# Waste Management Policy

Waste management law seeks to regulate the production, re-use, recycling, recovery and disposal of waste in order to protect human health and the environment, UKELA.

EU Waste Framework Directive - The revised [EU Waste Framework Directive (revised WFD)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/218586/l_31220081122en00030030.pdf) entered into force on 12 December 2008.

The government says that our responsibilities are to:

* keep waste to a minimum by doing everything you reasonably can to prevent, reuse,

recycle or recover waste (in that order)

* [sort and store waste safely and securely](https://www.gov.uk/managing-your-waste-an-overview/sorting-storing-waste)
* complete a [waste transfer note](https://www.gov.uk/managing-your-waste-an-overview/waste-transfer-notes) for each load of waste that leaves your premises
* check if your waste carrier is [registered to dispose of waste](https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers)
* not allow the waste carrier to dispose of your waste illegally

At 1st Steps, we encourage all staff to manage waste disposal carefully in the following ways:

External Waste

* A company is hired to manage our external waste.
* The outside bin is hired from them and we hire them to empty it twice a week (Tuesdays and Fridays am).
* Waste transfer notes are in place with the company to ensure that they dispose of all waste correctly.

Internal Waste

* All internal bin liners and rubbish must be placed in the large external bin stored in the bin area outside.
* Bins in each room must be emptied at least once a day or after meal times.
* Nappy bins are emptied when full and at least once a day. Soiled nappies must be placed inside nappy sacks to minimise smells.
* Kitchen bins must be emptied daily.
* All bins should have a bin liner in them before rubbish is put into them.
* Staff are encouraged to clean the inside and outside of the bin including the lid as part of their cleaning regime. This task is also undertaken by the cleaner in shared areas, e.g. bathrooms, staff areas, etc.
* All waste is managed well so as to help save the environment and teach the children how to help look after their surroundings. It also helps to minimise the risks associated with vermin.
* We have a contract with a pest control company to monitor unwelcome visitors, e.g. insects, rats.
* All cooking oils, etc are disposed off into the bin once hardened.
* The use of sanitary bins within staff toilets is contracted by an outside agency – Phs and these bins are emptied once a month.
* All out of date medicines are handed back to parent to dispose of.
* Broken toys and equipment are taken to the recycling centre or disposed of in main bin.
* Garden waste is disposed within the main bin or taken to recycling centre.
* Any waste materials from building work under taken at the nursery will be disposed of accordingly either by the hire of a skip, transported to the recycling centre or removed by the builder.
* Broken white goods are taken away by replacement goods company or taken to recycling centre.
* Any office paper work will be shredded on site to protect confidentiality and re-used wherever possible for scrap paper or sensory play.

Recycling

We encourage all staff and children to recycle as much as possible. The recycling centre is over the road from the nursery and we actively encourage and involve children in the recycling of this waste. We have been involved in recycling projects with the children on various occasions.

Boxes are also recycled for creative play with the children, special consideration is under-taken towards children with allergies. Milk tins are also used for storage along with other plastic containers where possible.

*Energy saving methods*

* *UPVC windows throughout the nursery;*
* *Boilers within 10 years old run the heating, which help minimise heat loss and heating bills. Staff are encouraged to turn off lights when they are not in use.*
* *Taps are not left running when not in use, bathrooms are checked after children have used them and children are educated in this.*
* *White goods where purchased according to the energy efficiency.*
* *We have undertaken an energy saving survey with Sefton council and they recommended a few changes (most were very expensive) such as toilet blocks fitted in the cisterns to lesson the amount of water flushed. They provided us with the blocks to fit to each toilet.*
* *We have had an energy efficiency rating done of the property and looked for new ways of becoming energy efficient using this survey. This is a large, old property so the rating is not brilliant, however, we have made as many changes as financially possible to save energy.*

We endeavour to save as much energy as possible and help look after the environment to ensure there is as little waste as possible coming from our premises.

Reviewed by: Sandra Clayton Feb 18 Next review: Feb 20

**Safeguarding**