

Broadwin Construction Ltd Waste Management Procedure & Guide

Purpose

To ensure that Broadwin Construction's (BWC's) waste is managed efficiently and effectively to remain compliant with BWC's Duty of Care under the Environmental Protection Act 1990.

Procedure

General Waste

All non-hazardous, un-recyclable (aka "general") waste must be disposed of through BWCs contracted waste collection service.

Each BWC department is responsible for ensuring that their general waste is included in the collections.

Recycling

All recyclable waste must be segregated for general and hazardous waste as per the guidance below.

Hazardous Waste

Hazardous waste must be stored and disposed of separately to all other waste streams in BWC.

The process for dealing with hazardous waste is as follows:

1. Ensure waste is stored separately and securely,
2. Contact the appropriate waste contractor listed in BWCs Waste Matrix. On collection a Hazardous Waste Consignment Note will be produced as proof of collection and safe disposal.
3. Take a copy of the Hazardous Waste Consignment Note to Facilities Office to be filed.

Refurbishment/Construction Waste

For all one off building or refurbishment projects a Site Waste Management Plan must be completed prior to the project taking place. See guidance below.

Guidance

1. Waste Management: What to do with your waste
2. Identifying and disposing of Hazardous Waste
3. Refurbishment/Construction Waste Management

1. Waste Management: what to do with your waste

Under the Environmental Protection Act 1990, every organisation in the UK has a "Duty of Care" to ensure that the waste it produces is managed, stored and disposed of lawfully. Failure to manage your waste properly can result in higher disposal costs and leave you liable to prosecution from the Environment Agency

Waste disposal options at BWC:

Reduce, Reuse and Donate!

Donate unwanted usable items to local charities.

Recycle and dispose:

BWCs waste recycling and disposal options on site are as follows:

Mixed recycling (paper, Tins, cans, plastic, small bits of cardboard): can be placed in the mixed recycling bins throughout the union or externally in the large bins in the loading bay. All mixed recycling must be in clear bags

Cardboard: clean, flat packed cardboard should be taken to the appropriate bins

Please do not leave large bits of cardboard by the internal waste bins

Glass: Recycle all glass bottles and jars in the labelled bins

Compost: All food waste including kitchen prep scraps, coffee grounds and tea bags must be placed in green compost bins. Food should either be un-bagged or in a compostable bag

General Waste:

Bins: All waste that is non hazardous and non recyclable should be placed in BWC's general waste bins

Skip: for all large/bulky general waste a skip will be located on site. Please note the skip is locked to prevent unauthorised use.

The following items **MUST NOT** be placed in the skip

- Electrical items
- Light bulbs/tubes
- Oil based Paints/glues and empty paint/glue tins
- Aerosols
- Gypsum (plaster board)

Help with Waste Disposal

All BWC personnel should take responsibility for the waste they produce and dispose of it safely and legally.

If you need any help with waste disposal you can discuss with the site supervisor for the project you are on.

2. Identifying Hazardous Waste

The list below is not exhaustive but contains the most common hazardous waste possible while working at BWC. If the item you have is not listed, and you think it may need a specialist waste collection, please contact the us.

Electrical Items

AV Equipment
Catering Equipment: (mixers, blenders, whisks) etc
CD/MP3 Players
charger plugs (phone/radio/drill etc)
computers
Fairy lights
Freezers
Fridges
Halogen down light bulbs
kettles
keyboards & Mice
Lamps (floor and desk)
LED down light bulbs

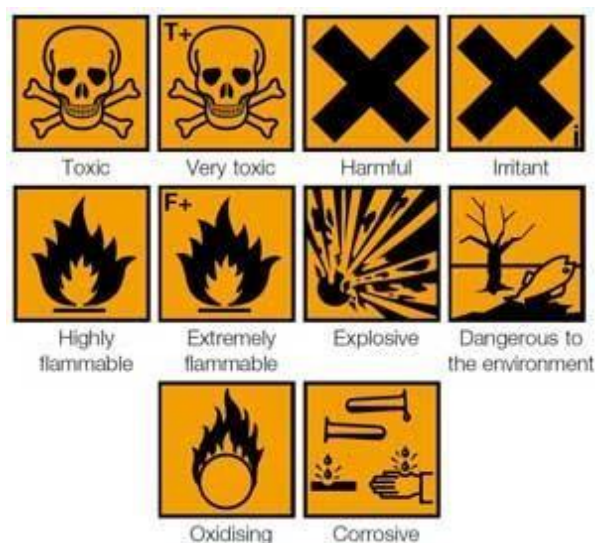
microwaves
monitors
Phones
Plug extension leads
Radios: (communication and wireless)
Televisions
Till monitors
Tills
Toasters
Vacuum cleaners

ANYTHING THAT PLUGS IN OR NEEDS AN ELECTRICAL SUPPLY TO WORK

Chemicals- this includes empty canisters/bottles which contain chemical residue

Any Aerosols
Chewing gum/graffiti remover
Degreasers
Detergents: Line cleaner, cleaning chemicals,
Bleaches
Fuel oil/diesel: lighter fluid etc
Gas Canisters
Helium canisters
Oil based paints/wood stains
Oils/Lubricants
Paint thinners/white spirit/turpentine
Photographic Developing Chemicals (in large quantities)
Printer toner
Solvents

ANY BOTTLE/CANISTER/CONTAINER EMPTY OR NOT WHICH DISPLAYS ANY OF THE FOLLOWING SYMBOLS:



Miscellaneous

Asbestos containing products: old freestanding fires/gas heaters for example.

Gypsum (plasterboard or plaster mix)

Lead acid batteries (car batteries)

Alkaline Batteries: regular AA, AAA, D etc

Lithium Batteries: flat and sliver

NiMh Batteries; rechargeable A, AAA etc

Printer Toner Cartridges

Fluorescent Tubes

Energy Saving Light bulbs

Lead Soldering wire

Circuit boards with solder residue

Disposing of hazardous Waste

BWC has collection services available if hazardous waste is found, please contact Josh Broadbent on 07549 937837.

Document owner

Name: Josh Broadbent

Signed: *J. Broadbent*

Position: Director

Company: Broadwin Construction Ltd

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