



Swansea University
Prifysgol Abertawe

Green Guide

**FOR STUDENTS,
STAFF & VISITORS**



swell
(Sustainability & Wellbeing)



Welcome

to Swansea University's Green Guide

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Campus Wildlife and Crymlyn Burrows SSSI



Students and staff share the University with a rich variety of wildlife, from the woodlands and meadows of Singleton to the dunes and beach of the Bay. These provide a healthy and relaxing environment for staff, students and local residents to recharge their batteries. At the heart of protecting and encouraging wildlife on campus is a Biodiversity Action Plan.

Next door to the Bay Campus, and also in the care of the University, is Crymlyn Burrows Site of Special Scientific Interest (SSSI). This area is of national importance for its wildlife and protected by law. The area is open for all to enjoy, but please take care to leave the area as you found it; in particular:

- Do not light any fires or barbecues in the SSSI
- Leave all driftwood where it is - please don't collect it for fires
- Do not dig or excavate in any area, including the dunes
- Do not remove (or introduce) any plants or animals
- Do not leave litter - use the bins provided
- The beach and dunes are used by the public, including families, so please take extra care not to leave any broken glass

There are lots of opportunities to get involved with conservation projects, both on campus and in the SSSI; email wildlife@swansea.ac.uk www.swansea.ac.uk/sustainability/biodiversity



Our Recycling System

Segregate at source





Non-Recyclable Waste

'Zero Waste to Landfill'

DO NOT PUT FOLLOWING ITEMS IN THE RECYCLING BIN



Coffee cups are not recyclable, they contain a thin wax lining to hold the liquid which makes it difficult to recycle and can result in a bag of previously clean recycling material then becoming contaminated.

Please put coffee cups in the Non-Recyclable Waste Bin or Coffee Bin.

Plastics

WHAT CAN BE RECYCLED?

- Plastic Bottles
- Plastic Containers
- Plastic Cutlery & Drink Stirrers
- Carrier Bags
- Plastic Film
- Coat Hangers
- Small Plastic Items
- Large Plastic Boxes



**Please do not put ink toners/cartridges in the recycling bins.
Please contact the building reception for more information.**

WHAT HAPPENS TO RECYCLED PLASTIC?

Plastic material is separated into the same type and colour. From here it can be shredded into small flakes and used in the textile and building industry. This can include filling for duvets and sleeping bags and loft insulation. Plastic that is not shredded is melted down and moulded into carrier bags, plastic cases and even garden furniture.



Mixed Paper and Card

WHAT CAN BE RECYCLED?

- Paper
- Plain Envelopes - plastic windows needs to be removed
- Newspapers and Magazines
- Catalogues, Directories and Brochures
- Books and Hard Back Dictionaries
- Greeting Cards
- Card Boxes and Packaging
- Cardboard Boxes and Corrugated Cardboard

WHAT HAPPENS TO RECYCLED PAPER AND CARD?

Thin paper and card is sent to a paper mill where water is added to make a pulp. Staples, paperclips and similar material is removed, the paper is cleaned and all the ink is removed to produce new paper and card.

**RECYCLE ME ONLY IF
THERE IS NO FOOD
ON ME**



Cans

EMPTY ME
BEFORE RECYCLING

WHAT IS RECYCLABLE?

- Food Tins
- Drink Cans
- Aerosol Cans
- Tin Foil
- Aluminium Food Trays
- Non Electrical Metal Items



Please DO NOT put batteries in the recycling bins, please contact your site office or building reception for your nearest battery recycling point.

WHAT HAPPENS TO ALUMINUM AND STEEL CANS?

Cans have the colour removed and are shredded. They are then melted and poured into casts where they are rolled out to make new cans. They can also be recycled into parts used to make cars and aeroplanes.

Steel cans are also melted and remoulded. They are moulded into steel blocks that can be used to make new cans, parts for cars or steel work in buildings.

RECYCLE ME ONLY
IF I AM EMPTY



Mixed Glass

**EMPTY ME BEFORE
RECYCLING**

Clear and coloured glass bottles and jars are collected separately in blue recycling glass bins.



Recycled glass is cleaned and melted down or crushed. Melted glass is used to create more glass bottles and crushed glass can be used as a sand substitute in the building industry. The glass recycling bins are available in residences kitchen and also in the waste compounds across the Campuses.

Food Waste



Food waste is collected in food caddies. You can put these items in the food caddy:

- Uneaten food
- Tea bags & coffee grounds
- Cheese & eggs
- Bread & pastries
- Meat & fish (including bones)
- Fruit & vegetables

DO NOT PUT

- ✗ Packaging of any sort
- ✗ Plastic bags
- ✗ Oil or liquids
- ✗ Cardboard or paper

WHAT HAPPENS TO THE FOOD WASTE?

Composting food waste creates an organic matter which returns nutrients back to the soil.

Other Waste

Please contact your site office or building reception if you are discarding waste items. (See page 19 for contacts)

Electric Waste: Cables, phones, bulbs, printers etc.

Other waste: Furniture, wood, mattress, etc.

Resident Students: Please contact your site office

Staff: Please raise a Works Order to Estates for collection



ASBESTOS
Alert Estates
Asbestos
Compliance
Manager
Immediately

THINK!

Does it need to become waste?

Before you put into **NON-RECYCLABLE WASTE** can it be used else where?

There is a British Heart Foundation clothes bank located outside Preseli Reception on Singleton Campus and also at Bay Campus in residences.



Clothes

Textile Scraps

Blankets & Bedding

Shoes

There are many charity shops located throughout Swansea where you can also recycle unwanted items.

Soft Toys

CDs and DVDs

China, Pottery and Pyrex Items

Yarn and Wool

Carpet, Rugs and Mats

Water & Pollution

Saving Water Together

PLEASE:

- Turn the tap off when brushing your teeth
- Report any leaks to residential services or estates
- Please only put water down the drain. Fats and oils cause blockages, whilst dairy is harmful to the environment
- Report spillages to residential services or the site office
- No chemicals should go down the drain, please follow laboratory procedure



DID YOU KNOW? The Institute of Life Sciences 2 Building at our Singleton Campus collects rain water which is then used for flushing toilets

Check out the Water Wise website at:

www.waterwise.org.uk

Environmental Management System



All students and staff are responsible for contributing towards the University's Environmental Management System.

AS STUDENTS YOUR RESPONSIBILITIES INCLUDE:

- 1.** When managing waste, follow the waste hierarchy (e.g. reduce, reuse, recycle)
- 2.** Report any environmental incidents or accidents to the security team by dialling **333** or by filling out the incident/accident form available on:
www.swansea.ac.uk/sustainability/environmentalmanagementsystem/emsresources
- 3.** Switch off your PCs, laptops and monitors, printers, scanners and photocopiers, any lights and any chargers
- 4.** To be aware of the University's Sustainability Policy
www.swansea.ac.uk/sustainability/policy

AS STAFF YOUR RESPONSIBILITIES INCLUDE:

- Being aware of the University's Sustainability Policy www.swansea.ac.uk/sustainability/policy
- Being aware of any environmental procedures relevant to your job www.swansea.ac.uk/sustainability/environmentalmanagementsystem/emsresources/
- Being aware of your work related environmental aspects
- Conducting all activities within the University's environmental requirements as set out in the Sustainability Policy and Environmental Management System, in order to minimise individual and departmental impact



SWITCH OFF!

SAVING ENERGY TOGETHER

Swansea University has strong commitment to reduce its carbon footprint through the Carbon Management Plan

www.swansea.ac.uk/sustainability/carbonmanagementplan

The little things that can make a BIG difference. Please don't waste heat by having your windows open with the heating on.

Report problems with your heating, lighting, or water to Residences staff or Estates staff.



Be a SWell Student or Swell Staff

The Sustainability Award recognises students individual contributions to sustainable development and the environment, both on and off campus.

THE AWARD HELPS TO DEVELOP:

- Specific knowledge
- Specific skills
- Values

All these attributes are desirable in green and low carbon sector jobs, a rapidly growing career path in the UK.



The activities are across three themed areas:

- Employability
- Engagement
- Sustainability - Informal Curricula

For more information go to:

www.swansea.ac.uk/sustainabilityaward

Or email:

sustainability@swansea.ac.uk

Sustainable Travel

It's really easy to get around Swansea on foot, on a bicycle or by using public transport, so why not give it a try?

BAYCYCLES

BayCycles are a selection of single-speed pool bikes available for both students and staff to borrow for FREE. There are several sizes available and can be hired from 10am - 4pm, Monday to Friday for a maximum of 3hrs at a time. Hire the bikes from Fulton reception at Singleton Campus and My Uni Hub at Bay Campus.

BUDDIES

Set up your own Bicycle User Group (BUG) so you don't have to cycle alone.

For more information and route maps:

www.swansea.ac.uk/sustainability/baycycles

www.swansea.ac.uk/sustainability/travel/cycle

Looking to buy a bike? Participating stores offer 20% student discount. All information can be found at:

www.swansea.ac.uk/sustainability/bike-discount-scheme



THE UNI BUS

The UniBus connects the student residential areas to Bay and Singleton Campus frequently throughout the week. Residential areas include both campuses, Student Village, Sketty, Uplands, Brynmill and the City Centre.

All bus passes can be purchased in the Travel Shop, ground floor of Fulton House or purchased on the 'Mtickets' app provided by First Cymru.

All information regarding Bus Services, timetables & route planner can be found at:

www.swansea.ac.uk/sustainability/travel/bus
myunijourney.traveline.cymru



Some Useful Contacts...

Estates Department - Helpdesk
01792 295240 or **Ext. 5240**
wshelpdesk@swansea.ac.uk
www.swansea.ac.uk/estates

Residences Site Office
Singleton Campus
Preseli Halls Reception
01792 294653 or **Ext. 4653**

Bay Residential Services
Student Living
St. Modwen Reception
Tower Information Centre
Bay Campus
0300 103 3000

Hendrefoelan Residences
Site Office
House 40
Hendrefoelan Student Village
01792 295583 or **Ext. 5583**

Welfare Officer
01792 295466
welfareofficer@swansea-union.co.uk

More contact information on
www.swansea.ac.uk/sustainability/contactus

OFF-CAMPUS RECYCLING

Please don't bring any materials from home for recycling.

You can collect household recycling bags from reception in Fulton House.

Details of the residential recycling services provided by Swansea City and County can be found at www.swansea.gov.uk/recycling
You can also contact the recycling team by emailing:
recycle@swansea.gov.uk

For information about Civic Amenity & Recycling Sites in Swansea, go to www.swansea.gov.uk/recyclingsites

If you live outside Swansea, go to your local council website for information.