



# Waste Management Policy

Chester House is managed by the Guy Chester Centre. The Guy Chester Centre is the trading name of the Trustees of the North Bank Estate.

## 1. Introduction

- 1.1. The purpose of this policy is to outline how the Guy Chester Centre aims to manage the waste that its activities generate.
- 1.2. This policy is to inform all users of the buildings as to their responsibility in ensuring that all waste is dealt with appropriately and hygienically.
- 1.3. The objectives of this policy are:
  - To implement sustainable waste management practices and the principles of reduce and recycle
  - To achieve waste minimisation across all activities and to provide facilities for recycling throughout the building
  - To seek the most sustainable waste management solutions for general waste with the aspiration of diverting waste from landfill

## 2. General waste

- 2.1. The Guy Chester Centre hires four large bins that are collected weekly. These bins are located at the front of the Chester House building and are used for all waste that cannot be put in the recycling bins. General waste is collected by the cleaning team when emptying bedroom bins. The catering contractor also uses these bins for the kitchen waste. The bins are also used by residents, staff and office tenants. Hazardous items, e.g. paint and chemicals, some building materials and electrical items are not permitted to be placed in these bins. Items should not be left at the side or on top of the bins, but placed in the bins.
- 2.2. Residents can use the bins provided in the bedrooms and kitchenettes for general waste. Kitchenette bins are emptied daily, bedroom bins are emptied during the weekly clean. Should a bedroom bin be full prior to the weekly clean, residents can empty it by removing the full bag, tying it up and putting it in the general waste outside the building near the main entrance.

## 3. Recycling

- 3.1. Four large external bins are provided and collected by the local authority and are available for use by the Guy Chester Centre, residents, staff and tenants. These bins are located at the front of the Chester House building. The catering contractor also uses these bins for the kitchen recycling waste. Residents can use the recycling bags provided in the bedrooms and kitchenettes. Kitchenette recycling bags are emptied by the cleaners, bedroom recycling bags are emptied by residents. All residents, staff and office tenants are required to recycle permissible items and support Guy Chester Centre in recycling as much as possible.
- 3.2. Small items for recycling should be rinsed out, where needed, and placed in a recycling bag. Large items for recycling, such as cardboard boxes, should be taken directly to the external recycling bins. Items should be placed in the bins loose, i.e. not in bags, and not be left at the side or on top of the bins, but placed in the bins.

#### **4. Food waste**

4.1. Two large food waste bins are provided and collected by the local authority. These bins are located at the front of the Chester House building. The catering contractor also uses these bins for the kitchen food waste. Food waste bins for the use of residents are located in the kitchenettes and are emptied daily by the cleaners. Food waste should not be put in a general waste bin or recycling bag and should not be left out in the open.

#### **5. Other items**

5.1. Other unwanted items such as clothing, small electrical items, study guides and equipment or general bric-a-brac can be given to charity or given to other residents in our freecycle area. There are donation bins located on the ground floor for items to be given to charity. The freecycle area can be found in the Hub.

#### **6. Other information**

Further information or clarification can be obtained by emailing [office@chesterhouse.org.uk](mailto:office@chesterhouse.org.uk)

#### **7. Review date**

This policy was last reviewed in March 2018 and will be next reviewed in March 2019.