

## Waste Management & Recycling Policy

The policy aims to reduce the negative environmental impacts of our waste, to reduce landfill waste and to ensure disposal of waste materials in an environmentally responsible manner.

LTS is committed to an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed upon it.

### **POLICY AIMS**

- Reduce waste – LTS are committed to reduce the waste that will be created for disposal. It will do this through raising awareness in terms of considered purchasing and operational activities
- Re-use – Before discarding items, LTS will take action to re-use in the first instance within its own activities and if this is not applicable, with external organisations and contractors. Every avenue of re-use of items must be explored before being discarded as waste.
- Recycle – If re-use is not an option LTS will recycle where practical and viable before discarding as waste.
- Minimum waste to landfill – Redundant items that cannot be dealt with other than being disposed of, will be sent to landfill as a last resort.
- Risk Minimisation – LTS will when making purchasing decisions and developing activities consider the end of life disposal costs and environmental impact.

**WASTE MANAGEMENT** - Waste will be stored, carried, processed or disposed of in accordance with the principles of duty of care. Waste will be stored in compliant and suitable containers and locations awaiting their disposal. Certification of appropriate disposal (in the form of a waste transfer note, consignment note or certificate of disposal) will be obtained. Waste containers will be securely sealed (if applicable) to prevent accidental spillage or leakage. Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling. Current waste legislation can be found at

<https://www.gov.uk/guidance/waste-legislation-and-regulations#eu-waste-framework-directive>

**General & Recyclable Waste** - General and Recyclable waste is removed weekly by the City Council (Waste Carriers licence No CBDL11137) under Section 34 Environmental Protection Act 1990 (EPA) The Waste (England & Wales) Regulations 2011 (as amended) Transfer of Waste, Regulation 35. (See Duty of Care written information note – Training Managers Office) General waste is stored in a green 660lt eurobin and Recyclable in a blue 360lt eurobin outside the workshop. Staff and cleaning operatives have been trained in terms of which waste product should be placed where. The Duty of Care – Written Information note is 'refreshed' annually. Any changes to this will be communicated via the normal channels (meetings and email memo's)

**Waste Electrical and Electronic Equipment (WEEE)** - The Waste Electrical and Electronic Equipment Directive (WEEE Directive) is the European Community directive 2012/19/EU on waste electrical and electronic equipment (WEEE) which, together with the RoHS Directive 2002/95/EC, became European Law in February 2003. This has been updated by the WEEE regulations of 2013. Arrangements are in place for all our 'in scope' waste electrical equipment to be collected by ShPLTD - <http://shplimited.co.uk/services/weee-recycling/> (Waste Carriers licence No CB/ZM3985SX/R003) Staff have been trained to give their WEEE to the workshop technician whom will ensure its suitability and store it ready for collection. Any changes to this will be communicated via the normal channels (meetings and email memo's)

**Waste Engine Oil and Oil Contaminated Consumables** - Waste engine oil and oil contaminated consumables are controlled [The Control of Pollution \(Oil Storage\) \(England\) Regulations 2001](#). Arrangements have been made with Bay Oils Ltd <http://bayoils.co.uk/> (Waste Carriers licence No CB/EE5100VC/R002) to have this waste collected. Staff have been trained on where to store this type of waste. The workshop technician will ensure its stored correctly until it is ready for collection. Any changes to this will be communicated via the normal channels (meetings and email memo's).

**Waste Tyres** - Used LGV/PCV tyre casing will be assessed by ATS - <http://www.atseuromaster.co.uk/centres/morecambe> (Waste Carriers licence No CB/NE5901PT/R007) for remould suitability/buy back. If this is not viable ATS will retain the tyre for recycling and LTS will be charged. Used car tyres will be stored in a suitable area (see workshop Technician) until a time when EK Brakes - <http://www.ekmotorfactors.co.uk/> (Waste Carriers licence No EAN/954391) can collect them for recycling

**Waste metal (scrap)** - Any waste metal should be presented to the workshop technician for storage (skip). When the skip is full Morecambe Metals <http://morecambemetals.co.uk/> (Waste Carriers licence No CB/AP3111YH) will collect and process the metal.

**Audit** - Audits of waste will be carried out throughout the year. Reports on findings from audits will inform the procedures of dealing with waste to ensure legal and regulatory compliance and continually improve our environmental impact and performance.

**Responsibilities** - All members of staff 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. The Training Manager has overall responsibility for compliance of this policy.



Richard W Little – Chairman

### **Document Control**

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