

Waste Management Policy

Beyond Compliance



Recent legislation in the form of the EU Landfill Directive has changed the way our company dispose of waste. The directives main aim is;

“To prevent or reduce as far as possible negative effects on the environment, in particular the pollution of surface water, groundwater, soil & air, and on the global environment, including the greenhouse effect, as well as any resulting risk to human health, from the landfilling of waste, during the whole life cycle of the landfill”

The company is therefore committed to the protection of the environment through the implementation of an effective waste management programme, that meets or exceeds all legislative and regulatory requirements placed on it.

Principles of Waste Management

Woodford will apply the principles of the Waste Management Hierarchy to ensure that waste is dealt with in a way that impacts least on our environment

Waste Management Hierarchy

1. Reduction

Since all waste disposal options have some impact on the environment, the only way to avoid impact is not to produce waste in the first place. Woodford will therefore endeavour to reduce waste by judicious purchasing.

2. Reuse

Before discarding an item, check that someone else cannot make use of it. Examples include furniture, computers & peripherals.

3. Recovery

Wherever possible, Woodford will recycle. Staff and visitors need to be fully engaged in this process to ensure that the recycling units are used and that only waste that cannot be recycled goes into the bins - and therefore to landfill. Recycle bins are identified throughout the office to ensure the following materials are recycled;

- Paper
- Cardboard
- Plastic
- Wood

4. Disposal

Waste sent to landfill is the worst option in environmental terms & Woodford will strive to keep this to a minimum.

Responsibilities

Property & Facilities

The directors are responsible for the development and initial implementation of the policy. All staff are responsible for the operation of the policy and for staying up to date with waste legislation affecting the company. Increasingly more elements within the waste stream are prohibited by legislation from entering the general company waste stream and should there be any doubt about how a particular item(s) should be dealt with, your managers should be contacted for advice.

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Members of Staff

All members of the company have a personal responsibility for the way their conduct impacts on the environment and should ensure that they think about all new purchases and ensure guidelines are adhered to.

Waste Carrier Certificate

Woodford are registered as an ***upper tier waste carrier, broker & dealer***.

Waste Carrier Reg No: CBDU174473

Expiry Date: 19/04/2026

Hazardous Waste

Woodford will ensure that any waste produced from our operation is handled safely and in accordance with the law. Hazardous waste includes, among other things, chemicals, biological material, clinical waste, asbestos, batteries, electrical equipment & Fluorescent tubes, all of which have separate waste streams.

The waste which qualifies under the current controlled hazardous waste regulations from our works include:

- Silicon
- Glues
- Flux
- Solvent Cleaner
- Small propane gas containers
- Inhibitors & cleaning chemicals

In general, this means we will:

1. Prevent anyone keeping, depositing, disposing of or recovering our 'controlled waste' without a waste management license or an exemption from the need for a license. We will also ensure that the waste management license has not been suspended or partially revoked and that we are not in breach of the conditions of that license or exemption.
2. Stop materials escaping from our control or the control of anyone else by packaging it appropriately and robustly
3. Ensure that our waste is only transferred to an authorised person
4. Ensure that the waste being transferred is accompanied by a written description that will enable anyone receiving it to dispose of it or handle it in accordance with their own duty of care.

When Woodford management/supervision is responsible for the routine management of the waste disposal arrangements on site. This will include:


- Ensuring the necessary receptacles are available to store the waste
- The collection and disposal by licensed contractors to authorised disposal sites
- Central records of all disposals
- Correct disposal routes
- Ensure all operatives working for the company are aware of the different waste streams and how they need to segregate, store and/or handle different waste prior to disposal

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- Ensure waste containers are correctly labelled. Details of the labelling requirements should be obtained from the person responsible for final disposal
- Keep records of consignment documentation for traceability purposes.

Signature 	
Name	Steve Abbott
Position	Managing Director
Date	03/03/2025 Next Review March 2026