

# Non-Hazardous Waste Policy

## Introduction

This procedure covers the storage and disposal of all **non-hazardous waste** across the A1 Group Depots.

## Aims and Objectives

This procedure details how non-hazardous wastes and recycling processes are managed across the A1 Group in order to:

- Address the risks and opportunities associated with the waste aspect
- Ensure that waste documentation is stored and maintained
- Increase the amount of material segregated for recycling
- Ensure compliance with relevant environmental legislation Scope

## Responsibilities

### Yard Manager/ Yard Supervisor

- Coordinates the management of all non-hazardous wastes generated across the A1 Site in Wokingham.
- Ensure that all A1 Group appointed non-hazardous waste holds relevant permits / licences / exemptions
- Collation of all non-hazardous waste data for A1 Group record (EMR) submissions
- Ensure that all A1 Group licences / permits / exemptions are up to date
- Ensure that **ANY** Waste Transfer Notes (WTN) are correctly completed and kept for a minimum period of two years.

### Operatives

- Responsible for the transfer of all waste in bins at temporary waste storage areas to the waste and recycling locations
- Responsible for storing wastes into the correct compactors/skips

### Cleaners

- Removal of waste from all internal and external bins in offices including kitchens and transfer to bins at the temporary storage areas

### Visitors

- Ensure that all waste is appropriately segregated based on the waste management hierarchy and correctly stored in stored.

## Non-Hazardous Waste Management Overview

### Waste

Waste is defined in the European Waste Framework Directive 75/442/EEC as any “substance or object, which the producer or the person in possession of it discards or intends to discard, or is required to discard”. All scrap materials, any unwanted materials, or any substance or article that is broken, worn-out, contaminated or spoiled and which the user intends to dispose of are classified as waste.

## **Waste Storage Collection Locations**

Any designated area within the A1 Group premises at which waste storage bins, containers or skips are stored. Only designated waste collection points must be used for storing wastes or recyclable materials for collection for treatment or disposal. These storage locations must not constitute public health and/or health and safety risks.

## **Duty of Care**

This is a requirement that all waste producers, importers, carriers and those involved in the disposal of waste take all reasonable steps to ensure that wastes are properly segregated, described, stored, transported and treated or safely disposed of.

## **Waste transfer Note (WTN)**

A WTN is a document, which demonstrates that all non-hazardous wastes generated across the A1 Group premises or as a result of its operations, are properly collected, treated or safely disposed. WTNs must be kept for a minimum period of two years.

## **Waste Producer(s)**

Any A1 Group employee or visitors whose activities generate waste, is a waste producer. It is the responsibility of everyone across the A1 Group to ensure that any waste they generate is safely handled, appropriately segregated and stored in line with this procedure, all relevant regulations and standards.

## **Non-Hazardous Waste Management Process**

The following waste streams are managed by the Operations Team within the A1 Group:

1. Mixed recyclables
2. General waste
3. Food waste (food van at Wokingham)
4. Glass
5. Waste skips (Bulky waste)
6. Sanitary waste
7. Grounds and garden waste
8. Confidential waste

## **Dry Mixed Recycling (DMR)**

These are non-hazardous materials that can be used in their current state, or can be processed or modified to be reused. These Recyclable materials must be placed in clear plastic bags and stored appropriately in DRM containers at the A1 Group premises. Some examples of dry mixed recycling materials are:

- Metals: such as food cans, drinks cans, biscuit and chocolate tins. Excluding metals generated in our workshops
- Paper: such as: office paper; newspaper and magazines; paper bags; catalogues and greeting cards
- Plastics: such as: margarine tubs; yoghurt pots; bottles; plastic film and bubble wraps
- Cardboards: such as boxes and food sleeves that must be flattened before disposed into the dry mixed recycling containers

*The Process below summarizes how DMR are managed across the A1 Group:*

1. Suitable bins for the segregation of dry mixed recycling and general waste are provided internally and externally around A1 Group Depots
1. Green plastic bags are used to line dry mixed recycling bins, black plastic bags are used to line general waste bins
2. Waste bags are removed from bins and transported to the relevant temporary waste areas and placed in the correct bin, which is clearly labelled

### **General / Residual Waste**

All forms of non-confidential and non-hazardous waste or unwanted materials generated across A1 Group's premises, or vehicles, that cannot be recycled are regarded as general/"residual" wastes. These wastes must be placed in black plastic bags and stored appropriately in the general waste bins available across all the A1 Group depots.

*Some examples of general wastes are:*

- Food wastes;
- Food contaminated materials;
- Tissues, paper towels and serviettes;
- Tea bags and serviettes;
- All non-hazardous and non-healthcare wastes generated from any A1 Group premises or vehicles.

### **Toner Cartridges**

HP recycling boxes are placed across A1 Group Depots for storing Toners. Each box can hold 150-200 cartridges. Once the boxes are full; relevant staff raises ticket through the IT Provider for the collection of these wastes.

### **Glass**

Glass waste is transferred directly to the relevant waste storage locations and stored within the bottle storage containers.

### **Waste Skips (Bulk Waste)**

Bulk waste is often generated during premises clear-outs or de-cluttering. Appropriate skips must be used to store these wastes.

*Details on how skips should be used are as follows:*

- Skips must be used for temporary storage of all bulk wastes from our premises
- Skips must be ordered via A1 Group Yard Manager
- Skips **must not be used** to store hazardous wastes
- Skips **must not be used** to store waste electrical and electronics equipment (WEEE)
- The A1 Group Yard manager must be informed to arrange the removal of these skips as soon as possible.

Bulky waste is stored within designated skips located within the waste compounds. These are collected weekly by Waste Collection Service Contractors.

## Sanitary Wastes

Sanitary wastes are solid, non-infectious, personal hygiene waste such as disposable nappies, pads and tampons. There are sanitary waste receptacle(s) across all A1 Group premises.

Sanitary and hygiene wastes must not be mixed with other waste streams or flushed down any water closet (toilet).

Access is provided for contractors to exchange the sanitary waste bins from A1 Group buildings. The sanitary bins are exchanged, and the business is notified of scheduled sanitary waste bins replacements.

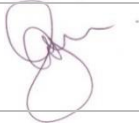
## Non-Hazardous Waste in Scrapped Cars (Wokingham)

All non-hazardous waste listed above found in scrapped cars which are brought onto site for destruction are treated as above except where a liquid may be considered hazardous and then this is treated as Hazardous waste in accordance with the Fire Prevention plan V5.1 Aug 31<sup>st</sup> 2022

## Revision

The Company will make all employees aware of this Company Policy.

Signed:



Date: 1/1/24

Stuart Cawthorne  
**Transport Manager**

**Next Review date 1<sup>st</sup> January 2025**