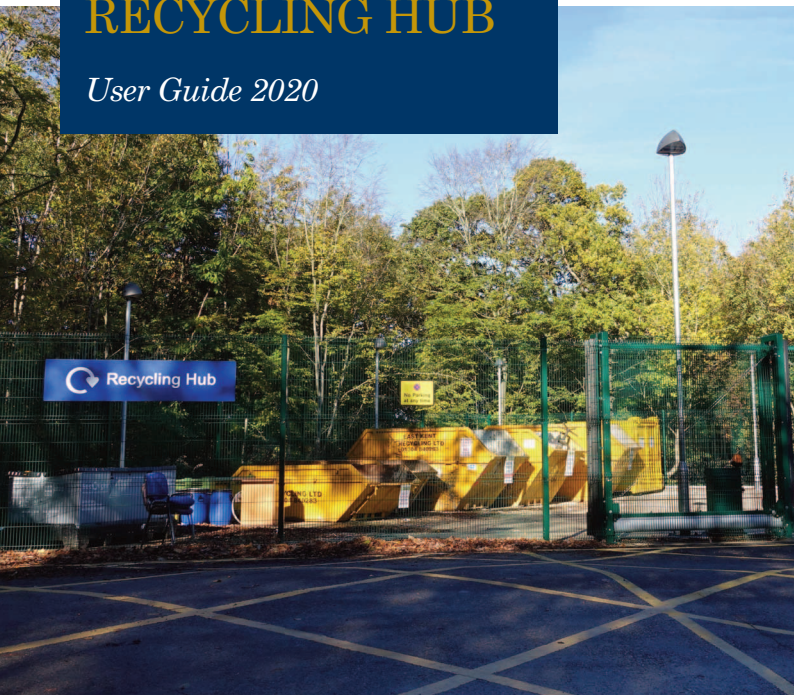


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ESTATES DEPARTMENT RECYCLING HUB

User Guide 2020



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INTRODUCTION

The Recycling Hub at the Canterbury campus has been designed to make the management of recyclable materials easy and takes into consideration best practice for waste management.

This guide is aimed at Estates staff and all other authorised users of the Hub.

Staff and students from elsewhere in the University and on the Medway campus should visit the recycling pages of the Estates website for guidance on how to dispose of waste:

www.kent.ac.uk/recycling

LOCATION

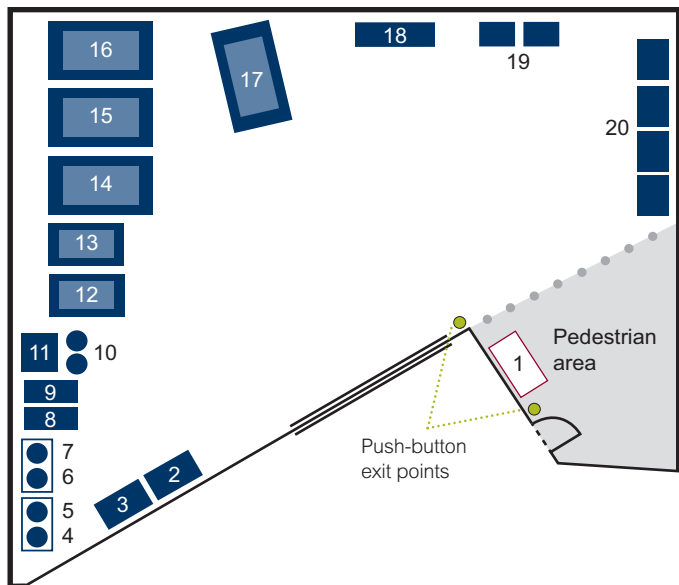


Estates Department, University of Kent, Park Wood Road,
Canterbury, Kent CT2 7NN

Directions

Turn from Giles Lane onto Park Wood Road via the mini roundabout. The Estates Department is on your right. DO NOT take the first right turn into the Estates car park. Take the second right, signposted 'Maintenance Deliveries' and 'Recycling Hub', opposite the large building with the yellow entrance called Ingram.

SITE PLAN



Containers

- 1 Fire extinguishers and spill kit
- 2 Lamps/tubes
- 3 Furniture
- 4 Aerosol drum
- 5 Sealant/mastic tube drum
- 6 Oily rags drum

- 7 Hydraulic fluid/oil drum
- 8 Filled paint cans
- 9 Gas canisters
- 10 Dry batteries
- 11 Wet batteries
- 12 Hardcore/soil skip
- 13 WEEE small skip
- 14 General waste skip

- 15 Metal skip
- 16 Wood skip
- 17 WEEE large container
- 18 Large freestanding metal items
- 19 Wooden pallets
- 20 Confidential waste bins

USING THE RECYCLING HUB

All staff and authorised contractors are required to read this guidance and to sign and return the attached acknowledgement slip (see page 23), to the Facilities Management Co-ordinator, Recycling and Waste, in the Estates Department.

The Recycling Hub is open between 08.30 and 16.30, Mondays to Fridays (excepting bank holidays).

Estates staff

Access

All Estates staff are authorised to access the Hub. Other staff will need to contact Customer Services, in the first instance, on 01227 823209.

Where should my waste go?

Please follow the site plan and guidance on correct segregation and storage of waste. If you are unsure of what waste type you have please call the Customer Services, in the first instance, on 01227 823209, who can direct you to the appropriate person to advise you.

Non-Hazardous wastes

Please use common sense when filling the skips. **Do not** lift items into the skips which may cause injury to yourself or others, and **do not** 'front-load' the skips – distribute items evenly across the length of the skips.

Arrangements for locked/lidded containers

Keys and passes are strictly controlled by the Facilities Management team. Only authorised personnel will have access to these.

Manual handling

Only staff trained in manual handling should place items into skips or move large freestanding items such as fridges. For help, please contact estatescustomerservices@kent.ac.uk



Any items which are too large, heavy or long to go into a skip, such as lampposts, piping or items such as signage poles with concrete accretions at the end, need to be placed carefully in the appropriate location. These are removed by a specially-organised collection.

Please also refer to Safe Working on page 15.

Reporting issues

As soon as any issues are noted, such as an unauthorised access, leaks or spills, or damage to the infrastructure or containers, please call the Customer Services 01227 823209 (during working hours: 08.00-16.30 Monday to Friday), or Campus Security 01227 823330 (at any other time).

USING THE RECYCLING HUB (CONT)

Contractors

All authorised contractors are required to read this guidance and to sign and return the attached acknowledgement slip, to the Facilities Management Co-ordinator, Recycling and Waste, in the Estates Department.

Access

Only the skip contractors will be issued with an access card. All other collections can be arranged by contacting the Estates Customer Services, in the first instance, on 01227 823209, who will direct your call to the correct member of the Estates team.

Please also refer to Safe Working on page 15.

Removing waste

Only authorised contractors will be permitted to uplift items from the Recycling Hub. A member of the Facilities Management team will need to be present in order to oversee safe and correct exchange or uplift. A Waste Transfer Note or Consignment Note should be prepared in advance and signed after exchange or uplift (see 'Paperwork', below).

Replacing containers

Containers must be:

- replaced in the same location from which they are removed
- relabelled with the correct signage or labelling (if present)
- replaced with pre-labelled containers which match the container being removed (for instance drums need to be replaced with identically labelled drums)
- the same type as that being removed (for instance a 220 litre drum should not be replaced with a 120 litre drum)
- replaced at the time of uplift with a fresh container; ie, a container cannot be removed with a promise that a replacement will be sent later.

Paperwork

All collections by external companies (unless covered by an annual waste transfer note) should be concluded with completion of the paperwork. Waste Transfer Notes (non-hazardous waste) and Consignment Notes (hazardous waste) should be verified and signed by both parties on site.

Paperwork should include the following information:

- a description of the waste, including quantity
- the appropriate European Waste Catalogue (EWC) code for the waste
- how the waste is contained or packaged
- the correct SIC code for the University (85.42)
- the place, date and time of transfer
- the name and address of both parties
- details of the permit, licence or exemption of the person receiving the waste

For hazardous waste collections, Part E of the Consignment Note should be left blank; once the waste has reached its final destination Part E should be completed and returned to the Facilities Management Co-ordinator, Recycling and Waste in the Estates Department.

USING THE RECYCLING HUB (CONT)

Non-hazardous wastes

Waste	Site Plan ID	Container Type	Guidance
General waste	14	Skip	Items such as polystyrene, items which cannot easily be separated (such as foam bases from wooden chair seats), treated woods (see below) and plastic packaging/wrap.
Wood	16	Skip	<p>Only the following materials are acceptable: soft white wood including timber lengths, offcuts, cable drums, scaffold boards, joists, floor boards, and ply.</p> <p>Please place the following in the general waste skip: MFC (melamine faced chipboard), melamine, decking, MDF, hardboard or chipboard.</p>
Large freestanding metal items	18	None	Any large freestanding metal items such as filing cabinets to be placed here.
Wooden pallets	19	None	Any style of wooden pallet to be placed here.

Waste	Site Plan ID	Container Type	Guidance
Metal	15	Skip	Most metal items can be placed in this skip, with the exception of large items such as fridges and freezers, filing cabinets, piping (depending on length), engine components with oil residue, gas canisters, cookers and hobs or electrical items.
Hardcore/ soil	12	Skip	If you think your waste could be contaminated with asbestos, oil or other hazardous materials please do not place in this skip and contact Customer Services on extension 3209 for guidance.
Confidential waste	20	Locked blue Eurobins	To arrange a confidential waste collection please email estatescustomerservices@kent.ac.uk . Confidential waste may or may not be shredded. It should be contained in blue or white hessian sacks secured with a cable tie.

USING THE RECYCLING HUB (CONT)

Hazardous wastes

Waste	Site Plan ID	Container Type	Guidance
Small WEEE	13	Skip	Waste electrical and electronic equipment (WEEE) covers items such as kettles, keyboards, old cabling and wiring, fans and so on. Please ensure that items have been documented on an Electrical Equipment Disposal Form first, as far as is reasonable. Items need not be dismantled (for instance, the removal of the metal guard from the front of fans). Please note that computers and laptops may have confidential data on and advice must be sought before placing these into the WEEE skip.
WEEE Computer equipment	17	Container	WEEE items from computer equipment are to be placed in here by the Support Services team.
Tubes/ bulbs/ lamps	2	Rectangular tubes bin	Any commercial waste lamps such as bulbs and tubes can be placed in here. You MUST NOT let the glass break. Place items as carefully as possible into the container. Do not allow the lid to slam afterwards.

Waste	Site Plan ID	Container Type	Guidance
Dry cell batteries	10	Blue battery drums x 2	Any household-type batteries can be placed in here, such as 9v, AA or AAA batteries.
Wet cell batteries	11	Large green crate	Any batteries containing liquid electrolytes, such as car batteries, should be placed in here.
Oily rags	6	Oily waste drum	Rags should be contained in a plastic bag and placed within the drum. Ensure that the lid is secure after use.
Sealant/ mastic tubes	5	Drum	These are solely for use by Estates Maintenance.
Aerosols	4	Aerosols drum	Place aerosol tins into the specified drum carefully. Do note that there may be some fume build-up within the container, so caution should be taken when first opening it.



USING THE RECYCLING HUB (CONT)

Hazardous wastes (cont)

Waste	Site Plan ID	Container Type	Guidance
Fridges, freezers and other large, loose, metal items	18	None	Place these items in a location away from potential vehicle movements. Ensure doors or drawers are taped closed, cables are not trailing and appliances placed the correct way up.
Filled paint cans	8	None	Any paint cans with paint in. Empty cans are to be placed in the metal skip.
Gas canisters	9	None	Any empty gas canisters.

SITE MANAGEMENT

Signage

All skips and containers are clearly labelled so it is obvious which type of waste each container is for.

The Recycling Hub displays signs to notify individuals of the presence of CCTV and a reminder that the area is a no smoking zone.

Signs are also displayed to indicate the nature of hazardous materials.

Access and security

The Hub is gated and access is only available via authorised access cards. CCTV oversees the site.

Maintenance and housekeeping

The Support Services team has responsibility for maintenance and housekeeping and will inspect the Hub daily for damage, leaks, spills, incorrect placement of waste or containers, and for hazards or potential hazards. It is staff members responsibility to ensure they put their waste in the correct container/facility.

If the Hub needs to be cleaned for any reason, it is essential **never** to use detergents or surfactants. These will interfere with the correct operation of the sump. The sump should be monitored on a monthly basis and after particularly heavy rainfall. It is expected that under normal operation, the sump will be emptied once yearly.

Strictly no storage of any items which are not authorised by the Estates Facilities Management Co-ordinator/ Facilities Manager will be allowed. Any items which appear unexpectedly will be assumed to be waste and will be disposed of accordingly. Staff are not permitted to allow any non pre-arranged contracts into the Recycling Hub

Vehicles

No vehicles are to be parked in the Hub, except for Estates Support Services vans, which may be parked overnight (between 16.00 and 09.00).

SAFE WORKING

First aid

All members of Campus Security are qualified First Aiders. They can be contacted on 01227 823330 or via the SafeZone app.

All incidents/accidents should be reported to your line manager and if necessary a First Aider should be alerted to attend.

On completion of assessment to injured party an iCASS report must be completed.

Hazards

We want all those who use the Recycling Hub to be safe, and this means all staff and contractors working in the Hub must be vigilant of hazards to themselves and others at all times. There are plenty of risks to be aware of, such as handling heavy containers or items; slips, trips and falls; movement of vehicles inside and outside the Hub; operation of lifting machinery; and so on. If any immediate hazard is noticed, **communicate this – never keep concerns to yourself**. If you cannot find anyone to speak to immediately, contact Estates Customer Services on 01227 823209 or Campus Security on 01227 823330; or if non-urgent, a voice message can be left on 01227 823775.

Please note: during collection of waste, the Hub will be closed to pedestrian access. **Pedestrians need to stand within the area behind the bollards at all times.**

Risk assessments

A detailed analysis of risk has been conducted and is available on request from the Estates Customer Services.

SAFE WORKING (CONT)

Health and safety

Personal Protective Equipment (PPE) should be worn, in accordance with the Risk Assessment (see above).

Smoking

The Recycling Hub is a non-smoking zone.

The University's Smoking Policy states: **Smoking is NOT permitted unless five metres away from any building.** As the Hub is an extension of the Estates buildings **smoking is not permitted** within in the internal area and surrounding external areas.

EMERGENCY PROCEDURES

Spills

Estates Customer Services must be alerted as soon as possible on 01227 823209 (during working hours: 08.00-16.30 Monday to Friday), or Campus Security on 01227 823330 (at any time).

Staff trained in spill response should follow the procedure detailed on the spill response posters situated in the Recycling Hub. Spill kits can also be found in a secure blue wheelie bin located within the Estates Maintenance Yard.

Responsible persons managing the overall operation of the spill must notify the Environmental Advisor (see 'Useful Contacts' on page 22) providing a detailed report of the incident and further complete a detailed report on iCASS system.

Fire

The quickest exit in the event of a fire is the person-gate. Use this in preference to the vehicle (sliding) gate as this takes time to open.

If you discover a fire, raise the alarm by shouting and, if possible, leave any container or apparatus in a safe condition.

Do not attempt to use an extinguisher unless you have received full training in their use – in particular you must **never** tackle fires on or near pressurised containers or aerosols.

Make your way to the assembly point on Park Wood Road (the grass bank outside Estates, on the opposite side of the road to Ingram, area no 14) and provide details to Campus Security on 01227 823333.

In the event of a fire alarm signal in Estates, the Hub gate access control will fail safe and the vehicle (sliding) gate will automatically open.

LEGAL COMPLIANCE

The University operates an Environmental Management System to ISO 14001:2015. All activities in the Recycling Hub are managed in accordance with the University's Environment Policy and relevant Environmental Management System documentation which can be found at www.kent.ac.uk/estates/sustainability/management/index.html

As part of the Environmental Management System, the University maintains a legal register of all relevant environmental legislation. In addition, all areas of waste management are regularly audited by the Internal Audit team to ensure compliance with all legal and other requirements. For more information on legal compliance, please contact the Environmental Adviser (see 'Useful Contacts' on page 22).

In the UK, waste management legislation reflects social concerns and the management of waste at all stages of production, handling, storage, transport, processing, treatment and disposal is a relatively new social and political imperative.

Duty of care

All businesses produce waste and most types of business waste is classed as controlled waste. This includes commercial, industrial and household waste, as defined in the Controlled Waste Regulations 2012.

As a University, we have a legal responsibility to ensure that we produce, store, transport and dispose of our business waste without harming the environment. This is called duty of care (DoC). The duty of care has no time limit. We are specifically responsible for our waste from when we produce it until we have transferred it to an authorised person.

Legislation on the duty of care for waste is set out in Part 2 of the Environmental Protection Act 1990, supplemented by the Waste Regulations 2014.

Storage of waste

To comply with the requirements for Duty of Care set out within the Waste Regulations 2011, the University must ensure that all waste is stored in such a way as to prevent escape or leakage whilst on site, in transit or in storage. All containers should be clearly labelled.

Separate waste

- Separate hazardous waste from other types of waste
- To maximise recycling, different waste streams should be separated

Contain liquid wastes

- Stored on impermeable surfaces within a secondary containment system such as a bund.

Protect waste from vandalism

- Secure against vandalism, theft and accidental damage.

LEGAL COMPLIANCE (CONT)

Waste collection

The Estates Department checks regularly with the Environment Agency that anyone who collects and transports our waste is a registered carrier of controlled waste. We keep evidence of this so we can prove we have checked if necessary.

Paperwork

The Duty of Care regulations require written descriptions and transfer notes to be completed when waste is transferred between two parties.

Non-hazardous waste

On the transfer of controlled waste, both the University and the waste carrier must complete and sign a waste transfer note, which must be kept for two years.

Hazardous waste

Collection of hazardous waste must be accompanied by a consignment note. Three copies of the consignment note should be completed – one for the consignor ie, the University, one for the carrier and one for consignee. Consignment notes and returns must be kept for five years.

Note: The final section of a hazardous waste consignment note (Part E) must only be completed once the waste has been delivered to its final destination. The completed form will then be sent back to the Facilities Management Co-ordinator, Recycling and Waste, Estates Department.

Hazardous waste

The University produces some hazardous wastes which contain substances that are dangerous to health or the environment (see page 12). This includes oils, chemicals and batteries as well as electrical equipment with potentially harmful components, such as fluorescent tubes, computer monitors and televisions.

There are requirements for such waste to be segregated, stored separately and not mixed and we must make sure that consignment notes are completed and records kept of all consignments of such waste. The main legislation governing hazardous waste is the Hazardous Waste Regulations 2016.

Waste registrations

As we regularly transport our own waste from the Canterbury and Medway campuses and to a WEEE processing site in Sittingbourne, the University is a registered Waste carrier/broker/dealer (Licence number CBDU72095). Legislation for waste carriers/brokers/dealers is contained within the Waste Regulations 2014.



USEFUL CONTACTS

Service	Telephone	Email
EMERGENCIES	01227 823333 or use SafeZone app	
Estates Customer Services Monday to Friday 08.00-16.30	01227 823209	EstatesCustomerServices@ kent.ac.uk
Facilities Management Co-ordinator, Recycling & Waste	01227 823775	estatesfmcoordinator@ kent.ac.uk
Environmental Advisor (Dr Catherine Morris)	01227 827647	C.Morris@kent.ac.uk
Campus Security, General – 24/7 operation	01227 823300	security@kent.ac.uk



Estates
Department

→ Estates
Department
Reception

RECYCLING HUB USER ACKNOWLEDGEMENT SLIP

☐ I confirm I have read, understood and accept the Recycling Hub user guide and will adhere to the health and safety, disposal and fire advice within.

Name

Signature

Date

Employer

Please return to:

**The FM Co-ordinator, Recycling and Waste
Estates Department, University of Kent,
Canterbury, Kent CT2 7NN**

This document will be updated annually,
please ensure you have the correct version

Estates Department
University of Kent
Canterbury, Kent CT2 7NN
www.kent.ac.uk/estates

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