



# Waste Policy

## 1. Aim of policy

This policy aims to ensure that we achieve and maintain full compliance with relevant waste legislation, take all reasonable action to ensure that any waste produced during our activities is disposed of safely and responsibly and that sufficient records are maintained.

## 2. Scope of policy

This policy applies to all employees.

## 3. Policy statement

We are a responsible employer who takes its waste management responsibilities very seriously. Full compliance with the duty of care imposed upon us by waste management legislation is maintained to ensure all waste is disposed of responsibly and without risk of harm to the environment or unnecessary inconvenience to other parties. It is our aim to send less than 5% of our waste to landfill.

## 4. Policy

The aim of this Policy shall be achieved by:

- Implementing the Waste Hierarchy, moving waste up the hierarchy where practicable;
- Ensuring all waste management companies engaged by us are correctly licensed and have all relevant environmental permits;
- Ensuring that we have a valid Upper Tier Waste Carriers Licence;
- Identifying suitable disposal routes for all waste types;
- Ensuring that all waste stored is stored safely and is correctly sorted, segregated and appropriate signage is in place;
- Keeping suitable records of waste stored including for how long the waste has been stored;
- Ensuring that no hazardous waste is moved from our place of production without a correctly completed Consignment Note;
- Ensuring that any hazardous waste received by us is accompanied by a correctly completed Consignment Note and is correctly consigned to the temporary storage location;
- Ensuring that a Waste Transfer Note is obtained when any non-hazardous waste is transferred to a waste management company;
- Ensuring that Consignment Notes are retained for three years and Waste Transfer Notes are retained for two years;
- Completing and submitting a quarterly hazardous waste consignee return detailing its movements of hazardous waste;
- Carrying out audits of its waste management activities to ensure compliance

## 5. Statutory requirements

This policy takes into account appropriate legislation including but not limited to:

- The EU Waste Framework Directive 2008/98/EC
- The Waste (England and Wales) Regulations 2011 and the Waste (England and Wales) (Amendment) Regulations 2014
- The Hazardous Waste (England and Wales) Regulations 2005 and the Hazardous Waste (England and Wales) (Amendment) Regulations 2009
- The Environmental Permitting (England and Wales) Regulations 2010
- The Controlled Waste (England and Wales) Regulations 2012
- The Control of Asbestos Regulations 2012
- The Waste Electric and Electronic Equipment (WEEE) Regulations 2013
- The EU Packaging Waste Directive 1994 and Producer Responsibility Obligations (Packaging Waste) Regulations 2007 (amended 2010, 2012 and 2014)

## 6. Related policies

- Health and Safety Policy
- Waste Operational Controls
- Procedure for Storing Waste
- Procedure for Transferring Waste
- Process Map – Managing Waste
- Consignment Note Guidance

## 7. Monitor and review process

This policy:

- Shall be approved by the Executive team and formally reviewed every three years
- Shall be reviewed should there be any changes in premises owned or operated by VIVID

Author	Owner	Date approved	Review date
Repairs Resource Manager	Commercial Director	November 2017	November 2020