

# BSO Waste Management Policy

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# Business Services Organisation

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## **1.0 Waste Management Policy Statement**

The BSO recognises the negative environmental impacts arising from waste generation during our operations. The BSO is committed to implementing an effective and responsible waste management process that meets and ideally exceeds legislative, regulatory and best practice legislation and guidance.

To this extent, it is the BSO policy to:

- Endeavour to improve waste management compliance, and identify responsible individuals to achieve this.
- To prevent and reduce waste, to reduce pollution and make efficiency cost savings that can be directed elsewhere within the organization.
- Comply with all applicable waste management legislation and other waste management requirements to which it subscribes, as well as to adhere to industry best practice as far as is reasonably practicable.
- Manage its activities in a way which prevents and minimises environmental pollution to air, land and water, both at a local and global level.
- Provide appropriate waste management training to staff, agency workers, contractors, when appropriate, to optimise their contribution and involvement in reducing BSO environmental impacts.
- Pay particular attention to the provision of effective information, instruction, training, supervision and communication in relation to waste management at all levels of the organization.
- Raise awareness, encourage concern and engage with its stakeholders, including employees, visitors, contractors and suppliers on the importance of waste management and sustainability.
- Make this policy available to all stakeholders, and communicate progress on its environmental performance.

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Chief Executive

Date

## **1.1 BSO Waste Management - Aims and Objectives.**

### **The Business Services Organisation (BSO) have the following waste aims:**

- To provide leadership to assist in meeting legal obligations.
- To promote staff awareness of waste management responsibilities through consultation and participation.
- To minimise environmental impact.
- To deploy waste management strategies that maximise economic benefit at acceptable costs.
- To build on existing resources and services.
- To take a co-ordinated approach to waste management decision making based on data and feedback.

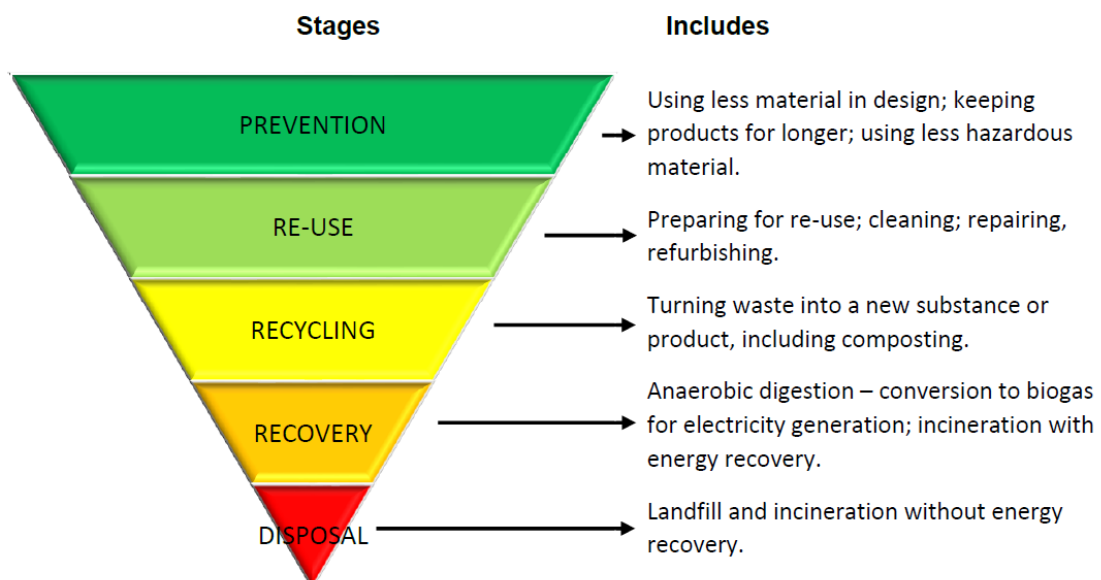


## The Business Services Organisation (BSO) have the following waste management objectives:

The objectives of this policy are:

- To implement processes, procedures and initiatives that ensure compliance with environmental legislation and best practice and which encourage waste producers to reduce the overall waste that they produce.
- To adopt the 'waste hierarchy' of prevention, reuse, recycling, other recovery disposal in line with the Waste Regulations (Northern Ireland) 2016.

### The Waste Hierarchy



- To provide all staff with explicit guidance and training in the safe handling and disposal of all wastes in line with health and safety and infection control requirements and to be fully aware of their responsibilities.
- To ensure that, where practicable and cost effective, waste is segregated to facilitate reuse, recycling and to obtain financial value from resources.
- To ensure that appropriate governance arrangements are in place.
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity within the waste management chain.
- To promote environmental awareness in order to increase and encourage waste minimisation, reuse and recycling.
- To ensure the safe handling and storage of wastes at all office locations and where building refurbishment work is taking place.
- To minimise raw material use, to minimise the use of paper and to use recycled plastic where attainable.
- To review and revise this policy as necessary at regular intervals or when work activity changes.

## **2.0 BSO Waste Management Roles and Responsibilities**

### **2.1 The Chief Executive**

The Chief Executive has overall accountability for waste management within the BSO, ensuring that all legislative requirements and applicable guidance are being met.

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 BSO objectives.

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

### **2.2 The Director of Human Resources & Corporate Services**

The day to day responsibility for ensuring this policy is put into practice is delegated to the BSO Director of Human Resources & Corporate Services and led by the BSO Health & Safety Manager.

### **2.3 BSO Corporate Services Team**

The BSO Health & Safety Manager will take lead responsibility for waste management within the BSO. These responsibilities will include;

- Providing advice and guidance as required on safe practices and procedures.
- Develop as appropriate training sessions for the safe handling, segregation, storage and disposal of waste for staff, including educational material (posters and signage).
- Monitoring the control and segregation of waste in departments by audit arrangement.
- Investigation of any failures in BSO procedures for the safe management and disposal of waste.
- Liaison with Directorate staff, Infection Control, Corporate Services colleagues regarding the internal movement of waste until removal by the licensed waste carrier(s) and disposal contractor(s) authorised by the BSO.

### **2.3 BSO Corporate Services Team (continued)**

- Monitoring under Duty of Care, that licensed waste carrier(s) and disposal contractor(s) carry out their contract responsibilities in line with BSO and legal requirements.
- Liaising with the NI Environmental Agency (NIEA) when necessary.
- Staying current with changes in waste related legal and other requirements and act on any relevant implications on behalf of the BSO.
- Develop, implement and monitor this waste management policy and update as required.
- Being the central point of contact for all matters relating to waste management.
- Responding to and investigating any waste management / environmental incidents.
- To introduce and continually implement waste minimisation schemes including recycling.
- Ensuring that information required in relation to waste management is provided in an accurate and timely manner.
- Leading a programme of waste management initiatives through behaviour change.
- Reporting with the assistance of the BSO Corporate Services team the performance of waste management within the BSO.
- Promoting waste management and best practice within the BSO.

### **2.4 The BSO Estates manager(s)**

The BSO Estates manager(s) are responsible for communicating all waste management responsibilities to contractors working for the BSO. They must be made aware of each of the following;

- Contractors cannot use BSO facilities for the disposal of their waste, unless this has been explicitly agreed. All waste must be removed from BSO sites by the contractor and appropriately managed.
- All contractors working for the BSO must be competent in providing safe and legal waste management services.
- All wastes produced as a result of contractor work including waste electrical and electronic equipment (WEEE), construction and demolition waste, fluorescent light tubes, waste paints and solvents etc. must be safely handled, securely stored prior to collection by a licensed operator and disposed of in accordance with all legal requirements.

## **2.4 The BSO Estates manager(s) (continued)**

- Asbestos waste must be managed as per legal requirements in Northern Ireland.
- Hazardous and non-hazardous wastes must be stored separately.
- Waste quantities and storage timescales must not exceed those allowed in the waste exemptions.
- No liquid wastes can be discharged to the foul sewer.
- Consignment notes (hazardous waste) and transfer notes (non-hazardous wastes) must be provided for all waste streams that leave BSO sites. These must be retained for 3 and 2 years respectively.
- No hazardous wastes can be transferred between BSO sites without accompanying consignment notes.
- Any waste transported from BSO sites must only be done by licensed waste carriers under the Waste Management Licensing Regulations (Northern Ireland) 2003 with evidence obtained.
- Any construction works that exceed £200,000 in value will require waste management plans to be in place prior to the commencement of works.

## **2.5 Contractors**

All contractors who work for the BSO must do so in accordance with this policy and BSO organisational reporting structures. Their activities shall at no time result in a breach of Waste Management legal requirements.

## **2.6 Directors and Assistant Directors of Procurement**

Each Director and Assistant Director of Procurement is responsible for embedding waste management procurement principles in specifications and procurement of goods and services on behalf of the BSO.

## **2.7 Directors, Assistant Directors and Managers within BSO**

Each Director, Assistant Director and Manager within the BSO is responsible for the implementation of this policy within their Directorates. They have a duty to actively cooperate with the BSO Health and Safety manager and others from the BSO Corporate Services team with responsibility for waste management. They must also ensure that appropriate staff under their control are given access to suitable information, instruction and training in relation to waste management.

## **2.8 IT Department**

The IT department is responsible for ensuring that:

WEEE (Waste Electrical and Electronic Equipment) is stored in accordance with the regulations; storage must be on an impermeable surface with a sealed drainage system, have weatherproof covering and be in such a manner that it's environmentally sound reuse or recycling is not hindered.

Hazardous WEEE (such as polychlorinated biphenyls, (i.e.) in capacitors, ozone-depleting substances, (i.e.) in fridges and freezers, fluorescent tubes, nickel cadmium batteries, cathode ray tubes, (i.e.) in some televisions and older computer monitors) must be stored separately from non-hazardous WEEE.

All sensitive data or information contained within redundant IT equipment must be destroyed prior to the storage and disposal of this waste.

## **2.9 BSO Premises and Health and Safety Committee**

The committee shall adopt a positive supporting role in the promotion and pursuit of waste management objectives.

## **2.10 Employees**

All BSO Staff must:

- Comply with requirements, as stated in this waste management policy, and with all other BSO specific procedures.
- Dispose of waste safely and only in the correct container/correctly coloured bag.
- Ensure that the waste hierarchy is applied to all materials before they are considered as waste (i.e.) re-use items wherever possible such as old folders etc., rather than buying new.
- Attend waste management training, if requested.
- Keep all waste streams separate and correctly segregated.
- Report all untoward incidents involving waste to their line manager or supervisor, complete an incident report on the BSO intranet site and co-operate fully in subsequent investigations.  
<http://intranet.bso.hscni.net/2365.htm>
- Work in accordance with information and training provided.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing waste management arrangements, to a responsible person without delay.
- Ensure that faulty equipment is taken out of use immediately and reported to their Line Manager and/or Estates as appropriate.
- Familiarise themselves with this Waste Management policy.

## **2.11 Learning and Development**

The BSO Learning and Development department will work with the BSO Health and Safety manager member to develop and schedule all Waste Management training and awareness sessions. The BSO Learning and Development department will record and maintain all employee Waste Management training records.

## **2.12 Special Planning Performance Group (SPPG) staff**

BSO is hosting Special Planning Performance Group (SPPG) staff at Linenhall St, Belfast, Gransha Park, Derry, Tower Hill, Armagh and County Hall, Ballymena. This policy is applicable to these staff members also.

### **3.0 Waste Management Arrangements**

#### **3.1 Types of Waste in BSO**

All waste materials produced at BSO sites must be assessed to ensure its correct classification prior to disposal. Wastes must be classified in accordance with the regulations to ensure that each category of waste transported on behalf of the BSO meets the waste acceptance criteria of the authorised waste receiving site/process.

The following waste streams are produced from BSO sites and have been categorised as follows:

#### **3.2 General Office / Domestic Waste**

This type of waste cannot be recycled, is not contaminated with any hazardous substances and does not have any special disposal requirements. This includes:

- Food waste
- Polystyrene
- Items heavily contaminated with food
- Items still containing liquids (residue of hot or cold drinks etc)
- Dead flowers

General wastes should be disposed into regular rubbish bins with black bags.

#### **3.3 Recyclable wastes**

Classified as any wastes that are not general waste, and are 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

### 3.3 Recyclable wastes (continued)

Recyclable wastes should be managed as follows.

Paper and Newspapers and non-confidential waste should be placed into paper recycling bins for regular collection (picture below).

Glass (not broken) cannot currently be recycled.

All plastic should be placed into plastic recycling bins (picture below).

All cans should be placed into cans only recycling bins (picture below).

All cardboard waste should be flatly packed and stored neatly for daily pick-up.

All confidential waste should be placed into confidential waste bins for regular collection. If this type of waste is first shredded then it can be placed in the non-confidential waste bins.

Printer / copier cartridges should be placed inside bins that are labeled and located throughout BSO sites.



### **3.4 Offensive / Hygiene waste:**

Wastes when collected and disposed is not subject to special requirements in order to prevent infection. Offensive wastes are non-hazardous wastes and therefore do not possess any hazardous chemical, medicinal or infectious properties.

This type of waste is primarily sanitary waste and similar items. Such items must be placed in designated containers in staff bathrooms.

### **3.5 Confidential Waste**

The BSO produces a large volume of waste which is known to be sensitive for either corporate or patient confidentiality.

Confidential information is information that is given or received “in confidence” for a specific purpose. This means that both the sender and recipient understand that access to it will be limited or restricted in some way, even during disposal. All personal health information is confidential and can be held in any form of media i.e. manually (paper based) or electronically. When it is no longer required (for any reason) it becomes “confidential waste” i.e. it requires disposal but still subject to required standards of confidentiality.

The General Data Protection Regulations (GDPR) legislation defines legal responsibilities on the BSO and all staff to safeguard it at all times.

The destruction of confidential material can either be via the approved BSO contractor or at the point of production by shredding the material.

Once the material is shredded it can be placed into the non-confidential paper bins.

If using the approved BSO contractor then the following process should be adhered to.

- All confidential waste paper should be placed inside the contractor’s opaque sacks, (do not use clear bags) these can be placed inside the standard white fire retardant bins.
- The sacks must be stored inside a closely monitored location ensuring nothing can be removed from them.
- The sacks must be cable tied and tagged when full and stored in a secure area (not blocking any fire egress route).

### **3.5 Confidential Waste (continued)**

- The sacks will be uplifted by the contract company for disposal.
- All confidential waste will be secured and shredded by the confidential waste contractor.

The BSO Corporate Services department will receive certificates of destruction from the contractor as proof of destruction.

### **3.6 WEEE (Waste Electrical and Electronic Equipment)**

WEEE must be moved regularly and promptly to not exceed a storage period of 3 months.

IT WEEE must be stored separately from wider BSO WEEE.

The procurement and disposal of IT equipment must be in accordance with the WEEE regulations and all redundant IT equipment must be disposed of through a registered WEEE compliance scheme/approved contractor.

Those who transport WEEE on behalf of the BSO must be licensed waste carriers under the regulations The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations (Northern Ireland) 1999

Paperwork for any waste streams (WEEE, mobile phones, toner cartridges) in the form of Waste Consignment Notes (for hazardous wastes) or Transfer Notes (for non-hazardous waste) is obtained and retained for 3 and 2 years respectively.

### **3.7 Large items and Furniture**

Any department requiring the disposal of this waste category must contact the BSO Estates dept. to make pick-up arrangements.

### **3.8 Construction Waste**

The BSO aim to reduce waste arising from construction and operation of its buildings and encourage waste diversion from landfill.

The BSO will ensure arrangements are in place for recycling/disposal of all waste types which are good value for money and meet current and future changes in environmental legislation.

### **3.9 Procurement**

BSO Procurement will endeavour to ensure all waste disposal contractors are environmentally responsible and are in compliance with all applicable legislation.

Additionally BSO Procurement will ensure all waste tenders are transparent and compliant with the Public Procurement regulations.

#### **4.0 Review of Waste Management Policy**

The BSO will review this Policy every three years or more often if legislation dictates and will amend its arrangements with regard to environmental management in view of new Legislation, Regulation, Approved Codes of Practice or on the advice of the Northern Ireland Environmental Agency (NIEA).

#### **5.0 References**

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

## **6.0 Equality and Human Rights Considerations**

The Policy has been screened for equality implications as expected by Section 75 and Schedule 9 of the Northern Ireland Act 1998. Equality Commission guidance declares that the aim of screening is to recognise those policies which are likely to have a significant influence on equality of opportunity so that greatest resources can be dedicated to these.

Using the Equality Commission's screening standards; no significant equality implications have been recognised. The policy will therefore not be subject to an equality impact assessment.

Similarly, this policy has been considered under the terms of the Human Rights Act 1998, and was deemed compatible with the European Convention Rights contained in the Act.