

Building Waste Disposal Plan

Property: Zest Accommodation, 166 Gloucester Road North, Filton, Bristol, BS34 7QA

Managed by: Richmond Estates Management Ltd

Review Frequency: At least annually and following any significant change to the building's waste arrangements

1. Purpose

This plan sets out the arrangements for the safe, hygienic and effective management of waste at Zest Accommodation.

Its purpose is to:

- Ensure residents have clear arrangements for disposing of household waste.
- Maintain clean and hygienic communal areas.
- Prevent waste accumulating within studios, shared kitchens or communal areas.
- Minimise the risk of pests, odours and other hygiene problems.
- Ensure waste does not obstruct corridors, stairways, fire escape routes or other communal areas.
- Support recycling through the building's commercial waste collection arrangements.
- Establish responsibilities for residents and management.
- Provide procedures for dealing with problems such as overflowing bins, fly-tipping or missed collections.

2. Waste Collection Arrangements

Zest Accommodation uses a commercial waste collection service.

Residents dispose of their household waste into the designated commercial waste bins provided within the building's bin store.

Collected waste is removed from site by the appointed commercial waste contractor.

The waste contractor is responsible for processing the collected waste, including sorting appropriate materials for recycling in accordance with the waste service provided.

Residents are therefore not required to separate household recycling from general household waste, unless management advises residents that the collection arrangements have changed.

3. Bin Store

A designated bin store is provided for residents.

Residents must:

- Place waste inside the bins provided.
- Ensure waste is securely bagged where appropriate.
- Avoid leaving bags or other waste on the floor.
- Close bin lids after use.
- Keep access routes through the bin store clear.
- Not leave waste outside the bin store.
- Report overflowing or damaged bins.

The bin store is covered by CCTV as part of the building's security arrangements.

4. Household Waste

Normal household waste should be securely bagged before being taken to the bin store.

Residents should dispose of waste regularly rather than allowing significant quantities to accumulate within their accommodation.

Waste must not be left:

- In corridors.
- On stairways.
- In entrance areas.
- Outside studio doors.
- In shared hallways.
- In fire escape routes.
- Outside the building.
- Beside the commercial bins where space remains available within them.

5. Recycling

Waste collected from Zest Accommodation is handled through the building's commercial waste arrangements.

The appointed waste contractor sorts appropriate materials for recycling after collection.

Residents are not therefore expected to operate the same kerbside recycling system that may apply to individual residential houses.

Residents can help the process by:

- Emptying food and liquids from containers where reasonably possible.
- Flattening large cardboard boxes.
- Keeping waste contained within the bins.
- Following any additional instructions displayed within the bin store.

If the commercial waste arrangements change, residents will be informed of any revised recycling requirements.

6. Shared Kitchens

Residents using shared kitchens are collectively responsible for ensuring waste is regularly removed from those kitchens and taken to the designated bin store.

Once the building is fully occupied, waste-handling rotas will be displayed in shared kitchens.

Residents covered by a rota are expected to participate fairly.

The purpose of the rota is to:

- Prevent bins overflowing.
- Prevent food waste accumulating.
- Reduce unpleasant smells.
- Maintain appropriate hygiene.
- Reduce the risk of pests.
- Ensure responsibility does not fall disproportionately on individual residents.

The rota relates to handling communal kitchen waste and does not remove each resident's responsibility for disposing of their own waste appropriately.

7. Food Waste

Food waste should be disposed of regularly.

Residents should:

- Avoid allowing food waste to accumulate.

- Remove waste from shared kitchens regularly.
- Clean food spillages promptly.
- Keep food appropriately stored.
- Avoid leaving open food containers in communal areas.
- Dispose of spoiled food promptly.

These measures help reduce odours and the risk of pest activity.

8. Cardboard and Packaging

Residents should flatten large cardboard boxes before placing them in the appropriate commercial waste bin.

Large quantities of packaging can quickly fill the available waste capacity, particularly during student move-in and move-out periods.

Where unusually large quantities of packaging are expected, management may arrange additional waste capacity or collections where necessary.

Residents must not leave cardboard or packaging in corridors, stairways or other communal areas.

9. Bulky Waste

Furniture, mattresses, large electrical appliances and other bulky items must not be left in the bin store unless management has specifically confirmed that arrangements have been made for their collection.

Residents should contact the Accommodation Team if they need advice about disposing of a bulky item.

Unauthorised dumping of bulky waste may result in the resident responsible being required to meet reasonable disposal costs where permitted by their Tenancy Agreement and applicable law.

10. Electrical and Electronic Waste

Electrical and electronic equipment should not automatically be placed in the general commercial waste bins.

Examples include:

- Televisions.
- Computer equipment.
- Small electrical appliances.

- Batteries.
- Electronic devices.

Residents should use an appropriate recycling or disposal facility for these items or contact the Accommodation Team for guidance.

11. Hazardous and Prohibited Waste

The following must not be placed in the normal commercial household waste bins unless the waste contractor has expressly confirmed that it can accept them:

- Hot ashes or burning materials.
- Gas cylinders.
- Large batteries.
- Paint.
- Oils.
- Solvents.
- Hazardous chemicals.
- Clinical or infectious waste.
- Electrical equipment requiring specialist disposal.
- Any other hazardous material.

Residents who are unsure how to dispose of an item should contact the Accommodation Team before disposing of it.

12. Move-In Period

The beginning of the academic year is likely to generate increased quantities of:

- Cardboard.
- Packaging.
- Plastic wrapping.
- Delivery packaging.
- Household waste.

Management will monitor the waste facilities during the main move-in period and arrange additional action where reasonably necessary.

Residents should flatten packaging and place it completely inside the designated bins.

13. Move-Out Period

Waste levels are also expected to increase significantly during the main move-out period.

Residents will be reminded before departure that they must:

- Remove all personal belongings.
- Dispose of unwanted items appropriately.
- Empty studio and kitchen bins.
- Remove food from cupboards and refrigerators as applicable.
- Not leave furniture or bulky items in communal areas.
- Not abandon belongings within or around the building.

Management will consider whether additional waste collections or capacity are required during peak move-out periods.

14. Overflowing Bins and Missed Collections

Where bins become full or a scheduled collection is missed:

- Residents should not pile waste around the bin store.
- Management should be informed promptly.
- The waste contractor will be contacted where appropriate.
- Additional collection arrangements will be made where reasonably necessary.
- Temporary arrangements may be communicated to residents if required.

Management will monitor repeated problems to determine whether the frequency of collection or available waste capacity needs to be reviewed.

15. Pest Prevention

Good waste management forms part of the building's pest-prevention arrangements.

Residents should:

- Dispose of food waste regularly.
- Keep waste securely contained.
- Clean food spillages.
- Avoid leaving food exposed.
- Keep shared kitchen areas reasonably clean.
- Report signs of pests promptly.

Evidence of rats, mice, cockroaches or other significant pest activity should be reported to:

maintenance@richmondstates.co.uk

Management will investigate and arrange appropriate action where necessary.

16. Fire Safety

Waste must never be stored where it could:

- Obstruct a fire escape route.
- Prevent a fire door from closing.
- Obstruct access to fire safety equipment.
- Create an unnecessary combustible fire load within communal areas.
- Obstruct access required by emergency services.

Waste found in fire escape routes or other locations presenting an immediate safety risk may be removed without delay.

The building's Fire Risk Assessment and fire procedures take precedence in relation to fire-safety requirements.

17. Fly-Tipping and Abandoned Waste

Waste must not be abandoned:

- Outside the building.
- Around the perimeter of the property.
- In communal areas.
- Beside the bin store.
- In the bike store.
- In other unauthorised locations.

Where fly-tipping or abandoned waste occurs, management will arrange removal where necessary and may investigate the source.

CCTV covering the bin store and external areas may be reviewed where appropriate and in accordance with the building's CCTV Policy.

18. Cleaning and Monitoring

Management will monitor the general condition of the waste facilities as part of the operation of the building.

This may include checking:

- Whether bins are overflowing.

- Whether waste has been left outside bins.
- Cleanliness of the bin store.
- Evidence of pest activity.
- Damage to bins or the bin store.
- Whether collection arrangements remain adequate.
- Whether residents require further information about waste disposal.

Problems identified will be addressed according to their nature and priority.

19. Resident Responsibilities

Residents are responsible for:

- Disposing of their waste appropriately.
- Using the designated waste facilities.
- Participating in shared-kitchen waste rotas where applicable.
- Not leaving waste in communal areas.
- Following instructions displayed within the bin store.
- Disposing of prohibited or specialist waste appropriately.
- Reporting overflowing bins or other waste-management problems.
- Taking reasonable steps to prevent food waste attracting pests.

Residents must comply with the waste and housekeeping requirements contained within their Tenancy Agreement and Resident Handbook.

20. Management Responsibilities

Richmond Estates Management Ltd is responsible for:

- Maintaining appropriate waste-disposal arrangements.
- Ensuring residents are informed about how to dispose of waste.
- Liaising with the commercial waste contractor.
- Responding to missed collections and overflowing bins.
- Reviewing whether waste capacity remains appropriate.
- Managing waste issues during peak move-in and move-out periods.
- Arranging appropriate action where pest problems are identified.
- Maintaining appropriate cleanliness of the bin-store area.
- Reviewing significant or recurring waste-management problems.

21. Resident Information and Signage

Waste-disposal information will be provided through the Resident Handbook and appropriate signage.

The bin store should display clear instructions explaining:

- Where waste should be placed.
- That waste must be placed inside the bins.
- That large cardboard boxes should be flattened.
- Which items must not be placed in the bins.
- How residents can report a problem.

Shared kitchens will display waste-handling rotas once the building is fully occupied.

22. Reporting Problems

Residents should report:

- Overflowing bins.
- Missed waste collections.
- Damage to bins.
- Waste obstructing access.
- Fly-tipping.
- Significant hygiene concerns.
- Pest activity.

Reports should be made to:

maintenance@richmondstates.co.uk

Where there is an immediate health, fire or safety risk, the matter will be prioritised accordingly.

23. Review of Waste Arrangements

The effectiveness of the building's waste arrangements will be reviewed:

- At least annually.
- Following significant changes to occupancy.
- Where the commercial waste service changes.
- Where repeated overflowing or capacity problems occur.
- Following significant pest problems.
- Where changes to legislation or applicable requirements make a review necessary.

Collection frequency, bin capacity and resident instructions will be adjusted where reasonably necessary.

24. Related Documents

This plan should be read alongside:

- Resident Handbook.
- Housekeeping & Cleaning section.
- Waste & Recycling section.
- Building Security Plan.
- CCTV Policy.
- Fire Risk Assessment.
- Building Emergency, Crisis & Disaster Management Plan.
- Tenancy Agreement.

25. Document Control

Document: Building Waste Disposal Plan

Property: Zest Accommodation

Responsible Organisation: Richmond Estates Management Ltd

Date Issued: 01/08/2026



Next Review Date: 01/08/2027

Reviewed By: _____

Signature: _____