

Waste Disposal

Introduction

The Council is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials which result from work, and it is the Councils policy to arrange for the disposal of all waste products regularly, safely and in accordance with statutory requirements.

Waste disposal arrangements will be regularly reviewed, and recycling initiatives will be taken where reasonably practicable to help protect the environment and make better use of resources.

Arrangements for securing the health and safety of employees

Waste disposal containers

Service Area managers will ensure that suitable receptacles for the collection of waste are provided in strategic positions throughout their workplace. Each container will be suitable and where necessary marked to indicate the type of waste that it is designed to hold.

Waste products will only be placed into those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste and emptied regularly and removed by authorised persons. If additional disposal facilities are required these should be requested from management (for Shirehall, Shire Services).

Where it can be determined that certain waste is suitable for recycling, the appropriate containers will be supplied and clearly marked.

Disposal of hazardous waste

Suitable arrangements will be made for the disposal of hazardous waste in situations where this is generated as a by-product of a work activity. The correct pre-notification and documentation procedure must be followed when disposing of hazardous waste.

Arrangements for the removal of hazardous waste, e.g. liquids, asbestos and other substances, must be made with an authorised and competent person. Liquid waste, other than normal effluent, must not be poured into the sewers. Arrangements for disposal of liquid waste can be made with an authorised person from Waste Management Team.

Employees will be supplied with any personal protective equipment necessary for the safe handling of waste materials.

Use of waste disposal equipment

Equipment provided for the preparation of waste must only be used by fully trained and competent personnel who have been authorised to carry out the work. Examples of waste preparation equipment includes compactors, bailers, shredders and sluices. Licences will be obtained where required.

Management responsibility

Service Area managers must ensure that this arrangement is adhered to within their area of authority. Special arrangements regarding disposal of waste products must be organised with the Waste Management Team.

Employee responsibility

All employees must ensure that they dispose of waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to management who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any requirement must be established before the waste handling activity commences. Employees should be aware of their responsibilities under the Duty of Care and must report any problems which arise regarding waste disposal to a responsible person (usually a manager or supervisor) so that corrective action can be taken.

Information and training

Service Areas will ensure that suitable and sufficient information and training will be provided, as necessary, to ensure that this arrangement is fully understood and adhered to and that no person is put at risk by the inappropriate disposal of waste.

Safe system of work

This system of work will ensure that disposal of waste at the workplace is carried out safely and in accordance with the law:

- Only designated receptacles for holding waste products will be used and waste
 materials must not be put into receptacles that have not been allocated for that
 specific purpose. Any segregation requirements, e.g. for hazardous waste, or
 recyclable materials must be adhered to.
- Waste must be properly placed into receptacles and not carelessly discarded.
- Waste containers must not be overfilled, and management must be informed when additional resources are likely to be required.
- Any leakage or overflow of waste from a waste container must be reported to a responsible person.
- Any spillage of substances at the workplace is to be cleared in an approved manner and any materials used for cleaning are to be properly disposed of.
- Any special arrangements or precautions that will have to be taken by the authorised waste remover must be noted.
- Only persons trained and authorised are to use disposal preparation equipment and machinery.
- Personal protective equipment that is required for the safe handling of waste products is issued and used.

To ensure that waste is disposed of safely and in accordance with statutory requirements, the three steps below should be followed:

- 1. do not allow waste to accumulate but move it regularly to properly marked and suitable containers.
- 2. ensure compliance with the Duty of Care imposed by the Environmental Permitting Regime (EPR), and all relevant waste regulations.
- 3. report any problems regarding waste or waste disposal immediately to a responsible person.

Record keeping

The Waste (England and Wales) Regulations 2011 require that records of waste transfer and disposal arrangements are kept. A transfer note must be completed and handed to the carrier or authorised waste disposal body. This note contains information about the waste and about the parties to the transference of waste. Copies of a transfer note must be kept by both parties for a minimum of two years.

The regulations do not require that every individual transfer to be independently documented, e.g., regular collections of non-hazardous commercial waste or removal of a large quantity of waste by multiple vehicles can be included within a single transfer note "a season ticket", provided that the description and other details about the contents of the waste are covered in the original note. In these instances, one transfer note would be valid for up to one year.

There is no compulsory format for keeping records. It is left to the responsible person to keep records which meet with requirements and are appropriate for the organisation's own procedures. However, an example of a suitable form is given in the Approved Code of Practice 'Waste Management: the duty of care' published by the DOE and available from The Stationery Office – see appendix 1 for an example.

For hazardous waste you need to use a consignment note. Copies of Hazardous Waste consignment notes should be kept for at least two years. Records of correspondence between waste disposal authorities and approved recycling organisations as a demonstration that the company has complied with statutory requirements for making arrangements for disposal of waste – see appendix 2 for an example.

Where the employer operates recycling schemes (paper, aluminium cans, etc.) a record should be kept of the recycling company's authority to carry out work along with details of the waste that is transferred to the organisation.

Further Information and References

HSE Website – www.hse.gov.uk

The Health and Safety at Work etc. Act 1974

Workplace (Health, Safety and Welfare) Regulations 1992 (as amended)

Environmental Protection Act 1990 (as amended)

The Waste (England and Wales) Regulations 2011

Hazardous Waste (England and Wales) Regulations 2005

The Controlled Waste Regulations (England and Wales) 2012

The Environmental Permitting (England & Wales) Regulations 2016

The Control of Pollution (Special Waste) Regulations 1988 (as amended)

The Control of Asbestos Regulations 2012

Reviewed by Occupational Health and Safety Team March 2021

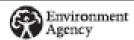
Appendix 1 – Example waste transfer note.

Duty of care: waste transfer note Keep this page and copy it for future use. Please write as clearly as possible.

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Form HWCN01v112

The Hazardous Waste Regulations 2005: Consignment Note



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The Hazardous Waste Regulations 2005: Consignment Note



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The Hazardous Waste Regulations 2005: Consignment Note



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