

## WASTE MANAGEMENT POLICY

### Introduction

PGCS Partnership is committed to reducing its impact on the environment by managing its waste in an efficient and sustainable manner. Through our environmental policy, we have made a commitment to "reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable". PGCS Partnership will adopt the waste hierarchy in its approach to waste management, following the 'eliminate, reduce, reuse, recycle, recover, dispose' principles.

PGCS Partnerships recognises that there are legal obligations for businesses that produce, treat or dispose of waste, under the Duty of Care, which is outlined in the Environmental Protection Act. PGCS Partnership recognises the importance of meeting these legal requirements and to manage its waste responsibly.

PGCS Partnership requires that all staff, contractors and visitors to the offices in Barking, comply with this policy and associated waste management and disposal procedures.

### Legislation

- **The Environmental Protection Act 1990, section 34** imposes a "Duty of Care" on producers and handlers of waste, "to take reasonable measures to prevent the unauthorised deposit, treatment or disposal of waste." This means –
  - Ensuring that a registered waste carrier removes any waste stream produced
  - Ensure that all transfer notes are completed and filed detailing the type of waste for disposal. These will be kept for three years
  - Ensure that all wastes are treated at a facility that is licensed to receive the type of waste in question – i.e. through evidence of an appropriate waste management licence or environmental permit
  - Ensure all waste within our control is correctly stored and identified at all times
- **The Hazardous Waste Regulations 2005** requires additional control measures to be applied to hazardous wastes. These include fluorescent light strips, some waste paints, asbestos and some waste electrical equipment such as CRT computer monitors (although waste electrical equipment is also subject to the Waste Electrical and Electronic Equipment Regulations). The requirements are:
  - As above, waste to be removed by a registered waste contractor and taken to an appropriately licensed facility
  - Consignment notes to be completed for each waste transfer and kept for three years
  - Hazardous wastes to be stored separately from other waste streams and be clearly identifiable at all times
- **The Waste (England and Wales) (Amendment) Regulations 2014** requires businesses to confirm that they have applied the waste management hierarchy when transferring waste and include a declaration on their waste transfer or consignment note. It also requires that the Standard Industrial Classification (SIC) code of the person transferring the waste is included on the waste transfer note. SIC codes should be used for consignment notes.

## **Policy objectives**

- PGCS Partnership will reduce waste arising from its operations and implement good waste management practises using the waste management hierarchy
- PGCS Partnership will reduce its consumption of materials when ever practicable and encourage and enforce reuse and recycling by its staff
- PGCS Partnership will encourage the use of electronic communication and where possible discouraging the printing of e-mails
- PGCS Partnership will adhere to the "Duty of Care" as detailed in the Environmental Protection Act 1990 in respect of all controlled waste
- PGCS Partnership will adhere to the Hazardous Waste Regulations for all hazardous waste produced

## **Responsibilities**

### **Nominated responsible person - Squibb Group Ltd - Landlords**

Responsible for:

- Ensuring all waste contractors have provided relevant waste carriers licences / waste management licences / environmental permits
- Overseeing waste contractors
- Ensure no hazardous waste is disposed of through the general waste streams
- Investigation of any accidents or incidents relating to waste management

### **Staff**

Responsible for:

- Disposing of waste responsibly, through the appropriate waste stream, in accordance with PGCS Partnership's policy and procedures
- Reporting any problems with waste collection schemes
- Reporting any incidents of breach of policy or procedure

**This is the policy of PGCS Partnership on 23<sup>rd</sup> March 2015, as agreed by:**

A handwritten signature in black ink, appearing to read 'R Syms', written over a horizontal line.

**Robert Syms  
Managing Director  
PGCS Partnership**