

POLICY/PROCEDURE INFORMATION (Policy no OP011)	
Subject	Waste Management Policy (OP011) <i>(This policy is non-contractual and is subject to periodic review and will be amended according to service development needs).</i>
Applicable to	This policy applies to all staff, volunteers and contractors who work for or provide care on behalf of Nottinghamshire Hospice.
Target Audience	Others such as agents, consultants and other representatives of Nottinghamshire Hospice may be required to comply with the policy as a condition of appointment.
Date issued	20 June 2023
Next review date	20 June 2026
Lead responsible for Policy	Director of Finance and Resources
Policy reviewed by	Facilities Manager
Notified to (when)	Quality and Safety Committee 20 June 2023
Authorised by (when)	Quality and Safety Committee 20 June 2023
CQC Standard if applicable	Well-led
Links to other Hospice Policies	Infection Prevention and Control Policy (CS001) Reporting of Incidents and Accidents Policy (OP002) Health and Safety Policy (RM0001)
Links to external policies	This Policy is produced by Nottinghamshire Hospice. It is shared with City Care Partnership (City Care) for use within its own organisation, as the contracted cleaning and licensed waste disposal company.
Summary	This document aims to provide a clear understanding of Nottinghamshire Hospice's Waste Management Policy and processes.
This policy replaces	Waste Management Policy CS023 Aug 2021-Mar 2024

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months.

After that staff should seek advice from their clinical lead or manager.

VERSION CONTROL		
Status	Date	Reviewed date
Original policy written by Infection Prevention and Control Team	Aug 2021	
Policy notified to Quality and Safety Committee	Aug 2021	
Policy ratified by Board of Trustees	Aug 2021	Mar 2024
Policy reviewed by Facilities Manager	May 2023	
Policy notified to Health and Safety Group	5 April 2023	
Policy notified to Quality and Safety Committee	20 June 2023	
Policy ratified by Health and Safety Group	20 June 2023	20 June 2026
Updated control sheet and published on website	July 2023	

INDEX

Section	Contents Title	Page
1.	Introduction	4
2.	Policy Statement	4
3.	The Hospice's Intent	6
4.	Roles and Responsibilities	7
5.	General Principles	9
6.	Monitoring and Review	12
7.	Index of Waste Management Standard Operating Procedures	12

<p>1.</p>	<p>Introduction</p> <p>This policy is produced to describe Nottinghamshire Hospice’s management arrangements for ensuring all waste generated because of their activities is controlled and disposed of in accordance with all legal requirements, associated technical guidance and codes of practice.</p> <p>This document is written to represent Nottinghamshire Hospice. Wherever the words “the Hospice” appear, then this refers solely to this organisation.</p> <p>The following legislation, technical guidance and codes of practice underpin the Hospice’s waste management policy and the procedures and controls implemented.</p> <p>The Environmental Protection Act 1990 (legislation.gov.uk) is the principal Act of that imposes the ‘Duty of Care’ on producers of waste. Part of the Hospice’s legal responsibilities are that it must accept responsibility for waste management from the point of origin through to the final disposal of all waste.</p> <p>Many waste products require special handling or specific disposal processes to prevent direct injury, associated health hazards and stop environmental contamination. The Health and safety in the waste and recycling industries (hse.gov.uk) details the specific handling and processes for such waste, with which the Hospice will comply.</p> <p>The Health Technical Memorandum, NHS England » (HTM 07-01) Management and disposal of healthcare waste is recognised as the Department of Health’s framework document for good practice in the management of Healthcare Waste.</p> <p>Legislation, technical guidance and the code of practice are to be reviewed not less than annually or upon notification of change, to ensure both this Policy and the associated SOPs remain extant.</p>
<p>2.</p>	<p>Policy Statement</p> <p>The Hospice is committed to ensuring the health, safety and welfare of employees, volunteers and contractors who are involved in waste disposal and others who may be affected by waste materials which result from its activities.</p>

The policy applies to all employees and volunteers at the Hospice. It is intended to enable the Hospice to safeguard employees, volunteers and any other persons during the handling, storage and final disposal of waste products. The Hospices main objectives regarding waste management are:

To ensure that all waste is collected, segregated and disposed of safely and in accordance with statutory requirements, best practice and the Hospice procedures.

Ensure that all waste containers are correctly stored, secured as necessary and labelled in accordance with statutory requirements and the Hospice procedures.

Monitor contractor compliance with statutory requirements and the Hospices standards for waste disposal.

Ensure that records of waste consignments are maintained and recorded in accordance with the statutory requirements.

Monitor and control the arrangements for the collection, storage and disposal of all waste.

Provide staff with suitable information, instruction and training to ensure that the Hospice's waste management policy and procedures are both understood and followed.

Provide staff with appropriate personal protective equipment and clothing for handling waste.

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.

Ensure that all equipment used for disposing, storage and removal of waste complies with the statutory requirements and the Hospice's requirements.

Ensure the correct segregation of waste to comply with the statutory requirements and the codes of best practice.

Ensure that all electrical and electronic equipment is handled, segregated and

	<p>disposed of correctly. To both comply with the statutory requirements and to enable the effective re-use or recycling of the equipment's.</p>
<p>3.</p>	<p>Hospice's Intent</p> <p>Identify and minimise the risks associated with the categories of waste produced by developing SOPs for the handling and containment of waste and defining the standards for their disposal.</p> <p>In addition, arranging the disposal of all categories of waste products regularly, safely and in accordance with all relevant statutory requirements.</p> <p>Satisfaction of this policy will assist in the compliance with</p> <ul style="list-style-type: none"> • Health and Safety at Work 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 WEE The Treatment, recovery recycling and safe disposal of electrical and electronic equipment • The Management of Health and Safety at Work Regulations 1999 • The Controlled Waste Regulations 1992 • Environmental Protection Act 1990 • The Environmental Protection (Duty of Care) Regulations 1991 • Environment Act 1995 • Hazardous Waste Regulations (England and Wales) 2005 • Control of Substances Hazardous to Health Regulations 2002 • The Carriage of Dangerous Goods (Classification, Packaging and Labelling) and use of Transportable Pressure Receptacles Regulations 1996 • Waste Minimisation Act 1998 • The Waste Incineration (England and Wales) Regulations 2002 • The Waste Electrical and Electronic Equipment Regulations 2006 <p>Future efforts must be in the first instance directed at minimising the volume of waste produced by the Hospice. Yet, where waste is necessarily produced, the objectives should be to maximise the amount of waste we can re-use or</p>

	<p>correctly recycle; thus, minimising the quantity of waste which is disposed of via incineration or in landfill.</p>
<p>4.</p>	<p>Roles and Responsibilities</p> <p>Chief Executive Officer</p> <p>The Chief Executive Officer holds the ultimate responsibility for waste management and has, on behalf of the Hospice’s Board of Directors, responsibility to do all that is reasonably practicable to meet the requirements of the Health and Safety at Work Act 1974 and all other related legislation. This includes ensuring that adequate waste management arrangements are implemented and controlled and that adequate resources are allocated to maintain such procedures.</p> <p>Directors</p> <p>Directors have a responsibility for ensuring that this policy is implemented though out their operational area.</p> <p>Director of Resources and Finance</p> <p>The Director of Resources and Finance oversees the delivery of facilities and transport management for the Hospice. They are responsible for:</p> <ul style="list-style-type: none"> • Monitoring auditing and reviewing the Hospice’s compliance with all legislation regarding waste management. • Establishing and implementing measures to ensure best practice in the handling and disposal of waste. • Ensuring records are held for the transfer and movement of controlled waste for final disposal. • The preparation of waste management contracts and monitoring the performance of contractors. • Reporting on waste management performance and plans to the CEO and the Board of Directors as required. <p>The Director of Finance and Resources has delegated the responsibility for ensuring the effective waste management processes to the Facilities and Transport Manager.</p>

Facilities and Transport Manager

They are responsible for the following:

- The management, operation and audit of the Hospice's waste disposal procedures.
- Recording and maintaining waste disposal records for all controlled waste.
- The provision and management of waste receptacles and authorised packaging for disposal.
- The secure and safe storage of waste prior to final disposal.
- The provision of rodent and pest control to prevent infestations.
- The provision of PPE as required to allow the safe collection, movement and packaging of waste.
- The training and oversight of maintenance staff conducting the collection, movement and packaging of waste.
- Reporting of waste management incidents or regulatory infringements to the Director of Resources and Finance.
- Investigation of incidents, near misses or regulatory infringements in the first instance; providing full details, recommendations and actions to prevent re-occurrence.

Leadership Team

Every manager across the Hospice, irrespective of department or specialisation, has a duty to ensure that all potential hazards from waste are correctly addressed and identified.

- They are to ensure that the SOPs for waste management are understood by their respective teams.
- They will ensure all staff under their direct control abide by the waste management procedures, including segregating waste into its appropriate category and disposing of it in accordance with the Hospice's requirements.

All Staff

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

	<p>Contractors</p> <p>All contractors employed by or working on behalf of the Hospice will make all necessary arrangements to comply with this waste management policy and the waste management procedures.</p> <p>Where specialist licenced contractors are employed to conduct specific tasks which utilise hazardous products, produce hazardous waste or remove hazardous materials in the conduct of the agreed contracted works, they remain responsible for the collection, packaging and safe storage of such waste prior to disposal through a licenced and authorised handler. Except for recyclable waste and domestic waste as defined in these procedures, contractors will not be permitted to dispose of any other categories of waste through the Hospice Waste Management System.</p>
<p>5.</p>	<p>General Principles</p> <p>All waste generated by the Hospice, both internally or externally, is be stored in a safe and practical manner to ensure the minimum of offence to patient’s, members of the public and staff.</p> <p>All waste generated on Hospice 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.</p> <p>Managers of units that generate chemical or other hazardous waste must ensure that COSHH assessments are regularly reviewed and approved controls on disposal detailed in the respective safety data sheets are implemented.</p> <p>All clinical waste must be segregated at the point of origin and secured in containers such as bags or sharps bins. These must meet the specified standard, colour and design for the category of waste. This waste must be also marked to identify the date and point of origin of waste.</p> <p>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 Facilities and transport manager to the Director of Resources and Finance 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</p> <p>Internal storage areas for the storage of clinical waste will be:</p>

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

In addition to the above, external storage areas will be:

- Kept free of animals/rodent infestation
- Within a fenced and gated enclosure upon a concrete or tarmac base.

The Director of Resources and Finance is responsible for ensuring that the number of contracts provided containers is compatible with the volume of waste generated.

The frequency of waste collections will be planned to avoid the unnecessary accumulation of waste in Hospice operated sites and their outside storage areas.

Personal Protection

All staff handling healthcare waste should be offered appropriate immunisation.

All staff handling healthcare or hazardous waste must be trained and made aware of the need for basic hygiene and the importance it has in reducing the risk from handling such waste. All staff involved in the handling of any waste must have easy access to hand washing facilities.

Hospice staff and contracted cleaners involved in the collection and movement of all types of waste will wear appropriate clothing and personal protective equipment appropriate to the category of waste being collected. The appropriate equipment should be identified as part of the risk assessment for the task being implemented. Respective team managers are responsible for the provision of the appropriate personal protective equipment; ensuring also that it is used correctly by staff.

The type of personal protective equipment shall be described within a written risk assessment, but may include:

- Protective gloves.
- Protective aprons.

- Protective face shield or safety glasses.
- Safety footwear.

Plastic sacks containing household waste or clinical waste should be handled with care and only be picked up by the neck once securely closed. Sacks should be placed carefully into the respective refuse bins, not thrown or tossed as this could rupture the bags. On no account are bags to be manually compressed into any type of container as this can cause overload and prevent the efficient emptying by the contractor responsible for the collection and final disposal of waste.

Accidents, incidents and near misses

Staff and managers must follow the current procedures as laid down in OP002 Reporting of Accidents and Incidents. This will ensure full compliance with the Reporting of injuries, diseases and Dangerous occurrences regulations 1995.

Emergency situations such as spillages should also be addressed in any risk assessment or procedure. Consideration must be made to include the need for protective equipment to prevent exposure to hazards or bespoke spill management equipment to be held for specific environmental hazards such as petroleum or mineral oils.

Security

The Facilities and Transport Manager is responsible for ensuring the security of stored waste at the Hospice. The respective Shop Managers are responsible for the security of stored waste at their respective sites. Security of waste in transit to a central collection point will be the responsibility of the staff member or contractor moving that waste. Security of waste removed from Hospice operated sites for final disposal or recycling is the responsibility of the licensed and authorised carrier and disposal company.

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

6.	Monitoring and Review				
	Standard	Frequency	Responsible Person/team	Method/How	Reports To
	Waste receptacles in use with clinical rooms will be clean and in a good state of repair.	Monthly audits Annual audit	Domestic supervisors IPC Lead	Clinical audit	Quality and Safety Committee review of cleanliness audits and areas of concern.
	Waste receptacles must be sited and used appropriately	Monthly audit Annual audit	IPC Lead Senior Care Managers	Environmental audit Premises risk assessment	Director of Care
	All incidents in relation to waste are investigated and trends examined in order to highlight further action to minimise risk	Individual incident forms investigated as they occur. Trends – monthly and quarterly	Senior Care Managers All managers	Incident investigation Trends analysis reports to the committees	Quality and Safety Committee
Waste Cycle empties and sorts all domestic waste that is collected.	Weekly	Maintenance team	Incident Investigation	Finance and Resources Director	
7.	Index of Waste Management Standard Operating Procedures				
	Serial	Title	Responsibility		
	SOP023	Management of Healthcare Waste	Facilities Manager		
	SOP024	Management of other Hazardous Waste	Facilities Manager		
	SOP025	Management of General Waste	Facilities Manager		
	SOP026	Management of Recyclable Waste	Facilities Manager		
	SOP027	Management of Waste Electrical and Electronic Equipment (WEEE)	Facilities Manager		
	SOP028	Management of Confidential Waste	Finance/Facilities Manager		
	SOP029	Management of Miscellaneous Wastes	Facilities Manager		