



Waste Management Policy

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Applicable to	All staff and contractors
Policy Signed By	RICHARD DRAKEFORD

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1.0 Introduction

Re-Pat Ltd has a responsibility to provide management of hazardous waste.

Re-Pat Ltd also recognise our environmental responsibility to reduce waste going to landfill and promote more sustainable waste management practices.

The Management of Health and Safety at Work Regulations is based on the assessment of risk and, as healthcare waste is viewed as a substance hazardous to health under the Control of Substances Hazardous to Health Regulations (COSHH), it is fundamental to and sets out the duty of Re-Pat Ltd to manage the risk. This could be by eliminating, preventing it or putting adequate control measures in place to reduce it.

This policy will complement and develop the risk management initiatives already in place within Re-Pat Ltd.

Purpose

This policy is informed by the Hazardous Waste Regulations 2005, which provides an effective system of control for waste streams that are deemed harmful to human health or the environment or are difficult to handle.

The main risk for Re-Pat Ltd under COSHH is the day-to-day management of healthcare waste. Re-Pat Ltd recognises that minimum handling, tidiness, safe storage and transportation of clinical waste are essential to ensuring the health and safety of staff, patients and the public.

The purpose of this policy is to advise all staff employed by Re-Pat Ltd of the potential risks associated with the management of hazardous waste and to communicate the procedures and systems that have been put into place to ensure the safe segregation, handling, transportation and disposal of waste.

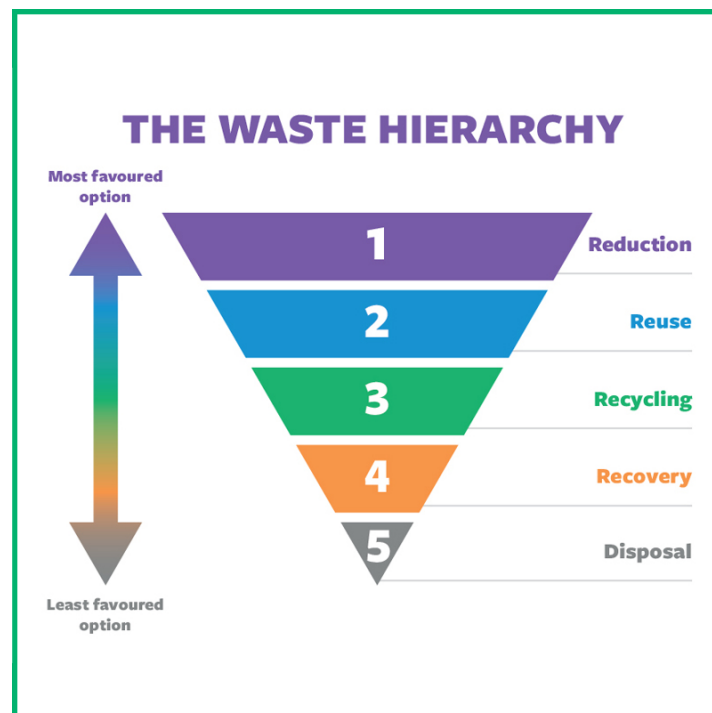
Other intended outcomes include:

- Decreased risk of misappropriation of waste streams
- Decreased risk of prosecution arising from failure to comply with waste regulations
- A reduction in the volume of waste going to landfill, with a target of zero to landfill
- An increase in the volume of waste which is recycled
- Reducing the overall volume of waste produced, in line with the waste hierarchy and move towards a more circular system of resource management.

This policy should
conjunction with
Health and Safety
Prevention and

2.0 Scope

All staff are
this best practice guidance to reduce the potential risk and avoid injury, infection, and other harm to
themselves, colleagues, patients, contractors and the public.



also be used in
Re-Pat Ltd.'s
and Infection
Control Policy.

3.0 Definitions

Hazardous Waste is waste that is harmful to humans or the environment. Some examples include:

- Asbestos
- Chemicals
- Batteries
- Solvents
- Pesticides
- Hazardous waste containers

4.0 Roles and Responsibilities

All staff have a duty to ensure that all waste is:

- described and labelled accurately
- safely and properly disposed of, via receptacles specifically provided for that purpose, taking note of any segregation requirements, as quickly as possible.

Staff are also responsible for:

- selecting appropriate PPE based upon the risk assessment of the activity
- reporting to the Registered Manager or Company Director, any issues arising from handling, transporting or disposing of clinical waste identified during the course of their work or in their working environment that is a potential hazard that could cause harm to colleagues, patients, contractors and others

- reporting all accidents and incidents involving clinical waste in accordance with Re-Pat Ltd.'s incident reporting procedures.

The Registered Manager is responsible for ensuring that:

- potential risks are managed in accordance with Re-Pat Ltd.'s Risk Management procedures
- all waste contractors deliver services to a high standard, as stated in the SLA
- pursue innovation and improvements in the sustainability of all waste management
- training materials on waste management and SOPs are up to date and readily available to all staff
- each site has the appropriate waste receptacles to be able to segregate and dispose of waste safely.

Waste Contractors

Re-Pat Ltd have a formal contract with Stericycle as our waste contractors for each of the following waste types:

- Clinical waste, including sharps and waste pharmaceuticals
- General and recycling waste, including WEEE waste and household batteries.

Other external contractors are used for:

- Workshop waste, including vehicle batteries, tyres and waste oil
- Confidential waste, including electronics, uniform and paper

Each contractor is obliged to provide Re-Pat Ltd with their own business continuity plans, quality assurance processes and environmental policies. Contract performance is managed by the Registered Manager, who is the main point of contact in Re-Pat Ltd for external waste contractors. The appointed contractors, and any subcontractors that work on their behalf, are responsible for the safe, ethical and lawful transportation and disposal of the waste and are legally obliged to provide us with a waste transfer/consignment note.

5.0 Procedures

Waste Type	Handling	Disposal
General Waste	Staff should utilise the bins provided to segregate general and recycling waste. The cleaning staff will bag the general waste and place this into the bins provided for collection by the contractor.	Our external contractor collects and disposes of the waste with a target of zero to landfill, providing Re-Pat Ltd with a waste transfer note.
Recycling	Staff should utilise the internal bins provided to segregate general and recycling waste. The cleaning staff will place the dry, mixed recycling into external bins for collection by the contractor.	Our external contractor collects and sends waste or recycling at a licenced facility, providing Re-Pat Ltd with a waste transfer note. The contractor collects and recycles batteries once the container is full. The waste manager must be notified if

	Household batteries should be deposited in the containers provided. Containers are provided at key sit for waste electrical and electronic equipment (WEEE), to be accessed by authorised personnel only. This waste stream should only be utilised for equipment without data storage.	the bin contains more than 2% Lithium content. The recycling and disposal of WEEE waste varied depending on the equipment type but primarily involves either shredding or disassembly.
Confidential	Paper: Staff should place paper waster, containing any sensitive or confidential information into the locked bins provided. IT: items should be stored in a locked room until collection is arranged. Uniform: there are lockable facilities to bag and store uniform waste until collection is arranged.	Confidential paper is collected and shredded by the appointed contractor on a regular schedule. Confidential IT and uniform waste are collected on an ad hoc basis and destroyed by the appointed contractor.
Clinical	Offensive waste, Non-infectious: such as PPE, dressings, empty cardboard urine/vomit bowls and non-medicated intravenous bags, should be placed in a tiger stripe bag, sealed with the approved swan necktie method, and disposed of in the bin provided. Offensive waste, infectious: All items which are contaminated with either an infectious disease, either known or suspected, should be placed in an orange bag, sealed with the approved swan necktie method and disposed of in the bin provided. Sharps: Used sharps such as needles should be placed in a sharps container immediately after use.	The contractor will collect the waste from the station and provide a consignment note to Re-Pat Ltd. It can be incinerated at a lower temperature, such as through a waste-to-energy route. The contractor will collect the waste from the station and provide a consignment note to Re-Pat Ltd. This must be incinerated at a high temperature. The contractor will collect the sharps waste from the station and provide a consignment note. There are various treatment options for this waste.

	Sharps containers are available inside the vehicle. The outer labels should be completed by the staff member assembling the sharps bin. Sharps bins should not filled above the stated fill line. Full sharps boxes, or those which have been in use for more than 3 months should be returned to the station and disposed of accordingly. Pharmaceuticals: Out of date pharmaceuticals and controlled drug destruction kits should be placed in a blue lidded container. These must be ordered when required. All clinical waste should be stored inside locked waste bins, which are inaccessible to members of the public, until collected by the contractor.	A special collection must be arranged with the contractor, who will provide a consignment note.
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Clinical Waste Guidelines

Do:

- Ensure that all clinical waste is managed safely
- Bag the clinical waste in accordance with instructions above
- Keep the waste securely on the vehicle until it can be safely disposed of at base and into the correct receptacle
- Contact the Registered Manager for advice if you are unsure about the waste categories
- Ensure all sharps bins are kept closed, to reduce the risk of needlestick injuries.

Don't:

- Dispose of any clinical waste in a hospital bin. Hospitals are not licenced to dispose of Re-Pat Ltd.'s clinical waste. The same applies to care homes, or any other care setting.
- Leave high risk infectious waste unattended at any time.
- Overfill any waste bag or sharps bin. This could lead to the bag splitting, contaminating other waste and/or leaking or causing injury.

Laundry

Re-pat Ltd will only use single-use disposable blankets, these will be disposed of in compliance with this policy.

Waste documentation

The carrier can transport waste in bulk if it is necessary, provided that it is compliant with the European Agreement on the International Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment 2002, and that the vehicle is appropriately marked for International and/or UK domestic Journeys.

The carrier will ensure that all the appropriate documentation is completed and filed for an audit trail. The waste provider is legally obliged to report waste volumes on a quarterly basis to the Environment Agency.

The consignment note, regardless of its origin (top copy), must be retained by Re-Pat Ltd for three years. All consignment notes must be completed in full showing the name and address of the base or depot, the unique registration code and the location where the healthcare waste will be taken to for either treatment or disposal. The European waste code, (appropriate to the type of waste for disposal) the packing code, the UN number (3291) the mode of disposal (incineration only) the SIC code appropriate to our trade (other healthcare) (85.14) should also be included.

Waste Transfer Note for other waste types:

- Should be Retained for two years

All records must be fully maintained and kept for a minimum of three years and made available for inspection by the Environment Agency or regulator and as part of Re-Pat Ltd.'s DGSA for audit purposes.

6.0 Documentation

All staff who handles healthcare waste must ensure that they wear the appropriate PPE issued by Re-Pat Ltd. Any disposable items must be appropriately discarded after use. Staff should refer to the IPC policy for hand hygiene and IPC processes.

7.0 Reporting Incidents

Any incident, injury or spillage, or near miss, involving healthcare waste must be reported and recorded in accordance with Re-Pat Ltd.'s incident reporting procedure. In the case of needlestick or sharps injury, staff should refer to the guidance in the IPC policy and arrange immediate treatment.

8.0 Training

Waste management training for staff will be included within Infection Prevention and Control Training, in-line with the staff training matrix.

9.0 Monitoring Compliance

Audits should be carried out regularly by the Registered Manager or Company Director to ensure compliance with the correct procedures for segregation, disposal and collection of all waste streams. Re-Pat Ltd will carry out audits of its waste disposal contractor to ensure waste is disposed of in line with appropriate legislation and regulations.

Re-Pat Ltd are responsible for monitoring the operation of the waste disposal system for which they are responsible. The Registered Manager will undertake an annual audit to review the effectiveness of all waste management processes.

Incidents related to breaches of waste management will be recorded within the Incident reporting procedure and monitored through Re-Pat Ltd.'s governance arrangements.

10.0 References

The Health and Safety at Work Act 1974

The Environmental Protection Act 1991

The Environment Act 2021

The Hazardous Waste Regulations 2005

The Control of Substances Hazardous to Health Regulations 2002 (COSHH)

The Controlled Waste Regulations 2012

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment 2009
The Waste Electrical and Electronic Equipment Regulations 2013

The Management of Health and Safety at Work Regulations 1999

HTM 07-01 Safe Management of Healthcare Waste
Health and Social Care Act 2008: Code of practice on the Prevention & Control of Infections