

		GROUP	
PROCEDURE NAME	GROUP WASTE MANAGEMENT PROCEDURE	PROCEDURE REF & REVISION NO	
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Appendix 1: The Waste Hierarchy

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GROUP WASTE MANAGEMENT PROCEDURE

1. **PURPOSE**

To define the procedures for the management and disposal of waste at company offices and sites to ensure compliance with legislation and other requirements.

2. **RELATED DOCUMENTS**

- 2.1 ISO 14001:2015.
- 2.2 Countryside Properties PLC Environmental Policy
- 2.3 Countryside Properties PLC Waste Policy
- 2.4 Countryside Properties PLC Sustainable Procurement Policy
- 2.5 Countryside Properties PLC Sustainability Report
- 2.4 Environmental Legislation and Aspects and Impacts Register.
- 2.6 All E.M.S. Procedures.
- 2.7 Health and Safety Procedures (e.g. Asbestos)

3. **RESPONSIBILITY AND APPLICABILITY**

- 3.1 The divisional CEO is responsible for ensuring that this procedure is communicated to all relevant staff and carried out correctly.
- 3.2 The Group Sustainability Manager is responsible for all issues and changes to this procedure and ensuring its compliance with all related documents.
- 3.2 All personnel carrying out works that involve the management and disposal of waste are responsible for adherence to this procedure.
- 3.3 Divisions are responsible for producing Site Waste Management Plans if required.
- 3.4 Commercial departments are responsible for ensuring relevant waste carrier licences and waste management licences/ waste permits are in place and received from any contractor given permission to remove or make their own waste removal arrangements.
- 3.5 The Site manager is responsible for ensuring all licences and permits are held on site and that waste transfer notes/ consignment notes are obtained and held for ALL waste movements from site.
- 3.6 The divisional waste champions are responsible for entering and reporting waste data on the Smartwaste system.

This procedure applies to all company activities undertaken.

GROUP WASTE MANAGEMENT PROCEDURE

4. **PROCEDURE**

4.1 **DEFINITION**

4.1.1 **WASTE**

Waste is anything which the producer decides to, or is required to, dispose of. Even if the substance or article is given to someone else to be reused or recycled, it is still legally considered to be waste if it is no longer required by the person who produced it. This may include but is not restricted to:

- Metals
- Glass
- Plastics
- Paper and cardboard
- Timber
- Pallets
- Concrete
- Gypsum
- Electrical items
- Chemicals
- Effluent
- Clinical waste
- Liquids and oils.
- Soils
- Garden (green) waste
- Food
- Road Sweepings

4.1.2 **WASTE PRODUCER**

Countryside are the Waste Producer for all waste generated on site and in head office premises regardless of who generates the waste.

4.2 **LEGAL REQUIREMENTS**

4.2.1 **WASTE PRODUCER**

The Environmental Protection Act 1990 places a duty on anyone who imports, produces, carries, keeps, treats or disposes of controlled waste, or as a broker or dealer has control of such waste, to take measures to:

Prevent any other person from:

- Breaching the prohibition on the unauthorised or harmful deposit, treatment or disposal of waste, established by Part 2 of the Environmental Protection Act 1990,
- Operating a regulated facility or carrying out a water discharge or groundwater activity without an environmental permit;
- prevent the escape of waste;
- make sure that where waste is transferred:
It is only to an authorised person or to a person for authorised transport purposes, and the transferor (the person transferring waste) gives the transferee (the person receiving the waste) a written description of the waste which complies with the requirements set out below.

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A business which imports, produces, collects, transports, recovers or disposes of waste, or as a dealer or broker has control of waste must, on transferring the waste, take all available measures to apply the following waste hierarchy (Appendix 1):

- prevention;
- preparing for re-use;
- recycling/composting;
- other recovery (e.g. energy recovery);
- disposal.

4.2.2 WASTE CARRIER

The Waste Carrier is responsible for:-

- The adequacy of packaging of the waste whilst under their control.
- Producing a Waste Transfer Note (Consignment Note for Hazardous or electrical waste).
- Ensuring that a description accompanies the waste and that this description is accurate.
- Ensuring that any alteration to the waste is recorded in the description of the waste.

4.2.3 WASTE DISPOSAL SITE/WASTE TRANSFER STATION

The Waste Disposal Site is responsible for:-

- Carrying out the disposal operation in accordance with the conditions of their Environmental Permit.
- Checking the description of the waste they receive. Sample checks on the composition are considered to be 'good practice' and should be implemented.
- Ensuring that correctly completed documentation accompanies the waste.

4.2.4 WASTE DOCUMENTATION

WASTE TRANSFER NOTE

A Waste Transfer Note must be produced by the Waste Carrier removing the waste. The Waste (England and Wales) Regulations 2011 require the following information to be included:

- The name and address of the transferor (Countryside Properties/Millgate Developments and the site address).
- The name and address of the transferee (The Waste Carrier's name and address)
- SIC: Standard Industry Classification Code for the Waste producer's business. **(Countryside and Millgate use SIC 4110).**
- EWC (European Waste Code) of the waste being removed
- A description of the waste (e.g. mixed construction and demolition waste)
- The quantity of waste (usually in tonnes or kilogrammes)
- Whether it is loose and in a container and the type of container (e.g. 14yd skip)
- The time and place of the transfer
- A statement that the Waste Hierarchy has been followed by the transferor in the management of the waste.
- Confirmation that the Waste Carrier is registered as a waste carrier and include their registration number.
- The note must be signed by a representative of the producer and a representative of the carrier at the time of removal.

Waste transfer notes must be held by the Waste Producer for a period of two years.

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Example Waste Transfer Note: Appendix 2

4.2.4.2 CONSIGNMENT NOTE

A Consignment Note must be produced when hazardous waste is being removed. The document must include the following:

- The name and address of the consignor (Countryside Properties/Millgate Developments and the site address).
- The name and address of the consignee (The Waste Carrier's name and address)
- SIC: Standard Industry Classification Code for the Waste producer's business. **(Countryside use SIC 4110).**
- EWC (European Waste Code) of the waste being removed
- A description of the waste (e.g. waste oils)
- The quantity of waste (usually in tonnes or kilogrammes)
- Whether it is loose and in a container and the type of container (e.g. 600L Bin)
- The time and place of the transfer
- A statement that the Waste Hierarchy has been followed by the transferor in the management of the waste. (See Appendix 1)
- Confirmation that the Waste Carrier is registered as a waste carrier and include their registration number.
- The note must be signed by a representative of the producer and a representative of the carrier at the time of removal. The Consignee will also sign it on receipt of the waste. A copy of the fully signed document should be returned to the Consignor (Waste Producer)

Every quarter the Consignor must receive a return from the Consignee advising what waste has been disposed of by them for the Consignor.

Consignment notes must be held by the Waste producer for a period of three years.

4.2.4.3 WASTE CARRIER LICENCE

Any party removing waste from site must be in possession of a Waste Carrier Licence. A copy of which should be obtained and kept with other waste documentation. A Waste Carrier Licence lasts for three years. Latest versions should be obtained from the person removing the waste. The status can also be checked at:

<https://environment.data.gov.uk/public-register/view/search-waste-carriers-brokers>

4.2.4.4 ENVIRONMENTAL PERMIT

Any site where waste is transferred, stored or disposed of must be in possession of an Environmental Permit permitting waste operations. A copy of which should be obtained and kept with other waste documentation. The status can be checked at:

<https://environment.data.gov.uk/public-register/view/search-waste-operations>

4.3 PRE START ON SITE

4.3.1 WASTE MANAGEMENT REQUIREMENTS

A review should be carried out to assess which waste streams will be produced on site and the best environmental option for the storage and removal of waste

4.3.2 SELECTION OF WASTE DISPOSAL SERVICES

Waste Carriers must only be selected from the Approved Suppliers list.

Before start on site the following must be obtained from the waste carrier:

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- Current Waste Carrier Licence
- Details of where the waste will be being taken to and ultimately disposed of and copies of any associated Waste management Licences, Environmental Permits.

Waste Carriers and Contractors should be advised of Countryside Properties/Millgate Developments requirements regarding monitoring and reporting of waste removal and confirm how they will meet these on a monthly basis.

4.3.3 SUB CONTRACTOR WASTE REMOVAL

If a sub-contractor disposes of the waste or employs a third party to do so check:-

- Where the waste is being transported to.
- That they or the company they are using to transport the waste has a Waste Carrier Licence and that the site to which the waste is transported has an Environmental Permit for waste operations.

Before start on site the following must be obtained from the Sub-Contractor:

- Current Waste Carrier Licence
- Details of where the waste will be being taken to and ultimately disposed of and copies of any associated Waste Carrier Licences, Environmental Permits.
- How they will meet company requirements regarding monitoring and reporting of waste, e.g. all waste must form part of Countryside/Millgate Developments waste reporting data.

Copies of these documents must be supplied to site before commencement of the waste removal.

4.3.4 SITE PERMITS

If it is planned to reuse or crush hardcore/rubble and/or soil on site then an Environmental Permit or Exemption must be applied for from the Environment Agency and/or Local Authority. A copy of which should then be stored on site.

The CLAIRE guidance permits the reuse of clean soil on site without the requirement of a permit or exemption. However, a materials management plan must be produced detailing the origin of the soil, testing regimes and results and a site plan detailing where it was taken from and where reused including quantities.

4.3.5 SKIPS

The size of skips to be used on site should be reviewed and agreed depending on the following considerations:

- Space considerations
- Cost considerations
- Risk of excess weight
- Contamination risk
- Logistics and vehicle access and movement restrictions

Due to the risk of contamination and excess waste charges from larger skips the following skip sizes should be used on site:

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7 Yard
12 yard
14 yard
20 yard

Space will generally dictate the size of skip to be used.

4.4 STORAGE AND REMOVAL OF WASTE

4.4.1 Waste must be stored securely and safely. Any waste awaiting removal must be stored in receptacles which are appropriate to the refuse composition and which are clearly marked as to the type of waste they contain. Waste storage areas must not be sited close to emergency escape and exit routes, drainage points and watercourses, areas of ecological importance (i.e. protected trees) or other areas of environmental significance.

4.4.2 Waste should be segregated as follows if space permits.

Inner London

Mixed waste (in craneable 7 yard skips)

Pallets (for collection)

Plasterboard skip (to be arranged and managed by Dry Lining contractor)

Hazardous Waste Station

Soil and rubble in piles (if reusing on site or removal by grab lorry). This may be arranged by the Ground Workers.

Canteen waste (in lidded 1100 litre bins for dustcart collection or an enclosed skip)

Outer London and Home Counties

Mixed Waste (in 14 yard skips or 20 yard skips)

Timber (in 14 yard skips)

Packaging in FEL/REL Compaction unit

Pallets (for collection)

Plasterboard (skip to be arranged and managed by Dry Lining contractor)

Hazardous Waste Station

Soil and rubble in piles (if reusing on site or removal by grab lorry). This may be arranged by the Ground Workers.

Canteen waste (in lidded 1100 litre bins for dustcart collection or an enclosed skip)

North West and Midlands

Mixed Waste (in 14 yard skips)

Timber (in 20 yard skips)

Packaging in FEL/REL Compaction unit

Pallets (for collection)

Plasterboard (via British Gypsum in 12 yard skip and arranged by Countryside)

Hazardous Waste Station (Removal via Kenny Waste)

Soil and rubble in piles (if reusing on site or removal by grab lorry).

Canteen waste (in lidded 1100 litre bins for dustcart collection or an enclosed skip)

4.4.3 The following waste **MUST** be segregated and cannot be disposed of in general or mixed waste containers:

- Hazardous Waste: Oils, Paints, chemicals etc.
- Electrical Waste: Electronic and electrical items, such as plant, catering equipment, IT equipment.

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- Plasterboard

4.4.4 Tipping skips should be used around site for the collection of waste. If segregation is in place the skips should be clearly identified to show which waste stream may be placed there.

For smaller waste streams such as canteen waste and office waste closed bins should be used and again clearly marked to identify the waste stream they are designated for.

4.4.5 When full the tipping skips should be moved to the main waste storage area and emptied into the main skips.

4.4.6 Before emptying, the skips should be checked for any signs of contamination by other waste streams, such as plasterboard or hazardous waste present in a Mixed Construction and Demolition Skip. Contamination of skips may lead to a charge from the waste removal company.

4.4.7 Skips should be emptied when full to reduce the possibility of charges for excess weight. Before leaving site they must be covered to prevent waste escaping on the highway.

4.4.8 Hard core should be reused on site where possible but if required for removal then a grab lorry is a more efficient method for removal.

4.5 HAZARDOUS WASTE

The producer must identify hazardous waste produced on site such as containers which have contained toxic materials and ensure that it is properly disposed of in accordance with the regulations. Hazardous waste containers should be situated on site and generally the following will be placed there:

- Mastics
- Adhesives
- Sealants
- Paints

Waste Asbestos must not be stored on site. It must be removed immediately by a registered contractor.

4.6 MONITORING

4.6.1 CONTAMINATION

Skips should be regularly checked for contamination. Any contamination should be photographed and if identifiable the contractors responsible spoken to and given retraining on the use of skips.

If contamination is discovered by the waste carrier when the waste is tipped then they should provide evidence of the contamination, e.g. photographs. This may enable the site to identify the contractor responsible and provide retraining.

Contaminated skips will result in additional cost. This should be recovered by contra-charging the contractor responsible if identified.

4.6.2 WASTE TRANSFER NOTES

Waste transfer notes or copies (example Appendix 2) **MUST** be received for all waste removed from site even if it is removed by a contractor or a third party acting on their behalf.

4.7 REPORTING

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4.7.1 WASTE CARRIERS AND SUB CONTRACTORS

Monthly reports must be received from anyone removing waste from site and must include the following:

Date of removal
Waste Transfer Note Reference
Type and size of container
Waste Type
Total Waste in tonnes
Waste Recycled in tonnes
Waste used for energy from waste in tonnes
Waste to Landfill
Waste Composted

4.7.2 INTERNAL REPORTING

The Smartwaste system is utilised to compile waste figures internally. It is set up to provide an average rate for recycling. This must be altered if the waste report received from the waste carrier or contractor states a different figure to ensure it correctly reflects the waste removed and the way in which it was disposed of.

Waste figures are reported quarterly as part of ESE data collection which is presented at the Health, Safety, Environment and Quality Committee (HSEQ), Divisional Board Meetings and Waste Forum. Local reporting requirements may also be required at a divisional level.

Waste figures are reported per site by division and must include the following:

- Site Name
- Total Waste in tonnes. (This must cover all waste including that removed by Sub-Contractors)
- Total Waste reused on site in tonnes.
- Total Waste recycled in tonnes.
- Total Waste incinerated to energy (Energy from Waste) in tonnes.
- Total Waste Composted in tonnes.
- Total developed area for the reporting period. (GIA) in m2.

This enables an intensity measure for waste to be calculated to measure performance against targets and benchmark against other divisions and sites and also to calculate costs and possible savings.

A set of milestone performance review points will also be set. These will vary dependent on site specific differences such as number of units, type of build, on site or offsite segregation. A final review will take place as part of the Post Development Review to identify performance, areas of good practice and lessons learned.

Copies of the waste reports must be distributed to site to ensure they are aware of their performance and to deal with any issues which may have been flagged up by the reports.

4.8 OBJECTIVES AND TARGETS

Objectives and targets are in place at a Group level on reduction and also on recycling of waste. Local targets may also be set at divisional or site level to support the achievement of Group targets and to reduce the environmental impacts of a site and to aid continual improvement.

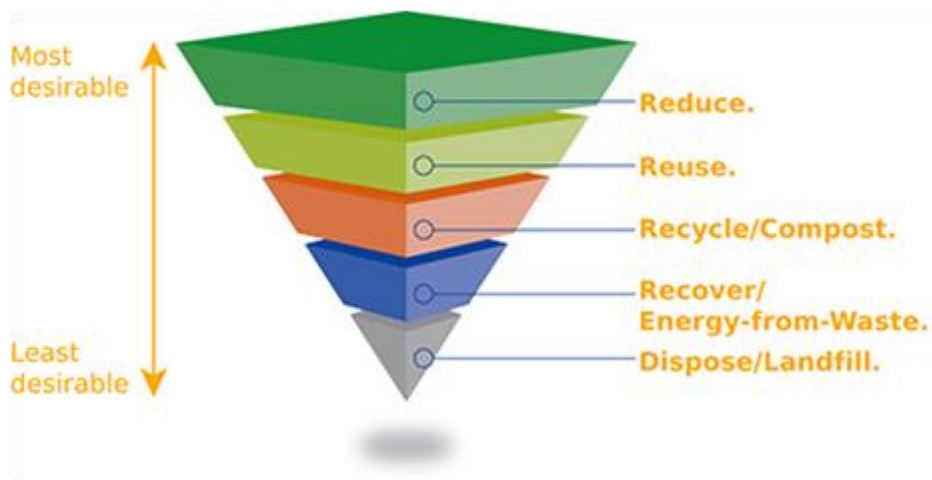
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4.9 COMMUNICATION

Details of this procedure must be communicated to all staff and a copy stored on all site.

Site Inductions are used to communicate this procedure and the specific waste arrangements on site to all sub-contractors. Further training should be provided to contractors via tool box talks especially in the case of any contamination issues.

APPENDIX 1: THE WASTE HIERARCHY



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APPENDIX 2: SAMPLE WASTE TRANSFER NOTE

Duty of care: waste transfer note Keep this page and copy it for future use. Please write as clearly as possible.

Section A – Description of waste

A1 Description of the waste being transferred

Mixed Construction Waste

A2 How is the waste contained?

Loose Sacks Skip x Drum
Other

List of Waste Regulations code(s)

17.09.04

A3 How much waste? For example, number of sacks, weight
14 yard skip

Section B – Current holder of the waste – Transferor

By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011

B1 Full name

Countryside Properties
3100 Park Square
Birmingham Business Park

Postcode B37 7YN SIC code (2007) 4110

Section C – Person collecting the waste – Transferee

C1 Full name

Kenny Waste Management

C3 Are you:

The holder of an environmental permit?

Company name and address

Kenny Waste Management
Worsley Trading Estate,
Lester Road,
Little Hulton,
Manchester,
M38 0PT

Permit number Waste Transfer Station Permit Number

Waste Carrier Licence Number:

Section D – The transfer

D1 Address of transfer or collection point

Himley Village

Bicester

D2 Broker or dealer who arranged this transfer (if applicable)

Postcode

Date of transfer (DD/MM/YYYY) VARIED

Postcode

Registration number

Time(s)

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Transferor's signature CPPLC staff name _____
Name Name of CPPLC staff or agency _____

Transferee's signature Driver _____
Name Name of Driver _____
