

College/Department	Estates – E & CE	Date of Waste Audit	15.06.2021
Name of person carrying out the audit	Nigel Morris	Job Title	Strategic Waste & Resource Manager

Improvement Action Progress

Location	Issues	Action Required	By Who	By When	Date for follow up review
Living Systems Institute	As this audit was only conducted outside of the premises due to Covid, there is a need for the actual wastes arising from within to be determined. A meeting will need to be arranged in order to establish what waste is currently produced (ref 1.1).	Meet with staff members	NM	30.05.2021	15.06.2021
	Completed. Meeting held with Nia Morris on 01.06.2021				
	Once we have an understanding of the all the waste from within we will find scope for improvement if it exists and can then map out the process of reduce, reuse, recycle as per the waste hierarchy, with a view to move some material higher up the pyramid compared to the current disposal routes. (ref 1.2)	Meet with staff members	NM	30.05.2021	15.06.2021
	Completed. We have confirmed that food waste is not being segregated away from general waste in any of the three kitchen areas. Nia will discuss this with colleagues with a view to launching a trial in either one or all three in order to define the volume and whether a food only waste stream is viable addition. The Lab Plastics recycling programme has internal awareness and the teams are ready to embrace it when it is ready to be launched.				
	The general waste and recycling bins are contained within a tidy binstore and are well marked with clear signage. The clinical waste bins are not. They are correctly stored separately from other bins and are lockable, but other than being the industry standard classification colour of yellow, there is no obviously visible signage as to their use. This should be discussed internally and with the supplier to see what may be available. (ref 1.3)	Meet with staff members and supplier	NM	30.05.2021	15.06.2021
	Completed. The clinical waste bins are kept individually locked and are located in a secure area that only lab techs access. There is however, a clear need for internal signage for the tri bins. This will be included in the forthcoming pan-university new internal signage campaign.				
Sports Park	Although this audit was only conducted around the exterior areas it appears that all waste streams to be expected at the facilities are captured by segregation. However, it would be of value to further discuss this with staff on site as we may be able to determine more potential. Food, for example. (ref 2.1)	Meet with staff members	NM	30.05.2021	15.06.2021
	Contact made and meeting tba... not available at present due to annual leave.				

	Any further potential for recycling will push existing wastes up the waste hierarchy although we should also encourage further use of reusable drinks containers to further remove plastics from our environment. Removing any food from the general waste stream will also offer an improvement. (ref 2.2)	Meet with staff members	NM	30.05.2021	15.06.2021
	It is great to see the, I understand, recent addition of a dustbin type container right alongside the entrance for the disposal of plastic bottles. However, whilst this is a great way of capturing the material and segregating it, we should continue to promote our wish for plastics to be eliminated from campus. We therefore need to ensure that we are constantly pushing for staff and students to reuse. (ref 2.3)	Meet with staff members	NM	30.05.2021	15.06.2021
The Forum – service yard	As this audit was carried out solely in the yard itself there is a need for all wastes arising from within to be investigated. It appears that all segregated waste streams to be expected are present, but their full adoption and usage should be discovered and improved upon where possible. (ref 3.1)	Meet with staff members and Simon Law	NM	30.05.2021	15.06.2021
	Contact made and meeting tba... not available at present due to annual leave.				
	There appears to be a few areas of initial highlight that would offer the opportunity of materials moving up the waste hierarchy when further investigated. There are many catering facilities within The Forum, yet there are only 2 x 240 litre wheelie bins in the yard for food waste and these are only emptied twice a week. At the time of audit, these only contained coffee grinds. It would be fair to assume that food waste is not being segregated at source. (ref 3.2)	Meet with members of staff and the suppliers	NM	30.05.2021	15.06.2021
	When I introduced myself to a member of staff who works on the yard, he asked me if plastic wrap is ok to go in the plastic bin or should it go in the general waste bin. He is right to question this, and it confirms that awareness is not at the height that it should be. This should be corrected by way of a meeting with catering staff and the supplier to confirm waste routes. This should be followed by the creation of clear signage that is supplied to all staff. Catering staff bring their waste to the yard and access the bins, and although the containers are well labelled with stickers, there is room for confusion. General waste bins are labelled 'rubbish' and are the first containers that anybody arriving in the yard will encounter. This gives potential for them to be used for all waste as they are the nearest. The individual bins are well labelled, although I noted that the ones for paper, plastic, glass & tins recycling were hidden from general view behind vehicles, at the farthest point of the yard. I'd suggest this could be troublesome to anybody who did not know the yard well and propose the production of a site map to be circulated to all that use the yard. There may also be value in the addition of appropriate signage on the walls, signaling each waste stream. The member of staff confirmed that all staff have the area covered within their induction, but there would be added value in a map. (ref 3.3)	Meet with staff members	NM	30.05.2021	15.06.2021

	The baler used for cardboard is a small bale machine and there is room for a larger mill size, as these produce higher rebates the potential to change should be discussed with the supplier. Is there an opportunity to bale other materials too, plastic milk bottles, or paper for example? The bins for plastic are marked as such, but with no clear definition of what types are acceptable. (ref 3.4)	Meet with staff members and supplier	NM	30.05.2021	15.06.2021
The Forum – outside spaces	Due to these being public areas and open to all we should expect for there to be all manner of potential waste streams, yet we have public bins for general waste, tins and plastic bottles only. We should discuss the opportunity of single streaming more materials. (ref 4.1)	Meet with staff members, students and supplier	NM	30.05.2021	15.06.2021
	Glass bins to be added. Potential for food to be investigated.				
	Attention to the waste hierarchy should enable materials that are currently disposed of as general waste, be moved up the scale by single stream recycling. The obvious ones to identify and confirm may be paper, food, glass and packaging. (ref 4.2)	Meet with staff members and supplier	NM	30.05.2021	15.06.2021
	All paper is recycled in Restore bins. Food tba. Glass to be added. Packaging: investigate the opportunity for 100% compostable.				
	To the front of The Forum there are only three openly visible public bins and possibly the same to the rear. I only spotted one bin for cigarettes. We should identify if this is enough provision in terms of waste stream and volume. (ref 4.3)	Meet with staff (cleaning team)	NM	30.05.2021	15.06.2021
	Planning in progress for 3 x public glass bins to be added (2 x front + 1 x rear). Food to be investigated by of WCA of non-recyclable bins as a student engagement programme.				
	Report Logging Statement				
	All the improvement actions will be added to the Waste Log and tracked to completion.				
	EMS Action Plan Logging				
	There are no improvement actions that constitute the need for logging as there are no system deviations, legislation non-compliance or paper train issues within the audit.				