



Showpiece Design Limited, Tithe Barn Home Farm, Sulham Lane, Pangbourne, Berkshire, RG8 8DT

WASTE MANAGEMENT POLICY

Introduction

Our Company is fully committed to reducing its impact on the environment by managing its waste in an efficient and sustainable manner. The cost of waste disposal is increasing constantly - sending waste into landfill is not sustainable and we recognise as a society we need to learn to do more with less, making better use of resources putting materials to better use and reducing our impact on the environment.

Eu Landfill Directive

Landfill is a major source of methane – a powerful greenhouse gas contributing to climate change. Methane is produced when biodegradable materials such as paper, food wastes and green wastes, decompose in the absence of oxygen.

For this reason the Government and our partners in Europe agreed the EU Landfill Directive. Council Directive 99/31/EC on the landfill of waste. In 2000 the government produced a national waste strategy which outlines the need for change towards a more sustainable approach to dealing with the mountains of waste we produce in the UK on an annual basis.

Objectives

Every employee shall take reasonable steps to minimise the waste they produce. Where there are materials that are no longer required the following hierarchy of options should be followed:

- Reduce – Avoid the need to discard materials in general. Consider asking suppliers to take back any packaging or re-usable items;
- Re-use – Where materials can be re-used, they should be;
- Recycle – Segregation of materials for recycling is essential for the reduction of the waste from site;
- Disposal – Any disposal of waste must comply with the Environmental Protection Act 1990 Duty of Care

Legislation

- The Environment Act 1995 - the Environment Agency has been made responsible for issuing waste management licenses and other aspects of waste regulation.
- The Environmental Protection Act 1990 - The majority of waste from site is controlled waste. This is described in section 74(4) of the EPA 1990 as the waste arising from

household, commercial or industrial premises. Controlled waste includes waste from offices, food handling, shops and other domestic activities.

The Environmental Protection Act 1990, section 34 imposes a "Duty of Care" on producers and handlers of waste, "to take reasonable measures to prevent the unauthorised deposit, treatment or disposal of waste." This means the following:

- The Company must keep records of how much waste it is generating;
- The Company must ensure that a registered carrier collects its waste where it is not transporting the waste itself
- The Company must ensure that all transfer notes are completed and filed detailing the type of waste for disposal. These must be kept for three years.
- Ensure that all waste is dealt with in accordance with the "Duty of Care".

Breach of the Duty of Care is a criminal offence and can incur significant penalties or an unlimited fine if convicted on indictment.

The Hazardous Waste Regulations 2005

This legislation is relevant to those wastes that may be hazardous or toxic. They detail how hazardous waste should be kept, stored, treated and disposed of. Fines for not adhering to this legislation can be up to £5,000 and/or 2 years in prison.

This legislation also replaces The Controlled Waste Regulations 1992 which define clinical waste as:

"any waste which consists wholly or partly of human or animal tissue, blood or any other body fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it"

Although now categorised as hazardous waste, for this type of waste the consignment procedure must be applied.

All clinical waste should be kept in lockable containers - collection, disposal and transfer should comply with current legislation such as the Safe Disposal of Clinical Waste 1992.

Waste Electrical and Electronic Equipment (WEEE) Regulations 2005

These regulations aim to ensure that waste electrical and electronic equipment is disposed in an appropriate environmentally suitable way at the end of its operational life.

The regulations aim to cover all electrical and electronic equipment used by consumers and professionals, which would end up in the municipal waste stream. The key principle of this directive is producer responsibility for disposal.

The Health & Safety at Work Act 1974 does have implications for waste disposal as it imposes a statutory need to maintain and adhere to safe working practises when handling and disposing of waste.

Water Act 2014

The Water Industries Act controls discharges to the sewerage system and the quality of water supplies. Dealing with the functions and duties of sewerage undertakers and the local authority who are responsible for the supply of water.

Under this act consent of the relevant water service company is required for discharge of trade effluent to the public sewer. Consents are given in relation to the quality and volume of the effluent. The regulatory body is the Environment Agency.

Any changes in the above legislation will be monitored and amended on a regular basis to ensure compliance.

Waste Management Policy Guidelines

The waste management policy is a standard central document for the Company as a whole.

Where necessary, individual Waste Management Plans will be developed for each project to ensure that all environmental factors unique to the task/project are taken into account.

Policy Statement

The Company shall;

- Raise awareness of environmental issues both internally through staff induction and training, and externally with clients and stakeholders within our local and national communities, through media, communication, innovation and direct engagement;
- The use of controlled procedures for all working practices, reviewing and driving efficiency;
- Adopt green purchasing and procurement policies such as the preference for sourcing and utilising environmentally friendly products, and choosing supply chain partners who operate with environmental integrity and whose commitment to the environment has synergy with our own;
- Procure supplies and materials derived from sustainable sources;
- Use systems committed to the avoidance of pollution and subsequent degradation of our environment;
- Reduce waste arising from operations and implement good waste management practises using the "cradle to grave" approach;
- Reduce its consumption of materials when ever practicable and encourage and enforce reuse and recycling by all employees;
- Encourage the use of electronic communication where possible discouraging the printing of E-mails;
- Form partnerships with local waste management companies as part of all our contracts taking a uniform approach to waste management;
- Continually monitor our supply chain, working with them to improve their sustainable approach as well as our own – sharing best practice throughout established frameworks and consortiums;

- Adhere to the "Duty of Care" as detailed in the Environmental Protection Act 1990 in respect of all controlled waste;
- Adhere to the Special Waste Regulations 1996 for all chemical/hazardous waste;

Signature:

Date:

24th January 2017

Name:

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Position:

Director

Version Control

Issue	Description	Change Date	Made By	Approved	Approval date
1.0	Policy Statement			Yes	24/01/2017
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