



## **WASTE & RECYCLING STRATEGY SUMMARY – PARLIAMENT HILL SCHOOL**

Project Name: Parliament Hill School Building Project  
Author: Vicky Gooders-Graham, Business Director  
Date: 8<sup>th</sup> August 2019

## 1 INTRODUCTION

- 1.1 This Waste & Recycling Strategy Summary (WRSS) has been prepared for the building and refurbishment of Parliament Hill School. It has been prepared in support of the planning and building consent application for erection of two new buildings, the demolition of four buildings and the refurbishment of two buildings.
- 1.2 It has been written in accordance with BS 5906-2005 and details methods for the storage, collection, segregation for recycling and recovery, and on-site treatment of waste from Parliament Hill School. The WRSS shows that suitable waste management facilities are provided with minimal potential for nuisance to occupants and neighbouring premises; and to ensure that sufficient provision for the storage and collection of waste has been made in accordance with policy CC5 of the Camden Local Plan 2017.
- 1.3 It has also been written in accordance with S106 clauses 16 & 23 which state that 'Before the relevant part of the development commences, details of the location, design and method of waste storage and removal including recycled materials, shall be submitted to and approved by the local planning authority in writing. The facility as approved shall be provided prior to the first occupation of the new extensions and permanently retained thereafter. *Reason: To ensure that sufficient provision for the storage and collection of waste has been made in accordance with policy CC5 of the Camden Local Plan 2017*'.
- 1.4 The WRSS will be read by school staff and will be stored electronically on the school's premises management database under the policies and documents section. A hard copy will be kept in the offices of both the Business Director and the Premises Manager. Planning officers, planning enforcement, transport officers and Council monitoring officers or environmental health and waste contract management may view it periodically and will be informed in the event that any changes are made to this WRSS.
  - Requests for copies should be emailed to [vggraham@parliamenthill.camden.sch.uk](mailto:vggraham@parliamenthill.camden.sch.uk)
- 1.5 The WRSS will be reviewed by the school governors at the Resources and Staffing Committee bi-annually or sooner if significant changes are made.
- 1.6 Parliament Hill School currently has 1169 students (including LaSWAP sixth form students) and this will not increase on completion of the building project. The number of classrooms will decrease but the majority of classrooms will increase in size so that the same number of students will accommodate less classrooms.
- 1.7 The space prior to building and refurbishment consisted of eight buildings for teaching and community use plus the caretaker's house. Upon completion of the building project, there will be five buildings for teaching and community use only. The caretaker's house will be demolished.
- 1.8 Waste is collected by Veolia twice per week. This is expected to continue to be the case following completion of the building and refurbishment works.

- 1.9 The project seeks to improve and upgrade the existing Morant Building and the existing dining hall and kitchen and to provide a three storey building for teaching and learning of students aged between eleven and sixteen years.
- 1.10 The project has also provided a building for sixth-form teaching and learning in joint use by Parliament Hill School and William Ellis School as part of the LaSWAP consortium. This building is on the site of Parliament Hill School and therefore waste from this building is collected from the Parliament Hill School site. No waste produced at William Ellis School will transfer to Parliament Hill School.
- 1.11 Tree maintenance is carried out by London Borough of Camden annually. Arrangements for tree maintenance are made outside of waste collection times, thus there is no conflict with either the refuse vehicle access or staff parking.
- 1.12 The school's car park is for staff parking only with 44 spaces allocated on a first come first serve basis. Access for staff is by electronic card. Access for deliveries is via video phone to reception staff who will open the gate electronically. The gate will be opened by the school's site staff electronically.
- 1.13 Conflicts relating to the use of the car park would be directed in the first instance to the Premises Manager and if necessary escalated to the Business Director.
- 1.14 The final architect site layout plans are shown in **Appendix A**. This plan includes William Ellis School as it is part of the overall project and one vehicle entrance and one pedestrian entrance to Parliament Hill School is via the driveway of William Ellis School.
- 1.15 Parliament Hill School is shown highlighted in the plan in **Appendix B**.
- 1.16 Parliament Hill School buildings and land, including the land surrounding the school are owned by London Borough of Camden.
- 1.17 This WRSS will provide a summary of the proposed waste strategy. Guidance from the following documents has been used to inform the report:
  - British Standard 5906:2005 Waste management in buildings – code of practice Waste Storage Requirements;
  - Camden Planning Guidance, Design, Section 8, Waste and Recycling Storage; and
  - Technical Waste Guidance, March 2019.

## **2 PROPOSED SCHEME**

- 2.1 Table 1 below summarises the uses proposed within the buildings by floor level.

**Table 1 – Proposed Floor Spaces (m<sup>2</sup>)**

	Kite Building	Morant & PA Building	Dining / Main Hall	LaSWAP Building
Level 1	1070.00	665.99	0.00	0.00
Level 2	1708.50	1016.64	737.00	845.00
Level 3	1076.50	1320.65	0.00	0.00
Level 4	0.00	359.80	0.00	0.00
Circulation	152.00	1115.50	76.00	0.00
Partitions	144.00	306.00	99.00	0.00
<b>Totals</b>	<b>4151.00</b>	<b>4784.58</b>	<b>912.00</b>	<b>845.00</b>

## 2.2 Assumptions

2.2.1 The following assumptions have been applied to calculate commercial waste generated within the development:

- Classrooms will each generate 25 litres of waste per week.
- The school accommodates 1169 students and 150 staff, of which 34 staff are based in 20 offices. It is assumed that office staff generate 30 litres of waste per week per office
- Staff team rooms will each generate 200 litres of waste per week
- The main hall (dining and event space) will accommodate person density at approximately 3.69m<sup>2</sup> per person. This space will accommodate up to 200 people seated at any one time for dining and events generating 11,201 litres of waste per week.
- The staff room will generate 1200 litres of waste per week
- The on-site premises team process waste throughout each day.
- One-day waste storage has been provided with assumed daily collections in all areas of the school.

2.2.2 Bulky waste will be collected by arrangement only. This may include office furniture, WEEE equipment of a larger size, chemicals and light bulbs. Arrangements are made with specialist companies to ensure that they are disposed of safely and with adherence to relevant legislation.

2.2.3 Prior to collection, all other items are transported by the school site staff and stored on site securely in a large indoor room in the PA building where access cannot be gained by unauthorised persons. Site staff usually load bulky items onto a trailer to transport them to the storage area. These types of disposals are usually collected during school holiday periods.

2.2.4 Wherever possible, items are always recycled. Computers and IT equipment are disposed of securely and the hard drives are wiped. A certificate as proof of disposal is provided to the school. Light bulbs are also disposed of by a specialist who provides certification of disposal.

2.2.5 All bulky waste is collected and this occurs up to four times per annum. The school does not transport any bulky waste anywhere off site for disposal. Specific arrangements are made for collections to ensure that they do not conflict with parking or regular waste collections.

2.2.6 The school does not currently use any restart and repair schemes, however, this may be considered in the future.

- 2.2.7 The school has an allotment club with three composters. All garden waste is put into composters by the school site staff.
- 2.2.8 Catering is contracted out to Caterlink. The school does not permit any food to be cooked in oil, thus oil waste is not applicable.
- 2.2.9 The collection of sanitary waste is contracted out to Initial. Collections are every four weeks. Sanitary bins are replaced at each collection.
- 2.2.10 Outdoor waste bins have been provided, to store daily waste. LB Camden waste collection contractor – Veolia – collect waste from the site twice per week.
- 2.2.11 Each classroom is provided with one 50L waste bin and one recycling bag; All office are provided litter bins and recycling bags; All team rooms are provided with litter bins and recycling bags; The staff room is equipped with two 50L waste bins and four recycling bags.

### **3 WASTE CALCULATIONS**

- 3.1 This section details the waste calculations based on the use of the building.
- 3.2 Classrooms
  - 3.2.1 There will be 55 classrooms generating a total of 1375 litres of waste per week of which 65% will be recyclable (894L).
- 3.3 Offices
  - 3.3.1 There will be 20 offices generating a total of 600 litres of waste per week of which 40% will be recyclable (240L).
- 3.4 Staff Team Rooms
  - 3.4.1 There will be 8 team rooms generating a total of 1600 litres of waste per week of which 40% will be recyclable (640L).
- 3.5 Main/Dining Hall
  - 3.5.1 The kitchen/dining area will have a maximum capacity of 200 people dining at any one time and assumes a maximum of 700 school meal covers per day, and a food waste output of 9.6 litres per week per cover. This equates to 10,201 litres of waste per week.
  - 3.5.2 The surrounding outdoor areas will generate a further 6,504 litres of waste from 469 students bringing their own packed lunches to school.
- 3.6 Staff Room
  - 3.6.1 The staff room will generate 1,200 litres of waste per week of which 30% will be recyclable (360 litres).
  - 3.6.2 All other areas will generate 2400 litres of waste per week of which 60% be recyclable (1440L).
  - 3.6.3 Bulky waste will be collected by arrangement with a local company out of normal school hours, i.e. Monday to Friday between 4pm and 6pm or weekends between 8am and 6pm, when required, however, it is envisaged that there will be very little bulky waste following completion of the building project. Bulky

waste is kept in its normal location inside the school until it is collected. It is then moved to the exterior car park and transferred to the collection vehicle.

3.6.4 The above calculation would require the number of bins shown in **Table 2 – School Waste Calculation**.

**Table 2 – School Waste Calculation**

Type of Waste	Total Waste (litres p/week)	Weekly Storage	Notes
General Waste	19,306	10 x 1,100 litre bins	Bin collections twice per week
Mixed Recycling	3,574	10 x 360 litre bins	
Total Waste	22,880		

3.6.5 The waste streams experienced from the school will be:

- General Waste (1,100 litre bins)
- Mixed Recyclable Waste (360 litre bins)

3.6.6 The school does not have a food compactor and the delegated budget does not allow for this.

3.6.7 Recycling on the Go (RotG) is encouraged. Recycling bins have been placed strategically around the school site both indoors and outdoors. Every classroom, office, team room and staff room have been provided with recycling boxes. Recycling wheelie bins have been placed in general outdoor areas around the school site and in the dining hall. Each bin states on it that paper, card, clean plastic and glass bottles and jars and clean aluminium cans should be placed in the recycling boxes/bins.

3.6.8 Students and staff are actively involved in a climate action group, collecting plastic bottles in bio-degradable rubbish sacks on a weekly basis from in and outside the grounds of the school. See **Appendix C** for further information.

3.6.9 We have arranged climate action workshops educating students and staff in various aspects relating to the saving of the planet, including recycling.

## 4 LETTINGS

4.1 Lettings contracts stipulate that all waste generated during the use of event space must be removed from site by the hirer at the end of the event. It is not therefore envisaged that there will be an increase in waste generated during use through of the site through events. There are currently two refuse collections per week managed by the LB Camden contractor (currently Veolia); this will continue.

## 5 INTERNAL COLLECTION

5.1 Waste from the kitchen/dining area is put into bins containing rubbish sacks. These are collected by the catering contractor (currently Caterlink), twice per day after mid-morning break and lunch break. The waste is stored in the daily refuse store and then transported by wheeled trailer to the external bins on

site at the end of the school day. The trailer is not mechanical and is not operated by fuel or electric. It is pulled by the school ride-on grass mower which is petrol operated. Both the trailer and mower are serviced annually as per the Provision and Use of Work Equipment Regulations (PUWER). We do not use lifting equipment and the delegated budget does not allow for this, however, health and safety training is provided by LB Camden as part of an SLA to ensure that manual lifting is done competently, in a safe manner so as to reduce the risk of injury, as per Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). We also ensure that rubbish sacks are not overfilled so that they are not too heavy to lift.

- 5.2 Recyclable waste is collected in small recycling bags in each room. These are emptied into a wheeled bin by the school's on-site premises team, and collated at either the internal storage location and later transported to the external storage location, or it is taken directly to the external storage location in a wheeled bin. Transfer of waste from buildings to the external storage locations will be via either the lift or stairs and through the front or back exit.
- 5.3 The school has recently moved to using bio-degradable rubbish sacks and these are used in classrooms and offices. These are emptied daily by the school's on-site cleaning team and taken directly to the external storage location in a wheeled bin.

## **6 STORAGE LOCATIONS, ROUTES AND PLANS**

- 6.1 All bin storage has been designed to a standard that meets building control requirements.
- 6.2 Storage Location 1 – Kitchen/Dining Area Bin Store
  - 6.2.1 There will be one daily refuse store to the rear of the kitchen/dining area. This will provide waste storage for the kitchen.
  - 6.2.2 The construction and features of this waste storage area will include heavy-duty flooring and the necessary health and safety signage.
  - 6.2.3 This storage will include space for 1 x 240 litre bin, approved by Veolia.
  - 6.2.4 The kitchen/dining waste store and route to the external bin store will be via the kitchen's rear exit. **Appendix D** illustrates this location and the route to the external bin store.
- 6.3 Storage Location 2 –Internal Bin Store
  - 6.3.1 There will be two internal bin stores, one on level 2 and one on level 3 of the Kite building. Internal bin stores are for small items of daily waste only. The locations of the internal bin stores can be seen in **Appendix E**.
  - 6.3.2 Internal bin stores will be emptied daily by the school's site management team between 3.15pm and 6.15pm. The waste will be transferred to the external bin store.

#### 6.4 Storage Location 3 – External Bin Store

- 6.4.1 There will be one external bin store located to the rear of the car park adjacent to the sports hall. The storage will be constructed in accordance with BS 5906-2005 and will be a robust secured weatherproof covered outdoor storage. It will have hard standing heavy-duty flooring, lighting and drainage fit for cleansing. It will have all necessary health and safety signage.
- 6.4.2 The bin store will be fully cleansed half termly (six times per year) during school holidays.
- 6.4.3 The external bin store has been designed to be secure to prevent access by vermin. The school has a service level agreement for pest control. This includes advice, equipment, capture and call-out. Adequate vermin management for the bin store has been added to this contract.
- 6.4.4 **Appendix F** shows the elevation, floor plan, 3D view, design intent and post foundation. It also provides details of lighting, cleansing, ground, and door mechanism.
- 6.4.5 The floor size of the bin store is 50<sup>2</sup>m.
- 6.4.6 This storage will include space for 10 x 1100 litre bins and 10 x 360 litre bins. **Appendix G** illustrates the location of the external bin store.
- 6.4.7 The locking mechanism for the bin storage is such that it can be locked from the outside but can be opened from the inside via a push-bar, thus should the door shut when someone is inside, they can get out.
- 6.4.8 Keys to the bin storage will not be provided to the waste collection contractors (Violia). The school premises staff will fully manage access through the school vehicle gate and to the bin store.

#### 6.5 Kite Building (new teaching block) Routes to External Bin Store.

- 6.5.1 The main route to transfer the teaching block waste at the external bin store will be via the circulation (corridor) and the lift (from levels 2 & 3) leaving by the front entrance/exit of the building

#### 6.6 Secondary route to external bin store

- 6.6.1 In the event that the lift is not useable, secondary routes to the external bin store from levels two and three would be via the circulation (corridor) and the stairs at either end of the building to Level 1, leaving by the front or rear entrance/exit of the building.
- 6.6.2 No adaptations are required to assist with transfer distances from any of the buildings. The new bin store is very close to where the bin store was prior to the start of building works.
- 6.6.3 Transfer to the external bin store will take place twice per day during term time – after lunch between 2.15pm and 2.45pm, and after school finishes – between 3.15pm and 6.15pm.

## 6.7 DDA Route to the Bin Store

6.7.1 The main bin storage is on level ground and is suitable for 'access for all' and wheelchair users. See diagram below showing the DDA route to the bin store.

### ***DDA Route to the Bin Store***



## 7 WASTE COLLECTIONS

7.1 Collection from External Bin Store.

7.1.1 The location of the external bin store provides easy access for waste operatives collecting via the use of a refuse vehicle. The external bin store is located within 10m of the boundary of the site.

7.1.2 Figure 7 shows the route for a large refuse vehicle to access the rear of the car park adjacent to the sports hall for waste collection. The vehicle can access the site via Highgate Road through the site vehicle entrance. The trees and foliage around the car park are of sufficient height and location such that a refuse vehicle will not interfere with them. All waste will be taken to the external bin store daily by either kitchen staff or premises staff. The Premises Manager is in contact with the waste collection contractor (currently Veolia), as per the existing situation.

7.1.3 The car park is designed such that a large refuse vehicle can fully turn and exit forwards through the vehicle exit back on to Highgate Road. **Appendix H** illustrates a swept path analysis. Staff parking is therefore not affected by waste collections. The waste collection contractor's usual time of collection is

between 7am and 7.30am. This is usually before the majority of staff arrive at school. However, on occasion the time of collection may change. Should this occur, the site management team will co-ordinate vehicles in and out of the car park area.

- 7.1.4 For all refuse collections, the school's site management staff will be on hand to assist with the manoeuvres to avoid any conflict with vehicles and/or pedestrians in the car park and to reduce dwell time of the vehicle.
- 7.1.5 The process for vehicle entry will be as follows:
  - Driver will contact school reception via a video phone.
  - Gate will be opened electronically by reception staff
  - Vehicle will be guided to a suitable unloading area by school site management staff
  - A member of the school site staff will be on site to co-ordinate out of school hours' emergency vehicles.
- 7.1.6 In the event that the school reception is closed when the refuse vehicle requires entry, Viola will be provided with an access card that will allow them through the vehicle gate.
- 7.1.7 Waste contractors carry spill kits and clear all spillages during waste transfer and tipping.
- 7.1.8 In the event that waste collections are missed, the Premises Manager contacts the contractor directly and arranges for collection on the following day. This is to prevent a build-up of waste overflow.
- 7.1.9 The carpark and roadways have been constructed to ensure that they are suitable for very large heavy vehicles. **Appendix I** illustrates the road construction details.
- 7.1.10 The waste storage and transfer arrangements for Parliament Hill School do not conflict with the fire evacuation plan. The school has three muster points and the process of evacuation is such that access to the school car park or the bin store area is avoided.
- 7.1.11 The school's fire evacuation procedures, parking policy and tree maintenance agreement will be reviewed in accordance with the WRSS annually.

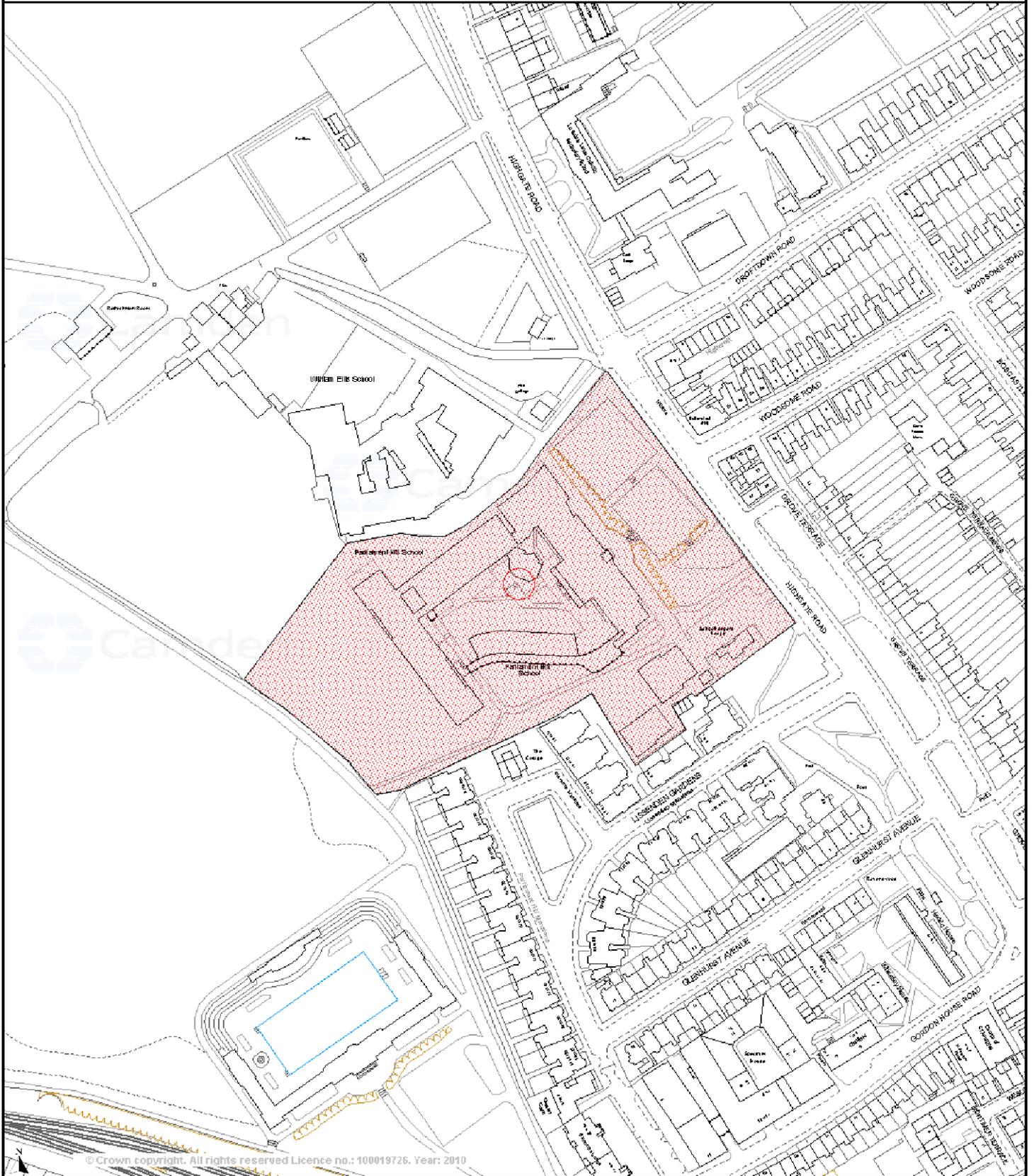
## **8 COSHH, FUEL AND BATTERY MANAGEMENT**

- 8.1 Hazardous substances such as chemicals, cleaning products etc. are stored securely in locked areas at all times. Hazardous substances collected directly from the room they are stored in by a specialist authorised hazardous waste carrier as and when required. This is not usually more than once per annum.
- 8.2 Fuel is stored in a two small fuel 5 litre containers. They are filled by the Premises Manager as and when required and emptied into our petrol operated lawn mower. Very little fuel is used and this is stored in an external locked metal gardening shed. No fuel is disposed of. It is all used. We do not have any school vehicles.
- 8.3 The only batteries used are in school clocks and are small AA batteries. Used batteries are disposed of at the local supermarket, which has a battery disposal point.





# Parliament Hill Sch. Highgate Rd approx 25080sqm



© Crown copyright. All rights reserved  
(Licence Number: 100019726) (Year: 2009)

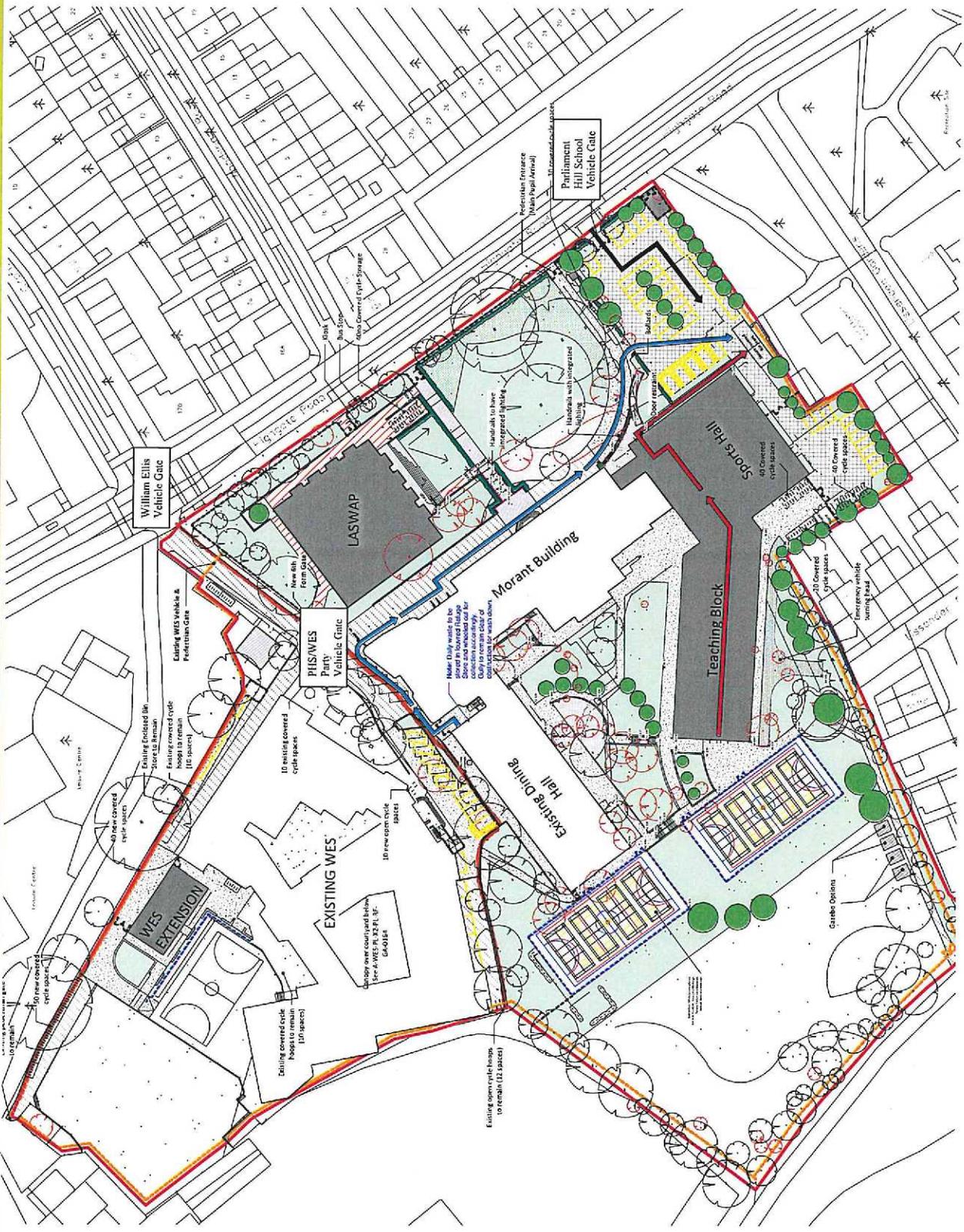
Scale 1/2500 Date 27/7/2010

Centre = 528348 E 185991 N

Blue line indicates route from  
 Chapel Hill to City Park

Red line indicates route from  
 Teaching Block to bus lane  
 Teaching Block to bus lane

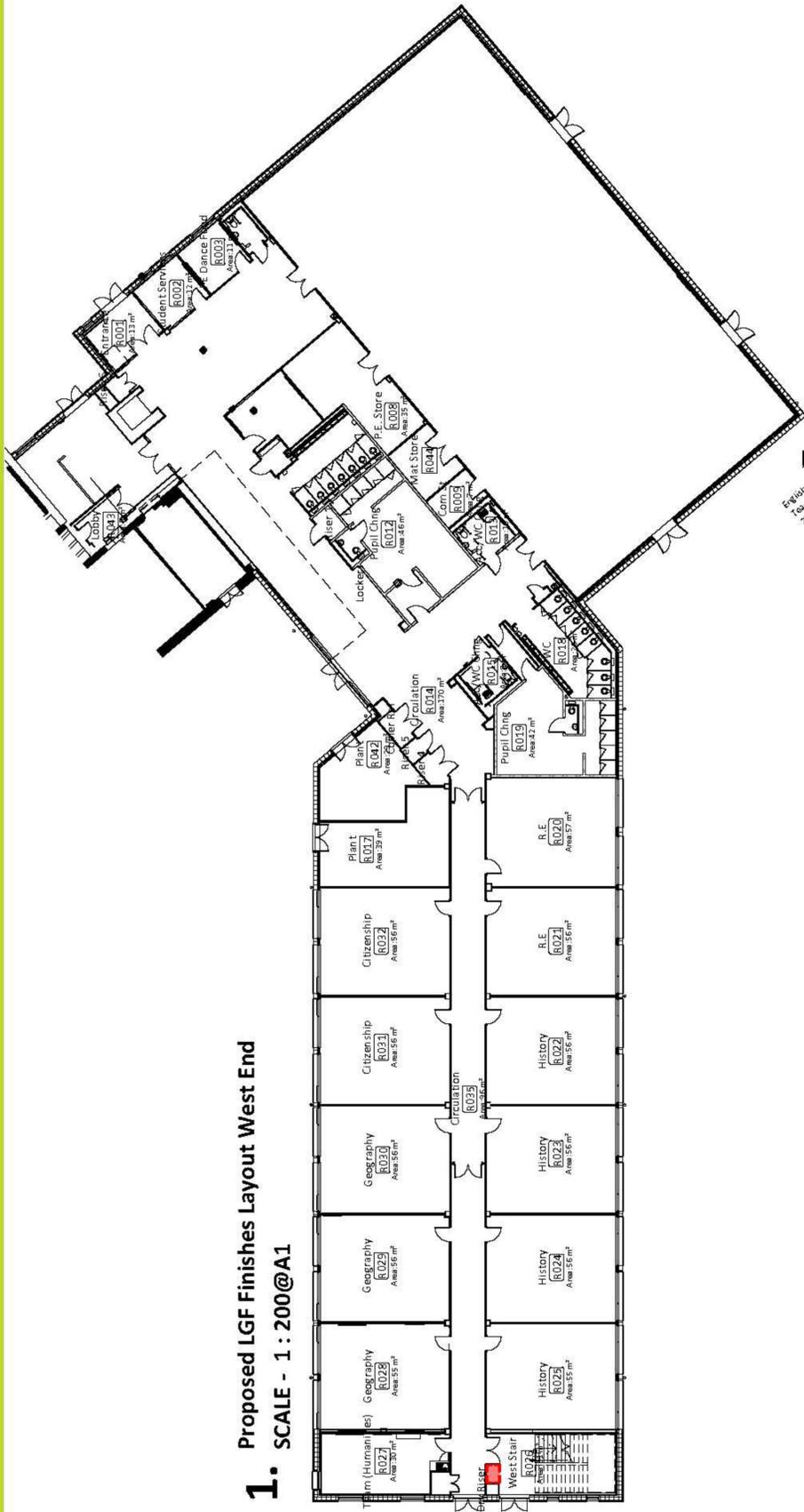
Black line indicates route  
 collection route near park  
 fence & track



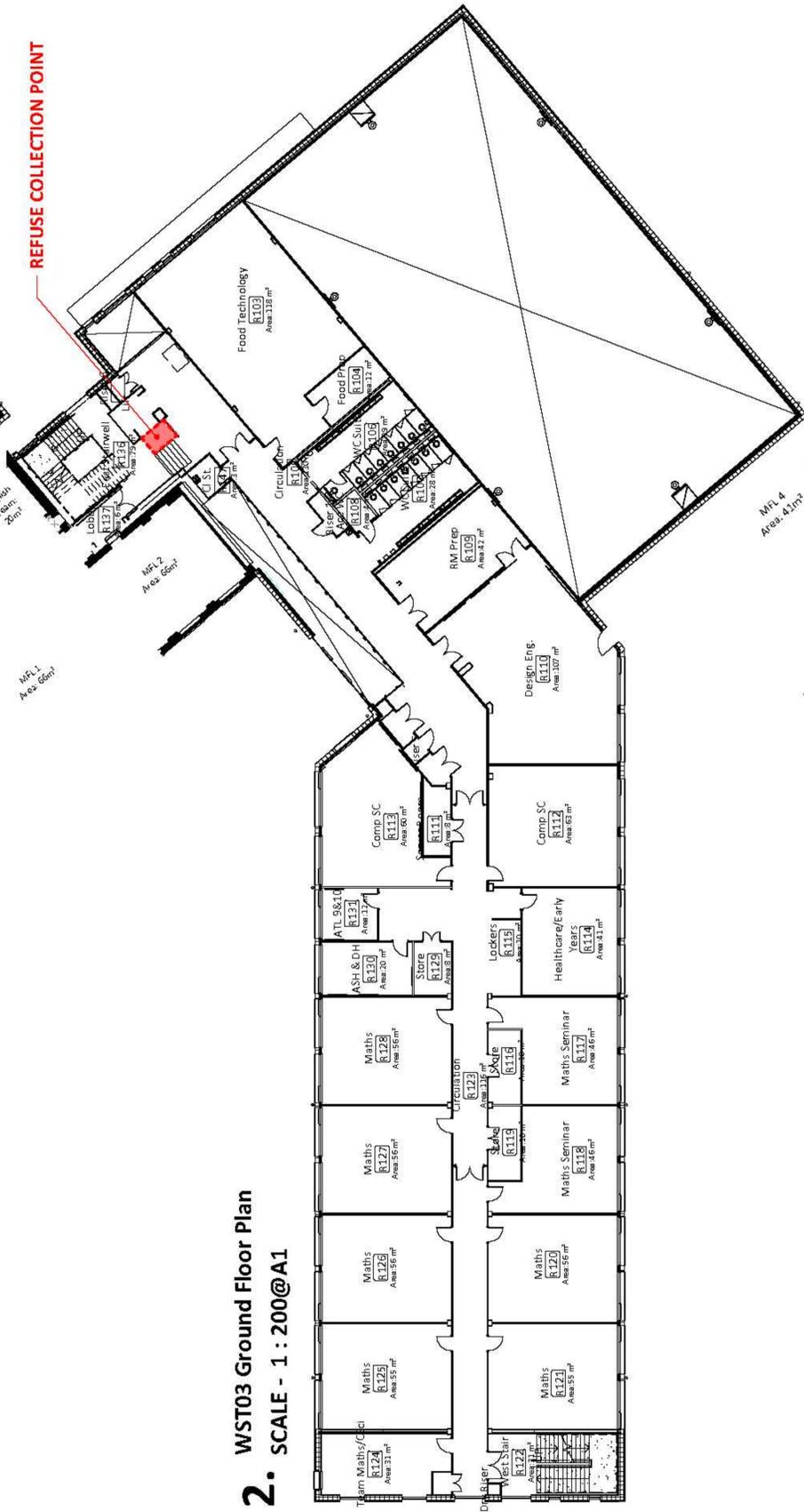
**Parliament Hill School - Vehicle Access**



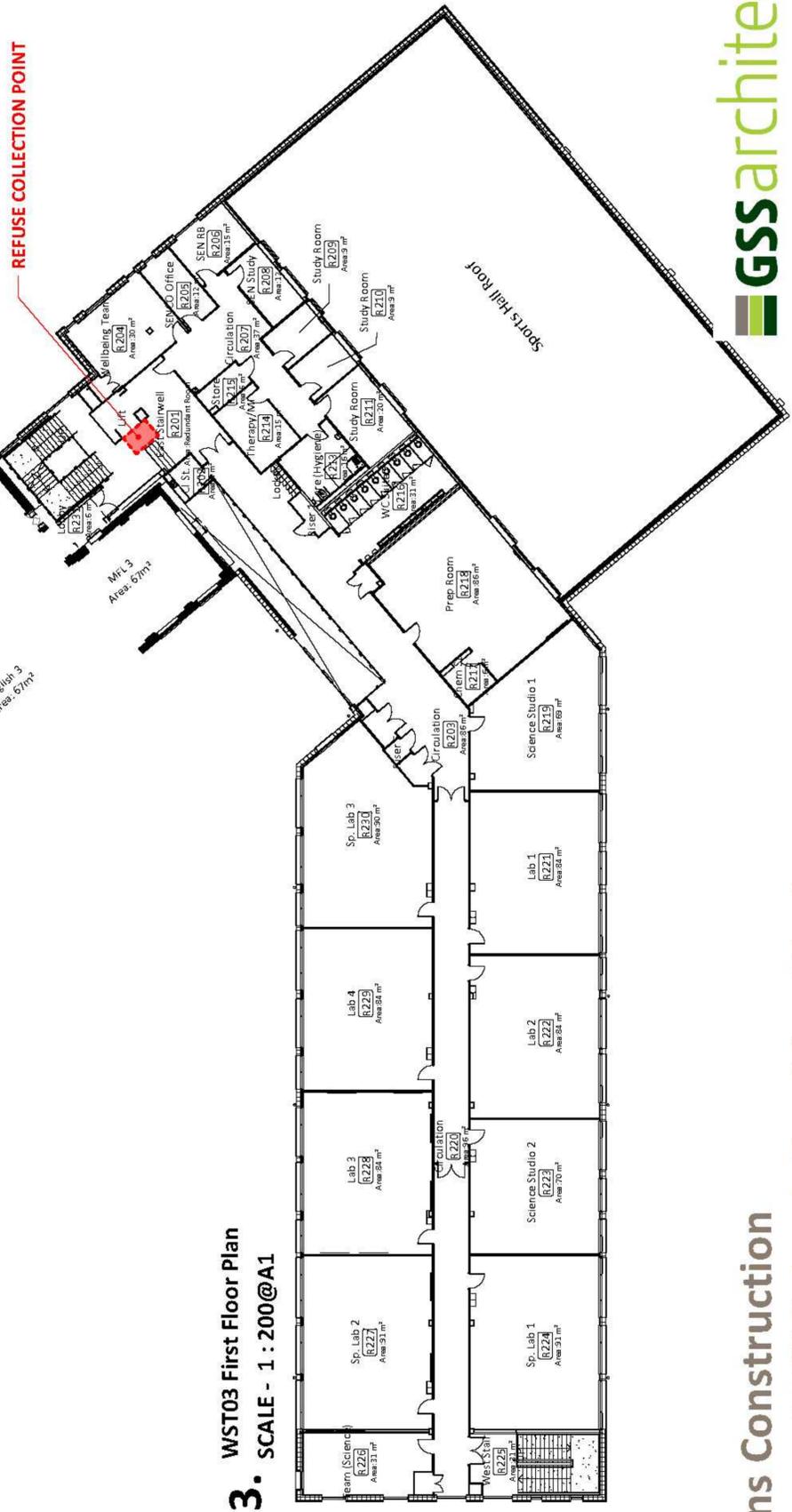
1. Proposed LGF Finishes Layout West End  
SCALE - 1 : 200@A1



2. WST03 Ground Floor Plan  
SCALE - 1 : 200@A1



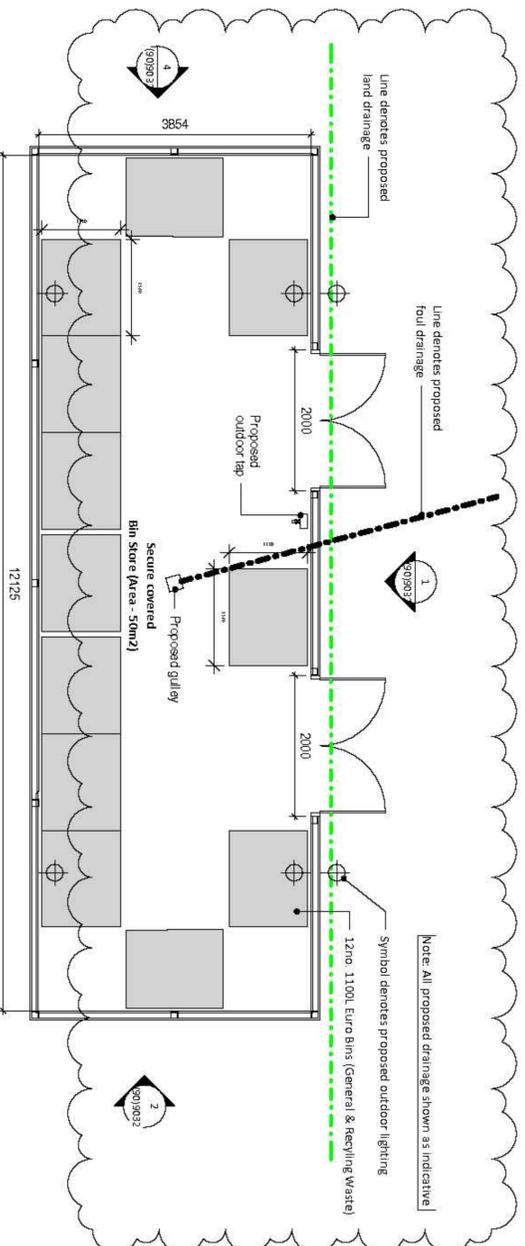
3. WST03 First Floor Plan  
SCALE - 1 : 200@A1



Do not scale from this drawing for construction or acquisition purposes. Responsibility is not accepted for errors made by others in scaling from this drawing. All construction information must be taken from figured dimensions only. All dimensions and levels must be checked on site and discrepancies between drawings and specification must be reported to GSSA/Architecture.  
© Copyright GSSA/Architecture

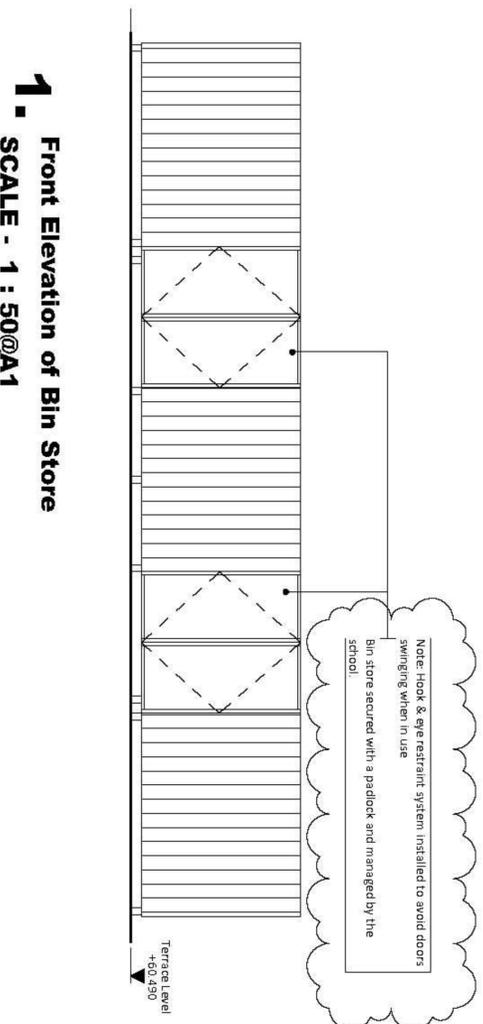
Ordnance Survey © Crown Copyright 2017. All rights reserved. Licence number GSS 100017356.

Map Data Copyright 2017 Google

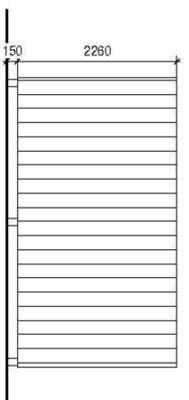


**5. Floor Plan of Bin Store**  
**SCALE - 1 : 50@A1**

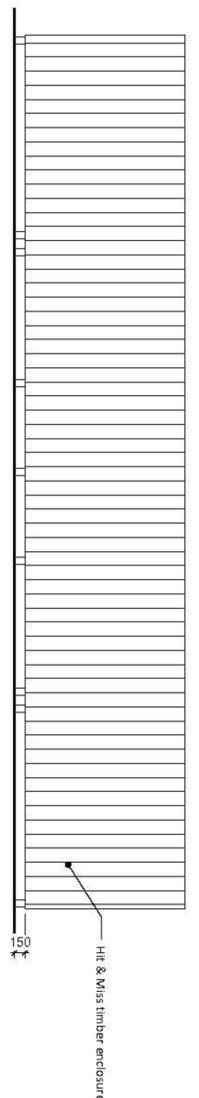
Proposed galvanized steel posts at 3m centres (TBC with SE)



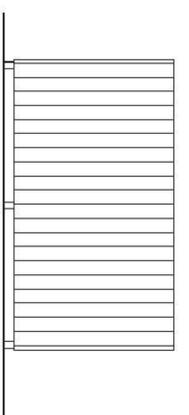
**1. Front Elevation of Bin Store**  
**SCALE - 1 : 50@A1**



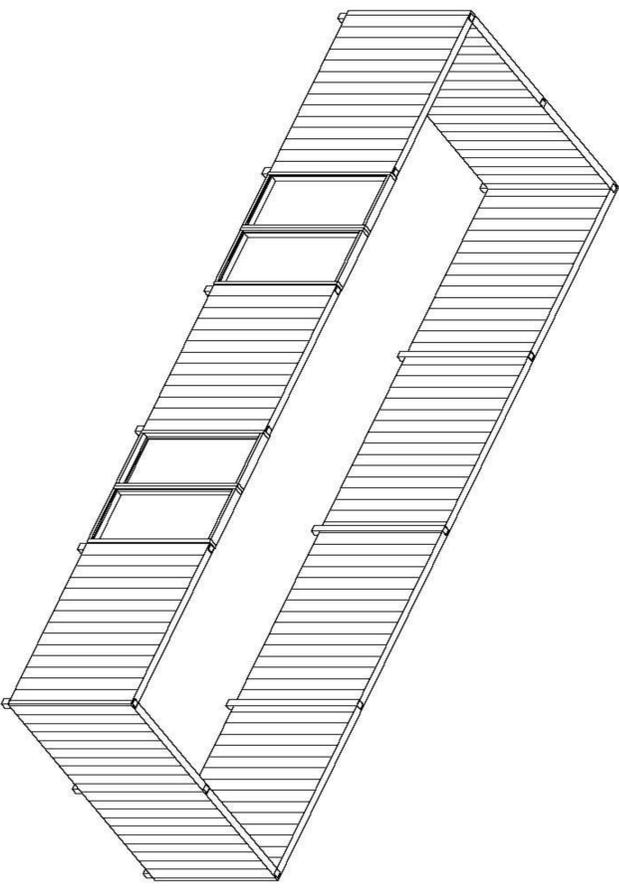
**2. Side Elevation of Bin Store 01**  
**SCALE - 1 : 50@A1**



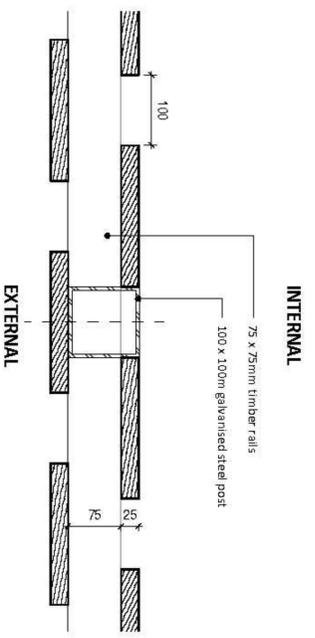
**3. Back Elevation of Bin Store**  
**SCALE - 1 : 50@A1**



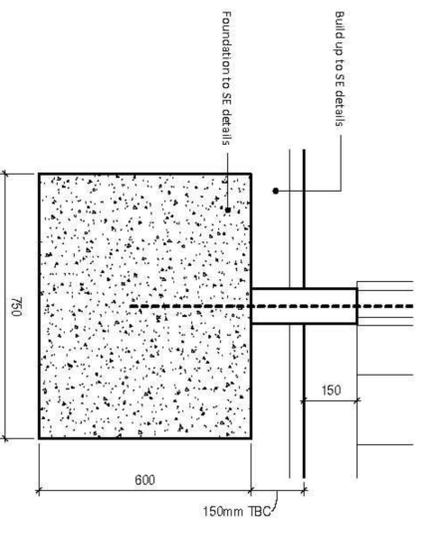
**4. Side Elevation of Bin Store 02**  
**SCALE - 1 : 50@A1**



**6. 3D View of Bin Store**  
**SCALE - @A1**



**7. Design Intent Plan**  
**SCALE - 1 : 5@A1**



**8. Indicative Foundation to Proposed Steel Post**  
**SCALE - 1 : 10@A1**

**GSSA** architecture

35 HEADLANDS, KETTERING,  
NORTHANTS, NN15 7ES  
Telephone: 01356 513 105 Email: gs@gsa.co.uk  
Web: www.gssarchitecture.com  
Gloucester: 01452 525 019 Harrogate: 01433 315 121  
Milton Keynes: 01298 255 600 Newcastle: 01213 898 917

Rev.	Date	Drawn	Check	Description
B	17/06/19	LIDS	OGR	Outdoor tap, drainage and lighting shown
A	10/07/18	LIDS	BFLA	Roof to bin store not shown

This drawing is purely for discussion purposes only. It is not to be taken as a proposal for construction detailing and instead it is primarily intended to convey the overall spatial layout of the building or parts of it. Please refer to the developed production information drawings for detail, construction and measurement purposes.

**PRELIMINARY ISSUE**

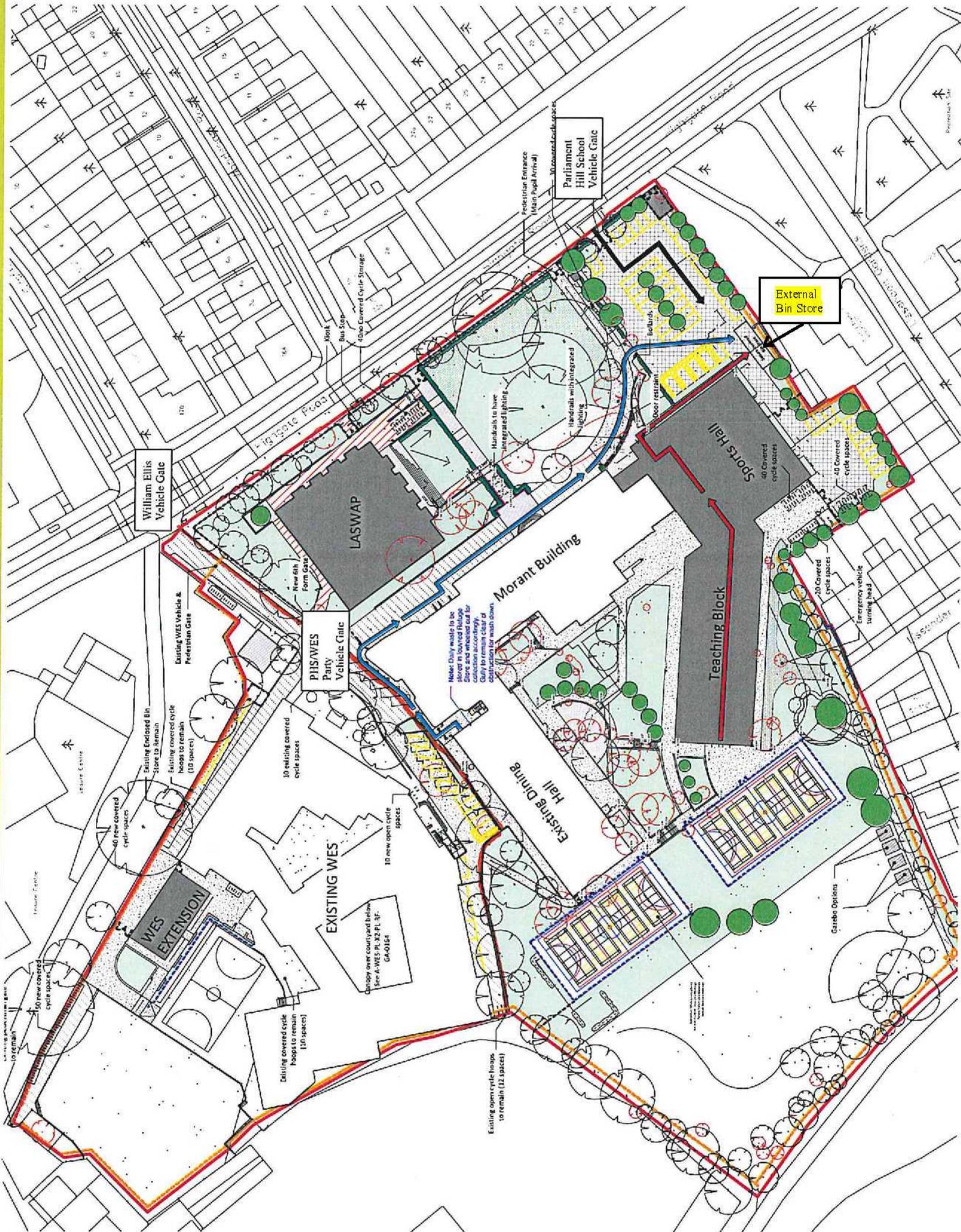
Project Title:  
Parliament Hill School, Teaching Block

Client:  
Farrans Construction

Drawing Title:  
Proposed Bin Store - Design Intent

File Number:	SCH284
Drawn By:	LIDS
Checked By:	BFLA
Scale@A1:	As Indicated Date: 09/07/18
Dwg No:	(90)9032 Rev: B

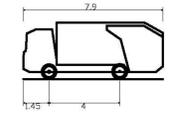
-  Red line indicates route from Dining Hall to bin store
-  Blue line indicates route from Teaching Block to bin store
-  Black line indicates relay collection route in car park twice a week





Rev.	Date	By	Check	Details	Appr.
-	-	-	-	-	-

## APPENDIX H



DB32 Refuse Vehicle  
 Overall Length 7.900m  
 Overall Width 2.400m  
 Overall Body Height 3.183m  
 Min Body Ground Clearance 0.388m  
 Max Track Width 2.400m  
 Lock to lock time 6.00s  
 Kerb to Kerb Turning Radius 9.625m

Status	Date	By	Check	Drawing Status	Details	Appr.

## SKETCH DRAWING

Project Title:  
**Parliament Hill School**  
**London**

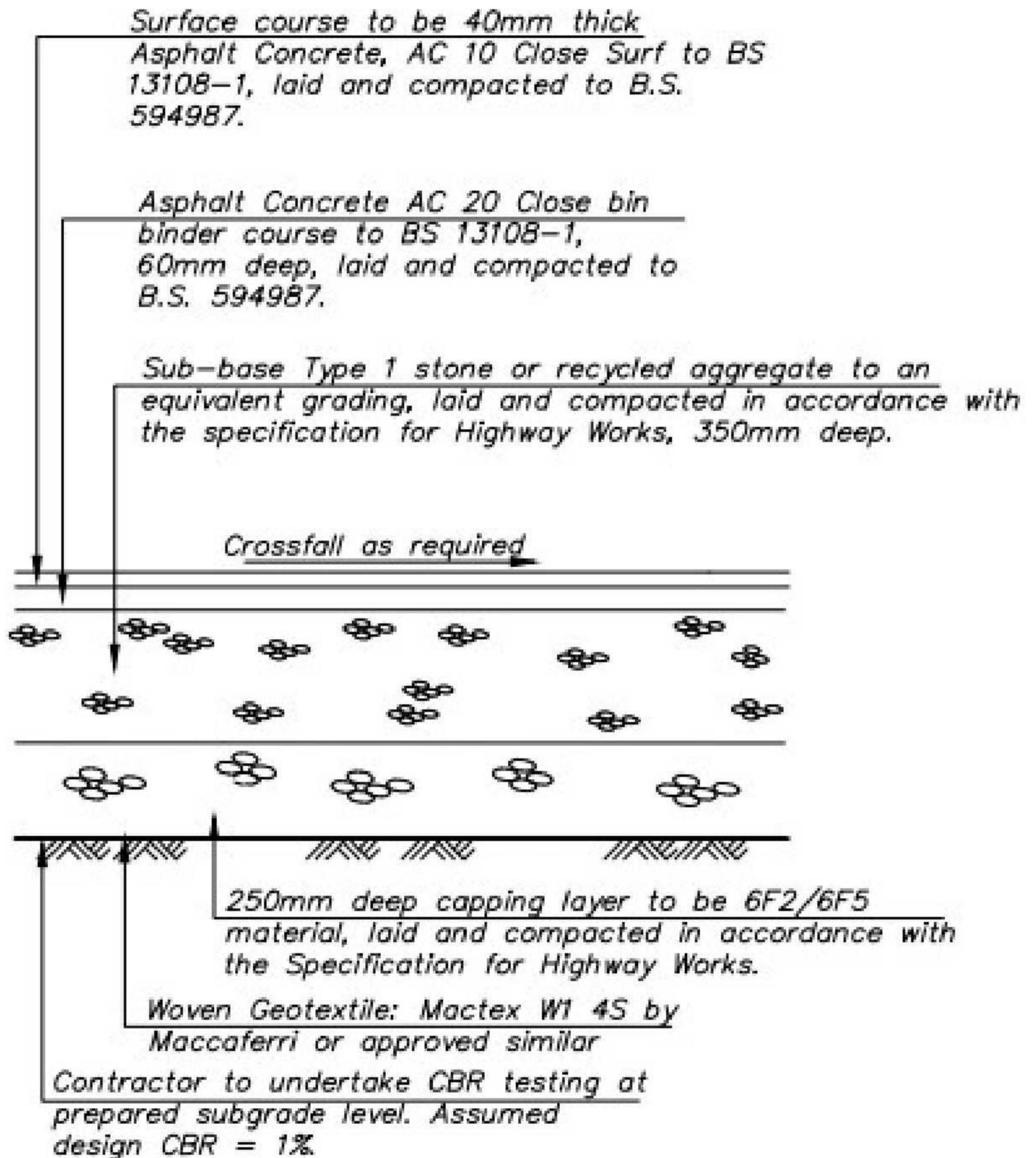
Drawing Title:  
**Refuse Vehicle Tracking**

Client/Architect: **Farrans (Construction) LTD**  
 Drawn by: **AMcG** Date: **June 2019**  
 Checked by: **EF** Scales: **1:500**  
 Approved by: **PGK** Sheet Size: **A1**

Project Number	Orig	Zone	Level	Type	Disc	Number	Revision
152046	DC	SW	XX	SK	C	031	-

**Doran CONSULTING**  
 DELIVERING ENGINEERING EXCELLENCE

Nonwood House  
 95-102 Great Victoria Street,  
 Belfast BT2 7BE  
 T 028 90333443  
 F 028 90235501  
 E mail@doran.co.uk  
 W www.doran.co.uk



## Asphalt Concrete Road Construction

Scale 1:20