



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

WASTE MANAGEMENT PLAN

2025-2030

A future-ready institution where sustainability is embedded across education, research, operations and daily practice, honouring our responsibility to current and future generations.

UWTSD Group Environmental Sustainability Strategy

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1. Introduction

This Waste Management Plan communicates University of Wales Trinity Saint David's commitments to improving Waste Management, across the University's estate. It demonstrates our commitment to continual improvement in Waste Management practices, and Resource Efficiency.

It falls under Strategic Priority 3 of the UWTSD Group Environmental Sustainability Strategy, Sustainable Estate. Measures of success include the reduction in total non-recyclable waste and an increase in the percentage of recyclable waste across the estate.



Subject to the wide range of activities at each of the University's campuses, a diverse range of wastes are produced as a result, ranging from general wastes, recyclable materials to specialised controlled, and hazardous wastes. The University has a duty of care to ensure that all waste produced are disposed of responsibly through approved waste contractors registered with Natural Resources Wales and the Environment Agency.

In April 2024 the Welsh Government *Workplace Recycling Regulations 2024* came into effect having a significant impact on the separation of waste across UWTSD Wales based campuses. This required materials to be separated for collection and introduced the threat of fines for non-compliance. From April 2025 similar recycling regulations will apply to the England based Learning Centres.

The UWTSD waste management plan supports the universities commitment to the UN Sustainable Development Goals in the following areas:



2. Alignment with UWTSD Group Environmental Sustainability Strategy 2025-2030

This Waste Management Plan is a key delivery document supporting the UWTSD Group Environmental Sustainability Strategy 2025–2030, translating the University’s strategic commitments into targeted actions to improve resource efficiency and reduce waste-related environmental impacts.

Waste generation and resource consumption contribute significantly to the University’s environmental footprint, particularly in relation to Scope 3 emissions. Effective waste management, underpinned by the principles of the waste hierarchy and circular economy, is therefore essential to achieving UWTSD’s sustainability and net zero ambitions.

This Plan contributes directly to the delivery of the Strategy’s core pillars:

OUR PEOPLE: By promoting awareness, training, and behavioural change, this Plan empowers staff and students to take responsibility for waste reduction, reuse, and recycling, embedding a culture of sustainability across the University community.

OUR PURPOSE: By improving waste management practices, increasing recycling rates, and supporting the transition to a circular economy, this Plan reinforces the University’s commitment to environmental responsibility and sustainable resource use.

OUR PLACE: By improving waste segregation, reducing waste sent to landfill, and enhancing resource efficiency across the estate, this Plan contributes to cleaner, more sustainable campuses and supports wider environmental outcomes within the communities in which UWTSD operates.

This Waste Management Plan is closely aligned with the Net Zero Carbon Management Plan and wider sustainability management plans, forming part of an integrated framework to deliver the University’s environmental sustainability objectives.

3. Building on past success

The Waste Management plan 2025-2030 builds on the successes of the 2022-2025 plan including:

- 🌱 The installation of 624 bins to segregate waste and encourage recycling including the addition of food waste bins and collection in response to *The Waste Separation Requirements (Wales) Regulations 2023*.
- 🌱 The university saw an improvement in its recycling rates over the period of the previous management plan:
 - 🌱 59% recycled in 21/22
 - 🌱 65% recycled in 22/23
 - 🌱 69.7% recycled in 23/24
- 🌱 The university have introduces a Waste online training session for staff and students on the recycling legislation in Wales.
- 🌱 In the 2024/25 People and Planet league table UWTSD ranked 1st in Wales and 5th Nationally in the 'waste and recycling' category. This success was continued in the 2025/26 league with UWTSD scoring joint 9th in the UK and remaining 1st in Wales.



4. Scope

This policy is applicable to all University staff, students, and all other University stakeholders as waste producers who have a responsibility to dispose of waste in the correct manner.

5. Purpose

As a producer of waste the University has a legal requirement to ensure all waste produced is disposed of in accordance with regulations and the duty of care under Environmental Legislation.

The University will apply the principles of the 'Waste Hierarchy' to prevent, reduce, reuse, recycle and recover any waste produced as a result of its activities in preference to the disposal of waste to landfill, whilst ensuring it meets legal requirements, and manages waste responsibly. In the document [Beyond Recycling](#) the Welsh Government presents its strategy to make the circular economy in Wales a reality. As an institution committed to Wales UWTSD will also employ these principles in its Waste Management.

Other benefits to proactive waste management include;

-  Legal compliance
-  Reduction of environmental impact
-  Improved league table scores
-  Support in reduction of scope 3 emissions
-  Financial savings

6. Aims

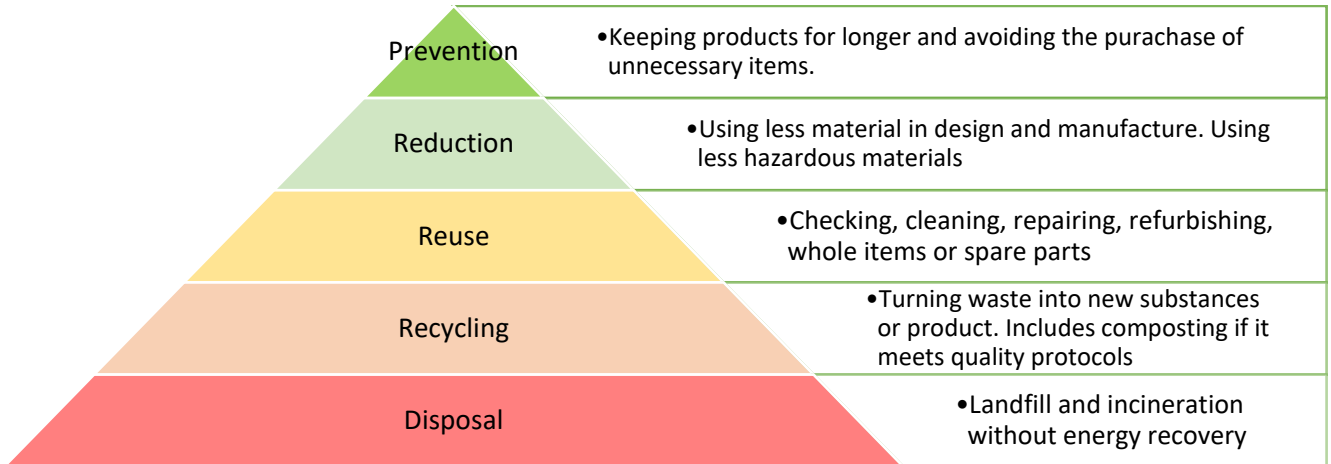
Waste will be managed in accordance with the following objectives;

-  To ensure that all waste produced is managed in accordance with all relevant waste legislation, including duty of care requirements whilst planning for future legislative changes, and to mitigate their effects.
-  To achieve year on year improvements in waste management, and resource efficiency practices, working towards a 95% diversion of all waste from landfill
-  To achieve 70% recycling or diversion of all waste by 24/25, 80% by 27/28 academic years.
-  To educate and promote environmental awareness and the importance of waste management and resource efficiency to staff and students to encourage waste minimisation, reuse and recycling in accordance with the Waste Management Action Plan.
-  To ensure safe handling and storage of waste on all University campuses, whilst promoting best practice waste management industry methods.
-  To ensure zero waste will be sent to landfill where an alternative use or disposal route exists.

7. Managing Waste

7a Waste Hierarchy

The Waste Hierarchy provides guidance on the management of waste, ranking options in accordance with environmental implications, favouring the prevention of waste over all other waste management options. It gives top priority to preventing waste in the first place. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery, and last of all disposal (e.g. landfill).



7b Circular Economy

A circular economy keeps resources and materials in use for as long as possible and avoids all waste. This will mean moving away from a 'linear economy' which assumes a constant supply of natural resources or the take-make-use-dispose culture based on the extraction of resources, the production of goods and services, and the disposal of post-consumer waste. Moving to a circular economy is key to the delivery of key environmental outcomes – because it can significantly reduce our carbon emissions and our over-exploitation of natural resources, and help to reverse the decline in biodiversity. But crucially it can also improve economic and social outcomes. Economically, through taking a circular approach which shortens supply chains, it can improve efficiency, create employment and increase competitiveness.

7c Waste Monitoring

Regular waste monitoring is required in order to ensure bins are located in the correct location to avoid excess bins and excess waste collections across all waste streams. Monitoring is also required for contamination control with cleaning staff highlighting areas where contamination is found. The sustainability team will also conduct waste contamination checks as part of the commitment to continuous improvement in the Universities Environmental Management System.

8. Duty of Care Compliance

The Environmental Protection Act 1990 Section 34(1) imposes a 'Duty of Care' on any person involved with the production, storage, transport or disposal of waste.

These obligations can be summarised as;

-  To prevent the escape of waste from their or any other person's control
-  To transfer the waste to an authorised person only
-  To provide a written description of the waste on its transfer
-  To complete a transfer note
-  To keep records of the transfer of waste

In summary, UWTSD Group is responsible for all waste streams from the first point where they are called waste to the final point of treatment.

9. Permitting Requirements

Any activity involving the; STORAGE, USE, TREATMENT or DISPOSAL of waste on University grounds requires either;

-  an Environmental Permit from the Environmental Regulator, and/or:
-  to register an Exemption with the Environmental Regulator, and/or:
-  to comply with other terms and conditions where the above are not required

As the volume of hazardous waste produced by UWTSD could exceed the Natural Resources threshold of 500kg each campus has been registered as a producer of hazardous waste. The University recognises that registration is undertaken on an annual basis.

Each of the University sites are registered as waste producers and hazardous waste producers.

For further details regarding waste permits and exemptions, if you are responsible for storing, or processing any waste ready for disposal, please contact waste@uwtsd.ac.uk

10. Waste Licences

The University sites are also registered as a Lower Tier Waste Carrier/Broker/Dealer. These licence will last indefinitely, unless revoked or withdrawn. Each site is registered; this allows the University to transfer its own waste in University owned vehicles between sites. If you carry waste on the public highway, you must carry a license in your vehicle. These can be obtained from waste@uwtsd.ac.uk

11. [Transfer of waste to a third party](#)

All waste movements must be recorded on a Waste Transfer Note and Hazardous Waste Consignment Note (where applicable). In April 2025 Waste Transfer Notes will become digital. This section of the policy is to be reviewed in line with this legislative change once implementation has been assessed. Further information on the change can be found [here](#).

All Waste Transfer Note must be retained for TWO years, and include the following;

-  A written description of the waste
-  Our SIC Code (85.42/1: Higher Education)
-  The 6 digit Waste Code (see EWC list)
-  Quantity to be removed, and collection address
-  Confirmation that we have applied the Waste Hierarchy

All Hazardous Waste Consignment Note must be retained for THREE years, and include the following;

-  A written description of the waste
-  Our SIC Code (80.30/2: Higher Education)
-  The 6 digit Waste Code (see EWC list)
-  Our Hazardous Waste "Premises Code"
-  Quantity to be removed and collection address
-  [Part E: Consignee Certificate](#) – Must be completed for the document to be auditable
-  Confirmation that we have applied the Waste Hierarchy

An invoice is **NOT** a Waste Transfer Notes or Hazardous Waste Consignment Notes.

Example [Waste Transfer Notes](#) Example Hazardous [Waste Consignment Note](#)

For standard contracted collections such as weekly General Waste and Dry Mixed Recycling collections from the same site, an Annual Waste Transfer Note may be obtained. This is a single transfer note that can cover multiple transfers over a period of up to 12 months from each Group site. The Annual Waste Transfer Note must include;

-  the parties involved in the transfer
-  the description of the waste being transferred
-  the place where the waste is transferred from one person to the other
-  the total weight of waste will be estimated over the period on the waste transfer note (season ticket) when less than one year. Where the period on site is greater than one year a further annual waste transfer note will be generated. If any of these conditions change a new waste transfer note will be generated.

A copy of ALL Waste Transfer Notes or Hazardous Waste Consignment Notes received must be sent to; waste@uwtsd.ac.uk

12. Waste storage and disposal

All waste prior to reuse, recycling or disposal should be held in secure, designated areas. All waste must be pre-treated, segregated, clearly labelled and held in areas to prevent escape. Storage facilities for waste must be;

-  Safe and secure from unauthorised entry
-  Robust
-  Covered and locked

Waste must be transported off site by a Registered Waste Carrier and disposed of at a licensed waste disposal site. Dangerous and hazardous waste materials are to be disposed of in accordance with the Hazardous Waste Regulations 2005.

Hazardous and non-hazardous waste must **not** be put in the same receptacle.

13. Waste monitoring

All sites must monitor waste storage areas and ensure only licenced contractors are on site collecting and disposing of waste to appropriate destinations.

Waste produced and disposed of by the University is monitored by the Sustainability Team, with figures reported on annually in the Environmental Statement in accordance with the University's Environmental Management System. The EMS Management Group will ensure in year review of the action plan.

14. Contractors Waste

Only contracted waste management companies can be used to dispose of the Groups waste. Details about these contractors, and all their relevant licences are held by; waste@uwtsd.ac.uk

15. Roles and Responsibilities

-  All staff responsible for storage, transfer and disposal of waste; to ensure this procedure is followed
-  UWTSD Sustainability Delivery Team; to monitor waste management activities and ensure compliance

Waste Source	Waste Type	Responsible Officer(s)	Key Stakeholders
Student Accommodation	Non-Recyclable Waste, Recyclable plastic & metals, Paper & Cardboard, Glass, Food	Accommodation Manager	Campus Managers, Students, Domestic Team, Site Operative Team, Grounds Team
Catering Outlets	Non-Recyclable Waste, Recyclable plastic & metals, Paper & Cardboard, Glass, Food, cooking oil	Catering and Conferencing Manager	Campus Managers, Domestic Team, Site Operative Team, Customers
Construction/building maintenance Waste	General Mixed, DMR, Wood, Metal, Glass, Asbestos, Plaster board, paints, fluorescent tubes	Project Manager	Principal contractor, sub-contractor
Grounds and Landscaping	Gardening Waste	Grounds and Landscaping Manager	Grounds team, Site Operative Team
Grounds and Buildings	General litter and Fouling from Dogs and other animals and birds	Grounds and Landscaping Manager	Site Operatives Staff & students, Grounds team
Campus Wide	Electrical Waste (WEEE)	Campus Manager, IT Service Desk Manager	All staff and students
Accommodation	Mattresses	Campus Manager	Students, Site Operatives, Grounds, Accommodation Team
IQ/Alex	Oily Rags	Technicians	Campus Manager, Sustainability Team
Alex/Dynefor	Hazardous Substances	Technicians	Campus Manager, Sustainability Team
Offices England	GW, DMR, Food	Occupants	Domestic team
Offices Wales	Non-Recyclable Waste, Recyclable plastic & metals, paper & Cardboard, Glass, Food	Occupants	Domestic team
Communal bins England	General Mixed, Dry Mixed Recycling, Glass, Food	Campus Managers	All staff and students, Campus Managers, Domestic Team, Site Operatives

Communal bins Wales	Non-Recyclable Waste, Recyclable plastic & metals, Paper & Cardboard, Glass, Food	Campus Managers	All staff and students, Campus Managers, Domestic Team, Site Operatives
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16. SMART Targets

In order to proactively manage all SMART (Specific, Measurable, Achievable, Relevant and Time-bound) targets for Sustainability related Management Plans the targets relating to this plan are held in the “UWTSD Sustainability SMART targets” document.

This document contains a responsible person, stakeholders, reporting mechanism and actions for each year of this plan. These are aligned to this plan and the Welsh Government Public Sector Decarbonisation targets and legislative controls. They represent a mix of practical changes, behavioural shifts and engagement strategies to ensure a systematic approach to reducing waste.

Targets can be found here:

https://uowtsd.sharepoint.com/teams/Sustainability_7fuztl_GRP/Shared%20Documents/General/Policy%20&%20Strategy/Strategy%202025-2030/UWTSD_SMART_Targets.xlsx

17. Monitoring and Reporting

Monitoring of carbon performance will operate within the governance framework established under 'Strategic Priority 6: Monitoring and Reporting' of the UWTSD Group Environmental Sustainability Strategy.

Oversight will follow the Group's three-line assurance model:

Operational Oversight

-  Head of Sustainability and Environment
-  Director of Estates
-  Sustainability Steering Group (SSG)
-  Integration into Sustainability Action Plan
-  Termly KPI reporting

Governance Oversight

-  Resources and Performance Committee
-  University Council

External Assurance

-  Green Dragon Level 5 Environmental Management System
-  Annual external audit

Progress will be:

-  Reported annually through the UWTSD Sustainability Report
-  Integrated into institutional KPI dashboards
-  Aligned where appropriate with recognised frameworks such as SBTi

18. Links to other policies and procedures

A series of Sustainability management plans have been developed for the 2025-2030 period:

-  Group Environmental Sustainability Strategy 25-30
-  Carbon Management Plan 25-30
-  Sustainability Engagement Action Plan 25-30
-  Sustainable Construction and Refurbishment Plan 25-30
-  Energy Management Plan 25-30
-  Sustainable Travel Plan 25-30
-  Water Management Plan 25-30
-  Sustainable Food Plan 25-30
-  Biodiversity Action Plan 25-30

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