



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

Waste Management Policy

March 2021

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

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1. INTRODUCTION

NIPEC is committed to the environment and 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.

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 and to reduce NIPEC's impact on the environment. This policy is supported by other information and policies, including health and safety, fire management, and risk management.

2. BACKGROUND

The duty to dispose of waste properly is set out in the Environmental Protection Act 1990 (section 34) and the Environmental Protection (Duty of Care) Regulations 1991. Waste arising from healthcare organisations falls under the Controlled Waste Regulations 1992; the Hazardous Waste Regulations 2005) and Radioactive Substances Act 1993.

Waste originating from NIPEC premises is considered as being controlled waste as defined in The Waste and Contaminated Land (Northern Ireland) Order 1997. In accordance with the provisions contained in that Order, NIPEC has a duty of care in relation to handling, disposal, and management of waste.

3. AIMS OF POLICY

This policy aims to:

- ensure compliance with all relevant legislation
- provide staff with guidance in the safe handling and disposal of waste in line with health and safety and infection control requirements
- enable staff to recognise and comply with all legal requirements
- identify specific responsibilities
- identify and promoting safe methods of disposal
- reduce the impact that NIPEC's business has on the environment.

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

4. 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.

5. LEGAL REQUIREMENTS

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

- Employer's Liability (Defective Equipment and Compulsory Insurance) (NI) Order 1972
- Health and Safety at Work Order (NI) 1978
- SI 1978/1049 Pollution Control and Local Government (Northern Ireland) Order
- SI 1985/1208 Local Government (Miscellaneous Provisions) (Northern Ireland) Order
- SI 1997/2778 Waste and Contaminated Land (Northern Ireland) Order 1997
- SI 1998/1762 Producer Responsibility Obligations (Northern Ireland) Order
- SI 2002/3153 Environment (Northern Ireland) Order
- SI 1994/1896 Litter (Northern Ireland) Order
- Waste and Emissions Trading Act 2003
- Delivering Resource Efficiency: Northern Ireland Waste Management Strategy (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.

6. ACCOUNTABILITY

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.

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 **Head of Corporate Services** (HCS) has responsibility for waste management and for establishing a reporting mechanism to provide relevant information to the Senior Management Team and NIPEC Council.

Line managers should ensure their staff are aware of, and comply with, all aspects of this Waste Management Policy and promote and encourage a culture of waste reduction, re-use, and cost savings within their business area.

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.

7. ROLE AND RESPONSIBILITIES

Head of Corporate Services (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, re-use 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.

Corporate Services Manager (CSM) will:

- 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.

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 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.

8. 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 should be segregated and disposed of in the appropriate manner and in the appropriate container (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.

9. 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.

Disposal of computer, monitors, laptops, display screens and mobile phones should be disposed of in discussion with HCS and Corporate IT and Information Officer and in liaison with BSO ITS, following correct procedures and using approved contractors.

10. 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.

11. 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.

The equality screening has been published and can be accessed here
<http://www.hscbusiness.hscni.net/services/2166.htm>

12. 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 is based on a regional HSC policy and will be monitored and reviewed by NIPEC in April 2024, or sooner if a revised HSC policy 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

Non-hazardous Waste

Wooden Furniture
Waste Paper

- Confidential
- Non Confidential
- Cardboard

Food Waste

- General

General Waste

- Glass
- Plastics

Metal

- Aluminium Cans
- Scrap

General/Domestic

Material that poses no risk to health may be disposed of by landfill. In the main, general waste is that arising from offices, staff room / kitchen, stores and other areas where there is no risk of potentially infected material being present. The following principles should be adhered to:

- Clinical/special waste should not be mixed with general waste
- Black bags should be used for disposal of general waste
- Black bags should be adequately sealed.

Aerosol/Glass Waste

The following principles should be adhered to:

- Disposable aerosol containers should be disposed of in a separate box labelled "Aerosol waste – do not incinerate" and disposed of by an approved contractor.
- Items of glassware for disposal of should be placed in a suitable, safe container and disposed of by the approved cleaning contractor.

Waste Disposal Procedures

Waste type	Method of disposal from NIPEC offices
General office / domestic waste	Place into black bags / waste bins for daily collection by approved cleaning contractor
Waste paper, binders, newspapers, magazines etc.	In the absence of recycling facility at Centre House, place waste paper into black bags / waste bins for daily disposal 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
Cardboard	Flat pack and store neatly for daily disposal 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 Corporate IT and Information Officer and in liaison with BSO ITS
White Goods	Contractor to remove from premises / or Landlord to arrange disposal
Photocopier cartridges	Dispose of as per regional contract supplier instructions
Surplus office furniture	To be disposed of in discussion with HCS and CSM, recycling wherever possible
Spent cleaning agents/ aerosols	Placed in suitable container labelled "Aerosol waste – do not incinerate" and disposed of by approved contractor
Glass	Placed in suitable container and disposed of by approved cleaning contractor