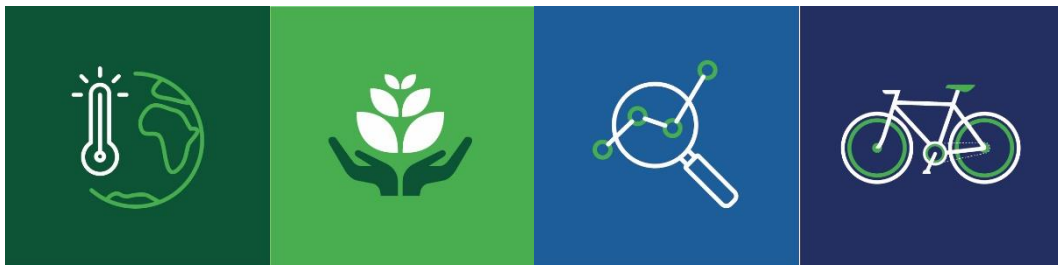


Environmental Management System

8.1.4 Skip and Skip Exchange Procedure

Issued: January 2018

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DO NOT PRINT THIS PROCEDURE UNLESS NECESSARY	



8.1.4 Skip and Skip Exchange Procedure

1 Purpose

This document demonstrate how Swansea University manages the disposal of its waste by skips, and provides the procedure that all University staff and contractors must follow in order to have a skip collected.

2 Responsibilities

All staff	<ul style="list-style-type: none"> Ensure this procedure is followed
Waste & Recycling Officer	<ul style="list-style-type: none"> Ensure all relevant details are obtained and to coordinate the delivery and collection of the skip with the Veolia on site operative. To retain all relevant Duty of Care (DoC) documentation. To ensure all relevant financial information is available to coordinate the recharging of waste services with Estates Finance.
Veolia (main waste contractor)	<ul style="list-style-type: none"> To provide the required enclosed skip, on the date required. To collect the skip when required and to provide a Waste Transfer Note (WTN) to the Waste and Recycling Officer.

3 Related documents

- 8.1.19 Swansea University Waste Operational Procedure:** sets out how to manage the storage, transfer, re-use and disposal of waste, including control of relevant waste documentation

4 Process

4.1 Legal Duty of Care and Responsibility

To ensure the that the University complies with its Duty of Care, as set out in Section 34 of the Environment Protection Act 1990, the University must ensure that all waste is stored in such a way as to prevent escape or leakage whilst on site or in storage.

- Waste is only kept, treated, deposited or disposed of in accordance with a waste management licence or other authorisation
- Waste does not escape from the control of the holder
- Waste is only transferred to authorised persons such as registered waste carriers or licensed disposal operations permitted to accept that type of waste
- All transfers / movements of the waste are accompanied by an adequate written description of the waste which will allow waste to be identified and subsequently handled correctly

The University must act to keep stored waste safe against:

1. corrosion or wear of waste containers;
2. accidental spilling or leaking or inadvertent leaching from waste unprotected from rainfall;
3. accident or weather breaking contained waste open and allowing it to escape;
4. waste blowing away or falling while stored or transported; and
5. scavenging of waste by vandals, thieves, children, trespassers or animals

This Duty of Care begins with the person/s who produced the waste and it cannot be delegated to others. This duty is legally enforceable and breaches can lead to criminal prosecution of individuals and the University. As a result, the University (its staff and students) must make every effort to categorise, segregate and contain waste according to standards imposed by current legislation.

4.2 Overview

The disposal of large volumes of waste or regular waste streams may result in PSUs/ Faculties making a request to hire skips. When considering whether a skip is required in the first instance, consideration must be given first and foremost as to whether items, including furniture, can be reused. A furniture reuse scheme is now in place within the University and all usable furniture should be advertised as available prior to disposal – please see the Sustainability web page for more information.

When considering the disposal of large volumes of waste, the recycling of waste streams must be given priority over the generic disposal of all items as non-recyclable. The Sustainability team will advise PSUs/ Faculties of the most appropriate way to dispose of any waste.

The mixing of non-hazardous and hazardous waste is illegal. Therefore, disposal of hazardous waste will require a specific skip or arrangement for disposal. Items included are: fridges and freezers, tyres, oils, oily rags, fluorescent tubes, any item of WEEE (PCs, TVs, monitors, microwaves, kettles etc.), paints, chemicals – this is not an exhaustive list.

In addition, contractors employed by the University who dispose of waste as part of the contract e.g. refurbishment, maintenance or building works will also be required to follow this procedure.

4.3 Skip Locations

Skips must be sited to mitigate the risk from building fire. Where reasonably practicable all skips should be sited 8 metres or more away from a building and must not:

- Obstruct access to the premises
- Obstruct escape routes
- Obstruct access to fire hydrants
- Obstruct pathways or roadways or obscure the view of roadways
- Be placed under an overhanging eave or canopy
- Endanger personnel who may be entering/ using the skip
- Prevent water drainage on the road, obstruct manholes or stop any functions that need to be carried out by the University.

The minimum distance that a skip may be placed from a building is 4 metres.

4.4 On site management of skips

The Faculty/ PSU requesting the skip is responsible for managing the skip for the duration it is on site. Those responsible for managing the skip must ensure:

A skip has a sign detailing the waste stream being disposed of e.g. wood, contact name and telephone number for the person responsible for the skip and the approximate duration it will be in place.

It's imperative that the following is followed to ensure the DoC for the University is fulfilled;

- No escape of waste – skips must not be overfilled or left unlocked (if lockable)
- No waste is left outside a skip
- Skip(s) are locked when not in use, at night and over weekends
- Skip(s) are used only for the waste specified on the skip request/exchange form

All skip on site must be enclosed and secured at the end of each day.

4.5 Use of Skip by Others

Enclosed skips must be kept locked to prevent issues arising with the use of the skip by others (contractors) on campus. A skip ordered by a Faculty/ PSU is the sole responsibility of the Faculty/ PSU including the management and safe use of the skip.

4.6 Skip Delivery, Exchange and Collection

A banksman must always be present during a skips exchange or delivery. For University contracted skips provided by Veolia, an onsite Veolia Operative will act as banksman, however for third part and external contactor skips, the contract will be responsible for sourcing and ensuring a banksman is present. Banksmen will be responsible for overseeing the collection and delivery, and for collecting the waste transfer note associated with the skip, ensuring all details are correct.

**During term time all skips must be delivered and collected before 8.00am.
Outside of term time all skips must be delivered and collected before 8.30am.**

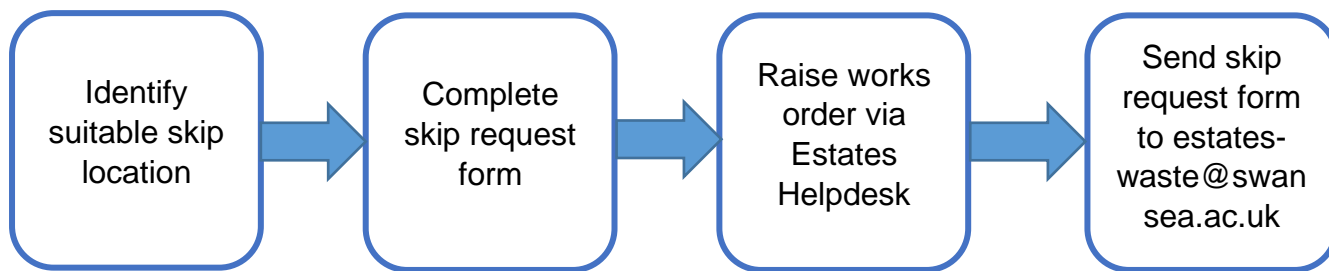
4.7 Operational Process

See Appendix 1 for all Skip Request, Collection and Exchange forms

4.8 New Skip Request

All requests for new skips i.e. where a skip is not currently located, must be made via the Sustainability team. The request should be made using the skip request form a minimum of 5 working days in advance.

1. A suitable proposed skip location must be identified and a skip request form completed.
2. Works order logged via estates helpdesk and HD noted on the skip request form.
3. A cost code must be included on the works order for the request to be processed
4. Skip request form sent to estates-waste@swansea.ac.uk



The Waste and Recycling Officer will review the request form and confirm whether a skip is required and if so will identify the most suitable skip type, size of skip and confirm the skip siting location. Following a request approval the University Veolia Site Operative will make a skip booking and will confirm an approximate day of arrival with the named contact on the skip request form.

4.9 Skip Collection / Exchange

Skip collection requests must be made via the Sustainability team. The skip request form must be completed a **minimum of 5 working days** in advance of the required exchange date and emailed to estates-waste@swansea.ac.uk

The original HD number generated by the works request for the original skip delivery will be used for the collection/exchange.

On receipt of the email exchange/collection request the appropriate arrangements made. The request originator will be sent an email to confirm the approximate day of collection/ exchange.

The skip must be unlocked ready for collection/exchange – any padlocks left on skips cannot be returned after a skip has been collected.

4.10 Contractor Skip Procedure – Veolia

The waste management contractor (Veolia) will oversee the movement and siting of all Veolia skips on campus.

New skip and skip exchange requests:

Any request of this nature must be approved via the Sustainability team prior to being ordered. Confirmation of a date of delivery/ exchange should be provided to the designated contact name on the request form and estates-waste@swansea.ac.uk

Deliveries and exchanges must be accompanied by the University Veolia Waste Operative.

Collection requests:

Any collection requests can be acted on immediately. Confirmation of a date of collection must be provided to the designated contact name on the request form and

estates-waste@swansea.ac.uk. Collections must be accompanied by the University Veolia Waste Operative.

No skip delivery or collection should be undertaken on campus unaccompanied. The University Veolia Waste Operative is responsible for acting as banksman for all deliveries and skip collections and checking that all doors and lids are full operational before accepting delivery.

4.11 Contractor Skip Procedure – Other e.g. GFM / Kier

Contractors who order and site skips on campus must follow the skip request and collection procedures. They will be required to complete a skip request form prior to a skip being ordered and submit it to estates-waste@swansea.ac.uk for approval within the timescales specified. Security will be issued with lists of skip deliveries due on campus and skip delivery lorries will not be permitted to deliver on campus without the necessary approval from the Sustainability team.

Contractors must ensure that a nominated person is available to accompany all skip deliveries, exchanges and collections and for ensuring that they have a designated banksman during this process. Unaccompanied skip deliveries and exchanges are not permitted.

5 Effects and actions of non-conformance

Failure to comply with this procedure may result in:

- Non-conformance with the requirements of EcoCampus and the ISO 14001:2015 standard.

Departure from this procedure is addressed in the procedure **10.1 Nonconformity and Corrective Action**

6 Version control

Date	Version	Update
01/05/2016	1	Original document
22/10/2018	2	- Format Update - Inclusion of DoC segment
26/06/2020	3	Update to 4.6 to include new out of term time collection and delivery times



7 Appendix 1

Skip Request Form

Requesting Faculty/ PSU/ Contractor Name:			
Designated contact name:		Tel:	
Email:			

NEW SKIP REQUEST

Date skip(s) required (min 7 working days in advance):		Length of time required:	
Skip location:		HD number (Uni only):	
Details of all waste to be disposed of: (give approximate quantities, if possible, of specific items)			
NON- RECYCLABLE WASTE:			
RECYCLABLE WASTE:			
HAZARDOUS WASTE:			
Does the waste include any re-usable furniture/ equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Any reusable furniture should be offered for reuse via the Sustainability reuse scheme		
Designated key holder name:		Tel:	
Proposed location of skip:			
Distance from building (m):			
Will the skip be placed in a car parking space?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will the skip be placed on a grassed area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will the skip obstruct			
• access to premises			

• vehicle movement	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• walkways	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• escape routes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• fire and rescue access routes	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• access to fire hydrants	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• access to manholes or other functions	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• prevent water drainage	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Skip Exchange/Collection

Collection request date (min 5 working days in advance):		Exchange required:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Skip location:		HD number (Uni only):	
Details of waste to be disposed if exchange request: (give approximate quantities, if possible, of specific items)			
NON-RECYCLABLE WASTE:			
RECYCLABLE WASTE:			
HAZARDOUS WASTE:			
Designated key holder name:		Tel:	
Proposed location of skip:			
Distance from building (m):			
Will the skip be placed in a car parking space?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will the skip be placed on a grassed area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Will the skip obstruct	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• access to premises	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• vehicle movement	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• walkways	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• escape routes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• fire and rescue access routes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• access to fire hydrants	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



- | | |
|---|--|
| <ul style="list-style-type: none"> • access to manholes or other functions • prevent water drainage | Yes <input type="checkbox"/> No <input type="checkbox"/> |
|---|--|

To be completed by Sustainability team:

Skip location approved:	Yes <input type="checkbox"/> No <input type="checkbox"/> Comments:
Skip type & waste stream approved:	
Date passed to University Veolia Waste Operative:	