



WASTE MANAGEMENT POLICY

BRIDEWELL SITE

Date of Policy	March 2024
Lead Officer	Estates Manager
Review Date	March 2026

POLICY AIMS

Our waste management policy aims to establish a framework for the responsible handling, disposal and reduction of waste generated by our organisation and our tenant operations.

Implementing this policy, we strive to minimise our environmental impact, conserve resources, and promote sustainability.

This policy is committed to the implementation of an effective waste management programme that meets all legislative and regulatory requirements placed upon it.

POLICY STATEMENT

1. Compliance: We are committed with all applicable waste management laws, regulations, and standards at the local national and international levels
2. Waste Reduction: We will prioritise waste reduction efforts through initiatives such as source reduction, reuse, and recycling. Employees and tenants will be encouraged to minimise waste generation through conscious consumption and efficient use of resources
3. Segregation and collection: we will implement systems for segregation and proper collection of different types of waste, including recyclables, organic waste, hazardous waste, and non-recyclable waste. Clear labelling and training programs will be provided to ensure proper waste sorting.





4. Recycling and Recovery: whenever feasible, we will promote recycling and recovery initiatives to divert waste from landfills and incineration. We will collaborate with certified recycling facilities and explore opportunities for closed-loop recycling where applicable
5. Waste Treatment and Disposal: for waste that cannot be recycled or recovered, we will ensure responsible treatment and disposal methods that minimise environmental impact and comply with regulatory requirements.
6. Pollution Prevention: we will implement measures to prevent pollution associated with waste management activities, including the contamination of soil, water and air. This includes proper containment and handling of hazardous waste and preventing littering and illegal dumping.
7. Continuous Improvement: we are committed to continuously improving our waste management practices through regular monitoring, evaluation and stakeholder and tenant engagement. We will set targets and objectives to measure our progress and strive for continual reduction in waste generation and environmental impact.

RESPONSIBILITIES

Management: Senior management is responsible for providing leadership, resources, and support for the implementation of the waste policy

Employees: all employees are responsible for adhering to the waste management procedures, participating in training programs, and contributing to waste reduction efforts in their daily activities

Suppliers and Contractors: suppliers and contractors are expected to comply with waste management requirements specified in contract and agreements and to support waste reductions and recycling initiatives.





COMMUNICATION AND TRAINING

We will communicate our waste management policy to all employees, tenants, suppliers, contractors and other relevant stakeholders through various channels including regular internal communications, our website, training and awareness programs to ensure understanding and compliance with the policy,

REVIEW AND REVISION

This waste policy will be reviewed periodically to assess its effectiveness, relevance and compliance with evolving regulations and best practices. Revisions will be made as necessary to ensure continual improvements in our waste management performance

POLICY IMPLEMENTATION

- Recycling bins are provided in the courtyard for all CYN tenants. These are labelled and managed by Veolia
- Certification of appropriate disposal (in the form of a waste transfer note, consignment note or certificate of disposal) must be obtained by the organisation when using an external approved service supplier to dispose of wastes.
- Waste should be prevented or minimised wherever possible and must be stored, carried, processed or disposed of in accordance with the principles of duty of care.
- Waste must be stored in compliant and suitable containers and locations pending their disposal.
- Waste containers must be securely sealed to prevent accidental spillage or leakage areas.
- Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling.
- Waste is not to be stored in plant rooms or service risers.
- Waste and recycling removed from the site must only be transported by persons or service providers that are authorised to do so.





Current Collection Schedule

*Detailed breakdown in Appendix B

Type	Current Service Provider	Contact	Frequency	Collection day
General Waste	Veolia UK	Tel 03456060460	3x per Week	Tuesday, Thursday and Friday mornings
Recycling	Veolia UK	Tel 03456060460	2x per Week	Tuesday and Friday mornings
Clinical Waste	PHS	Brook Only		
Feminine Hygiene	Simply Washrooms		Monthly	

OPERATIONAL RESPONSIBILITIES

Members of Staff

All users of the site have a personal responsibility for the way their conduct impacts on this policy and should ensure that the waste they create is dealt with in accordance with this policy.

Each organisation will nominate a contact to be responsible for staff conduct on this matter.

Estates Officers

Regular cleaning and maintenance of courtyard area to include clearing of any rubbish that has not been placed in bins.

Venue Manager/Senior Estates Officer

For monitoring of waste management across the site. Nominated person tbc

Estates Senior Estates Officer



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For the performance monitoring of this policy, review and future development

REVIEW, CONTINUAL IMPROVEMENT AND REPORTING PERFORMANCE

Audits of waste will be carried out throughout the year by Estates staff.

Reports on findings from audits will inform the procedures of dealing with waste to ensure legal and regulatory compliance and continually improve our environmental impact and performance.

This policy will be reviewed periodically (a minimum of every two years) in respect of changing regulations, legislation and new opportunities.

Approval

This Waste Management Policy has been approved by Rebecca Scott, Head of Estates and will be effective from 01 May 2024.



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APPENDIX A

DEFINITIONS

Waste

Waste includes any substance or object which the holder discards or intends or is required to discard and any substance which constitutes a scrap material, an effluent or other unwanted surplus arising from the application of any process or any substance or article which requires to be disposed of which has been broken, worn out, contaminated or otherwise spoiled as per the Environmental Protection Act 1990 and amendments.

General Waste

A form of Controlled Waste, comprising all Waste from the site and with the exception of Hazardous Waste.

Recycling

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes non-hazardous wastes (or non-hazardous components of other wastes) such as paper, glass, plastic and scrap metal.

Duty of Care

A requirement of all producers, importers, carriers and those involved in the disposal of waste to take all reasonable steps to ensure that waste is segregated, described, stored, transported and treated or disposed of safely.

Service Provider

Third parties providing works, goods or services to the organisation whether contracted or not.

Hazardous Waste

This term encompasses the term Special Waste as defined by Hazardous Waste Regulations 2005 and amendments. It includes waste that could, in certain circumstances, be harmful to human health or the environment in the short or long term due to its physical, chemical or





biological properties of explosive, oxidising, flammable or highly flammable, irritant, corrosive, toxic or very toxic, harmful, carcinogenic, mutagenic, infectious and ecotoxic.

Batteries, fluorescent tubes, photographic chemicals, paint, waste oils, solvents, acids, alkaline solutions, pesticides and electrical equipment are all hazardous wastes.

Some hazardous wastes such as Asbestos, Electrical and Radioactive Waste are subject to their own regulations their disposal should be covered by other guidance.

Animal By-Product Waste

ABP waste also includes catering waste (all waste food from restaurants, catering facilities, central kitchens) although the regulations pertaining to catering wastes are less onerous than other kinds of ABP wastes and for the purposes of this Policy, they are included within the General Waste stream.

APPENDIX B

WASTE COLLECTION SCHEDULE

Organisation	Mon	Tue	Wed	Thu	Fri
Creative Youth Network		1100L Euro 3 x General 2 X Recycling Veolia		1100L Euro 3 x General Veolia	1100L Euro 3 x General 3 X Recycling Veolia
The Island		1100L Euro 1 x Recycling Veolia			
Tenant - Laser Quest (bins put on Silver St			1100L Euro 1 x General	1100L Euro 1 x Recycling	



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Tues night)			BIFFA	BIFFA	
Tenant - Brook		1100L Euro 1 x Clinical Waste Every 2 weeks Southwest Hygiene*			
The Wing YMCA On site Yourh Hostel	1100L Euro 1 x General 1x Recycling				

