

Managed Student Accommodation Waste Policy

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1 Why does the Council need this Policy?

1.1 This policy document sets out the provision of waste and recycling services provided for managed student accommodation to minimise the strategic, financial, operational, and environmental risks.

1.2 The purpose of the policy is to:

- Mitigate the risks of collecting excess and contaminated materials through providing Aberdeen City Council's standard service to managed student accommodation, where it is agreed that the Council will service the accommodation. The policy mitigates the financial and operational risks of providing additional collections out with the service provision for managed student accommodation.
- Specify the responsibilities of the student accommodation operator in relation to waste management.
- Ensure safe access and egress to bin stores for collection crews and residents.

2 Application and Scope Statement

2.1 This policy applies only to managed student accommodation and will impact the operators of the accommodation and indirectly, the students living there during term time.

2.2 The policy does not apply to private domestic residences or commercial premises, including student accommodation that operates entirely on a commercial basis.

3 Responsibilities

3.1 The Operations and Protective Services Chief Officer is responsible for managing the policy and associated guidance.

3.2 The customer will be supported by the Council if they encounter any difficulty or require assistance to help them comply, through providing support and guidance. Where the Council agrees to provide a household waste and recycling collection to a managed student accommodation provider, the provider must comply with this policy. Both parties are expected to work together to resolve any issues that arise at an early stage however, the Council reserves the right to withdraw service should it be demonstrated that there is repeated non-compliance with the policy. Any non-compliance will be reported by the collection crews in the first instance then subsequently reported to the Operations team for investigation and appropriate action.

3.3 Any feedback on the Managed Student Accommodation Waste policy or suggestions for improvement can be communicated to wastestrategy@aberdeencity.gov.uk for the attention of the Waste Strategy Officer in the first instance. The information and data collected above will help us understand the impact of activities and assist in identifying any potential improvements.

3.4 Operators of Managed Student Accommodation

- 3.4.1** Operators of managed student accommodation are responsible for ensuring site design and operation of waste facilities for new student accommodation premises including correctly following the planning document 'Resources for new development (part B waste) Supplementary Guidance' (see under 4.1 below). This ensures adequate provision for a fully integrated recycling and waste collection service, and that it can be operated safely.
- 3.4.2** The Operators are responsible for the daily management of their waste facilities and reporting any issues to Aberdeen City Council through [Waste enquiries | Aberdeen City Council](#).
- 3.4.3** The Operators are responsible for appropriate disposal arrangements of excess waste out with the standard service as detailed in 5.2.1. Site management must ensure that commercial arrangements are put in place to remove any such excess or collections out with term-time.
- 3.4.4** Operators must inform the Council if they do not wish to restart the term time service from the start of term time.

4 Supporting Procedures & Documentation

4.1 Supporting documentation

- [ACC Waste strategy 2014-2025](#)
- [Resources for new development \(part B waste\) Supplementary Guidance](#)
- [Charter for Household Recycling](#)
- [Code of Practice- household recycling in Scotland](#)
- [Waste \(Scotland\) Regulations 2012](#)
- [Environmental Protection act 1990 s45](#)
- [Resources for new development \(part B waste\) Supplementary Guidance](#)

4.2 Supporting procedure

- Managed student accommodation procedure

5 About this Policy

Standard service provided

- 5.2.1** Managed Student accommodation will only receive the following service by agreement with the Council. A household waste collection will only be provided if the property is registered for Council tax. Where the premises are registered for business rates, the waste arising from it, is commercial waste which requires a commercial agreement. The following weekly equivalent capacity for, dry mixed recycling (DMR), food waste and non-recyclable waste capacity will be provided during term-time (first Monday in September to last Friday in May):
- 1x 1280l general waste per 15 students
 - 1x 1280l dry mixed recycling per 15 students
 - 1x food waste per bin store
- 5.2.2** Aberdeen City Council will not collect additional waste out with the service as detailed in section 5.2.1 without a commercial arrangement.

5.3 Site management and segregation of waste and recycling

5.3.1. The Operators of managed student accommodation must comply with the following:

- Provide the correct management and segregation of materials within the premises with recycling and food waste bins located in every bin store.
- Ensure easy access to all bins for both the collection crew and residents. Operators must have arrangements in place to enable disabled residents to safely dispose of their waste.
- Ensure that bins do not overflow e.g. by rotating them.
- Clear up any overflowing bins including those from commercial activity, and where this occurs, ensure that commercial contracts are put in place to remove any such excess.
- Ensure recycling bins are not contaminated, as they will not be emptied as per 5.2.1.
- Clear up litter in bin stores and maintain bin stores in an orderly manner.
- Provide clear access to bins during working hours for collection crews. Where access is restricted and bins cannot be emptied, will be recorded on bin tags.
- As this is a standard domestic collection, it is timebound, therefore particular collection times cannot be arranged by student properties, as per our terms and conditions for domestic collections.
- Report damaged bins to the Council via [Request a replacement or an additional bin | Aberdeen City Council](#)
- Order food waste bags and additional food caddies where applicable through [Request replacement bin | Aberdeen City Council](#)

5.4 Excess waste during term time

5.4.1 Operators of managed student accommodation must organise appropriate disposal arrangements of excess waste out with the standard service as detailed in 5.2.1. Site management must ensure that commercial arrangements are put in place to remove any such excess.

5.5 Student accommodation operated out with term time for commercial gain

5.5.1 Household waste and recycling collections as per 5.2.1 will not be provided out of term time (between the first Monday in June to last Friday of August). During this period, the premises must arrange commercial waste contracts for the management of all materials arising from the site's operations. Aberdeen City Council Business Waste Service requires 4 weeks' notice to arrange an appropriate regular collection. If it is still classified as a domestic residence for students, the student accommodation provider must contact the Council with a minimum of TWO weeks' notice and list the flats/buildings still requiring a household collection.

6 Risk

6.1 The policy seeks to mitigate the associated risks of collecting excess and/ or contaminated waste from managed student accommodation premises during and out with term time by implementing the responsibilities and expectations of the managed student accommodation owners as per section 3.4.

6.2 This policy establishes the standard level of waste and recycling provision that relevant premises will receive free of charge. The intention is to reduce the financial risk to the Council through maximising recycling which generally incurs a lower cost than disposal.

6.3 It also establishes the responsibilities placed on the customer to ensure adequate and safe access for the collection crews to empty their bins. This is intended to improve route efficiencies and maintain a safe working environment for staff.

6.4 The policy also sets out expectations which incentivises the customer to minimise waste and maximise separation of waste for recycling. This has environmental benefits and supports the Council's carbon reduction ambitions.

6.5 There is unlikely to be any unintended effects, consequences or risks directly resulting from the implementation of this policy.

7 Environmental Considerations

7.1 Through encouraging operators of managed student accommodation to correctly manage and segregate materials within their premises, ensures recycling is not contaminated and bins do not overflow.

Reduced contamination, capping the number of materials collected and increased recycling and reuse will further divert materials from disposal thus reducing carbon emissions.

The operator will be responsible for promoting and encouraging residents to reduce, reuse and recycle, through various communications (posters, newsletters etc.). Assistance with communications and awareness raising can be provided by the waste and recycling officers.

7.2 The policy will support a reduction in carbon emissions, in line with the Council's targets of net zero emissions by 2045, through increasing diversion of materials from landfill which lowers carbon emissions.

8 Policy Performance

8.1 The effectiveness of policy performance will be measured in several ways including:

- Data from our reporting systems which can identify the reduced number of complaints from the collection crew of non-conformances from

managed student accommodation properties provides an indicator of success.

- Data from our reporting systems which can identify the reduced amount of waste generated out with term time.
- Data from our reporting systems which can identify the reduced waste disposal costs out with term time.

8.2 Waste and recycling data is reported annually to the Scottish Environment Protection Agency (SEPA) and is an indicator of success. Recycling performance data is also reported quarterly to the Operational Delivery Committee. In addition, the Waste and Recycling Service also has internal reporting where the waste and recycling data is reviewed, bench marked against previous years and used to inform plans and activities.

9 Design and Delivery

9.1 The policy will address the LOIP stretch outcome 13 Addressing climate change by reducing Aberdeen's carbon emissions by at least 61% by 2026 and adapting to the impacts of our changing climate, through increasing diversion of materials from landfill and energy from waste. The diversion of waste will reduce landfill gases including carbon plus less journeys by diesel powered collection vehicles will also decrease the carbon footprint.

9.2 Council's Statutory Obligations will be met through the policy implementing requirements from the legislation detailed in section 4.1.

10 Housekeeping and Maintenance

10.1 An accompanying procedure has been created to support the managed student accommodation policy; the procedure and policy are to be reviewed on an annual basis.

11 Communication and Distribution

11.1 Each student accommodation provider will directly receive a copy of this policy and associated guidance. They are responsible for notifying resident students of waste arrangements at the property e.g. posters in common areas.

11.2 The managed student accommodation policy will also be available on the Aberdeen City Council website to be accessed by student accommodation companies and shared with relevant staff.

11.3 The reviewed policy will be used as part of internal induction training for waste and recycling staff and existing staff will be made aware of this policy to assist in understanding their duties.

12 Information Management

12.1 Information generated by the application of this policy will be managed in accordance with the Council's Corporate Information Policy and Supporting Procedures.

13 Definitions and Understanding this Policy

13.1

- **Commercial waste:** Waste similar in type to household waste but arising from non-domestic premises (including 3rd sector or charity premises) or rented domestic premises, where the landlord manages the waste.
- **Commercial use of student accommodation:** used out with term time for other commercial purposes and revenue is generated e.g. a hotel, self-catering.
- **Contaminated recycling:** Recycling contamination occurs when materials are sorted into the wrong recycling bin, or when materials are not properly cleaned, such as when food residue remains on a plastic container.
- **Excess waste:** any waste not presented in a bin or that cannot fit in a bin with the lid closed.
- **Household waste:** waste arising from households.
- **Managed student accommodation:** purpose built self-catering accommodation solely for the use of students which comprises rooms for one or more persons; forms the main residence for the tenants during term time.
- **Scottish Environment Protection Agency (SEPA)** is Scotland's environmental regulator and national flood forecasting, flood warning and strategic flood risk management authority. Its main role is to protect and improve Scotland's environment.