

IMS Waste Management Policy-2016

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1 Disposal Policy

It is IMS Group (herein after referred to as the Organisation) responsibility to limit the amount of waste production through the Organisation's activities, insofar as is reasonably and economically practicable. This is to be achieved by careful consideration of the disposal implications of all purchases and works obtained.

Where the production of waste is unavoidable it is the Organisation's policy to ensure the safe segregation, handling and disposal of waste and that all persons handling any such waste will exercise care to avoid injury or risk of harm to themselves or others, including the general public. As a licensed waste carrier and a waste producer it is the organisations responsibility to ensure that all waste is disposed of in the correct manner.

2 Legal & Statutory Obligations

The following legislation has been taken into account when formulating this Policy:

- Health and Safety at Work etc. Act, 1974
- Environmental Protection Act ,1990
- Control of Substances Hazardous to Health (COSHH) Regulations, 2002
- Management of Health and Safety at Work Regulations, 1999
- Manual Handling Operations Regulations, 1992
- Special Waste Regulations, 1996
- Waste regulation. 2011
- Environmental Protection (Duty of Care) Regulations, 1991
- Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996
- Data Protection Act 1998

The 'Duty of Care' can be construed as that degree of care, which does not cause injury to your neighbour. In the Environmental Protection Act 1990, the duty is limited to requiring one to take all measures as are reasonable in the particular circumstances. Reasonable care **MUST** be taken to avoid acts or omissions, which can be reasonably foreseen as likely to injure a neighbour.

The term "neighbour" refers to those persons who are so closely and directly affected by an act that the person causing the act ought reasonably to have foreseen that they would be so affected when contemplating the act or omission subject to question in the court.

Implicit in the above regulations is the general duty to dispose of all waste in such a manner, as to protect anyone working with, or near, or handling articles or substances which are wastes and which constitute a reasonably foreseeable risk of injury, or may cause ill health to anyone.

Given the special risks associated with the handling of waste, any accidents/injuries involving waste must be reported immediately in accordance with the Organisation's procedures for the reporting of accidents and untoward incidents, utilizing the Incident Report Form.

3 Guidance and Directives

Where Government and Department* guidance, directives or procedures are issued to cover the way in which waste arisings are dealt with by the Organisation, it is the Organisation's policy to ensure that these are complied with.

4 Identification, Description & Segregation of Waste

It is the policy of the Organisation for all waste arisings to be segregated at source. Where practicable, segregated waste will be recycled as part of a cost improvement programme and also to reduce adverse environmental effects.

4.1 Identification of Waste

Waste is defined from the point of view of that person discarding it. Each person discarding an item should ask the question:

- a. Is this what would ordinarily be described as waste?
- b. Is it a scrap material?
- c. Is it an effluent or other unwanted substance?
- d. Does it require to be disposed of as broken, worn out, contaminated?

If the answer to any of these questions is yes, then the item to be discarded is a waste.

4.2 Description of Waste

The producer of waste must be able to describe the waste for disposal. The description should include:

- a. The name of the waste.

e.g. General, Recyclable, Hazardous etc.
- b. Where did the waste arise?

e.g. The location - Full address stated and area within the location stated i.e. IMS-Foul water storage facility IMS House, Collier Row Road, Romford, RM5 2BH.

4.3 Segregation of Waste

In order to ensure the safe segregation of waste it is the Organisation's policy to segregate waste at the source. Transported to IMS premises for holding were waste will also be segregated or transport to final disposal destination.

4.4 Types of Waste for Segregation

Waste

Waste includes any substance or object which the holder discards or intends or is required to discard and any substance which constitutes a scrap material, an effluent or other unwanted surplus arising from the application of any process or any substance or article which requires to be disposed of which has been broken, worn out, contaminated or otherwise spoiled as per the Environmental Protection Act 1990 and amendments.

4.4.1 General Waste

A form of Controlled Waste, comprising all Waste from all works and offices with the exception of Hazardous Waste.

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4.4.2 Recycling

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes non-hazardous wastes (or non-hazardous components of other wastes) such as paper, glass, plastic and scrap metal.

4.4.3 Hazardous Waste

This term encompasses the term Special Waste as defined by Hazardous Waste Regulations 2005 and amendments. It includes waste that could, in certain circumstances, be harmful to human health or the environment in the short or long term due to its physical, chemical or biological properties of explosive, oxidising, flammable or highly flammable, irritant, corrosive, toxic or very toxic, harmful, carcinogenic, mutagenic, infectious and ecotoxic. Batteries, fluorescent tubes, photographic chemicals, paint, waste oils, solvents, acids, alkaline solutions, pesticides and electrical equipment are all hazardous wastes. Some hazardous wastes such as Asbestos, Electrical

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5 Collection and Transportation of Waste

The collection and transportation of waste bags from sites to waste collection points, is the responsibility of the all staff involved

6 Training in the Handling of Waste

6.1 General Awareness Training

Waste Management training forms an integral part of the Organisation's mandatory / obligatory training and staff induction programme, which each member of staff **MUST** attend. Mandatory training is carried out on a regular basis throughout duration of a year via tool box talks.

All training will include the following :

- Outline of current waste management legislation and penalties for non compliance
- Responsibilities of individuals for the safe management of waste, including 'duty of care' obligations
- segregation of waste
- waste containers and storage arrangements
- waste identification
- transportation of waste
- disposal arrangements

Those supervising the waste handling procedures should ensure that those persons handling the waste:

- are fully aware of any dangers which may arise in handling that waste
- have the necessary mechanical aids and equipment, to handle that waste safely
- are trained in the procedures associated with segregation and waste handling appropriate to their work environment.

6.2 Spillages

All spillages of waste must be cleaned without delay. Waste spillages should not be left unattended or unsecured. Where spillages occur it is the responsibility of persons working in that area to clean up the spillage. Where spillages occur the site contact must be informed.

7 Storage of Waste

It may be necessary to store waste temporarily prior to disposal.

Duty of Care under the E.P.A. (1990) requires that waste holders must introduce and maintain such housekeeping measures in order to keep any waste safe from:

- a. corrosion or wear of waste containers;
- b. accidental spillage or leakage;
- c. accident or weather, breaking contained waste open, and allowing it to escape;
- d. waste blowing away or falling while stored, transported or handled;
- e. scavenging of waste by vandals, thieves, children, trespassers or animals.

In order to satisfy the Duty of Care and the Fire Safety Requirements, it will be policy for all types of waste to be placed into the correct containers which will be stored at authorised collection points and the designated waste areas.

7.1 Security of Waste Storage

Security precautions at sites where waste is stored should prevent theft, vandalism or scavenging of the waste. Holders should take particular care to secure waste materials arising from building and demolition works, where totally enclosed skips capable of being secured are to be used.

Segregation of different categories of waste where they are produced may be necessary to prevent the mixing of incompatible wastes. The waste holder must ensure that all the staff permitted in those areas of segregation are aware of the locations and use of each segregated waste container.

7.2 Containers for Storing Waste

All waste that is stored and to be handed on to another person must be in a container. Waste containers must suit the waste placed in them, e.g. plastic sacks are not suited to liquid, jagged or hot waste, and be of sufficient integrity to enable the waste to be safely contained.

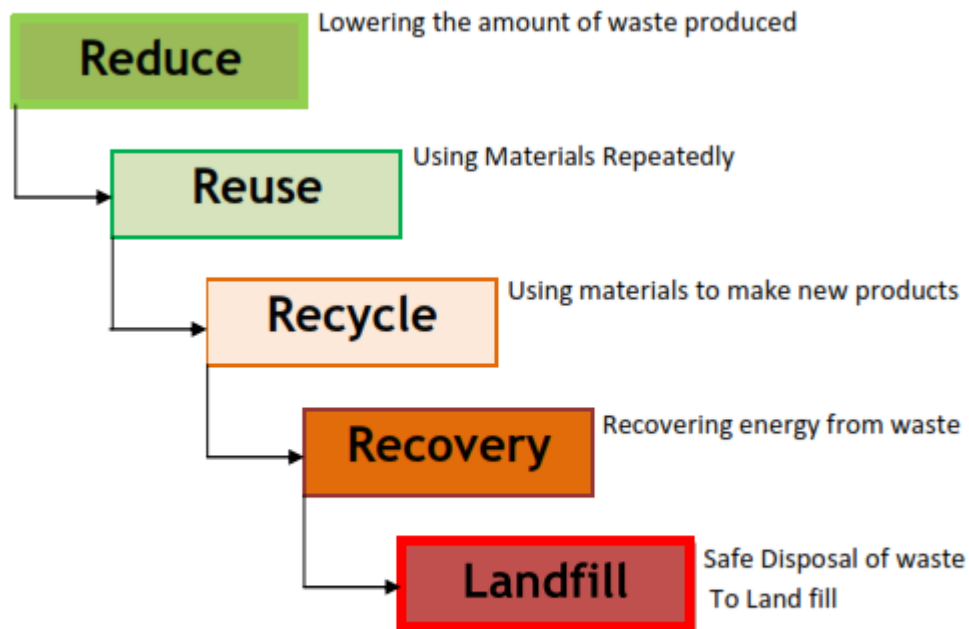
All clinical waste containers will be in accordance with UN specification.

8 Disposal of Waste-Waste Hierarchy

All special waste arising within the Organisation will be transported off site by the organisation:

The organisation takes its environmental impact very seriously and follows the following waste Hierarchy:

MOST FAVOURED OPTION



LEAST FAVOURED OPTION

Due to the nature of the organisations works such as maintenance to grease traps it is a impossibility to Reduce, Reuse or Recycle the waste. Every effort will be made to ensure that to ensure that waste is disposed of via Energy recovering.

If a particular waste needing disposal does not fit into one of the waste sections, the QHSE Operations Manager should be contacted for further advice.

9 Tracking, Auditing and Monitoring

The “audit trail” must be carefully controlled and maintained to ensure protection against escape or unlicensed handling or disposal. It is the responsibility of all staff involved in the production, transport or disposal of waste to maintain the integrity of the waste management policy and its audit trail requirements.

Date of Statement Review: 06/01/2016



Signed:

Graeme Alexander

Managing Director

On behalf of IMS Environmental Ltd

This statement will be reviewed in Jan 17 by the QHSE Officer and the appropriate action taken.