

## **HEALTH AND SAFETY ISSUES**

# **Waste Management Policy**

**Policy No: 39**

**Date of issue: October 1998**  
**Review Dates: August 2001, December 2003, July 2008**  
**Date to be Reviewed: July 2010**

<b>Date of Issue:</b>	December 2003	<b>Next Review Date:</b>	July 2010
<b>Version:</b>	Final	<b>Last Review Date:</b>	July 2008
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<b>Approval / Consultation Route</b>		Waste Management Group/Workstream 5	
<b>Approved By:</b>		<b>Date Approved:</b>	
Waste Management Group		21 April 2008	
Workstream 5		15 May 2008	
Health & Safety		15 July 2008	
<b>Links or overlaps with other policies:</b>			
All SDHC Foundation Trust strategies, policies and procedure documents.			

### Amendment History

Issue	Status	Date	Reason for Change	Authorised
1	Draft	14 Nov 2007	Incorporation of Group comments	Waste Management Group
2	Draft	14 Jan 2008	Incorporation of Group comments	Waste Management Group
3	Draft	21 April 2008	Incorporation of Group comments	Waste Management Group

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## **WASTE MANAGEMENT POLICY**

### **1. INTRODUCTION**

- 1.1 This policy has been produced to describe South Devon Healthcare NHS Foundation Trust's management arrangements for ensuring that all waste generated as a result of their activities is managed in accordance with all legal requirements associated technical guidance and codes of practise.
- 1.2 This document has been written to represent South Devon Healthcare NHS Foundation Trust. Wherever the words "the Trust" appear then this will refer to South Devon Healthcare NHS Foundation Trust.

- 1.3 The Health Technical Memorandum “HTM 07-01: Safe management of healthcare waste” is recognised as the Department of Health’s framework document for good practice for the management of healthcare waste. A copy should be freely available for reference to all managers who have a responsibility for clinical waste and is free to download from the ‘Publications policy and guidance’ section of the Department of Health website, or via the link below:

[http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT\\_ID=4140891&chk=qyKX8n](http://www.dh.gov.uk/PublicationsAndStatistics/Publications/PublicationsPolicyAndGuidance/PublicationsPolicyAndGuidanceArticle/fs/en?CONTENT_ID=4140891&chk=qyKX8n)

- 1.4 The Environmental Protection Act 1990 is the principal act that imposes a ‘Duty of Care’ on producers of waste and as part of it’s legal responsibilities The Trust is required to accept responsibility for waste management from the point of origin through to final disposal, which is commonly known as their “Cradle to Grave” responsibility

## **2. POLICY STATEMENT**

- 2.1 The Trust is committed to ensuring the health, safety and welfare of its employees and contractors who are involved in waste disposal and of others who may be affected by waste materials which result from its work. The policy applies to all employees of the Trust. It is intended to enable the Trust to safeguard employees and all other persons during the handling, storage and disposal of waste. The trusts main objectives with regard to waste management are to:
- 2.2 Ensure that all waste is collected, segregated and disposed of safely and in accordance with statutory requirements best practise and Trust procedures.
- 2.3 Ensure that all waste containers are correctly stored locked and labelled in accordance with statutory and Trust procedural requirements
- 2.4 Monitor contractor compliance with statutory requirements and Trust standards for waste disposal.
- 2.5 Ensure that records of waste consignments are kept in accordance with statutory requirements
- 2.6 Monitor the arrangements for the collection, storage and disposal of all waste.
- 2.7 Provide staff with suitable information, instruction and training to ensure that the Trust’s waste management policy and procedures are understood and followed.
- 2.8 Provide staff with appropriate personal protective clothing for handling waste.

- 2.9 Require suppliers to reduce the level of waste packaging provided with their goods or services in line with the Producer Responsibility Obligations (Packaging Waste) Regulations 1997.
- 2.10 Ensure that equipment used for disposing, storage and removal of waste complies with statutory and Trust policy requirements.
- 2.11 Ensure that all waste is segregated to comply with statutory requirements and codes of best practise
- 2.12 Ensure that that all electrical and electronic equipment is handled segregated and disposed of to comply with statutory requirements and codes of best practise

### **3. The Trust will:**

- 3.1 Identify and minimise the risks associated with the various categories of waste by developing safe systems for the handling and containment of waste and defining the standards for their disposal
- 3.2 In addition arrange for disposal of all waste products regularly, safely and in accordance with relevant statutory requirements.
- 3.3 Satisfactory implementation of the policy will assist in the compliance with:-
  - Health & Safety at Work etc Act 1974;
  - Health and Safety and Welfare Regs 1992 (Reg 9 – removal of waste)
  - HTM 07-01 The Safe Management of Healthcare Waste
  - HTM 07-05 WEEE The treatment, recovery recycling and safe disposal of waste electrical and electronic equipment
  - Management of Health & Safety at Work Regulations 1999;
  - The Controlled Waste Regulations 1992;
  - Environmental Protection Act 1990;
  - Environmental Protection (Duty of Care) Regulations 1991
  - The Environment Act 1995
  - Hazardous Waste (England and Wales) Regulations 2005;
  - Control of Substances Hazardous to Health Regulations 2002;
  - The Carriage of Dangerous Goods and Use of Transportable Pressure Regulations 2007 (the Carriage Regulations);
  - The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and use of Transportable Pressure Receptacles Regulations 1996.
  - The Radioactive Substances Act
  - Waste Minimisation Act 1998
  - Waste Incineration (England and Wales) Regulations 2002
  - Waste Electrical and Electronic Equipment (WEEE) Regulations 2006
- 3.4 Future efforts should be in the first instance directed at minimising the volume of waste produced. However where waste is produced the Trust's objectives should be to maximise the amount that is recycled and also

endeavour to find alternatives where hazardous or difficult to dispose of products are used.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 The Chief Executive**

- 4.1.1 The Chief Executive has the ultimate responsibility for waste management and has, on behalf of the Trust Board of Directors, responsibility to do all that is reasonably practical to meet the requirements of the Health & Safety at Work etc. Act 1974 and other related legislation. This includes ensuring that adequate waste management arrangements are implemented and maintained on all Trust premises, and that appropriate resources are made available to maintain these arrangements.

### **4.2 Senior Operational Managers**

- 4.2.1 The following Senior Operational Managers have responsibility for ensuring that this policy is implemented through out their operational area.

- The Director of Estates and Facilities Management
- The Divisional General Manager of Women's, Children's Diagnostics and Therapies
- The Divisional General Manager Medical Services
- The Divisional General Manager of Surgical Services
- The Director of Human Resources
- The Director of Finance
- The Director of the South Devon Health Informatics Service

### **4.3 The Environmental Services Manager**

- 4.3.1 The Environmental Services Manager who is part of the Estates and Facilities Management Directorate is responsible for the following:

- Monitoring auditing and reviewing the Trust's compliance with legislation regarding waste management
- Establishing and implementing measures to ensure best practise in handling transport and disposal of waste
- Ensuring that where appropriate, records are kept for the transfer and movement of all types of waste
- Maintaining the Trust's Standards for Better Health core standard C4E file on healthcare waste management
- Provision of an annual summary report on waste management for the Chief Executive and the Trust Board
- Overseeing the development of the Trust's Waste Management Policy and Procedures
- In conjunction with Procurement and Logistics for the preparation of waste management contracts and monitoring the performance of contractors
- Arranging Trust Waste Management Group meetings

### **4.4 Waste Management Group**

- 4.4.1 The Trust Waste Management Group (WMG) will report to the Work Stream 5 Group and meet to discuss specific issues relating to the management of all types of waste; including:
- 4.4.2 The preparation implementation and updating of the Trust waste management policy and procedures
- 4.4.3 Ensuring that the Trust, it's employees and contractors working on behalf of the Trust comply with this Waste Management Policy
- 4.4.4 Ensuring that all waste management contracts and contractors comply with all the appropriate regulations governing the collection transportation and disposal of all the types of waste produced by the Trust
- 4.4.5 Advising on waste management issues relating to the introduction of new legislation and the introduction of new waste management initiatives at local regional and national level
- 4.4.6 The identification and provision of training requirements of all staff involved with the handling and disposal of waste
- 4.4.7 Assessment and elimination or reduction of risks associated with handling, transporting and disposing of waste, including regular waste audits.
- 4.4.8 The production of an annual waste management report for ratification by the Trust Board
- 4.4.9 The Waste Management Group will be made up of the following members of staff and chaired by the trust's Health and Safety Adviser
- The Director of Estates and Facilities Management
  - The Assistant Director Facilities Management (Hotel Services)
  - DGM Women's, Children's, Diagnostics & Therapies or their representative
  - DGM Surgical Services or their representative
  - DGM Medical Services or their representative
  - The Environmental Services Manager
  - The Director of Nursing or their representative
  - The Director of Infection Prevention and Control or their representative
  - The Chief Pharmacist or their representative
  - The Clinical Director of Pathology or their representative
  - The Superintendent of Nuclear Medicine or their representative
  - The Head of Medical Physics or their representative
  - The Head of Procurement and Logistics or their representative
  - Trust Transport Services Manager or their representative
- 4.4.10 In addition there maybe a need for occasional representation from other Trust departments, where specific waste management issues have been raised and are to be discussed.
- 4.4.11 The Waste Management Group reports to Work Stream Five and where appropriate through work stream Five to the Board



## **4.5 Senior Managers, Heads of Departments and Supervisory Staff**

4.5.1 The Director of Estates and Facilities Management has delegated responsibility for ensuring that effective waste management processes are in place and are undertaken across the organisation.

4.5.2 Every Trust service manager has a duty to ensure that all potential hazards from waste are correctly assessed and identified, and that appropriate measures are taken to protect the health of employees and those who are contracted to transport and dispose of the waste.

### **4.5.3 At operational level:**

- It will be Department/Clinical head's responsibility to ensure compliance with this policy.
- Managers will ensure that all staff under their direct control are aware of the appropriate procedures to deal with the types of waste most frequently produced within their area's of responsibility.
- Department Heads will also insure that the necessary local resources, both financial and others are sourced to ensure that all aspects of the policy can be met. If there are problems in this respect, then this must be drawn to the attention of the appropriate Divisional General Manager who will seek the advice of the Environmental Services Manager in resolving these issues

### **4.5.4 All staff (Trust employed & contractors)**

4.5.5 All Staff must identify any material that they are using or have used which is destined for the waste stream, and ensure it is segregated into its appropriate category as defined in waste management procedures and ensure it is disposed of in accordance with the requirements of these procedures

4.5.6 They will also act in accordance with the requirements placed upon them by other Trust Policies and in particular The Health and Safety and Risk Management Policies and Policies and notes of Guidance issued by Infection Control

## **4.6 Contractors**

4.6.1 All Contractors employed by or working on behalf of the Trust will make the necessary arrangements to comply with the Trust's waste management policy and waste management procedures

## **4.7 Estates and Facilities Management Directorate**

4.7.1 To enable the Trust to meet its statutory obligations and segregate, handle, transport and dispose of waste in an approved manner so as to minimise the risks to the health and safety of patients, staff, public and the

environment, the Estates and Facilities Management Directorate through the Environmental Services Manager will provide

- Guidance on the Waste Management Policy and Procedures
- Guidance on risk management in respect of waste
- Management of clinical waste collection, transport and disposal
- Guidance on general waste management issues
- Audits of collection and disposal of clinical waste as appropriate
- Representation at cross organisational Waste Management Groups

## **5.0 GENERAL PRINCIPLES**

5.0.1 All waste generated on Trust premises whether internally or externally will be stored in a safe and practical manner so as to ensure the minimum of offence to patient's members of the public and staff

5.0.2 All waste generated on Trust premises will be presented for collection in a manner that will ensure that employees and all other persons are protected from risk of exposure to potential sources of infection or injury

5.0.3 Managers of units that generate chemical or other hazardous wastes must ensure that COSHH assessments are regularly reviewed and approved controls are implemented.

5.0.4 All clinical waste must be segregated at the point of origin and secured in containers such as bags or sharps bins, which meet the specified standard, colour and design for the particular category of waste. This waste must be also marked to identify the date and point of origin of the waste

5.0.5 All lockable wheeled containers for the disposal of clinical waste will be obtained from an approved contractor and carry the appropriate UN number for the waste stored. Waste containers that are dirty, damaged or defective will be notified by the designated local manager or their representative to the Environmental Services Manager who will ensure that the bin is suitably identified as being defective and notify the contractor so that appropriate action can be implemented to rectify the situation

5.0.6 internal storage areas for the storage of clinical waste will be:

- Sited away from general storage and food areas
- Well lit and ventilated
- Arranged to prohibit different waste streams being mixed (legal requirement)
- Kept locked at all times, providing access by authorised persons only

5.0.7 In addition to the above external storage areas will be

- Kept free of animals/rodent infestations
- Within a fenced and gated enclosure upon a concrete base

- 5.0.8 The Environmental Services Manager is responsible for ensuring that the number of containers provided is compatible with the volume of waste produced.
- 5.0.9 The frequency of waste collections will be planned to avoid unnecessary accumulation of waste in wards and departments and in outside storage areas.
- 5.0.10 Incorrectly presented waste must not be removed from the ward or department of origin.

## **5.1 Personal Protection**

- 5.1.1 All staff handling healthcare waste should be offered appropriate immunisation.
- 5.1.2 All staff handling healthcare waste should be made aware of the benefits of basic hygiene and the importance it has in reducing the risk from handling healthcare waste. All staff involved in handling healthcare waste should have easy access to washing facilities
- 5.1.3 Trust staff involved in the collection and movement of all types of waste will wear protective clothing and personal protective equipment appropriate to the type of waste being collected. The appropriate equipment should be identified as part of the risk assessment for the task being implemented. Line managers or their representatives will be responsible for the provision of the appropriate personal protective equipment, and for ensuring that it is used at all times
- 5.1.4 Where personal protective equipment is provided, employees are obliged to use it and also to report any defect, excessive wear or malfunction to their supervisor/line manager, so that this equipment can be replaced or if appropriate repaired
- 5.1.5 The type of personal protective equipment shall be as described within a written risk assessment, but may include:-
- Protective Gloves
  - Protective Aprons or Leggings
  - Protective face shield or safety glasses
  - Safety footwear (boots shoes or trainers)
- 5.1.6 Sacks containing household or clinical waste should be handled with care and should only be picked up by the neck.
- 5.1.7 Under no circumstances must sacks containing waste of any type be thrown dropped or manually compressed into any type of container

## **5.2 Accidents/ Incidents**

- 5.2.1 Employees and managers must follow the current procedures as laid down in the:

5.2.2 Reporting of Injuries, diseases and Dangerous Occurrences Regulations 1995

5.2.3 Emergency situations, such as spillages, should also be addressed in any risk assessments and procedures. This might include the need for protective equipment to prevent exposure via routes such as skin contact (e.g. disposable aprons and gloves) or inhalation (e.g. respiratory protection and /or face visors)

### **5.3 Security**

5.3.1 The designated local manager with the assistance of the Environmental Services Manager will be responsible for ensuring the security of the stored waste they produce in their areas of operation. Security of waste in transit to a central collection point will be the responsibility of the member of staff or contractor moving that waste. The security of waste stored at a central point prior to collection by the organisation authorised to transport and/or dispose of the waste will be the responsibility of The Environmental Services Manager

5.3.2 Other than whilst waste is being loaded into, or removed from them by a duly authorised person, all external waste storage compounds/cages and containers must be kept closed and locked at all times, regardless of the type or volume of waste contained within.

## **6. Index of Operating Procedures**

### **1. Management of Clinical Waste**

As defined by consignment codes prefixed by 18 01 in CONSLEG:2000D0532-01/01/2002

### **2. Management of Other Hazardous Wastes**

As defined in The Hazardous Waste (England and Wales) Regulations 2005

### **3. Management of Domestic Waste**

### **4. Management of WEEE Waste**

As defined in (The) Waste Electrical and Electronic Equipment Regulations 2006

### **5. Management of Paper, Cardboard and Confidential Waste**

### **6. Recycling and Reuse of Waste**

### **7. Management of Miscellaneous Wastes**

### **8. Management of Legislative Requirements in Regards to the Management of Healthcare Waste**

### **9. South Devon Healthcare NHS Trust's Dangerous Goods Safety Advisors are:-**

The Freight Transport Association  
Hermes House  
St John's Road

Tunbridge Wells  
Kent  
TN4 9UZ

**10. Index of Other Trust Policies and Procedures Concerned with Waste  
Related Issues**

Eg The Trust's Sensitive Disposal Policy

ML/IHB/BW

July 2008

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