



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 Council's 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.

Section A – Description of waste

A1 Description of the waste being transferred

List of Waste Regulations code(s)

A2 How is the waste contained?

Loose Sacks Skip Drum

Other _____

A3 How much waste? For example, number of sacks, weight

Section B – Current holder of the waste – Transferor

By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes

B1 Full name

Company name and address

Postcode _____ SIC code (2007) _____

B2 Name of your unitary authority or council

B3 Are you:

The producer of the waste?

The importer of the waste?

The local authority?

The holder of an environmental permit?

Permit number _____

Issued by _____

Registered waste exemption?

Details, including registration number

A registered waste carrier, broker or dealer?

Registration number _____

Details (are you a carrier, broker or dealer?)

Section C – Person collecting the waste – Transferee

C1 Full name

Company name and address

Postcode _____

C2 Are you:

The local authority?

C3 Are you:

The holder of an environmental permit?

Permit number _____

Issued by _____

Registered waste exemption?

Details, including registration number

A registered waste carrier, broker or dealer?

Registration number _____

Details (are you a carrier, broker or dealer?)

Section D – The transfer

D1 Address of transfer or collection point

Postcode _____

Date of transfer (DD/MM/YYYY) _____

D2 Broker or dealer who arranged this transfer (if applicable)

Postcode _____

Registration number _____

Time(s) _____

Transferor's signature _____

Name _____

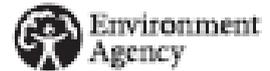
Representing _____

Transferee's signature _____

Name _____

Representing _____

The Hazardous Waste Regulations 2005: Consignment Note



CARRIER'S COPY

PART A Notification details

- 1 Consignment note code: /
- 2 The waste described below is to be removed from (name, address, postcode, telephone, e-mail, facsimile):
- 3 The waste will be taken to (name, address and postcode):
- 4 The waste producer was (if different from 2) (name, address, postcode, telephone, e-mail, facsimile):

PART B Description of the wasteIf continuation sheet used, tick here

- 1 The process giving rise to the waste(s) was: SIC (2007) for the process giving rise to the waste: /

3 WASTE DETAILS (where more than one waste type is collected all of the information given below must be completed for each EWC identified)

Description of waste	List of wastes (EWC code)(5 digits)	Quantity (kg)	The chemical/biological components in the waste and their concentrations are:		Physical form (gas, liquid, solid, powder, sludge or mixed)	Hazard code(s)	Container type, number and size
			Component	Concentration (% or mg/kg)			

The information given below is to be completed for each EWC identified

EWC code	UN identification number(s)	Proper shipping name(s)	UN class(es)	Packing group(s)	Special handling requirements

PART C Carrier's certificate**PART D Consignor's certificate**(If more than one carrier is used, please attach schedule for subsequent carriers. If schedule of carriers is attached tick here.)

I certify that I today collected the consignment and that the details in A2, A3 and B3 are correct and I have been advised of any specific handling requirements.

Where this note comprises part of a multiple collection the round number and collection number are:

 /

1 Carrier name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

2 Carrier registration no./reason for exemption:

3 Vehicle registration no. (or mode of transport, if not road):

Signature:

Date Time

I certify that the information in A, B and C has been completed and is correct, that the carrier is registered or exempt and was advised of the appropriate precautionary measures. All of the waste is packaged and labelled correctly and the carrier has been advised of any special handling requirements.

I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 17 of the Waste (England and Wales) Regulations 2011.

1 Consignor name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

Signature:

Date Time **PART E Consignor's certificate** (where more than one waste type is collected all of the information given below must be completed for each EWC)

Individual EWC code(s) received	Quantity of each EWC code received (kg)	EWC code accepted/rejected	Waste management operation (R or D code)

1 I received this waste at the address given in A3 on: Date Time

2 Vehicle registration no. (or mode of transport if not road):

Name:

On behalf of (name, address, postcode, telephone, e-mail, facsimile):

3 Where waste is rejected please provide details:

I certify that waste permit/ exempt waste operation number:

authorises the management of the waste described in B at the address given in A3.

Where the consignment forms part of a multiple collection, as identified in Part C, I certify that the total number of consignments forming the collection are:

Signature:

Date Time

