

<b>The Use and Positioning of Skips on Campus</b>			
Policy ...	Code of Practice...	Guidance ...	Procedure✓
Organisation-wide✓		Local...	
Approved by the University Health & Safety Committee			
Chairman Eliot Glover	Date	29 <sup>th</sup> November 2021	Review date 2024
The purpose of presenting this document to the University Health & Safety Committee			
Standard 3 year review✓Changes in practice and/or legislation... New policy document...			

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## **1 Introduction**

This policy outlines the requirements in place for requesting and positioning skips on campus.

The aim of this policy is to take a sensible and proportionate response to the positioning of skips on such a complex site as Brunel University Uxbridge Campus. This policy applies to all users of waste and rubbish skips on the University Campus whether staff, Brunel Student Union or a contractor.

## **2 Scope**

This policy applies to Brunel University London Campus as a whole, and its off campus buildings. The term skip applies to all transportable metal containers which have either open or closed access and are used for the disposal of waste equipment, furniture, metal, wood and building materials.

## **3 Responsibilities**

All skips for either College/Institute or Service use must be ordered as follows:

Provide at least 1 week's notice, through [cleaning-operations@brunel.ac.uk](mailto:cleaning-operations@brunel.ac.uk)

- Time limited to no more than 2 weeks and any extension of the time period must be notified in writing to Cleaning Operations Office/Helpdesk; and
- Placed at least 5m from any buildings, unless it is an enclosed skip and this could be closer following consultation with the Fire Safety Officer.

Skips ordered by Contractors are subject to the same restriction on positioning which must be taken into consideration by the Estates Department when site enclosures are being designated.

Skips are ordered through the University contracted Waste Removal Company for all Colleges/Institutes and Services, whilst external contractors can use their own preferred supplier if required.

It is the responsibility of the hirer (College/Institute or Service) to ensure they know what is being placed in their skip and to ensure no misuse occurs; to this end lidded lockable skips are available which will assist in controlling what is placed in the skip. Any costs incurred by the University due to waste left behind through overflowing /overfilled skips will be borne by the skip user.

It is the skip hirer's responsibility to ensure exact position of the skip in order to conform to this policy and reference is made to the portfolio of Campus Maps (available from Main Reception) for the map including road weights when identifying locations.

In relation to construction work it is still considered to be good practice to ensure that all metals, wood and building materials should be separated out for disposal and all contractors' skips should be secured by Herras fencing.

Initially all furniture and beds should be disposed of by recycling; only that which is beyond this should be skipped as follows:

- All mattresses stored in open skips should not be within 5 metres of a building; but
- Enclosed skips could be closer following consultation with the Fire Safety Officer.

If parking spaces have to be taken out of use this must be done in consultation with the Security Office (email - [Security@brunel.ac.uk](mailto:Security@brunel.ac.uk) ) but must have priority for the work to continue.

Skips used for the collection of building material via a chute from high-level are exempt from the 5m rule if it can be shown what is being placed in the skip is non-flammable. No person shall enter a skip to retrieve items that they think may be of use.

#### **4 Monitoring**

The University's Waste Removal Company shall provide quarterly reports on the contamination of the collected skips to the Commercial Services Directorate, and to other departments as requested.