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Health and Safety Office

Policy

Hazardous Waste

SAF-POL-HAZ

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Hazardous Waste Policy

The University of Nottingham will, so far as is reasonably practicable, manage all hazardous waste activities falling under its control in a manner so as to minimise the harm to human health and the environment.

1. Legal Framework

The policy has been developed with the context of

- The Hazardous Waste (England and Wales) Regulations 2005, as amended.
- Controlled Waste (England and Wales) Regulations 2012, as amended.
- The Environmental Protection Act 1990, as amended.
- The Management of Health & Safety at Work Regulations.
- The Health & Safety at Work Act 1974.
- Control of Substances Hazardous to Health Regulations 2002, as amended.
- The Waste Electrical & Electronic Equipment Regulations 2013, as amended.
- The Environmental Permitting (England & Wales) Regulations 2016.
- The Waste (England and Wales) Regulations 2011, as amended.
- Carriage of Dangerous Good Regulations (ADR)

The University has a Duty of Care to store, transport and dispose of waste responsibly and there are legal requirements that must be met for general waste, recycling and hazardous waste.

The University has a legal obligation to:

- Classify its waste to identify if it's hazardous
- Separate and store hazardous waste safely and securely
- To ensure the safety of staff, students and visitors who may generate or handle any wastes generated
- Use authorised businesses to collect, recycle, treat or dispose of its hazardous waste
- Complete the relevant parts of the Consignment Note that applies to the University – keeping one copy and giving two copies to the carrier collecting the waste
- Keep accessible records for three years at the premises where the waste was produced or stored – these may be inspected at any time by the Environment Agency

2. Scope

This policy applies to all hazardous wastes generated by the University as part of University business. It includes both solid and liquid hazardous waste.

Where necessary and for specific topics, this policy will be supported by guidance documents detailing the procedural requirements for the classification, identification and management of hazardous waste at the local level as well as any expectations around training and competence.

3. Exclusions

The management of radioactive waste, non-hazardous waste and emissions to air from ventilation stacks are excluded from this policy.

Radioactive waste are covered by the general duties within this policy; however specific requirements are laid down in the Radiation Safety Policy.

4. Classifications

Hazardous waste

Wastes that are harmful to human health, or to the environment, either immediately or over an extended period of time are deemed to be hazardous waste. Although many wastes will be hazardous depending on the concentration of harmful substances they contain, others will always be classed as hazardous, such as the following:

- asbestos
- fluorescent light tubes
- fridges and freezers
- items containing mercury e.g. thermometers
- non-edible oils

Biological and Clinical waste

- Any waste consisting wholly or partly of human or animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it; and
- Any waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practices, investigation, treatment, care, teaching or research, or the collection of blood for transfusion, being waste which may cause infection to any person coming into contact with it.

Chemical waste

Waste consisting of hazardous substances that have been assigned a Hazard Statement code or that can be classified as hazardous according to the Carriage of Dangerous Goods Regulations (ADR)

Hazardous, clinical or chemical wastes must **NOT** be disposed of in general waste bins.

The business unit producing the waste is responsible for assessing whether the waste might be classed as hazardous. The Environment Agency provides information on [classifying different types of waste](#) and further technical guidance is available in [WM3](#).

If you are unsure of the classification you should contact the Sustainability team on sustainability@nottingham.ac.uk

5. Roles and Responsibilities

The University Health and Safety Committee will

- Be responsible for overseeing the effective implementation of the Universities hazardous waste policy and monitoring compliance via the Estate Office
- Consider and approve the annual review from the Estate Office in relation to Hazardous waste

The University's Estate Office will

- Provide and keep updated, policies, arrangements and guidance to ensure any statutory requirements for hazardous waste are met
- Ensure sufficient allocation of appropriate external storage facilities for hazardous wastes awaiting collection
- Ensure producers of hazardous waste are kept updated on any changes in legislation or procedure
- Provide competent advice and support on hazardous waste to the University
- Appoint a Dangerous Goods Safety Advisor (DGSA) to provide advice, training and reporting on hazardous waste
- Provide periodic training on hazardous waste
- Ensure that Business Units adhere to the University Policy by carrying out routine monitoring, inspections and audits
- Carry out annual duty of care visits of the University's approved waste contractors
- Carry out inspections and report these to the Safety and Sustainability committees via an annual report
- In conjunction with the procurement department put in place suitable contracts and arrangements for the appointment and management of University approved hazardous waste contractors

The Safety Office will

- Be responsible for providing expert advice on H&S related matters
- Periodically conduct H&S inspections and audits and are responsible for ensuring that any findings are reported back to the Estate Office Sustainability Directorate

Head of Business Units (eg department or school) will

- Ensure that they have suitable systems in place for the assessment of risk
- Ensure that local management of hazardous waste meets the requirements as set out in University policy and associated arrangements / guidance
- Ensure that a local hazardous waste co-ordinator (HWC) is appointed where hazardous waste is produced
- Ensure that the local HWC has sufficient training, experience or knowledge and time and resources to enable them to assist in undertaking the measures required to meet all of the statutory provisions
- Ensure that adequate resources are allocated to the management of hazardous waste
- Lead by example e.g. accompany direct reports on health and safety inspections
- Ensure that training records are kept up to date
- Ensure any significant accident, incident or enforcement action is appropriately investigate

Hazardous Waste Co-ordinators will

- Monitor local management of hazardous waste to meet the requirements as set out in University policy and associated arrangements
- Maintain their competence by attending internal training courses
- Maintain an inventory of hazardous waste for the business unit
- Report significant failings relating to the management of hazardous waste to senior managers
- Take part in the investigation of any significant accident, incident or enforcement action related to hazardous waste
- Take part in Estate Office audits

All Staff and Students will

- Comply with all policies, arrangements and guidance both at a University and local level
- Take steps to eliminate or reduce the amount of hazardous wastes being generated by their procedures, where reasonably practicable
- Report any shortcoming or defect in the current control measures used when working with hazardous waste

External Expert Advice on packaging and transport (provision of competent advice)

The DSGA will be responsible for:

- Provision of timely expert competent advice in relation to the packaging and transport of hazardous wastes, as defined in this policy

- Production of an annual report, to the Environment Manager, on matters and any possible issues associated with the management of hazardous wastes on site.

6. How to Get Help and Support

Local advice

Local hazardous waste coordinators are available to provide general advice and support in relation to wastes and to signpost to University information.

Additional information can be found on the University sustainability webpages.

Expert advice

Expert advice on classification, assignment, packaging and transport of hazardous waste can be obtained from the DGSA for hazardous waste, please contact the Sustainability team within the estate office sustainability@nottingham.ac.uk

7. Monitoring and Assurance

In line with the roles and responsibilities above, local inspection and monitoring activities will be carried out at a local level, no less than every six months. The Environment manager is responsible for ensuring that an annual audit is completed, including of physical security of waste compounds and for duty of care audits. In addition, the externally appointed DGSA will provide an independent report.

Reports will be taken to the H&S Committee for governance and oversight purposes.

8. Moving Hazardous Waste

Any contractor engaged to remove waste from University premises must be registered with the Environment Agency as a Registered Waste Carrier. The Environment Agency [Public Register](#) should be checked to obtain the registration number and expiry date.

The University is registered as a Lower Tier Waste Carrier (registration number [CBDL475](#)), which allows University waste, excluding construction or demolition waste, to be legally transported by University vehicles to an appropriate disposal or holding facility.

9. Review

This policy will be reviewed at least every two years and approved by the University Health and Safety Committee and Sustainability Committee.