



Waste Management Policy

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Author Waste / Environmental Manager

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If you would like this document in an alternative language or format, please contact Corporate Services on 01595 743069.

NHS SHETLAND DOCUMENT DEVELOPMENT COVERSHEET*

Name of document	Waste Management Policy		
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Author	Lawson Bisset		
Executive Lead	Ralph Roberts		

Proposed groups to present document to:	
Waste Committee	Executive Management Team
Control of Infection Committee	
Staff Governance	

DATE	VERSION	GROUP	REASON	OUTCOME
19 May 2015	1	Waste Committee	PO	Approved
28 May 2015	1	Control of Infection Committee	PO	Approved
27 August 2015	1	Staff Governance	PO	Approved
14 October 2015	1	Executive Management Team	PO	Approved

Examples of reasons for presenting to the group	Examples of outcomes following meeting
<ul style="list-style-type: none"> • Professional input required re: content (PI) 	<ul style="list-style-type: none"> • Significant changes to content required – refer to Executive Lead for guidance (SC)
<ul style="list-style-type: none"> • Professional opinion on content (PO) 	<ul style="list-style-type: none"> • To amend content & re-submit to group (AC&R)
<ul style="list-style-type: none"> • General comments/suggestions (C/S) 	<ul style="list-style-type: none"> • For minor revisions (e.g. format/layout) – no need to re-submit to group (MR)
<ul style="list-style-type: none"> • For information only (FIO) 	<ul style="list-style-type: none"> • Recommend proceeding to next stage (PRO)

DATE	CHANGES MADE TO DOCUMENT
March 15	Waste Policy Management template / SHTN 3 part B

TABLE OF CONTENTS

Section	Page
1. Introduction	4
2. Policy statement	5
3. NHS Shetland Waste Management Policy guidance	5
4. Distribution list	9
5. Contact list	10
Appendix A - Rapid Impact Checklist Waste Management Policy A	12

SHETLAND NHS BOARD

WASTE MANAGEMENT POLICY

1 Introduction

1.1 NHS Shetland delivers healthcare services across a wide portfolio of settings, resulting in the production of a correspondingly broad range of wastes.

1.2 NHS Shetland is responsible for managing the waste produced by its employees irrespective of whether the waste is generated on a site owned or leased by the NHS Board.

1.3 NHS Shetland is obliged to comply with all regulatory requirements, including, but not limited to those related to The Health and Safety at Work etc Act: 1974 and The Environmental Protection Act: 1990.

1.4 NHS Shetland is required to assess the risks in the context of the protection of workers engaged in or supporting healthcare delivery, in waste and materials management, in the protection of the public, and the local and wider environment. In the workplace, a large variety of wastes are produced; these can be classified broadly into the following five 'core' waste streams:

- **healthcare (including clinical) waste** – waste produced as a direct result of healthcare activities which may pose a risk of infection and/or is medicinally contaminated;
- **other (non-healthcare) special wastes** – waste with hazardous characteristics produced from support (non-healthcare) activities, such as paints, batteries and waste electrical and electronic equipment (WEEE);
- **source-segregated recyclates** – glass, paper, card, plastics, cans and other metals suitable for recycling;
- **food waste** – unwanted food from patients, staff and visitors of the site, and
- **residual waste** – the fraction of waste that remains once all special waste, recyclates and food have been removed at source. This is typically described as 'black bag' or 'domestic' or municipal waste.

2 Policy statement

2.1 Responsibilities for implementation:

Organisational Responsibility

Chief Executive, Chief Operating Officer and Management Team

Departmental Responsibility

Departmental Managers/Line Managers/All Staff

2.2 Policy Application

This Policy applies to ALL members of staff, contractors and any other party undertaking business for, or on behalf of, NHS Shetland.

This Policy applies to all premises and sites owned or controlled by NHS Shetland.

This policy applies to ALL wastes that arise from premises and land which is owned, leased or used in the delivery of NHS Shetland healthcare services. This includes all scrap, surplus materials, assets and moveable equipment, part or whole, which are defined in law as waste.

This policy is to be used and read in conjunction with other NHS Shetland policies, in particular, integrated with the Infection Prevention and Control Policy, the Environmental Policy and the Corporate Health and Safety Policy.

This document sets out the policy objectives, the supporting management responsibilities and organisational arrangements for waste management in NHS Shetland, in keeping with statutory and mandatory requirements.

Note: This document does not contain the specific details of the statutory or mandatory arrangements for waste and materials minimisation and management. Reference should be made to NHS Scotland waste guidance: SHTN 3 for this information.

3 NHS Shetland Waste Management Policy guidance

3.1 NHS Shetland delivers healthcare services across a wide portfolio of settings, resulting in the production of a correspondingly broad range of wastes.

NHS Shetland is responsible for managing the waste produced by its employees irrespective of whether the waste is generated on a site owned or leased by the NHS Board.

NHS Shetland is obliged to comply with all regulatory requirements, including, but not limited to those related to The Health and Safety at Work etc Act: 1974 and The Environmental Protection Act: 1990.

NHS Shetland is required to assess the risks in the context of the protection of workers engaged in or supporting healthcare delivery, in waste and materials management, in

the protection of the public, and the local and wider environment. In the workplace, a large variety of wastes are produced; these can be classified broadly into the following five 'core' waste streams:

- **healthcare (including clinical) waste** – waste produced as a direct result of healthcare activities which may pose a risk of infection and/or is medicinally contaminated;
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Responsibilities and procedural framework

3.2 **The Chief Executive, the Chief Operating Officer and management teams** are responsible for:

- ensuring that operational procedures, health, safety, environmental and risk management arrangements are in place to meet legal and policy requirements;
- providing resources for implementing and maintaining legal and policy requirements;
- reviewing the performance and effectiveness of this policy and related procedures and guidance, and
- effective communication of this policy through the appropriate management structures.

3.3 **The Waste Management Officer (WMO)** is responsible for:

- ensuring that the Chief Executive, the Chief Operating Officer and management teams are aware of their responsibilities and duties as well as the relevant procedures necessary to implement this policy;
- ensuring that practical and workable procedures are in place to deal with all waste streams, which include measures to minimise waste at source;
- ensuring that staff have the necessary equipment to ensure that wastes are segregated and packaged appropriately;
- ensure that all staff receive training and that role-specific training is provided to staff with day-to-day responsibilities for the segregation and management of wastes;

- providing secure storage, uplift, recycling and disposal arrangements;
- providing performance reports to site management and collating and completion of eMART returns with respect to waste on behalf of the NHS Board;
- reviewing the effectiveness of this policy across NHS Shetland;
- providing and leading a Waste Committee to provide appropriate cross-sector expertise to support, co-ordinate and review operational management and controls.

3.4 **Departmental/Line Managers** are responsible for:

- ensuring that all staff are aware of this policy and are familiar with the procedures applicable to their areas;
- putting into practice local procedures which are designed to reduce the risks associated with the segregation and recycling of materials, and the production, handling and uplift of all wastes through to their final disposal process;
- ensuring that all staff and workers engaged in healthcare and in waste management have adequate information, training, instruction, supervision and support.
- monitoring the effectiveness of procedures and providing feedback and updates as required;
- ensuring that staff receive suitable and effective support following any accidents or incidents relating to waste management activities.

3.5 **All staff and workers** engaged in healthcare and in waste management are responsible for:

- taking precautions and reasonable care with regard to their own safety, that of any other persons who may be affected by their actions, and the environment;
- following procedures and safe systems of work that are in place to minimise risk to persons and the environment;
- reporting of all incidents that arise (including near misses);
- attending the appropriate training and instruction, and ensuring practical skills are regularly refreshed, and
- assisting managers with the identification of any risks arising from waste and materials management.

Risk-based approach

3.6 A risk assessment approach should be taken to identify and put in place controls to minimise harm to human and/or environmental health that may arise from waste management activities. The Waste Management Officer and Infection Control Team can provide additional support to local managers on the assessment of local

waste management risks.

3.7 As a result of risk assessment, all locations where waste arises should have effective control measures in place to manage the identified risk(s). Waste disposal procedures should reflect local requirements. Local managers are responsible for updating and ensuring local procedures reflect current practices and the range of wastes produced.

3.8 There are various factors that need to be considered when conducting risk assessment on waste, including:

infectious or bio hazardous characteristics - with reference to the Control of Substances Hazardous to Health Regulations (COSHH) and the definition of infectious (characteristic H9) in the Special Waste Regulations;

other hazardous or dangerous characteristics, for example:

- explosive;
- oxidising;
- flammable;
- irritant;
- harmful;
- toxic;
- carcinogenic;
- corrosive;
- toxic for reproduction;
- mutagenic;
- sharp or cutting edges (broken glass, sharps, other intrusive devices, etc.);
- radioactive substances;
- offensiveness (volume, time and temperature controls);
- exposure pathways throughout the entire waste management chain.
- produces toxic gas, sensitising or ecotoxic;

Training

3.9 Waste management training should be provided by and/or coordinated by the NHS Board's Waste Management Officer. Waste Management Officers should provide 'basic' waste training to all staff as part of their induction. In addition, role-specific training should be provided to those responsible for on-site waste segregation and waste handling.

Occurrence recording

3.10 All persons and workers engaged in healthcare and in waste management

should report all incidents involving waste, including near misses. This will ensure compliance with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations (RIDDOR): 2013.

Monitoring arrangements

4.11 Local managers are required to monitor and review the effectiveness of local procedural arrangements, risk registers and incident analysis.

Review arrangements

4.12 The Board's Waste Committee meets [add frequency] and is chaired by the Board's Waste Management Officer.

Note: The Waste Management Officer is responsible for compiling a report, on an annual basis for submission to the Chief Executive, summarising performance and issues that may have arisen.

Note: The risk presented should be reduced to the lowest level that is reasonably practicable.

4 Distribution list

NHS Shetland

- Chief Executive
- Human Resources
- Health & Safety Management Committee
- Waste Committee
- Occupational Health Service
- Infection Prevention & Control
- Risk Management Support Unit
- Public Health Department
- Corporate Communications
- Staff Side Representatives
- Head of Estates & Facilities
- Facilities & Estates Management Teams
- Staff Development
- GP Premises Group
- Leased / Rented Property Owners

5 Contact List

- NHS Shetland Waste Management Officer (WMO): to chair the Waste Committee and produce advice, training, contractual, legal, operational and performance arrangements (including preparation of reports) for waste management;
Contact Lawson Bisset on (01595) 743029.

- WMO and/or Environment Manager(s): for local operational waste management arrangements including advice, training and monitoring across all settings;
Contact on (01595) 743029.

- Dangerous Goods Safety Advisor (DGSA): for monitoring compliance with the rules and providing advice on the transport of dangerous goods;
Contact Gordon Cameron Transport Consultancy on 07590916168.

- Physical Distribution Manager(s): for logistical transport and portering arrangements across all settings;
Contact Head Porter / Estates Supervisor / Transport Manager
(01595)743000 ext 3132 / (01595) 743308 / (01595) 743315

- Infection Control Nurse(s): for procedural and training arrangements for clinical staff producing waste, including preparation of reports;
Contact on (01595) 3693.

- Chief Biomedical Scientist: for laboratory arrangements and microbiological advice;
Contact on (01595) 743041.

- Biomedical Scientist(s) – for laboratory arrangements and microbiological advice;
Contact on (01595) 743041.

- Interim Facilities Health and Safety/Risk Advisor(s): for health, safety and risk advice and incident reporting;
Contact on (01595) 743729.

- Environment and Safety Support Team Manager – delegated chair of Waste Committee and for advice, training, contractual, legal, operational and performance arrangements (including preparation of reports);
Contact on (01595) 743029.

- Waste and Water Services Manager - for local operational arrangements, including advice, training and monitoring across all settings;
Contact on (01595) 743029 or (01595) 743684.

- Energy and Environment Manager – for general advice on local operational arrangements, training and performance reporting;
Contact on (01595) 743029.

- Infection Prevention and Control Nurse(s) – for clinical waste producer, procedural and training arrangements, including preparation of reports;
Contact on (01595) 743693.

- Senior Charge Nurse(s) – for acute and non-acute nursing input;
Contact on (01595) 743020 for (acute) and (non-acute).

- Supply Chain Manager – for logistical transport arrangements;
Contact on (01595) 3315.

- Portering Services Manager – for portering arrangements;
Contact on (01595) 743000 ext 3132.

- Interim Head of Health and Safety – for health, safety and risk advice and incident reporting;
Contact on (01595) 743729.

- Interim Risk Training Co-ordinator - who can be contacted on
(01595) 743729.

Appendix A - Rapid Impact Checklist Waste Management Policy

Which groups of the population do you think will be affected by this proposal? <ul style="list-style-type: none"> • minority ethnic people (incl. gypsy/travellers, refugees & asylum seekers) ✓ • women and men ✓ • people in religious/faith groups ✓ • disabled people ✓ • older people, children and young people ✓ • lesbian, gay, bisexual and transgender people ✓ 		Other groups: <ul style="list-style-type: none"> • people of low income ✓ • people with mental health problems ✓ • homeless people ✓ • people involved in criminal justice system ✓ • staff ✓
N.B. The word proposal is used below as shorthand for any policy, procedure, strategy or proposal that might be assessed.	What positive and negative impacts do you think there may be?	
	Which groups will be affected by these impacts?	
What impact will the proposal have on lifestyles? For example, will the changes affect: <ul style="list-style-type: none"> • Diet and nutrition? • Exercise and physical activity? • Substance use: tobacco, alcohol or drugs? • Risk taking behaviour? • Education and learning, or skills? 	None	
Will the proposal have any impact on the social environment? Things that might be affected include: <ul style="list-style-type: none"> • Social status • Employment (paid or unpaid) • Social/family support • Stress • Income 	None	
Will the proposal have any impact on: <ul style="list-style-type: none"> • Discrimination? • Equality of opportunity? • Relations between groups? 	None	

<p>Will the proposal have an impact on the physical environment? For example, will there be impacts on:</p> <ul style="list-style-type: none"> • Living conditions? • Working conditions? • Pollution or climate change? • Accidental injuries or public safety? • Transmission of infectious disease? 	<p>Positive Public and Staff Safety</p>
<p>Will the proposal affect access to and experience of services? For example,</p> <ul style="list-style-type: none"> • Health care • Transport • Social services • Housing services • Education 	<p>None</p>

<u>Waste Rapid Impact Checklist: Summary Sheet</u>	
Positive Impacts (Note the groups affected) Staff and public safety	Negative Impacts (Note the groups affected)
Additional Information and Evidence Required	
Recommendations	
<p>From the outcome of the RIC, have negative impacts been identified for race or other equality groups? Has a full EQIA process been recommended? If not, why not?</p> <p>Full process not recommended - appropriate adjustments have been made.</p>	

Manager's Signature:

Date: