

Protocol for locating bring banks at blocks of flats

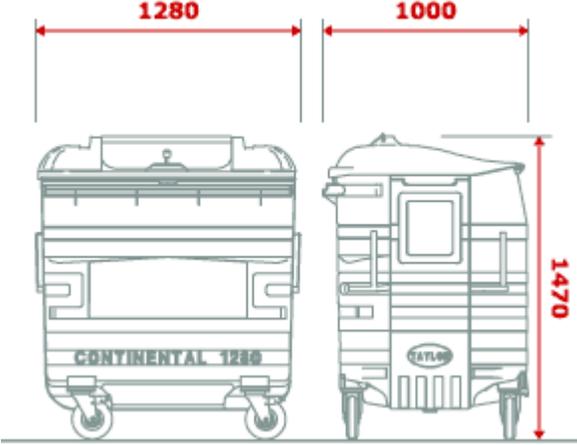
This document has been prepared by LRS and SNU on behalf of WRAP and Tower Hamlets and outlines actions that should be considered when recycling bring banks for blocks of flats are introduced. It is based on the document currently used by Tower Hamlets 'procedure for setting up recycling at domestic properties' and protocols and experience from other authorities.

Preparation	
Action	Details
Check estates inventory database	Check whether the block is included on the estates inventory database. If it is print off the information and any photographs you feel would be useful.
Establish the ownership of the flats	<p>Check social landlord's property lists stored at: M:\\Trading_srv\data\HIGHWAYS\streetmanagement\Waste\Managing agents</p> <p>Check LBTH Housing Register on the Intranet: http://thhome.towerhamlets.gov.uk/LBTHIntranet/Directories/DevelopmentAndRenewal/Housing/WorkTools/Guide toLBTHCouncilHousingProperties.htm</p> <p>Comment: it may prove more efficient in the long term for LBTH to include this information in the estates inventory database</p>
Establish contact details of managing agent, caretaker and owner	<p>Call appropriate estate manager or managing agent contact to arrange a site visit.</p> <p>Try to arrange to meet the caretaker on site to discuss a suitable location for the recycling container.</p>
Obtain a map of the block of flats and the surrounding areas using the GIS system	The map should be of a scale that allows you to clearly see the block and access roads. Ensure that you know the location of the block – you may want to use an additional small scale map to plan your route if you intend

	to visit more than one block.
Ensure you have the correct equipment and understand the health and safety issues around working out of the office	Since site visits have risks associated with them make sure you are familiar with LBTH's relevant risk assessment and health and safety procedures. Ensure you have the correct equipment e.g. mobile phone, high visibility jacket, personal attack alarm, pen, clipboard, maps, camera and wet weather gear.

Site visit

Consideration	Details
Size and number of recycling banks needed	<p>Assess the number of households within the block. This information is available for some blocks from the estates inventory database. Otherwise you could count the number of households or ask the caretaker.</p> <p>As a guide around one 1280 litre recycling bank should be provided per 20 households (60 litres per household). If there is not sufficient space for the number of banks required a higher frequency of collection may be needed eg one bank provided for 40 households would need to be emptied twice weekly.</p> <p>The dimensions of a 1280 litre bin are shown below. Diagram from www.taylor-ch.co.uk</p>

	
<p>Consider using sites next to existing refuse facilities</p>	<p>Locating recycling banks next to existing refuse bins will mean you are certain that the site can be accessed by a collection vehicle, residents are less likely to oppose the site and if residents bring their refuse to the bins the banks will be easy for them to use.</p> <p>There are exceptions to this rule. Bring banks should not be located in refuse rooms with a chute since refuse falling down the chute has the potential to injure residents using the recycling bank. In addition, on some estates bin stores are kept locked to reduce antisocial behaviour. Allowing residents to access to the bin store to use recycling banks may increase the risk of antisocial behaviour.</p> <p>A waste analysis conducted in February 2007 found that 40% of household rubbish generated by flats can be recycled. Therefore in some instances you could consider reducing the number of refuse bins to accommodate recycling banks, however, caution is needed to ensure that remaining refuse bins do not overflow.</p> <ul style="list-style-type: none"> • Assess the refuse capacity needed – allow around 140 litres of waste capacity is needed per household per week • Gain information from the caretaker about the

	<p>frequency of overflows</p> <ul style="list-style-type: none"> • Consider not reducing the refuse capacity until the recycling scheme has become established (allow around 12 weeks). This could be achieved by increasing the frequency of collection from remaining bins • Ask crews / caretaker to monitor the refuse bins and report any problems
<p>Sites near entrances</p>	<p>Recycling banks should be located in easily accessible locations to minimise carrying distance for residents. If banks next to refuse bins are not appropriate consider locations near entrances. Check with the caretaker which entrances are most frequently used e.g. it may be the case that the majority of residents use a side entrance more frequently than the main entrance.</p>
<p>Community and safety issues</p>	<p>Facilities should be located at ground level and be easily accessible for all residents including residents with mobility difficulties. The banks should be located on a hard, even surface and the area around the banks should be clear to minimise the risk of trip hazards.</p> <p>Consider fire risk – guidance from the Department for Communities and Local Government indicates refuse / recycling containers should be located 6 metres from buildings.</p> <p>Locate banks:</p> <ul style="list-style-type: none"> • away from sites that are prone to anti-social behaviour i.e. arson, vandalism and fly tipping to prevent them contributing to problems or being associated with them • away from windows or ventilators

	<ul style="list-style-type: none">• in a way that will not block doors• away from areas where they may contribute to crime or antisocial behaviour – for example could someone climb on the bank to gain access to a building?• in a well lit area that is frequently used by residents. Enclosed bin stores should have internal lighting• away from roofs and overhangs• in an area covered by CCTV or surveillance systems if possible• away from play areas as broken glass could cause injury• to minimise noise disturbance and visual intrusion• if antisocial behaviour is common on the estate consider securing banks
Operative access	<p>If the recycling banks are to be located in a bin store check that access is not restricted i.e. the bin store may be locked at certain times, the care take or concierge may be able to bring the bins out for collection on an arranged collection day.</p> <p>If an existing bin store is to be used to house recycling bins the doors must be fitted with stays or catches so that they can be locked in a fully open position. If bin store is fitted with locks then these should be standard FB1 or FB2 Fire Brigade locks. If other locking arrangements are installed, four sets of keys or fobs (and replacement sets as required) must be supplied to the Waste Management section at no cost.</p>

	<p>There must be enough space and a wide enough doorway for operatives to easily manoeuvre the containers in and out. Access must be step-free.</p> <p>Access to gated private blocks will need to be arranged with the concierge or caretaker. A key or fob should be provided or a collection day arranged.</p>
Operative safety	<p>Bin storage areas must be within 10 metres of the vehicle collection point to reduce wheeling distance for the crew.</p> <p>The paths between the storage facility and the vehicle collection point must be a minimum width of 1.5 metres, be free from kerbs or steps, have a solid foundation and be suitably paved with a smooth continuous finish.</p> <p>The ground should preferably be level with a gradient no greater than 1 in 20 towards the vehicle.</p> <p>Where access is required across a public highway, suitable drop kerb crossovers should be provided.</p>
Vehicle access	<p>Vehicle collection points should be located on access roads within estates or on public highways that will minimise the need for vehicle manoeuvres.</p> <p>Vehicles should not be expected to reverse. If this is unavoidable, then the maximum reversing distance should be 20metres.</p> <p>A safe stopping bay or equivalent should be provided with sufficient turning area and maneuvering space for the collection vehicle.</p>

	<p>Appropriate measures must be incorporated into any scheme to control unauthorised parking of vehicles that would prevent access by the waste collection vehicle and employees.</p>
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Consultation

Action	Details
<p>Following site visit the Council should provide residents and managing agent or estate managers with details of suggested location for consultation</p>	<p>The consultation should provide the opportunity to raise any concerns regarding the scheme prior to installation.</p> <p>The consultation should be in the form of a letter to each household, outlining the scheme, proposed location of containers, the size and number of containers.</p> <p>Residents should be given at least two weeks, no more than one month, from the date of the letter, to express their views</p> <p>If a residents group exists, council officers should attempt to attend a group meeting to present the scheme in person.</p> <p>Estates Managers or management agencies should be entitled to respond to the consultation.</p> <p>Once the consultation period has expired, responses should be reviewed and containers will be installed unless the majority of residents disagree.</p> <p>Where there are more than 40% opposed to the scheme, further consultation and investigation will take place before a decision is taken.</p>

<p>Notification and installation of recycling bins</p>	<p>Following satisfactory consultation the Managing Agent will be notified of the decision and the details of the installation of the containers within two weeks from the last day of the consultation and then, the installation will be implemented within two weeks from the day the notice was sent.</p>
<p>Continued resistance from residents or management agents</p>	<p>Under Section 46 of the Environmental Protection act 1990, the Council, as a waste collection authority, has the power to install recycling facilities in flats following satisfactory consultation and site assessment. This can be communicated to the managing agent.</p>