

Recycling provision

The Institute is committed to reducing its waste output to landfill through the development and implementation of best practice waste management practices. Through the use of an improved waste management scheme, it is planned to reduce to nil the waste going to landfill by 2011.

Over the past couple of years there has been an increase in legislation surrounding waste management and disposal. This has resulted in tighter controls being imposed on the disposal of waste. Section 34 of the Environmental Protection Act 1990 places a duty of care on anyone who produces or imports, keeps or stores, transports, treats or disposes of waste. The Institute of Education acknowledges that the waste it generates falls under this duty of care and that it is required to comply with various responsibilities as a result. The Institute of Education accepts its responsibility to ensure that:

- all waste is stored safely and securely to prevent it causing pollution
- companies engaged to collect all waste types produced by the Institute of Education are properly licensed and authorised
- reference to this license is recorded on transfer on a Waste Transfer Note that is signed / retained by both the Institute's Facilities Manager and the waste contractor.

The Institute has introduced a number of recycling schemes, set out below:

Paper recycling

The Institute has located on the service road (adjacent to Core B) three 1100 ltr wheelie bins provided free of charge by the London Borough of Camden (www.camden.gov.uk) for the combined collection of all types of paper; newspaper, magazines, office paper, coloured paper, junk mail, leaflets, soft cover books, telephones directories etc. Located throughout the Institute's premises are designated bins (colour coded blue) into which all types of paper can be deposited. Collections from these bins (and offices) is made at least twice per week and transferred to the three bins on the service road by staff working for the Institute's

outsourced cleaning provider, ISS. The three 1100 ltr wheelie bins are emptied twice weekly by Camden's Environmental Street Services in partnership with Veolia Environmental Services (www.veolia.co.uk) . The waste paper is taken to Kemsley Mill Sittingbourne Kent, where it is recycled and made into paper or card products.

Cardboard recycling

The Institute of Education has sourced and has located on the service road (adjacent Core B) a cardboard baler. Catering and bar staff employed by the Students' Union, central stores and the Institute's outsourced catering provider Sodexo, as well staff working for the Institute's reprographics provider CATS Solutions Limited are required to collect and deposit all cardboard packing arising from deliveries adjacent to the baler on a daily basis. Staff throughout the Institute are required to deposit all cardboard packaging arising from any deliveries outside their offices for collection by staff working for the Institute's outsourced cleaning provider, ISS. All cardboard packaging is baled on a daily basis ready for collection twice weekly by Camden's Environmental Street Services in partnership with Veolia Environmental Services - www.veolia.co.uk. The cardboard bales are taken to Kemsley Mill Sittingbourne Kent, where they are recycled and made into paper or card products again.

Aluminium and steel cans and plastic bottle recycling

The Institute of Education has located on the Service Road (adjacent Core B) one 1100 ltr wheelie bin provided by the London Borough of Camden (www.camden.gov.uk) for the combined collection of aluminium / steel cans and plastic bottles. Catering and bar staff employed by the Students' Union and the Institute's outsourced catering provider Sodexo are required to collect and deposit all aluminium cans and plastic bottles into the bin on the service road on a daily basis. Located in the Lawton Room, the Students' Union and some classrooms are designated bins (colour coded orange) into which aluminium food and drink cans and plastic bottles can be deposited by staff and students. Collections from these bins are made daily and transferred to the bin on the service road by catering and bar staff employed by the Students' Union, the Institute's outsourced catering provider Sodexo and staff working for the Institute's outsourced cleaning provider, ISS as appropriate. The one 1100 ltr aluminium / steel can and plastic bottle recycling bin is emptied twice weekly by Camden's Environmental Street Services in partnership

with Veolia Environmental Services - www.veolia.co.uk and taken to Veolia Materials Recovery Facility in Greenwich.

Glass Recycling

The Institute of Education has located on the Service Road (adjacent Core B) three 1100 ltr wheelie bins provided free of charge by the London Borough of Camden (www.camden.gov.uk) for the segregation and collection of green, brown and clear glass. Catering and bar staff employed by the Students' Union and the Institute's outsourced catering provider Sodexo are required to collect and deposit all glass items into the applicable glass recycling bins on a daily basis. Located on the ground floor at Emerald Street, the Lawton Room, Level 1 hospitality kitchen and Students' Union at the Institute's Bedford Way premises are designated bins (colour coded green, brown and white) into which green, brown and clear glass items are deposited. Collections from these bins are at least once per week for Emerald Street and daily for those at Bedford Way and transferred to those bins on the service road by staff working for the Institute's outsourced cleaning provider, ISS (with the exception of those in the Students' Union and areas serviced by Sodexo which will be the responsibility of Students' Union and Sodexo staff respectively). The three 1100 ltr glass recycling bins are emptied weekly by Camden's Environmental Street Services in partnership with Veolia Environmental Services - www.veolia.co.uk and taken to Veolia Materials Recovery Facility in Greenwich, where it is sorted and sold to a network of local, national and international re-processors.

Cooking oil recycling

Catering and bar staff employed by the Student's Union and the Institute's outsourced catering provider Sodexo are required to set aside in appropriate containers all used cooking oil from their respective operations and place these within the designated cages provided on the service road (adjacent Core B). Used cooking oil is collected monthly by Green Miles Fuels (www.greenmilefuels.co.uk). The oil collected is processed to make bio-diesel.

Battery recycling

The Institute of Education has located behind the main reception desk and within the Conference Office a container for the collection of AA; AAA; C; D, 9 volt batteries

including both rechargeable and non-rechargeable batteries. Camden's Environmental Street Services in partnership with Veolia Environmental Services - www.veolia.co.uk will collect these containers when full.

IT equipment recycling

All redundant computer hard drives and laptops are to be returned to Computer Services on Level 3 Bedford Way (either in person or by contacting the Support Services Manager to arrange collection) for decommissioning. Following decommissioning by Information Services staff equipment will be passed to central stores. All redundant computer screens and printers are to be returned to central stores either in person or by contacting the Support Services Manager to arrange collection. All computer hard drives, screens and printers collected by Stores are set aside for collection by Action Aid www.actionaidrecycling.org.uk.

Printer cartridge recycling

Staff throughout the Institute of Education are required to return to central stores all used printer cartridges. These can be taken in person or collected with outgoing post by Support Services staff. Card board boxes and packaging in which cartridges are supplied is to be separated and set aside as cardboard recycling as detailed above.

Furniture recycling

The Institute is moving towards equipping all offices areas with standard office furniture. Where furniture becomes surplus to requirements, this will be set aside in storage on Level 2 of Bedford Way for later distribution and reuse. Where furniture is being replaced as part of an agreed programme of replacement, redundant furniture will be set aside for collection by one of the following, Newham Community Recycling (The Wombles 020 7511 6400); Respond Limited (020 8316 1099) or Green-Works (0845 230 2231).

Flourescent tube recycling

The Institute of Education has in place a contractual agreement with Balcan Engineering Limited to collect and dispose of all flourescent tubes which are classified as hazardous waste. It is the responsibility of the Building Services team

to ensure that all used fluorescent tubes are kept separate and secure from all other waste products in a separate storage facility adjacent the Workshops on Level 2 of the service road, thereby making them easily accessible for periodical collection.