



Waste Management Policy

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1. Purpose

This policy sets out how North Devon Homes (NDH) will effectively manage all waste under its control. NDH is committed to reducing its impact upon the environment whilst maintaining value for money. NDH also recognises the importance of managing waste in line with regulations.

As a housing association NDH conducts and provides a wide range of services and activities throughout North Devon. This means that NDH is responsible for a variety of wastes ranging from general waste and recyclable materials to hazardous waste. NDH recognises the importance of storing all of its waste appropriately.

NDH has a duty of care to ensure that all wastes produced/collected are disposed of responsibly in line with legislation and guidance and using approved registered waste contractors.

This document applies to all types of waste generated in/on premises or sites owned or occupied by NDH employees or contractors.

2. Principles

The following principles will apply to this policy:

- It will be open, fair and transparent
- It will reflect best practice, the current standards of operation and will be reviewed whenever industry standards, legislation or guidelines change
- It will be realistic, achievable and deliver value for money
- It will support the corporate vision, values and objectives.

3. Review

We will review this policy at least once every three years to ensure that it continues to operate within best practice, achieve measurable results, and achieve continuous service improvement.

Alternatively, the policy and all associated procedures will be reviewed immediately following any relevant change to government policy, regulation or legislation.

The Response Repairs Manager will be responsible for ensuring that policy reviews are undertaken, that appropriate consultation takes place and that revisions are reported to the Executive Team for its approval.

The Response Repairs Manager is responsible for ensuring that this policy is communicated and implemented.

4. Responsibilities

The Executive Team will approve this policy and delegate responsibility to the Response Services Manager for ensuring that this policy is communicated and implemented.

Line Managers will provide training for staff to ensure that they fully understand the wider issues surrounding this policy and the procedure.

5. Scope

This policy applies to all waste generated through the activities of NDH in relation to its social and market rented housing and any communal or commercial properties for which it has responsibility. It must be adhered to by all employees and contractors. This includes the construction of new build properties for social rental purposes.

6. Policy Statement

There is both a moral and legal obligation for all who produce, keep or dispose of waste to do so in compliance with various regulations and “Duty of Care” under the Environmental Protection Legislation. NDH fully accepts its responsibilities and will work to achieve the “best practicable environmental option” in the delivery of its waste management plan. Our primary focus is to manage our waste responsibly and reduce the volume of waste sent to landfill maximising opportunities to reuse and recycle wherever possible.

NDH requires all staff and contractors to comply with these standards and will fulfill the following objectives in doing so.

6.1 NDH will:

Ensure that waste management is performed in accordance with all relevant legislative requirements including obtaining the relevant licenses needed for transport / waste transfer site, duty of care and will plan for future changes of legislation to mitigate their effects.

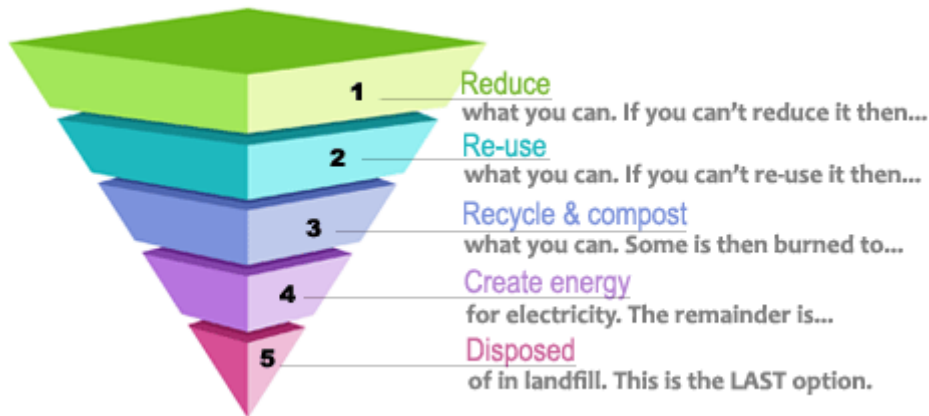
Currently NDH hold a lower tier waste registration certificate in line with our status as a charity. This registration lasts indefinitely unless we are found to be breaching the requirements set out. Our registration number is CBDL143288 and evidence is provided in appendix 1

Clearly define roles and responsibilities to ensure that waste management plans and procedures are followed and implemented throughout the organisation.

Provide suitable and sufficient information, instruction and training on waste management issues.

Ensure the safe handling, storage and transportation and disposal of waste under its control.

Strive to minimise generation of waste at source in line with the Waste Hierarchy.



Promote environmental awareness and industry best practice to all, including customers, staff, contractors and partnering agencies.

In collaboration with NDH procedures this policy ensures that the organisation complies with the requirements set by the following pieces of legislation:

- Waste (England & Wales) Regulations 2011
- Environmental Protection Act 1990 (EPA 1990)
- Health & Safety at Work Act 1974
- Hazardous Waste (England & Wales) (Amendment) Regulations 2009 (HWR)
- Hazardous Waste (England & Wales) (Amendment) Regulations 2016 (HWR)
- Site Waste Management Regulations 2008
- Waste Electronic and Electrical Equipment Regulations (WEEE) 2006
- Control of Substances Hazardous to Health Regulations (COSHH) 2002

- Data protection Act 2018 and GDPR

6.2 Line Managers will be responsible for the following actions in their department:

- Produce local waste management plans for their department where there is any waste produced outside of the Head Office setting or general waste dealt with as part of the Head Office facilities role and are to be stored in [S:\Cross Team Working Folders\Waste Management](#)
- Ensure that all waste they produce or are responsible for is managed and disposed of correctly and in accordance with NDH policy and procedure and all relevant legislation and guidance.
- Ensure receipt and retention of all relevant documentation in respect of waste management including waste transfer notes, consignment notes, and certificates of destruction.
- Securely dispose of confidential documents via the secure waste bins located throughout the offices (which are emptied by the confidential waste disposal supplier).
- Adequately instruct/train staff to manage waste appropriately
- Provide suitable personal protective equipment to staff for the appropriate management of waste
- Ensure waste is managed in such a way to minimise the risk of any impact to health, safety and environmental impact
- Ensure that NDH meets the specific requirements in respect of the Waste Electrical and Electronic Equipment Regulation (WEEE) 2006

6.3 All employees are required to:

- Separate all waste generated by them or their work activities and adopt the principles of the '5 Rs' – Reduce, Reuse, Recycle, Recover and Responsibly Dispose.
- Not handle hazardous waste unless they have been trained or received instruction on how to do so safely.
- Take responsibility for the correct disposal of all waste produced by them or for which they are/become responsible for.

6.4 Contractors and Suppliers will:

- Where applicable; implement an appropriate site waste management plan in accordance with NDH policy and procedure which adheres to all relevant legislation and in accordance with approved codes of practice.
- Ensure that they dispose of waste responsibly and can produce documentation on request as proof of compliance with relevant legislation.
- Will report to NDH against agreed Key Performance Indicators in order to demonstrate compliance to their waste management plans where applicable.

6.5 All NDH customers will be encouraged to:

- Dispose of and/or recycle waste responsibly in accordance with instruction from local councils / authorities.
- Participate in Neighbourhood clear up days.
- To keep homes, gardens and estates waste free.

6.6 Information, Instruction and Training

All NDH employees will receive appropriate information, instruction and training in respect of waste management relevant to their role. Training needs will be identified via a 'training needs analysis' conducted by line managers in their respective areas. The level of training required will be variable from role to role but as a minimum will be included as part of induction and may also include any of the following:

- on the job training;
- additional training when changing roles;
- refresher training;
- specialist training for particular waste
- assessment to verify competence; and
- periodic review of training needs.

Delivery will be a combination of internal communication and training where; knowledge exists and/or training provided by an external provider
Example of topics includes:

- Managing Confidential Waste
- NDH Recycling Provision
- Working with Asbestos
- COSHH

- Sharps

Lists provided are not exhaustive but aim to provide an example of subjects particularly relevant to NDH.

7. Consultation

7.1 Who has been consulted in developing the Policy?

Date	Consultation methodology	Challenge/impact/result

7.2 Identify potential impact on each of the diversity “groups”

Strand	No impact	Negative impact	Positive impact	Comments / evidence
Race	x			
Disability	x			
Gender	x			
Gender Reassignment	x			
Sexual orientation	x			
Religion or belief	x			
Age	x			
Rural issues	x			
Social Inclusion issues	x			
Pregnancy and maternity	x			
Marriage and civil partnership	x			

7.3 Does the Policy promote equality of opportunity?

N/A.

7.4 If “adverse impact” identified in the table above, please state how this policy addresses this.

N/A.

7.5 If suggestions for improvement have been suggested, what should the positive outcome be for North Devon Homes’ customers and stakeholders?

8. Equality Impact Assessment

A full EIA is not required for this policy.

Next review date	
Every three years Next review date April 2025	
Author	Related Documents
Response Repairs Manager	Waste Management Procedure Team Waste Management Plans Waste Hierarchy

Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name

Address

National Customer Service Centre

99 Parkway Avenue

Sheffield

S9 4WF

Telephone number 03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier North Devon Homes

Registered as a lower tier waste carrier, broker and dealer

Registration number CBDL143288

Address of place of

business

NORTH DEVON HOMES LTD

WESTACOTT ROAD

BARNSTAPLE

EX32 8TA

Telephone number 01271 313372

Date of registration Monday 7th November 2016

Making changes to your registration

Your registration will last indefinitely so does not need to be renewed but you must update your registration details if they change, within 28 days of the change.