



St Hugh's School

Waste Management Policy

This policy is produced in order to achieve the following objectives:

- To ensure a healthy work environment for all employees, students and visitors within the school;
- To protect the environment by using sound principles of handling, treatment, storage and disposal of hazardous waste;
- To reduce the amount of waste going into landfill;
- To provide a consistent approach to the disposal of all types of waste for all staff, including those employed by the NHS.

As St Hugh's school caters for students and young people with special educational needs and disabilities (SEND), a range of different types of waste are produced. Details for the disposal of these can be found below.

Offensive Waste

This is defined as non-clinical waste that is non-infectious and doesn't contain pharmaceutical or chemical substances, but may be unpleasant to anyone who comes into contact with it. This might include used continence products, disposable gloves and aprons and enteral feeding equipment (that hasn't been contaminated with medication). These products should all be disposed of in green bags which are emptied daily and stored in a separate bin. This is then emptied by North Lincolnshire Council every 2 weeks. If an earlier collection is required, this is organised by the school Business Manager.

Clinical Waste

This includes waste products which may be infectious or which are chemically contaminated e.g. products containing blood or vomit, enteral feeding sets which have been used to administer medication and some soiled medical dressings.

Dressings included in this category are those which have been used to cover a site which could be infectious, those with blood on them and those which can be recognised as originating from the local NHS trust.

Clinical waste is placed in yellow bags and goes into a separate bin which is emptied weekly.

Where there is some doubt as to whether a wound dressing may be infectious or not, the opinion of the school nursing team should be sought. It is not acceptable for waste to be categorised as clinical on a 'just in case' basis.

Sharps waste

There are a small number of employees and students who will require medication to be administered by syringe. Where this is required for students, the Children's Community Nursing Team or the prescribing medical professional will provide a sharps bin and will be responsible for its removal and replacement. Where employees require use of a sharps bin for their own medical needs, they will seek the appropriate receptacle from their GP or Pharmacist and will take it

back to the issuing professional when the bin needs replacing. The use of this is covered in the member of staff's healthcare plan.

Medications

Any leftover/surplus medication in school will be returned to the parents/carers to return to the issuing Pharmacist.

Chemical Waste

Chemicals used in Science are disposed of in accordance with the CLEAPPS guidelines with specialised disposal firms being used if required.

Confidential Waste

The Data Protection Act protects the use of personal data and ensures that authorised data users have a duty of care to keep it private and secure. At St Hugh's School, all paperwork which contains information about others is placed in white shredding bags and sent for shredding on a half termly basis.

Recycling

Where possible, waste will be separated into categories and recycled according to the criteria provided by North Lincolnshire Council. There are appropriate receptacles in all classrooms and communal areas to support the recycling of paper, cardboard, plastics and metals; these are emptied daily. Other items which may be suitable for recycling are given to the caretaker, these include glass and batteries. Empty print cartridges are sent to infotone.co.uk to be recycled.

Computers which are no longer in use are disposed of through the use of registered collection companies which comply with the EU Waste Electrical and Electronic Equipment (WEEE) directive (August 2012). This ensures that the waste products are re-used or recycled as much as possible.

General Waste

This includes anything which can't be recycled and is waste that goes into landfill. The school aims to limit the amount of waste which is sent for landfill by utilising recycling options as far as possible and through the use of a charity collection bin for any materials which can be re-used. This is located in the main entrance of the school.

All other general waste is placed in the appropriate containers around school which are emptied daily. The waste then goes into larger bins in the compound outside; these are emptied by the local authority every two weeks.

References

EU Waste Electrical and Electronic directive. August 2012

North Lincolnshire Council Information about Healthcare and related wastes. Northlincs.gov.uk.

Safe management of healthcare waste. (2013) North Lincolnshire and Goole NHS Trust.

Waste Management for community Nurses. North Lincolnshire and Goole NHS Trust

Your guide to recycling in North Lincolnshire. North Lincolnshire Council.