



Waste Management

Policy and Procedure

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1. INTRODUCTION

1.1 Barfection Limited's Waste Management Policy seeks to control and minimise the amount of waste generated throughout the company as part of its positive approach to Sustainability. Reducing waste through management, reduction, reuse and recycling will have a cost saving whilst meeting the increasing legislative and environmental requirements for waste disposal. Barfection Limited accepts its legal responsibilities under the Health and Safety at Work Act etc,1974, the Environmental Protection Act 1990 Section 2 and other relevant legislation and guidance with regard to the disposal of waste.

2. AIM

2.1 Through careful management of the waste that is produced, education of staff and learners, Barfection Limited's aim is to encourage the reduction, reusing and recycling of resources by people working, studying and visiting the company.

3. OBJECTIVES

- 3.1 To adhere to its legal legislative requirements for disposal of waste.
- 3.2 Through its Waste Management Contracts to reduce the amount of waste that the company sends to landfill.
- 3.3 An aspiration to target, achieve and maintain 100% of recyclable waste be reused and recycled and zero waste going to Landfill or incinerators.

4. LEGAL REQUIREMENTS

- 4.1 Barfection Limited recognises its legal and ethical responsibilities to protect and enhance the environment and promote sustainability. Through co-operation and partnership working with its waste management contractors the company can contribute to sustainable development at local, regional and global levels.
- 4.2 The Environmental Protection Act 1990, Section 2, 34 (Duty of Care) requires that “It shall be the duty of any person who imports, produces, carries, keeps, treats or disposes of controlled waste to take all such measures applicable to him/her as are reasonable in the circumstances.” This “*Cradle to the Grave*,” requirement for Barfection Limited to adhere to, is conducted through its policies and procedures careful selection of procurement management of its waste contractors and an understanding of the waste streams that it produces.
- 4.3 Barfection Limited will consult all relevant legislation relating to the controlled disposal of waste and implement are contained in appropriate policies are procedures to meet them. These include:
 - 4.3.1 Health and Safety at Work Act 1974.
 - 4.3.2 The Management of Health and Safety at Work Regulations 1999.
 - 4.3.3 The Controlled Waste (England and Wales) Regulations 2012.
 - 4.3.4 The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991
 - 4.3.5 The Pollution Prevention and Control (England and Wales) Regulations 2000.
 - 4.3.6 The Hazardous Waste (England and Wales) (Amendment) Regulations 2009.
 - 4.3.7 The Landfill (England and Wales) (Amendment) Regulations 2005.
 - 4.3.8 The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.
 - 4.3.9 Control of Substances Hazardous to Health Regulations (COSHH) 2002.

- 4.3.10 The Waste Electrical and Electronic Equipment Regulations 2013 (as amended).
- 4.3.11 The Waste Management Licensing Regulations 1994.
- 4.3.12 The Environmental Permitting (England and Wales) Regulations 2016.
- 4.3.13 The Waste Batteries and Accumulators Regulations 2009.
- 4.3.14 The Ionising Radiations Regulations 2017.
- 4.3.15 Radioactive Substances Act 1993.

5. ROLES AND RESPONSIBILITIES

- 5.1 To enable Barfection Limited to fulfil its statutory obligations, all employees and learners are required to be aware of the main responsibilities that they have to waste management:
 - 5.1.1 **Managing Director** - The Managing Director has the ultimate accountability for waste management within Barfection Limited and will ensure someone is clearly identified as having lead responsibility for waste.
 - 5.1.2 **Quality Director** - Will ensure that that this policy is implemented, monitored and regularly reviewed reporting to the Managing Director any major incidents or change in policy regarding to Barfection Limited Waste Management.
 - 5.1.3 **Waste Manager** - will be responsible for the management of the waste produced by Barfection Limited keeping within the legislation. Reporting on the type and amount of waste being removed from Barfection Limited sites and its destination and disposal. Provide professional and technical advice to all levels of management and learners. Ensure investigations into all incidents/accidents concerning waste are carried out and reported to the Quality director.
 - 5.1.4 **Employees/Contractors/Visitors and Learners** - To understand their responsibilities in the management of waste by attending relevant events/training/activities and self-regulation. All employees have a “*Duty of Care*” to handle and dispose of waste in an appropriate and safe manner.

6. DISPOSAL

- 6.1 Waste produced by Barfection Limited should only be disposed of using the agreed waste streams and allocated containers. Depending on the waste produced it will need to be disposed of to comply with Health, Safety and Environmental requirements. Advice and control will be provided by the company Waste Manager will be responsible for removing all waste.

7. WASTE RECORD MANAGEMENT

- 7.1 Records of waste produced and disposed of will be kept by the Waste Manager. Retention will be for a minimum of two years for Waste Transfer Notes and three years for Hazardous Waste Consignment Notes.
- 7.2 Appropriate Environmental Permitting Exemptions must be registered with the Environment Agency for each relevant site.
- 7.3 Information about the waste contractor or carrier will be kept by the Waste Manager, including the Waste Carrier Licence which is valid for 3 years. Waste Carriers will have a Carrier Licence for transporting the waste.

8. WASTE AUDITS

- 8.1 Basic Waste audits will be carried out by the Waste Manager annually for each department that produces waste. The audit will cover record keeping, disposal of hazardous waste, training and waste segregation.

9. TRAINING

- 9.1 The Waste manager will ensure that all employees directly involved in waste management tasks will receive appropriate training. Waste awareness information will be provided through the company to all staff, learners and visitors. All training is to be logged as part of CPD record.

10. STATEMENT OF THE BARFECTION LIMITED'S APPROACH TO THE ENVIRONMENT AND TO SUSTAINABILITY

- 10.1 The company affirms its commitment to integrate sustainable and eco- friendly policies and practices into all its activities by operating in a manner that promotes energy and materials conservation and waste reduction. We also commit to encouraging others with whom we do business to analyse, reduce and manage their own environmental impacts and risks where possible.

11. MONITORING AND IMPLEMENTATION

- 10.1 The Barfection Limited Waste Management Policy will be made easily accessible to all employees/learners/visitors through the Barfection Limited web site.