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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



WASTE MANAGEMENT POLICY

This policy has been screened for relevance to equality. No potential negative impact has been identified so a full equality impact assessment is not required.

Document Author: Technical Services Estates (Waste)

Approved by:

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3 years from date of approval or if any legislative or operational changes require

Document Number :

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1 Policy Statement

- 1.1 This document outlines the Swansea Bay University Health Board Policy for controlling the management of waste, ensuring that the segregation, handling, transportation and disposal of waste are properly managed so as to minimise the risks to the Environment and the Health and Safety of patients, staff and public.
- 1.2 The procedures and policy decisions identified within this document and the “Waste Procedures Manual” is periodically under review.

2 Scope of Policy

- 2.1 The need for this policy is to ensure that all Health Board wastes are managed in a manner that comply with regulations and address the objectives within the Welsh Government - Healthcare Waste Strategy for Wales and industry best practice. For the purpose of this policy and means for fulfilling the above obligations, Swansea Bay University Health Board is subsequently referred to as the Health Board.

This policy applies to all staff within the Health Board, and is applicable to all aspects of waste management that occur within the Health Board.

This policy and associated Waste Procedures Manual are prerequisite to meet the requirements of the Health Boards ISO 14001 accreditation.

3 Aims and Objectives

- 3.1 This policy requires the on-going review of waste strategy that will enable the Health Board to manage waste in line with the hierarchy of waste management options ordered by preference as follows:

Waste Minimisation

- Reduce
- Re-use
- Repair
- Recycle
- Treatment / Energy Recovery
- Disposal

The Health Board is committed to increasing the Recycling or Recovery of these wastes by 4.7% year on year in order to meet the target of the Welsh governments Strategy "Towards Zero Waste"

3.2 A Waste Procedures Manual is to be maintained that will:

- enable the Health Board and its individuals to ensure that all wastes are disposed of correctly, without endangering human health and without using processes or methods which could harm the environment;
- ensure that persons handling, producing, packaging, transporting and or disposing of the Health Board's waste, exercise care to avoid injury or risk of harm to themselves or others, including the general public

4 Responsibilities

4.1 Chief Executive

The Chief Executive is ultimately responsible for ensuring that the Health Boards' waste is managed in accordance with all legislative requirements.

4.2 Chief Operating Officer (COO)

The COO is responsible for Waste Management within the Health Board

4.3 Assistant Director of Operations (Estates)

The Assistant Director of Operations (Estates) has delegated responsibility for this policy and responsible for :

- Ensuring effective Waste Management Systems are in place and that they are reviewed in accordance with Health Board policy;
- notifying the Chief Executive, relevant Directors and the Executive Board of any waste management issues and/or pending or actual events that will require a coordinated response;
- the provision of advice and guidance to managers, clinicians and other relevant staff with regards to waste management issues;

4.4 Assistant Director of Strategy (Capital)

The Assistant Director of Strategy (Capital) will be responsible for:

- Contractors who supply services to the Health Board are in compliance with the policy and legislation.

4.5 **Service Unit Directors**

The Service Unit Service Director has responsibilities for operational implementation of this policy on a site basis and all satellite sites within their remit. This is to be delegated to responsible persons at each site.

4.6 **Health Board Estates Department.**

The Estates Department is responsible for ensuring:

- Waste records are maintained in accordance with the regulations (these will be held centrally by the Waste & Environment Dept)
- Create and maintain a Waste procedures manual detailing procedures for waste classification, segregation, packaging and disposal.
- Undertake waste audits to ensure that the Health Board complies with this Policy and the relevant legislation.
- Contractors who supply the Health Board with waste management services comply with the Policy and relevant legislation.
- Undertake investigations and report non-conformances to Natural Resources Wales
- Regulatory requirements e.g. Waste Management Licences, Exemptions from Waste Management licences, Waste Carriers Certificates, and competency of operators are maintained to the standards required.
- Undertake Duty of Care Audits of all waste contractors and waste service providers to ensure regulatory compliance is maintained.

4.7 **Directorate and Departmental Managers**

Directorate and Departmental Managers will be responsible to ensure that staff under their control are aware of the policy and that the mandatory training requirements of staff are fulfilled.

Directorate and Departmental Managers will assist with the Estates Department to make improvements to departmental waste management systems where accidents or incidents occur or where disposal events do not comply with this policy and the legislation.

4.8 **All Health Board Staff**

It is the responsibility of all staff to adhere to Waste Management Legislation, this Policy and Waste Operational Procedures.

5 Definitions

- 5.1 In accordance with Article 3(1) of 2008 Waste Framework Directive (Directive 2008/98/EC) and referenced in The Waste (England and Wales) Regulations 2011 the definition of “waste” is:-
“...any substance or object which the holder discards or intends or is required to discard...”
- 5.2 Waste produced within the Health Board is classified in accordance with European Waste Catalogue (EWC). The EWC is a hierarchical list of waste descriptions established by European Commission decision 2000/532/EC. It is divided into 20 main chapters. Within these chapters there are codes for individual wastes each of which is assigned a six-figure code. Hazardous wastes are signified by entries where the code is followed by an asterisk. The EWC is implemented in England and Wales by the Hazardous Waste Regulations through the List of Waste Regulations

6 Implementation / Policy Compliance

- 6.1 This policy will be reviewed by the Health Boards Health and Safety Committee then disseminated by the Planning Directorate.
- 6.2 The principals of the policy will be used to inform all operational and planning decisions regarding waste management within the Health Board.
- 6.3 The Health Board will ensure that all source/reference documents are current, sufficient and up-to-date.
- 6.4 It is the Health Board policy to ensure that resources are available to maintain the policy and its requirements.
- 6.5 The policy will be reviewed and audited on a periodic basis, the interval of review will be set at 3 years from date of approval or if any legislative or operational changes require.
- 6.6 This policy will be used as the basis for the on-going review and implementation of Health Board Waste Reduction Strategy and Waste Procedures Manual.

7 Review, Monitoring and Measurement

7.1 This Policy will be implemented, reviewed and audited in line with the requirements of current and future waste legislation and the Health Board shall be kept informed on changes in line with best practice and legal statute.

7.2 As a minimum this Policy shall be reviewed every 3 years to ensure compliance and best practice. An earlier review may be warranted as a consequence of:

- External audit findings;
- A suggestion or complaint concerning the Policy;
- Any other circumstances, as appropriate.

8 Equality Impact Assessment Statement

8.1 This policy has been screened for relevance to equality. No potential negative impact has been identified so a full equality impact assessment is not required.

9 References

9.1 Principal guidance documents

- HTM 07-01: Safe Management of Healthcare Waste
- Environment Agency Technical Guidance WM3 - Guidance on the classification and assessment of waste (1st Edition 2015)
- Healthcare Waste Strategy for Wales, WAG 2006
- Towards Zero Waste : Welsh Government Strategy 2010
- Prosperity for All: A Low Carbon Wales 2019

10 Getting Help

10.1 All queries regarding this policy should be addressed to the Facilities & Estates Directorate (Estates) Environment Section.
Care of the Estates Technical Services Manager
Telephone 01792 285013
ABM.EnvironmentEnquiries@wales.nhs.uk

11 Information, Instruction and Training

- 11.1 This policy will be supported by the production of a waste Procedures Manual. The Waste Procedures Manual will detail the segregation, packaging and disposal options for waste types produced by the Healthboard. The Waste Procedures Manual will be produced by the Technical Services Estates Department (Waste and Environment)
- 11.2 It will be the responsibility of staff and management to comply with the requirements of the classification system detailed in the Waste Procedures Manual.
- 11.3 Training will be provided to staff via induction process or specific job training where appropriate.

12 Main Relevant Legislation

12.1 Main Relevant legislation

- Environment (Wales) Act 2016
- Waste (England and Wales) (Amendment) Regulations 2014
- Environmental Protection (Duty of Care) Regulations 1991
- Controlled Waste (England and Wales) Regulations 2012
- The Animal By-Products (Enforcement) (Wales) Regulations 2014
- The Pollution Prevention and Control (England and Wales) Regulations 2000
- The Landfill (England and Wales) Regulations 2002
- Landfill Disposals Tax (Wales) Act 2017
- Hazardous Waste (Miscellaneous Amendments) Regulations 2015
- The Hazardous Waste (England and Wales) (Amendment) Regulations 2009.
- Clean Neighbourhoods and Environment Act 2005
- The Waste Electrical and Electronic Equipment (WEEE) Regulations 2013
- Environmental Permitting (England and Wales) Regulations 2016
- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999.
- The Genetically Modified Organisms (Contained Use) Regulations 2000
- Control of Substances Hazardous to Health Regulations (COSHH) 2002.
- The Control of Asbestos Regulations 2012
- The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.
- Well-being of Future Generations (Wales) Act 2015