



Aird Walker & Ralston Ltd

Registered Electrical Engineers Established 1919

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Waste Management Policy

Policy Statement of Intent

Aird Walker & Ralston Limited recognises and accepts its legal obligations and responsibilities regarding the proper management of waste generation by its undertakings and will dispose of all waste in the most appropriate environmental, economical, responsible and sustainable manner unless waste disposal methods have been contractually arranged otherwise with the client or principle contractor.

Scope

This policy and procedure sets out how to manage the storage, transfer, re-using and disposal of waste, including control of relevant waste documentation associated with the waste we may generate. The Company SIC Code is 43210.

Responsibilities

All employees are responsible for storage, transfer and disposal of waste to ensure this procedure is followed.

Management Administration Team

To monitor waste management activities, ensure compliance and record all disposal transfer notes.

Related Documents

Environmental Policy
Sustainability Policy
Carbon Policy
WEEE Policy

Procedure

The waste management Scotland regulations 2012 imposes a 'Duty of Care' on any person involved with the production, storage, transport or disposal of waste. These obligations can be summarised as;

- To prevent the escape of waste from their or any other person's control
- To transfer the waste to an authorised waste disposal person or organisation only
- To provide a written description of the waste disposed of on the transfer note
- To complete a transfer note and keep records of the transfer of waste

Waste Hierarchy

The waste hierarchy must be considered when deciding what the best option is to manage waste streams. This is a mandatory requirement of the waste management Scotland regulations 2012.

It places more emphasis on waste prevention, and requires organisations to consider preparing waste for reuse, then opportunities for recycling, before options such as energy recovery and landfill.

By law, we need to apply waste hierarchy to ensure we minimise the impacts of our waste activity.

Storage

All waste prior to reuse, recycling or disposal should be held in secure, designated areas, be pre-treated, segregated, clearly identified and held in areas to prevent escape. Storage facilities for waste must be: Safe and secure from unauthorised entry, robust, covered and locked, skips containing combustible material should be placed within a lockable building or lid that must be locked at the end of each day, clearly signed as to the contents, suitably banded for liquid containment, designed to facilitate effective segregation at source, designed & located to minimise the chance of accidents, properly labelled for hazardous waste, not overflowing & removed at end of work.



Managing Director: Mr.G.Christie.

Company Registration Number; SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA

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Waste must be transported off site by employees or registered waste carrier, duty of care transfer notes must be kept by the employees and handed into the office for record and monitoring purposes.

Waste must be disposed of at a licensed waste disposal site, dangerous and hazardous waste materials are to be disposed of in accordance with the Hazardous Waste Regulations 2005. Consignment notes must be kept by the employee and must be handed into the office for record and monitoring purposes. Hazardous and non-hazardous waste must not be put in the same skip or container.

Employees should aim to reduce, reuse or recycle materials where practicable and should discuss possibilities with a director.

Where dusty materials are being disposed of in waste skips, the skip must be covered with a tarpaulin or other covering to contain the spread of dust.

Hazardous wastes, such as fluorescent tubes, oily rags, and paint tins, must not be mixed with general wastes (as required by Hazardous Waste Regulations 2005).

Where waste is being transported through buildings it must be done in a manner which creates the minimum of nuisance to building users and without damaging the building. The route for carrying waste through the building must be agreed with the building manager or directors.

Waste must be broken down into small, easily handled components and, where possible, bagged up at the work site before being carried through the building ensuring manual handling rules are not breached.

Controlled Waste (Dry Mixed Recyclables & General Waste)

Controlled waste includes General Waste, Dry Mixed Recyclables, Metal, Glass, Mattresses and Wood. Every transfer of controlled waste must be covered by a Waste Transfer Note (WTN), which must be retained for a minimum of 3 years.

General Waste (EWC 20 03 01)

All non-recyclable waste will be sent to a licenced environmental disposal site for waste to energy or landfill disposal.

Dry Mixed Recyclables (EWC 20 03 01)

Dry Mixed Recyclables include paper, cardboard, cans and plastic must not be contaminated with other waste streams as the Company has a contract with the local authority recycling centre to have these uplifted at regular intervals, below is the recycling poster.

Metal (EWC 16 01 17, EWC 16 01 18)

All redundant equipment, cable etc... containing ferrous and or non-ferrous metal will be broken down in to manageable sections and segregated into different categories, clean copper, Aluminium, Stainless Steel, Brass and others on site or in the premises then transported in our vehicles or uplifted by a licenced waste carrier to licenced metal recyclers, employees must hand in the waste transfer note / purchase ticket to the office for record and monitoring purposes as well as raising and invoice to be paid.

Confidential Waste (EWC 20 03 01)

All confidential waste will be shredded off site and recycled into lower graded paper by licensed waste contractor Lowmac Alloys Ltd Recyclers.

Food Waste (EWC 20 03 08)

Generally the Company generate minimal food waste, where employees do generate such waste they are requested to take it home with them and dispose of it in their food waste bins. Food waste collected where and when applicable will be sent for Anaerobic Digestion, where waste is composted and the methane generated will create electricity.

Toner/Ink Cartridges (EWC 08 03 18)



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All used cartridges will be sent back to the supplier for recycling.

Hazardous Waste (not including Clinical Waste)

All Hazardous Waste, such as chemicals, batteries, asbestos, oil etc. will be disposed of via a licenced specialist waste contractor. Each movement will be covered by a Hazardous Waste Consignment Note which will be retained for a minimum of 3 years.

Clinical Waste

All clinical waste will be removed by a licenced contractor (PHS) and covered by a Hazardous Waste Consignment Note.

Monitoring

All sites must monitor waste storage areas and ensure only licenced contractors where applicable or employees are on site collecting and disposing of our waste to appropriate destinations with the necessary documentation being returned to the office or contractual arrangements with the client have been made.

Waste Documentation

All waste disposals must be recorded on a Waste Transfer Note, Hazardous Waste Consignment Note or a purchase ticket.

Waste Carriers Licences

The Company's SEPA waste licence reference is SW017039 and is valid until 21-06-2023.

This allows employees to transfer our own waste in our vehicles between sites and between our sites and registered recycling centres, scrap metal merchants and licenced environmental disposal sites.

Contractors

All contractors on site must be registered with SEPA and hold valid licences. A check must be made on all waste contractors, including carriers, brokers and dealers. Details must be sent from the contractors and verified with SEPA.

Waste Exemptions

Some contractors are exempt from needing a licence/permit, but will need a waste exemption certificate.

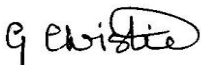
Compliance with this Waste Management Operational Policy and Procedure, processes is expected from all employees, whom are provided with awareness training via toolbox talks and site induction.

We shall make this Policy and the resultant objectives known to our employees / relevant stakeholders and will demonstrate our belief in it through our own personal commitment and involvement.

This policy is to be reviewed on an annual basis or sooner in the event of any change in legislation or procedure affecting the policy.

It is the ultimate responsibility of the Directors for overseeing the implementation of this Waste Management Operational Policy and Procedure.

Signed



Gordon Christie
(Managing Director)
On behalf of Aird Walker & Ralston Limited

Date: 01-07-2021 Review Date: 01-07-2022



Managing Director: Mr.G.Christie.