



Waste Policy

Hendy Group Aims

The Group's waste management policy is based on the principle that priority order of action is to:

- Reduce waste produced: Through operational activity and by raising awareness, reduce the waste that will be created for disposal.
- Recycle: The Group has the facility to recycle paper products through our Waste Suppliers.
- Minimum waste to landfill: Redundant items that cannot be dealt with other than being disposed of, will in the first instance, be considered by the contractor for an alternative disposal, before being sent to landfill as a last resort.

Waste Management

Certification of appropriate disposal (in the form of a waste transfer note, consignment note or certificate of disposal) must be obtained by the Division Manager when using an external approved service supplier to dispose of wastes.

Waste should be prevented or minimised wherever possible and must be stored, carried, processed or disposed of in accordance with the principles of duty of care.

Waste must be stored in compliant and suitable containers and locations pending their disposal.

Waste containers must be securely sealed to prevent accidental spillage or leakage.

Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling.

Waste is to be stored in designated areas only.

Waste and recycling removed from the Group must only be transported by persons or service providers that are authorised to do so.

Definitions

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.

General Waste

A form of Controlled Waste, comprising all Waste from all Hendy Group sites with the exception of Hazardous Waste.

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, plastic and scrap metal.

Duty of Care

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

Service Provider

Third parties providing works, goods or services to the Group whether contracted or not.

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 and IT Waste are subject to their own regulations and within the Group, their disposal is covered by other guidance.

Responsibilities

Members of Staff

All members of the Hendy Group community have a personal responsibility for the way their conduct impacts on this policy and should ensure that the waste they create is dealt with in accordance with this policy.

Managers & Directors

Have a duty to comply with legislation relating to the segregation, storage, transport, treatment and recording of waste types. They are responsible to ensure this policy is disseminated within their area of responsibility.

Facility Manager

For the performance monitoring of the this policy, review and future development

Review

This policy will be reviewed periodically (a minimum of every two years) in respect of changing regulations, legislation and new opportunities which present themselves to the Group.