes of this policy an “Asset” is any non consumable item purchased by, or donated to Learning Academies Trust or their schools and subsidiary businesses.

2. AIMS

The aim of this policy is to ensure that all staff and authorised persons within the Learning Academies Trust behave in an environmentally sensitive and sustainable manner with regards to their waste including disposal of assets at the end of their useful life in accordance with Financial and Waster Regulations.

3. PROCEDURE

In the Learning Academies Schools, the following principles will apply.

- The Headteacher or Trust Estates Manager will act as the responsible person to ensure that the school, or Trust staff act at all times in such a way that is sensitive to the environment, minimising waste and encouraging prevention, reuse and recycling as much as possible.
- General classroom and office waste will be collected by cleaning staff according to a set scheme of cleaning work. Waste will be placed in general waste containers or bags which will be emptied by appropriate licensed refuse collectors at frequent intervals.
- Any hazardous waste will be segregated from general waste, clearly identified and not disposed of in general waste streams.
- Staff who are responsible for segregating waste will be appropriately trained and be supplied with sufficient health and safety guidance and personal protective equipment (i.e. disposable gloves and aprons) to ensure their safety and well-being.
- Hazardous waste will be removed from the premises by a licensed waste handler and appropriate records kept. This should include a properly completed consignment note.

- Any medical sharps waste (such as syringes and needles used for injections) will be disposed of in a secure, purpose-built sharps box or bin. When full, this will be sealed and removed for incineration by an appropriately licensed waste handler.
- The Headteacher will ensure that appropriate and sufficient security precautions are in place to prevent theft, vandalism, arson and scavenging of waste by outside agencies.
- Recycling will be given a high priority with all waste that can be recycled being segregated, collected, stored in appropriate containers and removed by a suitable recycling company.
- If a risk or hazard becomes apparent, school staff should take the necessary practicable steps to minimise the danger before reporting the matter.

4. RELOCATION OF ASSETS

- If a member of staff wishes to borrow an asset for personal use this must be organised through the Headteacher of each site, or the relevant service lead where Central Assets are concerned and insurance arrangements verified. The Office Manager/Service Lead must keep a record of the loan, sign the item in and out and check the condition of the asset on its return. Loans must be for short periods only to avoid potential benefit-in-kind tax consequences.
- If an asset is to be permanently relocated to another school, the location of the asset must be updated on the central/Fixed Asset Register.
- Where an asset is not recorded on the FAR a written record of the relocation, and approval, should be retained for a period of 24 months. This can be digital.

5. DISPOSAL OF ASSETS

5.1. WEEE (Waste electrical and electronic equipment)

- Waste electrical and electronic equipment (WEEE) will be disposed of in compliance with the WEEE Regulations 2006, and not in the general waste stream. Where equipment is being replaced, arrangements will be made for the waste equipment to be removed for recycling by the suppliers.
- Small items of WEEE will be disposed of in shops that offer a take-back scheme and household-type WEEE (for example, kettles and fridges) used by staff will be disposed of through municipal recycling sites (provided that such waste is not generated frequently).
- Large items of WEEE can be disposed of via commercial bulky waste collections (Plymouth City Council offer this service).
- Disposal of all technical equipment (laptops, tablets, screens, PCs, projectors etc) must be arranged via IT Support and recorded on the FAR.

5.2. GENERALLY

- Staff should not remove items, including consumables, from site to dispose of/repurpose themselves. If items are to be removed in this way, then permission must be sought in from the relevant service lead or Headteacher. This includes items which are clearly “abandoned” or placed in waste areas/containers. Where clarity is required this must be sought in writing from the Trust Estates Manager. Onward sale of items is not permitted for a period of 5 years without approval in writing of the Estates Manager or the CFO. All funds from sales of such items must be returned to the Trust. Any costs to refurbish items will be considered on a case by case basis, and only in advance.
- Items originally donated to the Trust may only be sold with prior approval of the original donor or the CFO
- Further guidance on asset sales in the context of the proper use of public funds is set out in the AFH, which should be referred to whenever assets are being considered for disposal.
- For all asset disposals where expected proceeds exceeds £2,500, the Chief Finance Officer must ensure that a competitive bidding/tendering process is undertaken if the nature of the asset permits. If this cannot be achieved the method adopted to ensure value for money must be approved by the Board of Directors.
- Failure to follow the above procedure may result in disciplinary action and potential prosecution.