



Mill Hill  
EDUCATION GROUP

# Environmental Policy

Instilling values, inspiring minds

# Environmental Policy

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## 1. Introduction

Mill Hill Education Group (the 'Group') is the trading name of The Mill Hill School Foundation. It is a group of independent mainstream Schools which together educate girls and boys aged 3 to 19 years. It currently comprises:

### **Senior Schools (day and boarding)**

Mill Hill School  
Mill Hill International  
Cobham Hall

### **Pre-Preparatory/Preparatory (day)**

Grimsdell Pre-Preparatory School  
Lyonsdown School  
Keble Prep  
St Joseph's in the Park  
Belmont Preparatory School

This Policy covers all the Group's Schools.

The Group is committed to protecting the environment through the implementation of an effective and sustainable waste management programme. This programme is reviewed on a regular basis to ensure that it continues to meet or exceed legislative and regulatory requirements as well as industry standard best practises.

The Group believes the key to successful management of environmental matters, recycling and waste is to provide the facilities that will minimise effort and maximise benefit to the Group's pupils, staff, and visitors.

The Group aims to instil a culture of flexible and collaborative working, which reinforces our commitment to bringing benefits to the local community and wider environment both now and in the future.

The Group will work with the appointed waste management contractor to raise awareness of environmental issues amongst the Group's community.

The Group aims to minimise the risk of pollution or harm to health by discarding waste in proper containers and preventing it from escaping.

## 2. Environmental Protection Act (EPA), 1990

The duty of care Section 34 places a corporate and personal liability upon those responsible for the management of waste produce. Anyone therefore dealing with waste is bound by a duty of care to ensure that waste is disposed of safely and properly and that:

- Only authorised persons transfer waste
- The nature of the waste is described accurately
- Safe disposal of the waste is ensured
- Records of waste consignments is kept

In accordance with the requirements of the EPA, records and copies of transfer notes will be maintained and will detail all waste movements from the Group's premises. This information will be kept by the appropriate persons and will be available for inspection by the Domestic Bursar, the Director of Operations and any other senior staff member of the Group, as well as authorised external inspectors.

### 3. Other Relevant Legislation

The following list is specifically relevant to waste management. However, the current rate of change in legislation means that, although every effort is made to keep it up to date, this list may not always reflect the latest changes. Consequently, this list is provided as a guide and by way of example only. It is not an exclusive source of reference.

- Control of Substances Hazardous to Health Regulations (COSHH) 2003
- Environmental Protection act 1990
- Health and Safety at Work etc. act 1974
- Management of Health and Safety at Work Regulations for 1992
- Personal Protective Equipment at Work Regulations 1998
- Hazardous Waste England and Wales Regulations 2005

### 4. Environmental, Recycling and Waste Management Procedures

#### Waste Management Options

The Foundation procedures are based on the principle that the minimum amount of waste should be produced in the first place. Where materials are no longer required, the options listed below should be followed in order of priority:

**Reduce** - Avoid, in general, the need to throw away materials. When purchasing, consider asking suppliers to take back surplus or unnecessary packaging and any reusable items.

**Re-Use** - Before discarding an item, explore whether or not another person, department or organisation could use it. Examples of things that might be re-used include clothing, books, equipment, and furniture.

**Recycle** - The Foundation aspires to practise a policy of waste segregation, in order to recycle as much as possible. We will aspire to provide special Waste Separation Hubs around the Foundation for depositing and the collection of different recyclable materials. The whole community is encouraged to help reduce waste by placing discarded items in the relevant containers. In order to support and sustain the recycling market, the Foundation encourages purchasing products that are made from or include recycled material.

**Disposal** - When unwanted materials cannot be re-used or recycled, they are disposed of as general waste. The Foundation is committed to ensuring that the appointed waste management contractors comply with the Environmental Protection Act 1990 and with their Duty of Care Code of Practice.

## 5. Responsibilities

### ***Members of Staff***

All members of the Foundation have a personal responsibility for the way their actions impact on the environment and should ensure that the waste they create is dealt with in accordance with the Foundation's policy. The staff induction will include awareness training in environmental recycling and waste management objectives of the Foundation, and it is expected that this learning will be passed on to students as part of their training and education.

### ***Director of Operations***

The Director of Operations will be responsible for the development, initial implementation and subsequently the monitoring of the application of this policy. With changing waste legislation affecting the Foundation, the Director Operations will ensure that the policy for collection, storage and disposal of recycle and other waste materials remains in accordance with the statutory requirements and best practises.

### ***Domestic Bursar***

The Domestic Bursar has operational responsibilities for this policy. They must ensure that the method of collection, storage and disposal of recyclable and waste materials is in accordance with the policy. They should address any questions to the Director of Operations.

### ***Community***

The Foundation expects everyone to play their part in the management of waste and contribute to creating a pleasant and safe environment for all. For example

- Do not drop litter. Make sure litter is always deposited in the appropriate container
- Encourage others to follow best practices
- Contact the Domestic Bursar to report any issue concerning our Waste Management

## 6. Collection

Specification for operations services will include, where relevant, responsibilities and requirements for the collection and removal of waste.

Cleaners will be required to empty the contents of the Separation Hubs on a daily basis, or as otherwise required, and remove from the building to the designated central collection areas.

Catering staff will be responsible for the removal of waste food from the building several times daily.

All food waste to be removed from the building at the end of each day. All other waste to be removed from the building by the time cleaners have completed their duties each evening.

Any waste removed from the building will be taken straight to the secure waste compound and placed in the appropriate receptacle. The only exceptions to this rule will be when waste is brought out of the building and handed over to the authorised waste management contractor for immediate removal from site.

## **7. Waste Streams**

The policy of waste segregation encourages the Foundation community to provide separate containers for different types of waste. The separation hubs should be placed at strategic points around the Foundation premises. Containers are colour coded and where appropriate have labelling showing the waste type in words and/or pictograms.

Not all types of waste will exist in all areas so containers inside and outside the building will be those most appropriate to the immediate surroundings and majority waste source. At the end of the day, cleaners and in the case of food waste, caterers, will ensure that all waste is out of the building and in the exterior secure compound.

All the different types of waste will be removed from the site at regular intervals by appointed contractors operating under appropriate licences.

## **8. Computer Equipment**

The disposal of computer equipment including all laptops, PC's, printers, scanners, etc. that cannot be re-used will be managed through the IT department, who will have an appropriate contractor that will remove and recycle or safely dispose of all unwanted waste equipment. The IT department will maintain appropriate records and certificates of disposal.

## **9. Food Waste**

It is expected that most of the food waste will come from the main kitchens around the site. In order to maintain a consistent approach, the Catering Manager and Executive Head Chef will have operational management responsibility for:

- Ensuring that all food waste is removed from the building at the end of each day and stored in the appropriate container in the secure waste compound
- Monitoring the performance of the food waste management contractor
- In addition, the Catering Manager will have operational management responsibility for the safe removal of waste cooking oil, to be removed and recycled for non-food use, unlike waste oil from car workshops or plant rooms, which is toxic and cannot be recycled.

## **10. General Waste**

General waste is waste, which is neither recyclable nor hazardous. This waste will be collected by cleaning staff at arranged intervals from containers around the buildings. External bins, which will be removed in the future and replaced with internal separation hubs, are the joint responsibility of the cleaners and Ops team.

## **11. Green Waste**

This will include all garden plant material that is compostable, such as cuttings from plants, grass, flowers, leaves, all vegetation, etc. For health and safety reasons, green waste disposal will not include any waste vegetables, herbs or other matter that have been cooked or used in the kitchens. The green waste will be removed by the Grounds maintenance staff but will remain on site.

## **12. Hazardous Waste**

Limited hazardous materials may be stored and used on site, such as cleaning agents. The Foundation will carry out a risk assessment on hazardous cleaning materials and they will be disposed of accordingly. An authorised company manages sanitary bins.

## **13. Confidential Waste**

Large amounts of confidential wastepaper may be disposed of by contacting the Domestic Bursar, who will arrange for bags and security sealing clips to be delivered. The confidential waste will subsequently be disposed of by a specialist recycling contractor.

## **14. Recyclable Waste**

All recyclable waste is separated into individual waste streams using special colour coded containers for each type strategically positioned around the Foundation. Containers will be available for the following waste:

- Paper
- Cardboard
- Mixed recycling: plastic and tin
- Glass
- Food
- Batteries
- Used printer cartridges
- Wood
- Metal
- Electrical

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Mill Hill  
EDUCATION GROUP

The Mill Hill Education Group is the brand name for The Mill Hill School Foundation.  
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