

Waste Management Policy

What is waste?

Waste is hard to define but is generally anything that you throw away or dispose of or intend to throw away or dispose of. This covers more than just objects and substances you have decided to dispose of; material being recovered, e.g., sent for recycling or prepared for reuse, is also classed as waste.

Some organisations produce waste as a by-product of their manufacturing process, others have leftover food or building materials, or redundant tools, plant or machinery. Others simply have excess packaging or scrap paper to deal with.

Waste can include:

- I. used packaging;
- II. used paper;
- III. rubble, timber and plasterboard from demolition;
- IV. trade effluent, such as condensate water from compressed-air equipment;
- V. old pieces of electrical equipment.

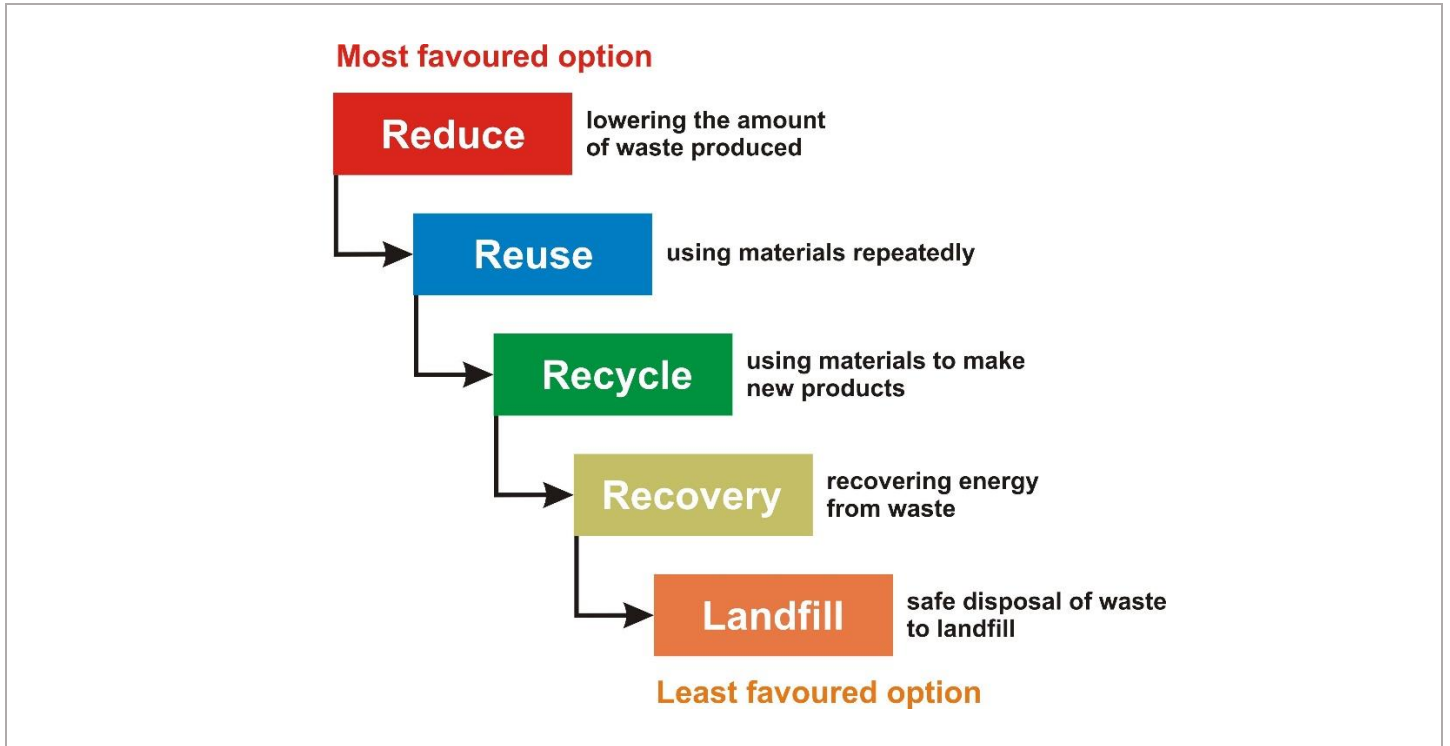
Once a substance or object has become waste, it will remain waste until it has been fully recovered and no longer poses a potential threat to the environment or human health. When something becomes waste it becomes more tightly regulated.

If you are not sure whether a substance or object is classed as waste, contact the Environment Agency for advice.

The Hierarchy of Waste

Regulation 12 of the Waste (England and Wales) Regulations 2011 states that businesses that import or produce, collect, transport, recover or dispose of waste, or who operate as dealers and brokers, must take all reasonable measures to apply the waste hierarchy when the waste is transferred.

The Regulations give top priority to reducing waste in the first place. When waste is created, the next priority is given to preparing it for re-use, then to recycling, and last of all to disposal (for example landfill).



Duty of care for waste

If we produce, import, carry, store, treat, recover or dispose of waste you have a duty of care. This requires you to handle waste safely, only pass it to those authorised to take it, and to complete the correct documentation. Further, you must ensure that any landfill site receiving your waste has an environmental permit.

Storing waste

We as a business must store waste securely in appropriate containers, such as skips or labelled drums. Different types of waste cannot be mixed. The waste must be covered to prevent it blowing away, and steps should be taken to make sure that the waste cannot leak into the ground or watercourses.

Waste recovery or disposal

When we send waste to be recovered or disposed of, we must ensure that it is handled by an authorised organisation and taken to an authorised site. When the waste is transferred to another person, a waste transfer note must be produced. The waste transfer note must be retained for at least two years. From 28 September 2011, the waste transfer note must include a declaration that we have applied the waste hierarchy. This means we must consider reusing or recycling your waste before disposing of it.

Sending waste to landfill

If we are sending waste for disposal at a landfill, it must be pre-treated to minimise its impact on the environment.

Certain types of waste cannot be sent to landfill, including:

- I. liquid waste (known as 'trade effluent');
- II. healthcare wastes, for example, infectious clinical wastes from hospitals, medical premises or veterinary establishments; and
- III. wastes with dangerous characteristics, for example, explosive, corrosive, flammable, or oxidising characteristics.

Controls on specific types of waste

There are specific legal requirements to comply with if we are disposing of the following objects and materials:

Packaging waste	If we supply anything or handle packaging or packaging materials, we should keep the amount of packaging used to a minimum, design the packaging so that it is easy to reuse and recycle, and minimise the amount of waste to be disposed of.
Waste electrical and electronic equipment (WEEE)	If we buy, distribute, or use electrical and electronic equipment, or store, treat or dispose of other people's waste electrical and electronic equipment, we must comply with rules on WEEE.
Batteries	If we supply and or sell import industrial, automotive, or portable batteries and accumulators (rechargeable batteries) or supply more than 32 kilograms of portable batteries per year to end users, we will be affected by rules on the disposal of batteries.

Treatment of WEEE

Large appliances such as fridges, dishwashers etc currently make up over 40% of WEEE, but there are also huge numbers of equipment such as computers and ancillary items, TVs, smaller appliances like kettles, power tools.

Such items usually contain a wide variety of materials. An average TV will contain 6% metal and 50% glass, 20% metal and Other materials found include plastics, ceramics, and precious metals.

As a result of this mix of materials, some of which are hazardous (including arsenic, cadmium, lead and mercury and certain flame retardants) WEEE recycling poses a number of health risks that need to be properly managed.

It is important to stress that if effective measures are taken to control exposure to mercury or lead then normally the control of exposure to other hazardous substances should also be adequate.

East On Projects have registered as an upper tier waste broker with the Environment Agency (Registration number CBDU500358) and a copy certificate may be obtained if requested.

Hazardous Waste

Hazardous waste is defined as: “waste that is harmful to human health or the natural environment is known as hazardous waste. Almost all businesses will produce some hazardous waste.” Typical examples include waste:

- I. Asbestos;
- II. Chemicals, e.g. brake fluid and printer toner;
- III. Electrical equipment with potentially harmful components such as cathode ray tubes, e.g. computer monitors and televisions;
- IV. Fluorescent light tubes and energy-saving light bulbs;
- V. Lead acid batteries;
- VI. Waste oils;
- VII. Refrigerators containing ozone-depleting substances.

Hazardous waste is defined by the European Waste Catalogue (EWC). The EWC has a six-digit code for all types of waste. Hazardous waste is identified in the EWC with an asterisk.

The EWC contains two kinds of hazardous waste entry:

- I. 'Absolute' entries are always hazardous. Examples include waste from the manufacture of specified acids, inorganic wood preservatives, and nickel cadmium batteries.
- II. 'Mirror' entries are only considered hazardous if they contain a certain hazardous component, or more than a specified amount of a hazardous substance. Examples include some wastes containing arsenic or mercury or displaying hazardous properties such as flammability.

Many non-hazardous waste entries may also form part of a mirror entry. If this is the case you need to consider whether your waste contains hazardous components before you use a non-hazardous waste code.

If we receive materials or chemicals at any of our sites, they should be accompanied by a safety data sheet and or COSHH provided within the RAMS.

The information on the safety data sheet can help us decide if our waste is hazardous, provided the chemicals have not changed due to being used or mixed with other substances.

Responsibilities for hazardous waste

We must comply with include:

Storage	Hazardous waste must be stored securely in suitable containers
Segregation	Different types of hazardous waste cannot be mixed, and hazardous waste cannot be mixed with non-hazardous waste or with materials that are not waste
Written details	Written instructions should be provided to employees regarding the storage and disposal of the hazardous waste which is produced, and an up-to-date inventory must be kept of all the hazardous waste on your premises in case it is required by emergency services
Inspection	Containers of hazardous waste should be examined at least weekly by site manager and or Project Manager
Handling and transport	Hazardous waste must only be transported by an authorised person, and in compliance with the dangerous goods legislation
Recovery or disposal	The hazardous waste must be disposed of at an appropriately authorised facility
Documentation	A consignment note must be completed for every load of hazardous waste transferred from our location of project. From 28 September 2011, we must declare on your waste transfer note that you have applied the waste hierarchy. This means we must consider reusing or recycling our waste before deciding to dispose of it. Consignment notes must be retained for three years.

How to store hazardous waste

If hazardous waste is stored on your premises, even for a short period of time, you must:

- I. ensure that it is stored safely and securely to prevent pollution



- II. ensure that it is packaged and labelled correctly
- III. keep different types of hazardous waste separate
- IV. keep hazardous and non-hazardous waste separate
- V. keep liquid hazardous waste in a dedicated area, with a bund or barrier to contain spills and leaks
- VI. regularly check storage areas for leaks, deteriorating containers or other potential risks
- VII. display written instructions for storing and disposing of each type of hazardous waste
- VIII. maintain an inventory of the hazardous wastes kept on your premises, and where they are stored – this will help emergency services to deal with any incident effectively and safely.

We must assess risks posed by any hazardous substances that we store on our site, including hazardous waste, and take steps to control those risks.

Train our staff

Our Staff must be properly trained to deal with spills of the hazardous materials that you store on your premises. This should include instructions on what to do if there is a spill, the type of personal protection equipment required, and how to correctly dispose of contaminated clean-up materials.