

# Waste Management for Events



To ensure Queen's are making every effort to reduce the amount of waste sent to landfill, Estates have created this 'Waste Management for Events Guide'.

## Key Points:

- It is a School/Directorate responsibility to ensure that all areas are left clear and safe.
- Please contact the Environmental Team on 028 9097 5005 with any enquires.
- Refer to the table below for specific waste types.
- The majority of waste management for events occurs before the event.
- Waste types marked with an \* may be subject to a charge.
- If it is recommended that items needs to be placed on Planon, this can be completed by your School/Directorate Building Liaison Officer (BLO).

## Why should staff follow this guide?

Queen's University aims to be a world leader in environmental and sustainable activities, by encouraging and supporting environmental behaviour change amongst. An important element of this is reducing the amount of waste Queen's sends to landfill, by recycling or reusing.

## So what are the benefits?

- More waste sent to be recycled or reused and less is sent to landfill
- Increase environmental awareness throughout the University
- The School or Directorate can potentially save money

## Contacts

Assistant Estates Manager, Nicola Keown ([Nicola.keown@qub.ac.uk](mailto:Nicola.keown@qub.ac.uk))

Environmental Team ([carbonmanagement@qub.ac.uk](mailto:carbonmanagement@qub.ac.uk))

## Before the Event

Please inform the Environmental Team of any events which require extra waste management. This needs to occur a minimum of 5 days before the event begins. Information which needs to be conveyed includes:

- Expected number of people
- Type of waste generated
- Number of internal bins required

### *Internal Bins*

It is the event hosts responsibility to ensure there are a sufficient number of internal bins present at their event. We would recommend that there are 'bin stations' containing general waste, plastic and metal bins. If you need to borrow internal bins please place this request on Planon detailing how many people are expected at your event, how many bins are needed, and finally, the timing and location of the event.

### *External Bins*

If you are expecting a large amount of waste, and need extra external bins, this needs to be communicated to the Environmental Team by Planon or by calling 028 9097 5005. If extra internal bins are required, a cost will be associated with this.

### *Bulky Waste*

If you are aware that a large amount of a particular type of waste will be generated (pizza boxes) please place this on Planon. This will prevent external bins overflowing.