



**NORTHERN IRELAND PRACTICE AND EDUCATION COUNCIL
FOR NURSING AND MIDWIFERY**

Waste Management Policy

July 2024

Any request for the document in another format or language will be considered

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1. INTRODUCTION

NIPEC recognises the negative environmental impacts arising from waste generation and is committed to implementing an effective and responsible waste management process that meets regulatory and best practice legislation and guidance. This policy provides details and guidance on its handling, safe management and disposal of all types of waste generated, including redundant furniture and equipment.

NIPEC has a duty to ensure collection and disposal of waste from its facilities is carried out in a safe and responsible manner, ensuring the health and safety of its staff, contractors and visitors to its offices.

NIPEC will aim to prevent and reduce waste, reduce pollution and make efficiency cost savings that can be redirected within HSC. This policy includes the responsibilities of those involved with waste management with the aim of reducing the risk of exposure to staff, contractors and visitors.

This policy is supported by other information and policies, including health and safety, fire management and risk management.

2. AIMS OF POLICY

This policy aims to:

- Provide leadership to assist compliance with all relevant legislation;
- Promote staff awareness of waste management responsibilities;
- Reduce the impact that NIPEC's business has on the environment;
- To provide staff with guidance in the safe handling and disposal of waste in line with health and safety and infection control requirements;
- To minimise the use of paper (and other raw materials) and to use recycled plastic where attainable;
- To promote environmental awareness and ensure that, where possible and cost effective, waste is segregated to facilitate reuse, recycling and to obtain financial value from resources.

This policy will ensure that NIPEC works towards a concept of total waste management.

3. DEFINITION OF WASTE

Waste is a substance, material or object that has been used, is no longer required and needs to be disposed of. Most waste goes to landfill, or is incinerated or disposed of using a range of methods. Waste, irrespective of its disposal method, has the potential

to pollute land, air and water. Appendix 1 lists types of waste relevant to NIPEC business and accommodation.

4. LEGAL REQUIREMENTS

This policy outlines NIPEC's responsibilities under the following legislation:

1. Northern Ireland Environmental legislation.
<http://www.netregs.org.uk/legislation/northern-ireland-environmental-legislation/>
2. Environmental Protection Act 1990; the following provisions are those that apply to Northern Ireland, sections 3, 62, 140, 141, 142, 146, 147, 148, 153, 156 and 158.
3. Environmental Better Regulation Act (Northern Ireland) 2016.
4. The Waste Management (Miscellaneous Provisions) Regulations (Northern Ireland) 2008.
5. Hazardous Waste regulations (Northern Ireland) 2005.
6. Waste and Contaminated Land (Northern Ireland) Order 1997.
7. The Controlled Waste and Duty of Care Regulations (Northern Ireland) 2013.
8. Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations (Northern Ireland) SR 1999/362.
9. The Waste Management Licensing Regulations (Northern Ireland) 2003.
10. The Pollution Prevention and Control (Industrial Emissions) Regulations (Northern Ireland) 2013.
11. The Landfill Regulations (Northern Ireland) 2003.
12. The Waste Electrical and Electronic Equipment (WEEE) (Charges) Regulations (Northern Ireland) 2014.
13. Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003 - (COSHH (NI)).
14. Management of Health and Safety at Work Regulations (Northern Ireland) 2000.
15. The Food Waste Regulations (Northern Ireland) 2015.

The aim is to meet or exceed all current and forthcoming legislation governing the safe and correct handling, storage, treatment and disposal of all waste.

5. ROLES AND RESPONSIBILITIES

The **Chief Executive** has ultimate responsibility and accountability for Waste Management and will ensure, along with the Senior Management Team, that through effective policies and procedures, NIPEC is compliant with all legal and statutory responsibilities and directives issued by the Department of Health (DoH).

The Chief Executive will ensure that sufficient resources are allocated to establish and maintain effective waste management strategies. The Chief Executive will also ensure that effective policies and procedures are developed and implemented and that the performance of these is formally monitored and evaluated against statutory obligations and NIPEC objectives.

Appropriate action, under the guidance of the Chief Executive, will be taken where shortfalls or unacceptable risks are identified.

The **Senior Management Team** will monitor and review arrangements for the management of waste so that:

- waste production is minimised in so far as is possible and the risks associated with handling, transportation and disposal are adequately controlled; and
- legislative and other requirements are complied with, and waste is disposed of effectively and safely.

The day to day responsibility for ensuring this policy is put into practice is delegated to the **Head of Corporate Services** (HCS) who has responsibility for establishing a reporting mechanism to provide relevant information to the Senior Management Team and NIPEC Council. HCS will ensure that:

- waste is disposed of in a timely manner and in accordance with the guidance set out in the policy;
- appropriate arrangements are in place for the collection, safe storage and removal of waste by approved contractors;
- approved containers, where appropriate, are provided for each type of waste;
- staff are compliant with this policy and safety training and equipment is adequate to carry out duties associated with waste management;
- staff aim to reduce, reuse and, where possible, achieve cost savings throughout all aspects of administration work areas;
- guidance is issued to staff regarding waste management arrangements and recycling initiatives;
- incident reporting and investigation procedures are carried out where appropriate;
- risk assessments are undertaken and action is taken to minimise risks identified;
- trends in waste reduction are monitored;
- relevant information is shared with the Senior Management Team and NIPEC Council.

The Business Manager will:

- Be the central point of contact for all matters relating to waste management;
- assist with waste reduction initiatives;
- ensure waste is removed on a timely basis from the premises by the relevant contractor;
- ensure that personal protection and basic hygiene precautions are adhered to;
- ensure that staff are aware of and understand the nature and dangers of waste being disposed of;
- assist with procedures to classify, segregate and removal of waste;
- assist in ensuring waste disposal procedures comply with the appropriate codes of practice;
- ensure receptacles, collection and storage points are kept clean and tidy;
- ensure that any adverse incidents are documented and reported to the HCS, with actions followed up.
- Stay current with changes in waste related legal and other requirements and act on any relevant implications on behalf of the NIPEC;
- Develop, implement and monitor this waste management policy and update as required.

Line Managers will ensure:

- their staff are aware of the aims and objectives of this policy and arrangements detailed in the associated procedures implemented;
- any adverse incident relating to waste, (whether or not injury, damage or loss has been experienced), occurring in areas for which they are responsible, is reported as outlined within NIPEC's Adverse Incident Reporting Policy.

All **staff** have a personal responsibility for the way in which their conduct impacts on the environment with particular regard to minimising waste. This personal responsibility extends to ensuring such waste is dealt with in accordance with the principles and guidance set out in this policy.

All staff should:

- be familiar with the policy and procedures for waste management;
- follow the guidance and comply with waste management procedures including taking responsibility for the correct disposal of all waste;
- report dangerous waste situations to their line managers as soon as they are identified, and assist with completion of the adverse incident report form;

- not handle any waste considered to be too heavy, or for which the correct method disposal is unfamiliar. If in doubt the employee must contact his/her manager;
- ensure that personal protection and basic hygiene precautions are adhered to;
- assist with the correct classification of waste and the reduction of waste produced.

6. NIPEC HEALTH AND FIRE SAFETY GROUP

NIPEC Health and Fire Safety Group shall adopt a positive supporting role in the promotion and implementation of the Waste Management Policy.

7. GENERAL GUIDANCE FOR WASTE

- Contract Cleaning staff are responsible for the disposal of 'household' waste and the cleaning and maintenance of general waste receptacles;
- Waste in James House is segregated into categories and disposed of accordingly (see Appendix 2 for guidance);
- All confidential waste should be stored and disposed of appropriately and by the approved contractor;
- All waste bags should be removed for disposal when half full and/or when they can be easily lifted without causing strain;
- Bins should only be used for the purpose they are designed for.

8. DISPOSAL OF ELECTRICAL AND IT EQUIPMENT

Waste electrical and electronic equipment is any item that is powered by mains or battery electricity, and must be segregated in accordance with The Waste Electric and Electronic Equipment (WEEE) Regulations 2013.

Computers, monitors, laptops, display screens, mobile phones and other electronic equipment should be disposed of in discussion with HCS and Business Manager and in liaison with BSO ITS, following correct procedures and using approved contractors.

9. WASTE MINIMISATION

The cost of waste disposal is increasing, with the generation and disposal of waste requiring additional resources in materials, space and staff time.

NIPEC promotes waste recycling/recovery and reuse, and advises staff of practical approaches to do this such as:

- Re-using files and stationery when appropriate;

- Re-using office equipment and furniture, ensuring all items are checked for safe use and meet relevant health and safety legislation;
- Producing electronic copies of documents and reducing dependence on paper copies;
- Making full use of email for correspondence and document / information dissemination;
- Scanning paper documents to electronic format for onward dissemination rather than printing copies
- Reuse scrap paper for printing draft documents or making notes.

There are good, sound reasons for adopting these measures and thereby ensuring effective waste management. They also help to reduce harmful effects on the environment and so contribute to an improvement in the health of the local population.

10. EQUALITY STATEMENT

This policy has been screened for equality implications as required by Section 75 and Schedule 9 of the Northern Ireland Act 1998.

The screening has identified specific equality impacts and outlines the way that these will be addressed. No significant equality implications have been identified therefore the policy will not be subject to an equality impact assessment.

11. REVIEW

We are committed to ensuring that all policies and procedures are kept under review to ensure they remain compliant with relevant legislation and guidance.

This policy will be monitored and reviewed by NIPEC in May 2027, or sooner if revised legislation or guidance is issued.

Examples of Types of Waste

Hazardous Waste (non-clinical)

- Batteries
- Fluorescent Tubes
- Oils/Lubricating/Hydraulic/insulating
- Solvents/Refrigerants/Aerosol Propellants
- PC's, TV's, White Goods
- Photocopier Cartridges
- Spent cleaning agents/aerosols

General/Domestic

In the main, general waste is that arising from offices, staff room / kitchen, stores and other areas where there is no risk of potentially hazardous material being present. This includes:

- Food waste
- Polystyrene
- Items heavily contaminated with food
- Items still containing liquids

Food waste should be disposed of in the brown Food Waste Bin in NIPEC's kitchen.

Other general waste should be disposed into the non-recyclable bin in the kitchen area of NIPEC offices.

Recyclable Waste

Classified as any waste that is not general waste and is not contaminated with any hazardous / infectious substances. This includes:

- Paper and newspapers
- Non-confidential paper waste
- All glass (not broken)
- All plastics
- Aluminium cans
- Cardboard
- Confidential waste*
- Printer / copier cartridges*

Recyclable waste should be disposed into the recycling bin in the kitchen area of NIPEC offices with the exception of those marked * - see Appendix 2.

Waste Disposal Procedures

Waste type	Method of disposal from NIPEC offices
General office / domestic waste	Place into non-recyclable bin in the kitchen area of NIPEC offices to be disposed of accordingly by contract cleaning staff
Recyclable Waste	Place into recycling bin in the kitchen area of NIPEC offices to be disposed of accordingly by contract cleaning staff
Confidential waste	Place all confidential waste paper into appropriate bag for collection by approved contractor as arranged by Corporate Services Officer
Photocopier cartridges	Dispose of as per regional contract supplier instructions
Food waste	Should be disposed of in the brown Food Waste Bin in NIPEC's kitchen to be disposed of accordingly by contract cleaning staff
Fluorescent tubes	Contractor to remove from premises following replacing with new tubes
PCs/monitors/laptops, display screens, mobile phones	To be disposed of in discussion with HCS and Business Manager and in liaison with BSO ITS
White Goods	Contractor to remove from premises and link with FMU to arrange disposal
Spent cleaning agents/aerosols	Link with FMU to arrange disposal / Cleaner to remove from premises