Litter and Litter Bin Management

**EMS DOCUMENT TYPE:** Operational Control Document

**ENVIRONMENTAL ASPECT:** Waste Management

**PURPOSE:** To ensure litter and litter bins are managed in the correct manner.

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**Record of changes made to this document:**
- 30.03.2015 NH Document created
- 16.03.2016 NH – Revised responsibility for cleaning

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**Litter Management:**
Litter collection across campus is managed in two ways. Campus Living undertake litter collection within the boundaries of the accommodation areas using staff who undertake a number of duties. All other areas are covered through the Domestic Services Team with three staff employed to undertake this role on a permanent basis. There are 2 part time staff and 1 full time member of staff and each has their own area of responsibility.

If these staff spot regular problem areas these should be reported to Management as should instances of fly tipping (waste being inappropriately dumped) and overflowing bins.

**Litter Bin Management:**
Two types of external litter bins exist on campus, single metal bins for general waste (i.e. non recyclables) only, and newer double wooden bins which offer a recycling and non-recycling option. Where recycling is an option a clear plastic bag should be used in the recycling side and a black bag in the non-recyclables side to enable the streams to be differentiated and contamination levels within the recycling side to be identified. Although it would be great if the content of the recycling bag was not contaminated with non-recyclables this is unrealistic. It is therefore acceptable to still place this bag in the recycling as long as the contamination is not more than 5%

Litter bins in Accommodation areas are emptied by Campus Living, all other bins are emptied by the Grounds and Gardens Team.

**Frequency of emptying:** This will be down to Operational Managers to decide although bins should not be allowed to overflow. We have a legal responsibility to control our waste and waste blowing in the wind is not controlled.

**Cleaning:** These bins should not require a lot of cleaning but the following tasks should be undertaken by the Domestic Services Litter Picking Team on a regular basis:

1. Use a scraper to remove any chewing gum, disposing of this in the waste
2. A cloth can be used to wipe the signage
3. A brush can be used to brush the cigarette butt receptacle (where fitted)
4. A stiff brush can also be used to brush the wood down to remove any other residual matter.
Undertaking these tasks on a regular basis will keep the bins looking neat and tidy and encourage their correct use. If left untidy the users are likely to treat them in the same manner.

**Maintenance:** These bins have been chosen with the intention of weathering naturally. However if bins become damaged or are not operating correctly then please notify the Environmental Manager.

**Alcohol Free Zone Bins:**
In addition to the above processes there are also bins at key points between accommodation areas and the Alcohol Free Zone. These points consist of 2 wheelie bins in an enclosure for the disposal of cans, plastic and glass bottles. These are emptied every Monday by Charnwood Borough Councils waste contractor but the general tidiness of them is the responsibility of Campus Living Staff.