

Catering, Hotel and Conference Services Waste Management Policy

Aims

The University of Reading takes its environmental responsibilities seriously and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. The University is committed to achieving the highest standards of environmental performance, preventing pollution and minimising the impact of its operations.

With this in mind Catering, Hotel and Conference Services has developed a Waste Management Policy to reduce the impact its operations have upon the environment through effective management of its waste.

Objectives

Procurement

- Aim to reduce waste to landfill to zero by 2025 with a 80% target by 2020.
- To work with suppliers to promote sustainability and to reduce waste, encouraging initiatives such as the removal of all unnecessary packaging.
- To ensure that at tender stage environmental and sustainability responsibilities are included e.g. request that suppliers have or are in the process of attaining the ISO 14,000 accreditation for Environmental Management
- To purchase products that have a low wastage output.
- To seek alternative products that reduce the need for packaging e.g. wine in boxes rather than individual bottles.
- To promote life cycle thinking in the procurement of all goods and equipment.

Waste Reduction

- To strive for the removal of all delivery packaging by suppliers.
- Minimise the use of disposable food service items such as paper cups/plates etc wherever possible.
- To reduce packaging on goods produced by Catering, Hotel and Conference Services and to strive to use low impact packaging or recycled packaging.
- To control the production of food to avoid wastage.
- To promote the use of cup for life.

Recycling

- To increase the rate of recycling of all appropriate materials.
- To utilise food waste bins to recycle food waste.
- To utilise recycled items where possible such as paper napkins.

- To recycle all unwanted/redundant equipment.

Awareness

- To communicate internally and externally the University's environmental objectives and performance
- To Raise awareness amongst staff, customers and suppliers the impact of good practice, activities and performance
- To encourage good practice and facilitate feedback and suggestions to Catering, Hotel and Conference Services Management
- To increase staff awareness through appropriate learning and development activities
- To set operational targets when setting objectives for teams and individuals

Performance Management

- To monitor waste reduction in conjunction with the University's Environmental and Sustainability Manager and to annually review and make recommendations for continued improvements in reduction levels.
- To monitor food wastage levels through kitchen management software and stock control mechanisms.

Implementation Plan

Catering, Hotel and Conference Services will ensure that all waste is sorted for recycling into designated recycling bins.

The Table below shows how waste will be sorted and segregated for recycling.

Waste Product	Recycle Bin Type
Food Waste (Food Prep & Plate Scrapes)	Brown food waste
Plastic Bottles	Blue Bins with Green Lids (Labelled) or Green Bins Labelled
Bottles & Glass	Bottle Bells
Cardboard & Paper	Blue Bins/Skips
Cooking Oil	Collected In Original Container
Unwanted /Redundant Equipment	Clean & Green Team

Waste is collected by the University's waste contractor and levels monitored by each collection and data communicated to the University's Environmental and Sustainability Manager. This information is shared with the Catering, Hotel and Conference Services Systems Manager and is passed to each unit manager to ensure waste levels are monitored.

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