

# A quick reference guide to waste disposal for schools

## Please note:

- School waste is not permitted at any of the Northumberland Household Waste Recovery Centres.
- Any school or organisation transporting waste away from a school site must have an up-to-date Waste Carriers Licence and the correct insurance to do this.
- Find out more about Waste Carriers Licences and Waste Regulations on Page 3

Waste Category	Advice
<p><b>Recycling bins- Northumberland County Council.</b> Paper, cardboard, food and drinks cans, empty aerosol cans, metal biscuit tins and plastic bottles</p> <p><b>Rubbish bins- NCC (non-hazardous only)</b> E.g. food waste, plastic wrappers, trays, yoghurt pots, crisp packets and paper towels</p>	<ul style="list-style-type: none"> <li>• <b>Recycling-</b> Please put these items in loose into your recycling bins</li> <li>• Please rinse cans and plastic bottles when possible (must be empty)</li> <li>• Please flatten cardboard boxes</li> <li>• No shredded paper, paper towels or confidential waste please</li> <li>• Recycling waste is sorted at West Sleekburn Materials Recycling Facility, Northumberland</li> <li>• <b>Rubbish</b> collected by NCC goes to an Energy from Waste Plant to be burnt to produce electricity for the National Grid</li> <li>• <b>To discuss NCC waste collections please phone 0345 600 6400</b></li> </ul>
<p><b>Recycling and rubbish bins- private collections</b> (e.g. Biffa, Premier Waste, SUEZ UK Ltd)</p>	<ul style="list-style-type: none"> <li>• Please discuss collection arrangements and waste types with your waste collection provider</li> </ul>
<p><b>Hazardous waste-</b> e.g. science lab, cleaning and grounds maintenance chemicals and solvents</p> <p><b>Asbestos queries-</b> please contact Ron Brown, Asbestos Manager, Northumberland County Council - This advisory service is only available if schools utilise Property Services statutory maintenance and inspection SLA. Contact details- ron.brown@northumberland.gov.uk or 01670 622304 Or contact your registered asbestos management contractor for advice.</p> <p><b>Hazardous waste should never be disposed of via your school rubbish bins</b></p>	<ul style="list-style-type: none"> <li>• <b>Please only use products approved by your school COSHH Coordinator. Only some will be hazardous</b></li> <li>• Please refer to your COSHH risk assessments and safety data sheets for information on how to safely store, use and deal with any leftover chemicals, or a spillage that you may have. <b>If in doubt ask Facilities Management</b> (if your school takes advantage of this Service Level Agreement). If not, please ask your own school safety co-ordinator / facilities management for further advice.</li> <li>• If a hazardous waste collection for chemicals is required, please either make your own <b>private collection arrangements-</b> See Page 4</li> <li>• <b>Or, contact NCC Officer</b> Lorna.Tingey@northumberland.gov.uk or phone 01670 624425 to arrange a quote</li> <li>• Please provide a list of the chemicals, container size and approximate quantities and state if the containers are leak proof when you phone or e-mail.</li> <li>• These details will be forwarded to our hazardous waste collection contractor, Cleansing Services Group, to provide a quote</li> </ul>
<p><b>Waste Electrical and Electronic Equipment</b></p> <p><b>These waste types, including fluorescent tubes should never be disposed of via your school rubbish bins</b></p>	<ul style="list-style-type: none"> <li>• Virtually any items with a plug or battery is covered by the Waste Electrical and Electronic Equipment Regulations 2013 (WEEE) when they reach the end of life- Find out more on Page 4</li> <li>• Under the regulations, it's the responsibility of the producer of the equipment or the current waste holder to arrange for the collection and disposal of the waste</li> <li>• Step 1- Request that a supplier of a new equivalent item take away the old item</li> <li>• Where this is not possible arrange for a private company to collect the items- See Page 4</li> </ul>
<p><b>Fluorescent tubes and bulbs</b></p>	<ul style="list-style-type: none"> <li>• Store waste tubes and bulbs in a special container ready for collection- See Page 4 for possible collection companies</li> </ul>

<p><b>Furniture</b></p> <p><b>Furniture continued</b></p>	<ul style="list-style-type: none"> <li>• Please phone 0345 600 6400 for a bulky waste collection quote from NCC or make your own private collection arrangements</li> <li>• Arrange a skip- <a href="http://www.skipandbin.com">www.skipandbin.com</a></li> <li>• Or take broken items over a weigh bridge- See highlighted note above</li> </ul>
<p><b>Food waste</b></p>	<ul style="list-style-type: none"> <li>• Via your school rubbish collection</li> <li>• For large volumes of food waste please try to share the load between your rubbish bins</li> <li>• Or use an in-vessel compost facility on your site- find out more online</li> <li>• Introduce a coloured wrist band system for school lunches, helping to reduce food waste- find out more online or contact <a href="mailto:Lorna.Tingey@northumberland.gov.uk">Lorna.Tingey@northumberland.gov.uk</a> for information</li> </ul>
<p><b>Cooking oil</b></p>	<ul style="list-style-type: none"> <li>• Try online search</li> <li>• Try possible contacts on Page 4</li> </ul>
<p><b>Fruit waste</b></p>	<ul style="list-style-type: none"> <li>• Small amounts can be composted via school compost bins</li> <li>• Find out more at <a href="http://www.northumberland.gov.uk/waste">www.northumberland.gov.uk/waste</a> (click schools)</li> </ul>
<p><b>Garden waste</b></p>	<ul style="list-style-type: none"> <li>• Collection arranged via your grounds maintenance contract</li> <li>• On-site composting in compost bays</li> <li>• Garden Waste collection- please phone 0345 600 6400 to discuss</li> </ul>
<p><b>Confidential waste</b></p>	<ul style="list-style-type: none"> <li>• Try online search</li> <li>• Try possible contacts on Page 4</li> </ul>
<p><b>Paint and other coating materials – water based e.g. emulsion paint</b></p>	<ul style="list-style-type: none"> <li>• Empty metal and plastic containers with dried out paint in can be placed in your rubbish bin</li> <li>• Containers with a small amount of liquid paint remaining can be packed out with paper, double bagged and placed in your rubbish bin</li> <li>• For larger volumes of left over paint why not consider Community Repaint. Please check requirements at <a href="http://www.communityrepaint.org.uk">www.communityrepaint.org.uk</a></li> </ul>
<p><b>Paint and other coating materials – flammable/solvent based e.g. gloss paint, Bournseal</b></p>	<ul style="list-style-type: none"> <li>• Any lead-based paint should be disposed of as hazardous waste(see previous guidance)</li> <li>• For other paints and coating materials in this category please phone Lorna Tingey on 0345 600 6400 for advice.</li> <li>• Please provide as many details about the product as possible, including the name and quantity of product and a picture of the label with hazardous waste sign if possible.</li> </ul>
<p><b>Heating systems- waste oil and biomass ash</b></p>	<ul style="list-style-type: none"> <li>• Please check your heating system manual for how to dispose of any waste ash or oil.</li> <li>• See possible contacts for waste oil on Page 4</li> </ul> <p><b>Biomass ash:</b></p> <ul style="list-style-type: none"> <li>• If your manual advises that your biomass ash may be placed in your school rubbish bins, please make sure it has completely cooled and then share the load between your rubbish bins. This will help to avoid problems for the mechanical bin lifters.</li> <li>• Small amounts of ash from wood fires (non-treated/non-painted wood) can be a useful additive to the compost heap. Please see advice at <a href="http://www.rhs.org.uk">www.rhs.org.uk</a> or <a href="http://www.gardeningknowhow.com">www.gardeningknowhow.com</a></li> </ul>

# **Waste and recycling contacts and further information to support the quick reference guide on Page's 1 and 2**

**Please be advised that where contacts are provided this is not an endorsement by Northumberland County Council- please make sure your site manager is happy that the companies/organisations that you choose to use for waste collections are competent to carry out the work and have the correct paperwork in place- e.g. Waste Carriers Licences, Duty of Care. Please check online for further contacts.**

**Note-** If the direct links to the GOV.UK webpages mentioned below break, please search on the specific topic area via the GOV homepage [www.GOV.UK](http://www.GOV.UK)

## **Waste Carriers Licences and insurance**

- Any school or organisation transporting waste away from a school site must have an up-to-date Waste Carriers Licence and the correct insurance to do this.
- To check if a Waste Carrier is registered or to register your school as a Waste Carrier, please see [www.gov.uk/waste-carrier-or-broker-registration](http://www.gov.uk/waste-carrier-or-broker-registration)
- If you cannot find an organisation on the register, please contact them directly for the relevant paperwork.

## **Duty of Care**

- All businesses are required by law to store, transport and safely dispose of the waste they generate.
- Waste on your site must be stored safely to prevent it causing pollution or harming anyone. For example, in schools, waste electrical items such as fluorescent tubes must be stored in a special container until collected.
- Make sure Duty of Care paperwork / Waste Transfer notes are completed for each company or organisation collecting waste from your school.
- Find out more at [www.gov.uk/managing-your-waste-an-overview/waste-transfer-notes](http://www.gov.uk/managing-your-waste-an-overview/waste-transfer-notes)
- A consignment note must also be completed to move hazardous waste.
- Find out more at [www.gov.uk/dispose-hazardous-waste/consignment-notes](http://www.gov.uk/dispose-hazardous-waste/consignment-notes)

## **Waste collection organisations/companies and weigh bridges**

### **Northumberland County Council**

- To arrange a recycling, rubbish or garden waste collection or to arrange for a quote for the collection of bulky items please call 0345 600 6400

### **Skip hire**

- Why not try the online price comparison website for skip hire at [www.skipandbin.com](http://www.skipandbin.com)

### **Private waste collection and disposal companies**

Contact a private waste disposal company to arrange a waste collection or to go over a weigh bridge e.g.

- SUEZ UK Ltd Tel: 0191 258 8260 (Choose sales) [www.sita.co.uk](http://www.sita.co.uk)
- Biffa: 0333 300 5020 / [www.biffa.co.uk](http://www.biffa.co.uk)
- Remondis JBT Waste Services: 01670 827 820 / [www.remondis-jbt.com](http://www.remondis-jbt.com)

## **Hazardous waste collections**

### **Cleansing Services Group**

- Please e-mail [wilton@csg.co.uk](mailto:wilton@csg.co.uk) if you would like to arrange a direct quote for the collection of chemicals from school, such as science lab chemicals. CSG are Northumberland County Council's current contracted collection company for hazardous household waste.
- For further information please see- [www.csg.co.uk](http://www.csg.co.uk)
- If you would like to check if any garden chemicals that you may have in school have now been withdrawn please check the lists on [www.rhs.org.uk](http://www.rhs.org.uk) and search withdrawn chemicals.

### **Other hazardous waste collection companies, including science lab collections-**

- [www.wastecare.co.uk](http://www.wastecare.co.uk)
- [www.adlerandallan.co.uk](http://www.adlerandallan.co.uk)
- [www.allwastematters.co.uk](http://www.allwastematters.co.uk)
- [www.veolia.co.uk](http://www.veolia.co.uk)

### **Asbestos- useful contacts**

- Ron Brown, Asbestos Manager, NCC – This advisory service is only available if schools utilise Property Services statutory maintenance and inspection SLA. Contact details- [ron.brown@northumberland.gov.uk](mailto:ron.brown@northumberland.gov.uk) or 01670 622304
- Vega Environmental Consultants Ltd, Seaton Delaval- [www.vegaec.co.uk](http://www.vegaec.co.uk) for asbestos testing.
- Asbestos Removal Contractors Association- [www.arca.org.uk](http://www.arca.org.uk)- Please search on Northumberland and Tyne and Wear Contractors

## **Waste Electrical and Electronic Equipment (WEEE)**

- Find out more about the regulations at [www.gov.uk/electricalwaste-producer-supplier-responsibilities/your-responsibilities](http://www.gov.uk/electricalwaste-producer-supplier-responsibilities/your-responsibilities)

### **Some collection companies for WEEE**

- [www.gapgroupuk.com](http://www.gapgroupuk.com)
- [www.jbtwaste.co.uk](http://www.jbtwaste.co.uk)
- [www.wastecare.co.uk](http://www.wastecare.co.uk)
- [www.electricalwaste.com](http://www.electricalwaste.com)
- [www.repic.co.uk](http://www.repic.co.uk)

### **Batteries**

- Schools may request a free battery collection point from [www.batteryback.org](http://www.batteryback.org) and also check health and safety guidance- [www.batteryback.org/health-and-safety.html](http://www.batteryback.org/health-and-safety.html)
- [www.g-pbatt.co.uk](http://www.g-pbatt.co.uk)
- [www.gapgroupuk.com](http://www.gapgroupuk.com)
- [www.electricalwaste.com](http://www.electricalwaste.com)

### **Fluorescent tubes and lighting**

- [www.gapgroupuk.com](http://www.gapgroupuk.com)
- [www.wastecare.co.uk/services/lampcare](http://www.wastecare.co.uk/services/lampcare)
- [www.electricalwaste.com](http://www.electricalwaste.com)
- [www.balcan.co.uk](http://www.balcan.co.uk)

**Cooking oil**

- [www.clarksoils.co.uk](http://www.clarksoils.co.uk)
- [www.jandmoils-northeast.co.uk](http://www.jandmoils-northeast.co.uk)
- [www.olleco.co.uk](http://www.olleco.co.uk)
- [www.wastecare.co.uk](http://www.wastecare.co.uk)

**Heating systems- waste oil**

- [www.csg.co.uk/industrial-commercial-waste/waste-oil](http://www.csg.co.uk/industrial-commercial-waste/waste-oil)
- [www.oilmonster.co.uk](http://www.oilmonster.co.uk)

**Confidential waste**

- [www.homeshreduk.co.uk](http://www.homeshreduk.co.uk)
- [www.theshredcentre.com](http://www.theshredcentre.com)
- [www.shredding.info](http://www.shredding.info)

**Gas cylinders**

- [www.dixonsgas.co.uk](http://www.dixonsgas.co.uk)
- [www.wastecare.co.uk/services/cylindercare](http://www.wastecare.co.uk/services/cylindercare)
- [www.energas.co.uk](http://www.energas.co.uk)
- [www.synergy-recycling.co.uk](http://www.synergy-recycling.co.uk)

For further information on waste management in schools please see - [www.northumberland.gov.uk/waste](http://www.northumberland.gov.uk/waste) and click on school recycling