



## Free School Recycling Service Policy

Created:	Dec 2020
Last updated:	Dec 2020

### 1. Background

- 1.1 South Hams District Council are committed to the application of the waste hierarchy in all their services. The “*waste hierarchy*” ranks waste management options according to what is best for the environment. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery (e.g. energy from waste), and last of all disposal (e.g. landfill).
- 1.2 In partnership with other Devon local authorities, SHDC has supported schools to reduce, reuse and recycle their waste. We recognise that pupils and school staff are also residents and can make a significant contribution to waste reduction and recycling in their schools, homes and communities. A variety of resources are available to schools to support their implementation of the waste hierarchy and the education of their students on resource and waste issues. Resources can be found here: <https://zone.recycledevon.org/>.

### 2. Recycling

- 2.1 The Council operates a free weekly collection for schools.
- 2.2 This service will mirror domestic recycling collections, which include the following recyclables:
  - **Metal**, food tins (not catering sized), drink cans, foil and aerosols.
  - **Plastic**, bottles, pots, tubs and trays.
  - **Paper**, food and drink cartons, books, magazines and envelopes.
  - **Glass** bottles and jars.
  - **Card**
- 2.3 The Council will provide the school with 6 recycling boxes for paper, glass and card/cardboard and 2 sacks for metals and plastics.
- 2.4 Large pieces of cardboard must be cut or folded into pieces no bigger than 75cm and placed by the side of the boxes. This is to ensure it can fit in the vehicle.
- 2.5 Each box must be used for one type of material only e.g. paper or glass. However more than one box can be used for the same material e.g. if a school wants to recycle only paper, then all six boxes can be used for paper only. Metals and plastics can be mixed within sacks. The council reserves the right to refuse to empty boxes and request that the boxes are sorted before returning on the next scheduled collection day.

- 2.6 All recyclables must be clean and free of debris. In the event that dirty or non-recyclable items are placed in the boxes and/or sacks the crew will endeavour to collect all recyclable items whilst leaving the rest in situ. The school will be expected to remove the non-recyclable items from the receptacles before the next scheduled collection.
- 2.7 The service is for recycling generated in classrooms, school offices and by students.
- 2.8 The service does not include recycling generated through kitchen and catering activities. Kitchen and catering waste is considered trade waste and should have the appropriate trade collection in place to deal with this waste.
- 2.9 Where possible, boxes and sack/s should be placed at the roadside on the day of collection. If this is not possible, boxes and sack/s need to be easily accessible by the collection vehicle but inaccessible to students.
- 2.10 Every effort will be made to conduct the collection within the school's working hours to reduce the likelihood that the boxes will be inaccessible.
- 2.11 In the event that the collection crew cannot access the boxes and therefore cannot complete collection they will not return to collect until the next scheduled collection.
- 2.12 If a collection is not completed on the scheduled collection, and the requirements set out in 2.5, 2.6, and 2.9 have been met, the school must report the missed collection to the council within two working days through the council's website ([www.southhams.gov.uk](http://www.southhams.gov.uk)).

### **3. Extra Recycling**

- 3.1 If a school produces extra recycling on top of their allocated capacity they must make their own arrangements for a trade recycling collection through a private waste collector.
- 3.2 The Council understands that due to the location of some schools they may experience difficulty arranging a trade recycling collection for their extra recycling. In such an event, the council will work with the school to provide additional containers where possible. The school must provide evidence to show that they have attempted to arrange a trade recycling collection.

### **4. Residual Waste (rubbish)**

- 4.1 Under the Controlled Waste (England and Wales) Regulations 2012 local authorities can charge universities, schools and other educational establishments for the *collection* and *disposal* of their waste, unless the exception in 4.2 applies.
- 4.2 Where Local Authority funded educational establishments had their waste disposed of without charge prior to the new regulations coming into force, they are able to continue to receive free of charge disposal after the Regulations came into force on 6 April 2012. However, the collection of this waste remains chargeable.
- 4.3 Schools can arrange the collection of their residual waste (rubbish) through the council's trade waste service or through a private waste collector.

## 5. Food waste

- 5.1 Food waste does not form part of the free recycling collection service for schools. Schools should arrange a food waste collection through the council's trade waste service or through a private waste collector.

## 6. Garden waste

- 6.1 Garden waste does not form part of the free recycling collection service for schools. Schools should arrange a garden waste collection through a private waste collection contractor or grounds maintenance provider.

## 7. Duty of Care Requirements

- 7.1 Schools are classed as waste producers under the Environmental Protection Act 1990 and therefore have a Duty of Care as set out in Section 34(1) of that Act.
- 7.2 Under Duty of Care waste producers must:
- Check the next waste holder (i.e. private waste collector) is authorised to take the waste. This can be done online at <https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>.
  - Ask the next waste holder where they are going to take the waste, and checking that the intended destination is authorised to accept that waste.
  - Carry out more detailed checks if they suspect the waste is not being handled in line with the duty of care, e.g. requesting evidence that the waste has arrived at the intended destination and that it has been accurately described.
- 7.3 If schools arrange for a trade waste and/or recycling collection they should be provided with a duty of care certificate which they must store for at least two years.
- 7.4 Schools will **not** be provided with a duty of care certificate for the free recycling collection provided by the council as this is classed as a household collection and is therefore exempt from this procedure.