BACKGROUND

- The University produces ‘hazardous waste’ from all areas, not just laboratories and workshops, which means that this policy potentially applies to everyone.

- Hazardous waste includes infectious biological/clinical waste, chemicals, fluorescent light tubes, refrigeration equipment, oils, batteries, asbestos and paints.

- Hazardous waste is ‘controlled waste’ that is dangerous or difficult to keep, treat or dispose of, and its management is tightly controlled by legislation.

LEGISLATION

The Environmental Protection Act 1990

- A duty of care is imposed on all who import, produce, carry, keep, treat or dispose of controlled waste to ensure this is done safely and in accordance with detailed legislation.

The Environmental Protection (Duty of Care) Regulations 1991

- Details the requirements of the duty of care outlined above.

The Hazardous Waste Regulations 2005


- Requires pre-registration of hazardous waste before it can be collected from the premises if more than 200Kg is produced each year.

- Sets out stringent controls for the most difficult forms of waste

- Bans the mixing of hazardous wastes which means they must be stored separately on site.

- Requires consignments of hazardous waste to be tracked from its source of production to its final destination.
List of Wastes (England) Regulation 2005

- Sets out a list of wastes produced by industry and other sectors which allows for the determination of whether a waste is to be considered as ‘hazardous’, thereby falling under the Hazardous Waste Regulations 2005.

- Provides classification and coding of the wastes, which are used by the disposal companies when collecting.

Waste Electrical and Electronic Equipment Regulations (WEEE) 2006

- Responsibilities on the producers of such equipment to set up or be part of a ‘producer collection scheme’ for its collection, treatment, recycling and environmentally sound disposal after use.

Waste (England and Wales) Regulations 2011

- Require waste producers to confirm that the waste management hierarchy has been applied and to declare so on waste transfer and consignment notes.

UNIVERSITY POLICY

- The University will comply with relevant safety, health & environmental legislation to protect University staff, students, contractors and visitors as well as the environment and members of the public who could be affected by the University’s activities.

- The University will set up and publicise procedures to enable staff and students to comply with their ‘duty of care’ for the management of hazardous wastes, and monitor these procedures to ensure compliance.

- The University will aim to minimise the generation of hazardous waste as well as the cost of handling and disposing of it.

RESPONSIBILITIES

Employees

☑ Have a primary duty of care for wastes they generate, and should follow the waste hierarchy (prevention, minimisation, reuse, recycle, recovery, disposal).
Must follow local procedures put in place to manage hazardous wastes. This includes the correct identification, segregation and storage of hazardous wastes into dedicated, labelled, containers and prompt removal when full.

Can contact waste@lists.bath.ac.uk with queries regarding hazardous wastes that can't be answered by following local procedures.

Line Managers

Must include disposal of hazardous materials in their risk assessments, which should follow the risk hierarchy;
- Elimination of hazardous materials
- Substitution with less hazardous alternatives
- Segregation of incompatible materials
- Neutralisation, detoxification or decontamination of hazardous materials where appropriate
- Treatment of spillages

Must ensure that relevant workers are informed of the findings of such risk assessments and that local (Departmental) procedures are followed for the management of hazardous wastes.

Must ensure that internal waste transfer notes are completed when waste is collected by the University’s Hazardous Waste Service.

Heads of Departments

Must ensure that Departmental procedures for the management of hazardous wastes are put in place, publicised and monitored.

Will ensure that procurement of hazardous materials is minimised to prevent redundant materials needing to be discarded

Will ensure that waste management of hazardous materials is incorporated in risk assessments.

Will ensure that the risk hierarchy of elimination, substitution, segregation and control is followed.

Will ensure sufficient allocation of storage facilities for hazardous wastes until such time as it can be collected by the Hazardous Waste Manager

Will define a procedure for contacting waste@lists.bath.ac.uk when hazardous wastes need collecting (internal waste transfer notes will need completing and signing by authorised departmental personnel when material is transferred to the University’s Hazardous Waste Service)
☑ Will ensure a system for maintaining copies of internal waste transfer notes for a minimum of 2 years is established.

**Estates Department**

☑ Will segregate fluorescent light tubes, electrical equipment, refrigeration equipment and asbestos-containing wastes and store them safely and securely before arranging for their disposal in line with relevant legislation.

☑ Will maintain records of transfers of the above wastes to licensed waste contractors for at least 3 years.

☑ Will ensure that that staff who operate the waste collection service are adequately trained to carry out their duties.

☑ Will ensure that staff who collect and transport hazardous waste to the hazardous waste storage compound will complete internal waste transfer notes for each collection of each separate waste stream.

**University Health, Safety & Environment (UHS&E) Service**

☑ Will ensure that the University’s Hazardous Waste Producer’s Registration is renewed with the Environment Agency every year.

☑ Will ensure that the University’s Waste Broker and Carrier’s licence is renewed with the Environment Agency every 3 years.

☑ Will ensure that there are adequate resources available to manage the University Hazardous Waste Service

☑ Will ensure that set up procedures are established to ensure the ‘best available techniques’ for the correct identification, segregation, labelling and storage of hazardous wastes on University premises. (Exceptions to this include fluorescent tubes, electrical equipment, refrigeration equipment and asbestos-containing wastes).

☑ Will ensure that the waste management hierarchy (prevention, minimisation, reuse, recycle, recovery, disposal), is followed.

☑ Will ensure training of Estates staff collecting hazardous wastes is provided

☑ Will arrange for the weekly collection of hazardous wastes from University departments by Estates staff

☑ Will arrange for the removal of hazardous wastes from University storage facilities by selected licensed contractors as the need arises.
☑️ Will arrange to carry out periodic ‘duty of care’ audits of waste contractors used by the University

☑️ Will maintain records of hazardous waste transfers from producer departments, and to licensed waste contractors (for at least 3 years).

☑️ Will establish and maintain information resources (web pages) on hazardous waste management procedures.

☑️ Will provide advice and guidance to waste producers, and information to managers and the Environment Agency, on request.

FURTHER INFORMATION

There are guidance notes and further information available on the Staying Safe and Well website [http://www.bath.ac.uk/hr/stayingsafewell/environment/hazardous-waste/index.html](http://www.bath.ac.uk/hr/stayingsafewell/environment/hazardous-waste/index.html)