



LITTLE FLOWER ENGLISH SCHOOL DUBAI

POLICY ON WASTE MANAGEMENT

This policy & procedures are reviewed annually to ensure compliance with current regulations.

Approved/ Reviewed by	
Policy Lead	MS. TAQUIYA
Role	ADMIN MANAGER
Date of review	20-03-2024
Date of next review	20-03-2025
Signature	



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TITLE: WASTE MANAGEMENT	REVISION No.	0
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Prepared By: School Administrator	Reviewed By: School Principal	Approved By: School Principal
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PURPOSE

This document aims to describe the way through which waste materials generated at LFES will be handled and later disposed properly in accordance with local regulations.

2. RESPONSIBILITIES

- 2.1 It is the responsibility of the School Principal, School Administrator, and Appointed School HSE Officer to ensure that these procedures are properly implemented and School Staff/School Teachers requiring the use of this procedure have access to it.
- 2.2 It is the responsibility of the Appointed School HSE Officer to ensure that these procedures are properly implemented and required an inspection in each area of responsibility.

3. SCOPE OF APPLICATION

This procedure shall apply to all school activities of Little Flower English School i.e. under scope of School HSE Manual included within the scope of the School HSE Management System and shall be administered by the school management.

4. REFERENCE AND/OR RELEVANT DOCUMENTS

- 4.1 School Waste - LFES-HSE 09
- 4.2 School Waste Log Sheet - LFES-HSE 10

5. DESCRIPTION/PRINCIPLES

Types of waste Generated:

1. Used Oil
2. Metal Scrap
3. Cemented Samples
4. Office Paper
5. Wood Scrap
6. Cartoons
7. Used Cartridges
8. Paint Cans
9. Client Samples

Little Flower English School will ensure to manage its waste to have minimum impact on the environment through Reduce, Reuse, Recycle, Retreat and Disposal Hierarchy.

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5.1 Storage

- All waste shall be segregated. The storage areas shall be easily accessible for collection vehicles. The waste material shall be removed to the disposal area as soon as possible after the waste generated.
- All solid waste materials will generally be kept in skips / containers. Each container will be labeled and/or code to area the particular type of waste that is permitted to be disposed therein. The use of light weight plastic bags or paper bags shall not be allowed.
- The location for the containers of waste materials shall be selected at proper locations to prevent a general nuisance, the accumulation of refuse and the creation of health and fire hazards in the school. Containers for hazardous materials shall contain tight fitting lids.

5.2 Collection of Waste

All waste generated and stored at LFES shall be collected, transported and disposed off on **weekly basis**, shall the condition warrant that a permanent school **housekeeping staff** is selected to conduct collection, transportation and disposal of this trash necessitated; LFES shall oblige its subcontractors. It may be necessary that a separate approval be sought each toxic or hazardous waste is to be disposed.

5.3 Disposal of Wastes

A waste log register shall be maintained in order to record the disposal of different types of wastes from the school facilities.

6. VERIFICATION

The procedure shall be reviewed at least once a year during school management review meetings

The activities of school staff with respect to this procedure shall be subject to regular internal audits by the Appointed School HSE Officer, School Principal and/or the Internal Auditors.

7. APPROVAL

The School Principal of Little Flower English School has approved this procedure.