



Waste Management & Recycling Policy

This Waste Management & Recycling Policy is provided so that all group leaders using the centre are aware of their roles/responsibilities and the roles/responsibilities of all members of their group with regards to the waste they produce whilst staying at Woodcroft Christian Centre and how that should be managed.

Why have we implemented this policy?

Woodcroft Christian Centre recognises the impact poor waste management has on the environment and our responsibilities as good stewards to look after the earth which God created and has entrusted to us. For a number of years now Woodcroft Christian Centre has been committed to reducing the amount of waste produced by its users and sent to land fill sites by providing a number of recycling facilities. During July 2012 the categories of waste and the way in which our refuse is collected changed and we implemented this policy as a response to these changes.

In April 2014 we decided to broaden our areas of recycling with the intention of further reducing our environmental impact.

What does this policy mean to you and your group?

This policy now places a greater emphasis and responsibility on you as group leader and in turn all members of your group to Reduce and Recycle as much of your waste as possible whilst here at Woodcroft Christian Centre.

All rubbish must be sorted and placed within the appropriate recycling bins provided; only non-recyclable waste should be put in the refuse bins.

An environmental surcharge of £10 per day will be charged to any group not supporting this policy (maximum of £30 per weekend and £80 per week booking)

What are you expected to recycle:

Woodcroft Christian Centre currently provides facilities for the following items to be recycled -: (further details can be found later in this policy)

- ✓ Food Waste
- ✓ Cardboard
- ✓ Plastic Bottles
- ✓ Metal Cans
- ✓ Glass Bottles and Jars
- ✓ Mixed Papers
- ✓ Batteries
- ✓ Aerosols



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What are you not expected to recycle:

We currently do not have facilities available to recycle the following items -:

- ✗ Plastic Wrappers
- ✗ Cling Film / Carrier Bags
- ✗ Aluminium / Metal Food Trays
- ✗ Aluminium Foil
- ✗ Crisp Packets
- ✗ Foil Wrappers
- ✗ Yogurt / Margarine Tubs
- ✗ Ready Meal / Meat Trays
- ✗ Fruit Punnets
- ✗ Tetra Paks

If you have services available at home for the recycling of these items please can we encourage you to take them with you and recycle at home, failing that these items may be placed in the refuse bins

Food Waste Recycling (What, How and Where)

Food waste caddies (7 litre silver caddies and 23 litre black caddies) are provided in both kitchens and also in the washing up area. Under no circumstances should anything other than food waste be placed in these caddies (e.g. plastic etc.)

These caddies should only be lined with corn starch liners (additional bins are available from the manager should they be required and will be replaced regularly during your stay).

All Food Waste can be recycled, including:-

- ✓ Vegetable and fruit peelings/cores
- ✓ Tea bags and coffee grounds
- ✓ Meat and fish (raw and cooked, including bones/skin)
- ✓ Dairy produce (such as cheese, yoghurt and eggs)
- ✓ Cereals
- ✓ Bread and pastries
- ✓ Rice and pasta
- ✓ Hard fats (such as butter, lard)
- ✓ Scrapings from the dinner plate
- ✓ Out of date foodstuffs
- ✓ Paper kitchen towels
- ✓ Any surplus open food left over at end of your stay



Please do not throw unopened in date food in either the recycling or general waste, this should either be taken with you or arrangements made with the manager to pass on to the next group if applicable or Food bank

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Cardboard Recycling (What, How and Where)

- ✓ Card
- ✓ Cardboard
- ✓ Light Card Egg boxes
- ✓ Cereal & Food Packaging Boxes



Please flatten all recyclable cardboard items and place in the **Dark Blue** Recycling wheelie bin marked **CARDBOARD** situated at our recycling point to the right of the main gates.
A key to the lid is available for larger items please ask manager for details

Plastic Bottle Recycling (What, How and Where)

- ✓ Plastic Milk Bottles
- ✓ Plastic Drinks Bottles
- ✓ Cleaning Product Bottles



Please **rinse and flatten all Plastic milk** Bottles before recycling
All recyclable Plastic Bottles should be emptied fully before being placed in the **Red** Recycling wheelie bin marked **PLASTIC BOTTLES** situated at our recycling point to the right of the main gates.

Battery Recycling (What, How and Where)

All Household batteries (AA, AAA, C, D, 6v, 9v, button batteries and mobile phone batteries) can be recycled.
Please put these in the **Pink** recycling box which is situated in the laundry room in the main building



Metal Can Recycling (What, How and Where)

(Steel and Aluminium)

- ✓ Food Cans/Tins
- ✓ Empty Aerosols
- ✓ Drink Cans/Tins
- ✓ *Sweet and Biscuit Tins*



Please rinse any food cans and place any sharp lids inside the cans before recycling
All recyclable metal cans should be placed in the **Grey** Recycling wheelie bin marked **CANS** situated at our recycling point to the right of the main gates.
A key to the lid is available for larger items please ask manager for details

Glass Bottle and Jar Recycling (What, How and Where)

- ✓ Glass Bottles
- ✓ Glass Jars

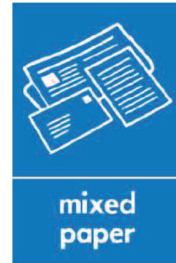
Please rinse any glass jars or bottles before recycling

All recyclable Glass jars and bottles should be placed in the **Green** Recycling wheelie bin marked **Mixed Glass** situated at our recycling point to the right of the main gates.



Mixed Paper Recycling (What, How and Where)

- ✓ Newspapers and magazines
- ✓ Junk mail and flyers
- ✓ Yellow Pages
- ✓ Telephone directories
- ✓ Soft backed catalogues (i.e. Argos, Ikea)
- ✓ White office paper
- ✓ White envelopes (windows can be left in)



Please flatten all recyclable paper items and place in the **Light Blue** Recycling wheelie bin marked **Newspapers and Magazines** situated at our recycling point to the right of the main gates.

Please consider confidentiality and data protection and dispose of any sensitive paper accordingly.

Refuse (Landfill Waste) (What, How and Where)

Only those items which **cannot** be recycled should be placed in this bin, we ask that all groups make effort to keep this waste as little as possible.

All Refuse must be placed in **Tied Black Bin Bags**

Once **Bagged** rubbish can be placed either in the wheelie bin next to the kitchen steps Marked Non-recyclable waste or in the Black Wheelie Bins situated in the Rubbish shed (green door marked Rubbish shed) to the left of the main building rear door.

