

Blackfriars Hall Accommodation Waste Management Plan

33 St Giles and 16–17 St John Street Accommodation

Last reviewed: February 2026

1. Purpose

This Waste Management Plan outlines how waste is managed in Blackfriars Hall accommodation buildings to ensure full compliance with UUK ACOP and HMO requirements and alignment with the Hall's sustainability commitments. It covers provision, storage, collection procedures, and resident responsibilities.

2. 16–17 St John Street

2.1 In-Kitchen Waste Provision (HMO Compliant)

Both kitchens in 16 John Street (basement and 1st floor) are equipped with:

- **1 × food waste caddy**
- **1 × 23L general waste bin**
- **1 × minimum 23L mixed recycling bin**

The kitchen in 17 John Street, which serves 8 people, is equipped with:

- **1 × food waste caddy**
- **2 × 23L general waste bin**
- **2 × minimum 23L mixed recycling bin**

These provisions meet the HMO waste storage requirements for licensed shared accommodation.

2.2 External Waste Storage

- The external waste area for both houses is located **behind the rear garden walls**, in the dedicated waste area managed by **St John's College**.
- St John's College provides and manages **communal waste bins provisioned by Oxford City Council**, including food waste, recycling, and general waste containers.
- Waste is collected by **Oxford Direct Services**, in line with the city's waste regulations. ODS collections occur **Tuesday to Friday, between 6am and 4:30pm**.

3. 33 St Giles (Third-Floor Flat)

3.1 In-Kitchen Waste Provision

The kitchen in the third-floor flat contains:

- **1 × food waste caddy**
- **1 × 23L general waste bin**
- **1 × 23L mixed recycling bin**

3.2 External Waste Storage

- The waste area is accessed **through the rear garden exit**, located in a **utility courtyard** managed by the **University of Oxford**.
- Blackfriars Hall's general rubbish and mixed recycling bins are 360L bins serving the whole of the mixed use building. They are clearly marked in red and positioned along the rear wall of the Blackfriars site, separate from University-managed bins.
- Blackfriars Hall students are granted permission from the University of Oxford to use its separate bins for food waste and glass recycling.

3.3 Waste Collection Provider

- All waste from 33 St Giles and the neighbouring University of Oxford offices that share the utility courtyard is collected by the same supplier, Select Environmental Services, a commercial waste contractor operating across Oxford and offering bespoke scheduled collections for client organisations.
- Select Environmental provides reliable scheduled waste and recycling collections, with collection of Blackfriars' bins on Tuesdays and Fridays.

4. Cleaning and Waste Removal Responsibilities

4.1 Cleaning Team

- Communal-area waste bins in both buildings are emptied **twice weekly**, following the Hall's published cleaning schedule.
- Cleaners do **not** empty personal bedroom bins.

4.2 Student Responsibilities

Residents are responsible for:

- Sorting all household waste correctly into food waste, mixed recycling, and general waste.
- Emptying communal kitchen bins **when full**, at times outside of the twice-weekly cleaning schedule.
- Sorting and disposing of **all bedroom waste** directly into the correct external bins.
- Preventing overfilling and blocking of waste areas to maintain hygiene and safety.

5. Hygiene Waste

- Hygiene bins are provided in:
 - Communal bathrooms in **16–17 St John Street**
 - En-suite bathrooms in **33 St Giles, if required**
- These bins are emptied **monthly** by a specialist external contractor.
- The contractor is **escorted through the premises** by the Hall Bursary team to ensure security, safeguarding, and compliance.

6. One-Off Removal of Bulky Items and Equipment

Blackfriars Hall provides a process for the safe and compliant removal of bulky items or unwanted equipment from both 16–17 St John Street and 33 St Giles.

6.1 Requesting a Bulky Waste Removal

- Residents who need to dispose of large or heavy items, such as small pieces of furniture, broken Blackfriars equipment, or other items that cannot be placed in standard waste or recycling bins, must submit a request to the Bursary team.
- Informal self-disposal or leaving items in communal areas, corridors, or external waste compounds is not permitted.

6.2 How Removal Is Arranged

Once a request is received, Blackfriars organises the collection through:

- The Hall's maintenance contractor, who will assess whether the item can be removed internally or requires specialist disposal.
- Select Environmental Services, who provide compliant commercial waste removal for items requiring specialist handling, recycling, or landfill diversion.
- In some cases, charity collection may be appropriate so that items can be reused in circular economy.
- The Bursary team determines the appropriate route depending on the type and volume of the item and ensures that disposal complies with safety and environmental regulations.

6.3 Resident Responsibilities

Residents are responsible for:

- Notifying the Bursary team promptly if they need bulky waste removed.
- Ensuring items are not left in communal spaces, blocking stairs, fire exits, or garden areas.
- Being available to provide access if the contractor requires entry to a room or flat.

6.4 Sustainability Expectations for bulky items and equipment

Wherever possible, Blackfriars encourages:

- Re-use or donation of items in good condition
- Repair before disposal
- Minimising waste sent to landfill through proper sorting and responsible disposal routes
- The Bursary team can provide guidance on reuse options before arranging disposal.

7. Waste Created by Contractors Completing Works

Blackfriars Hall is committed to ensuring that all waste produced through maintenance, repair, and project work is handled safely, responsibly, and in line with the Hall's sustainability expectations.

7.1 Contractor Responsibilities

All contractors working at 16–17 St John Street or 33 St Giles, whether engaged through the Hall's maintenance contractor or specialist service providers, must:

- Remove all waste generated as part of their works promptly, unless explicitly instructed otherwise.
- Segregate waste into appropriate streams (e.g., recyclable materials, electrical waste, hazardous materials, general waste) to maximise recycling and minimise landfill.
- Use licensed disposal routes that comply with UK waste regulations and environmental standards.
- Avoid leaving waste, packaging, offcuts, or debris in communal areas, gardens, corridors, or external bin compounds.

7.2 Sustainability Expectations

To support Blackfriars Hall's environmental goals, contractors are expected to:

- Prioritise reuse or recovery of materials wherever possible.
- Minimise the creation of unnecessary waste, including avoiding excessive packaging.
- Ensure that recyclable materials are transported to appropriate facilities.
- Comply with Blackfriars' commitments to reducing waste sent to landfill and improving recycling performance.

7.3 Coordination With the Bursary Team

- Contractors must liaise with the Bursary team before any works begin to confirm the waste disposal approach for the project.
- Where specialist removal is needed (e.g., WEEE waste, hazardous waste, bulky construction waste), the Bursary team will arrange disposal through the Hall's maintenance contractor or Select Environmental Services, depending on the waste type.
- The Bursary team may request waste transfer notes or disposal documentation to ensure compliance with environmental and legal requirements.

7.4 Site Cleanliness and Safety

Contractors must leave all areas clean, tidy, and free of waste at the end of each day. This includes:

- Removing dust sheets, packaging, materials, and debris.
- Ensuring no waste blocks fire escape routes or impedes residents.
- Securing any waste awaiting collection in a manner that does not cause hazards or attract pests.

8. Sustainability Commitment

Blackfriars Hall is committed to managing all accommodation-related waste in a way that supports environmental responsibility, reduces our ecological footprint, and aligns with the University of Oxford's wider sustainability goals. Across all Hall-managed buildings, we aim to minimise waste generation, maximise recycling, and ensure that materials are disposed of safely and ethically.

To achieve this, Blackfriars Hall commits to:

- **Promoting responsible consumption and waste reduction** among all residents, staff, and contractors.
- **Maximising recycling rates** by providing clear waste-sorting facilities, guidance, and appropriate bin provision in all kitchens and communal areas.
- **Ensuring compliance with HMO, environmental, and waste-handling regulations**, including safe separation of waste streams and the proper disposal of sanitary and specialist waste.
- **Working with accredited waste and recycling partners**, including Oxford Direct Services and Select Environmental Services, who provide compliant and environmentally responsible waste collection services.
- **Encouraging reuse, repair, and resource conservation** before disposal is considered, both in day-to-day accommodation use and in contractor-led works.
- **Requiring all contractors to follow sustainable waste practices**, including eliminating improper disposal, reducing construction and packaging waste, and using licensed disposal routes.
- **Monitoring and improving waste performance over time**, adapting processes to support better recycling outcomes and reduce waste sent to landfill.
- **Providing students with access to sustainability information**, including through the Blackfriars Sustainability Hub, and supporting behaviour that contributes to a greener Hall community.