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Addysg a Gwella Iechyd
Cymru (AaGIC)
Health Education and
Improvement Wales (HEIW)

WASTE MANAGEMENT POLICY

Executive Sponsor & Function:

Director of Workforce and Organisational Development

Document Author:

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Approved by:

HEIW Executive Team

Approval Date:

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Date of Equality Impact Assessment:

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Equality Impact Assessment Outcome:

This Policy has been screened for relevance to equality. No potential negative impact has been identified.

Review Date:

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1. Policy Statement

- 1.1 HEIW is committed to ensuring that all waste generated within the organisation is managed safely and in compliance with statutory requirements.
- 1.2 HEIW supports the aims which are contained within the Welsh Government's strategy for Wales 'Towards Zero Waste'. This strategy encourages limiting the amount of waste produced, insofar as is reasonably and economically practicable.
- 1.3 This is to be achieved by careful management of the waste disposal implications arising out of all activities of HEIW in the delivery of its services.

2. Scope of Policy

This waste management policy and any arrangements made under it applies to:

- all persons employed or engaged by HEIW) including part time workers, temporary and agency workers and those holding honorary contracts.
- visitors, contractors and volunteers.

Other NHS Health Boards and Trusts will have their own health and safety policies which will apply to HEIW staff working in NHS premises elsewhere across Wales.

3. Aims and Objectives

- 3.1. The desired outcome HEIW is seeking to achieve through the policy is to ensure:
 - The management of waste complies with all regulatory requirements. This compliance will ensure that best practice guidelines are developed, implemented and maintained as far as is reasonably practical.
 - The HEIW staff are aware of their responsibilities with regards to the management of office waste and recycling responsibilities.
 - All relevant environmental documentation is held for the time specified in relevant legislation and regulations.
- 3.2. This policy will be communicated to all employees and organisations working for or on our behalf. Employees and other organisations are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own work, so far as is reasonably practicable, is carried out without risk to themselves, others, or the environment.
- 3.3. This policy will be reviewed at least every three years or where deemed necessary and will be amended and re-issued. Previous versions of this policy will be archived and are available upon request.

4. Responsibilities

4.1 The Chief Executive

Has overall responsibility (and is accountable to the Board) for the management of waste within the organisation and this includes:

- Ensuring there are clear lines of accountability for waste management.
- The provision of resources and implementation of all measures needed to comply with the relevant waste management legislation and relevant guidance.

4.2 Director of Workforce and Organisational Development

Has been given delegated responsibilities to:

- Ensure that waste is managed appropriately throughout the organisation and advises the Board accordingly.
- These responsibilities include ensuring that the organisation receives competent advice regarding waste management and that adequate training and monitoring takes place.

The Director of Workforce and Organisational Development will nominate a lead with responsibility for waste in HEIW. The Facilities and Compliance Manager will ensure:

- All waste records are maintained in accordance with the regulations at the time. (See 6.5).
- Establishing and maintaining any applicable waste management licences as required by the appropriate authorities.
- Waste strategies and targets are implemented, monitored and reported.

4.3 Managers

All managers will ensure that:

- Staff under their control are aware of the Waste Management Policy.
- When required engage with external and internal waste audits and implement action plans derived from said audits.

4.4 All Staff

- Are responsible for adhering to waste legislation, this policy and the operational procedures to which it refers.

5. Implementation/Policy Compliance

5.1 Waste Management Audits will be conducted departmentally within HEIW as required, evaluating compliance with waste regulation, HEIW Waste Management Policy. The results of these audits will be forwarded to managers to identify good practice, non-conformances or areas requiring improvement if relevant.

5.2 The following information related to waste management should be held by the responsible person in 4.2 for waste for a minimum of three years:

- HEIW Waste Management Policy.
- Waste Contractor relevant licenses (e.g. Waste Carrier License).
- Copies of any paperwork relevant to waste management.
- Monthly / Quarterly waste cost and weight totals for the site that can be analysed against HEIW wide waste targets and objectives.
- Emergency plans or reference to their location, emergency contact numbers.

6. Information, Instruction and Training

6.1 Information and Instruction

6.1.1 Storage of Waste

- Waste materials will be stored safely and securely, in line with a safe system of work and local procedures.
- Storage facilities will be secure against vandalism, theft and accidental damage.
- All waste containers are in good condition and fit for purpose.

6.1.2 Collection of waste

- Waste will be collected from waste hold/storage areas at regular intervals in accordance with local circumstances.
- All waste carriers transporting waste on behalf of HEIW must be in possession of valid Waste Contractor relevant licenses (e.g. Waste Carrier License) and must comply with all regulatory transportation requirements.

6.1.3 Treatment & Disposal of Waste

- To ensure compliance with the Environment (Wales) Act 2016 and Landfill Regulations 2002, all Non-Hazardous waste destined for landfill will, as far as is reasonably practical, be reduced in weight by removing a proportion of the waste for recycling, whether at source through a separate recycling collection or at a licensed sorting facility.

6.2 Resources

6.2.1 HEIW shall maintain the level of service, equipment and facilities such that the aim of this Policy is developed and maintained.

6.2.3 HEIW shall implement this Policy as far as is reasonably practical within available resources. Where the implications of new legislation dictate or where new technological resources and solutions become available HEIW must seek a best value solution that reduces the environmental impact of waste.

6.2.4 It will be the responsibility of HEIW to allocate sufficient resources to enable the implementation of new waste management systems that are deemed necessary to comply with improvement or enforcement instructions from the regulatory authority.

6.3 Training

6.3.1 All employees will be provided with relevant awareness training at induction and will be updated on requirements as required on a periodic basis.