

# The Canterbury Academy Trust

## Schools for all the Talents



Name of policy:	Recycling waste management policy
Document owner:	Terry Onions
Document issued/last reviewed:	October 2023
Date for review:	October 2024
Additional notes:	Was written as part of the primary school new build
Number of pages:	2

# The Canterbury Academy Trust

## Recycling, Waste Management and environmental protection Policy

### Aim

This policy is produced in an effort to achieve the following objectives:

- Ensure a safe and healthy work environment for employees, students and visitors.
- Protect the environment by using sound principles of handling, treatment, storage and disposal of hazardous waste.
- Minimise the generation as well as cost of handling and disposing of hazardous materials.
- To reduce the amount of waste going into landfill or to incineration.
- To recycle as much as possible through segregation of materials

### Objectives

The Trust will take reasonable steps to minimise the waste it produces. Where there are materials that are no longer required the following options will be considered:

- **Reduce** – Avoid the need to discard materials in general
- **Re-use** – Pass on equipment to others before disposing of it
- **Recycle** – Segregation of materials for recycling to reduce the waste across the trust
- **New building projects** – ensure the most energy efficient practise are incorporated

### Reduction

The Canterbury Academy Trust commits to make every attempt to minimise the amount of waste produced. We will achieve this through

- Avoiding unnecessary photocopying – costs are monitored though the Finance department and linked to faculty budgets
- Using existing materials rather than new ones
- Printing on both sides of paper
- Keeping resources organized and tidy to avoid unnecessary breakages
- Using LED lightbulbs that have a longer lifespan
- Video conferencing for staff meetings has been introduced to reduce the need to travel between sites

### Re-use

Where possible materials will be re-used such as 'scrap paper' (paper printed on one side / spare worksheets) for note taking or wet play times.

Students/staff are encouraged to use their own bags, cups, bottles, containers

## **Recycling**

The following materials will be recycled:

- Paper products including magazines and cardboard
- Plastic
- Metal
- Glass

Recycling bins (i.e. paper, batteries, crisp packets) are located across the Trust

**New buildings projects** We use professionals to ensure that the most energy efficient practices are incorporated, for example: All new buildings should have energy efficient heating (heat recovery) and automatic LED lighting

## **General Hazardous Waste Guidance**

### **Definition**

Hazardous Waste is defined by reference to the European Waste Catalogue (EWC). The official definition of 'Hazardous' has been extended to include wastes which are classified as Hazardous in the EWC but have not in the past been seen to present a risk. These include fluorescent tubes, old computers, television sets and batteries.

### **Batteries**

The disposals of batteries containing lithium, cadmium, mercury, lead acid type or rechargeable are be disposed of at a recognised recycling depot.

### **Aerosol Cans**

Aerosol cans must be treated as hazardous waste and the same procedure as the battery disposal.

### **Fluorescent Light Tubes**

Old Fluorescent light tubes will be removed by the caretaker. As the tubes contain mercury they must be disposed of at a recognised recycling depot.

### **ICT equipment**

No item of the Trust ICT or telecommunications waste equipment will be disposed of except through an agency specifically authorised and registered for such waste disposal.

### **Data Protection and GDPR**

The Data Protection Act and GDPR protects the use of personal data and ensures that authorised data users have a duty of care to keep it private and secure. This is particularly important in respect of electronic data held on computers and computer equipment that is to be disposed of. The Trust has a duty to ensure that recycling /personalised data, confidential data or any other data coming within the remit of the Data protection Act is properly removed from the computer. The Trust therefore uses an agency specifically authorised and registered for such waste disposal and keeps the relevant data destruction certificates in the IT office.

### **Toner ink cartridges**

A central internal bin is kept in the IT office. Cartridges are disposed of via an agency specifically authorised and registered for such waste disposal.

### **Working partnerships**

During 2020 The Canterbury Academy Trust was contacted by Canterbury Sustainable Goals Forum, Canterbury Society and Canterbury Climate Action Partnership, three organisations working in partnership to engage with young people and their learning in relation to sustainable development, to understand the value of, and threats to, our natural environment, and to take appropriate action to overcome those threats. Their aim is to support local schools and to share good practice amongst the community. The Trust is now part of this pilot project. Rebecca Huckle is the lead person in school.

### **Student involvement**

The importance of protecting the environment is incorporated into teaching and learning at the Academy Trust

School Council and student leadership team in the Sixth Form help to promote protecting the environment. Through their work and presentations, they have helped to reduce the amount single use cups and bottles being used.

### **Reporting**

As an Academy Trust we are required to publish annually our financial statements. From the financial year ending 31<sup>st</sup> August 2020 it is compulsory to include a statement on streamlined energy and carbon reporting. The report includes disclosure of our use of energy and greenhouse gas emissions across the Trust.

### **Policy Review**

This policy will be reviewed annually.