

Where to put your BINS

Due to fire risk, guidance recommends keeping bins locked and secured with chains at least eight metres from school buildings. Your health and safety officer or local fire officer will provide advice if you need it.

Don't forget to make sure that your bins are unchained and unlocked ready for collection.

STICK on in there!

There may be teething problems with any new collection system. Crews sometimes run later than usual or bins sometimes get missed.

If this happens make sure you know who to contact. Make a note of their details below and share with all relevant staff.

If there is a problem please contact:

Name of contact in school:

Name of contact at waste company:

Phone number for waste company:

Recycling in school Running It



Don't let it put you off, soon your collections will run like clockwork!

Find out more about recycling at:
www.recyclenow.com/schools

 **recycle**
for Barnsley, Doncaster and Rotherham

3SE
Shanks SSE

BDR Barnsley
Doncaster
Rotherham
Waste Partnership

Keep it SIMPLE!

The easier the system is to use, the more it will be used.

- 1** Use one colour and kind of bins, boxes or bags for recycling through the whole school. Make sure it's clearly a different colour to the non-recyclable waste bins.
- 2** Clearly label the containers so everyone knows what can go in. Go online to www.recyclenow.com/schools for some examples
- 3** Make sure the containers are easy to access and use. Nobody will use a bin if they have to climb over something to get to it.

Get EVERYONE involved!

- 1** Make sure you involve the whole school so don't forget the staff room, office and computer suite.
- 2** Ask pupils to design posters or stickers to go on the different bins and get the School Council or Eco Club involved too.
- 3** Make sure everyone, especially caretaking and cleaning staff, know about the system and how it works.



Know your ROLES!

Collections run more smoothly if everyone knows their roles. The checklist below can be completed and photocopied for everyone to use for easy reference.

Who will empty the classroom bins / boxes?

Where will they be taken?.....

What days do the classroom / office / computer suite bins need emptying?

Bin: Mon/Tue/Wed/Thu/Fri

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Who will return them to the classroom?.....

Who will empty them into the bin outside?.....

What days are the bins collected and how often?

Bin:.....M / T / W / T / F Weekly/Fortnightly/Monthly

Bin:.....M / T / W / T / F Weekly/Fortnightly/Monthly

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Who will return and secure the bins?.....

For more information on recycling visit: www.recyclenow.com/schools