

POLICY DOCUMENT

Waste Management Policy

Policy Review Schedule

Date first Approved by the Board: November 2006

Last Approved by the Board: September 2014

Date of Next Review: September 2016

Policy Owner: Administrative Manager

Amendment Overview

Version	Date	Pages	Comments	Actioned
2006 - 1.0	30/11/2006		Ratified by Board	
2008 - 2.0 (draft)	28/01/2008		Revised for re-consideration by Health and Safety Committee	Margot Roberts
2008 – 2.1 (draft)	11/11/2008		Further revised by Health and Safety Committee following review of Waste arrangements	Health and Safety Committee
2008 – 2.1 (draft)	4/12/2008		Presented to Agency Board for approval Approved.	Margot Roberts
2008 - 2. 1	01/02/2009		Issued to staff	
2012 - 3.0	01/06/2012		Periodic review and refresh. Submitted to Agency Board	Mark McCarey
2012 – 3.1	27/09/12	18	Re-submitted to Agency Board with updates requested at previous meeting in June 2012 in relation to dealing with confidential waste in line with the Records Management Policy. Approved.	Mark McCarey
2012 – 3.2	24/09/2013	27	Role of NIMDTA to be included at beginning of each policy and corporate document. Footer updated to include new NIMDTA mission statement	Linda Craig
2014 – 4.0	16/09/2014	14	Periodic review and refresh. Role of NIMDTA updated. Replaced references to Agency with NIMDTA. Presented to Governance & Risk Committee for approval. Approved subject to minor changes. Details available in the G&R minutes.	Mark McCarey
2014 – 4.1	18/09/2014	14	Presented to Agency Board for approval. Approved.	

Contents

Policy Review Schedule.....	2
Executive Summary.....	4
Role of the Northern Ireland Medical and Dental Training Agency.....	5
Policy Influence.....	6
Policy Impact.....	6
This Policy to be read in conjunction with:.....	6
1. Definition of Waste.....	7
2. Accountability.....	7
3. General Guidance for Waste.....	9
4. Waste Minimisation.....	9
5. Monitoring and Review.....	10
Appendix 1 – Types of Waste.....	11
Appendix 2 – Waste Disposal Procedures.....	13

Executive Summary

This policy reflects a number of options to ensure effective waste reduction and aims to demonstrate continued improvement in waste management.

The duty to dispose of waste properly is set out in the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991.

Waste originating from NIMDTA premises is considered as being controlled waste as defined in the Waste and Contaminated Land (Northern Ireland) Order 1997. In accordance with the provisions contained in that Order, NIMDTA has a duty of care in relation to the handling, disposal and management of waste.

The aims of this policy are to:

- Ensure compliance with all relevant legislation
- Provide staff with guidance in the safe handling and disposal of waste in line with health and safety and infection control requirements
- Enable staff to recognise and comply with all legal requirements
- Identify specific responsibilities
- Identify and promote safe methods of disposal
- Reduce the impact that NIMDTA's business has on the environment

Role of the Northern Ireland Medical and Dental Training Agency

The Northern Ireland Medical and Dental Training Agency (NIMDTA) is an Arm's Length Body sponsored by the Department of Health, Social Services and Public Safety (DHSSPS) to train postgraduate medical and dental professionals for Northern Ireland. NIMDTA seeks to serve the government, public and patients of Northern Ireland by providing specialist advice, listening to local needs and having the agility to respond to regional requirements.

NIMDTA commissions, promotes and oversees postgraduate medical and dental education and training throughout Northern Ireland. Its role is to attract and appoint individuals of the highest calibre to recognised training posts and programmes to ensure the provision of a highly competent medical and dental workforce with the essential skills to meet the changing needs of the population and health and social care in Northern Ireland.

NIMDTA organises and delivers the recruitment, selection and allocation of doctors and dentists to foundation, core and specialty training programmes and rigorously assesses their performance through annual review and appraisal. NIMDTA manages the quality of postgraduate medical and dental education in HSC Trusts and in general medical and dental practices through learning and development agreements, the receipt of reports, regular meetings, trainee surveys and inspection visits. It works in close partnership with local education providers to ensure that the training and supervision of trainees support the delivery of high quality safe patient care.

NIMDTA recognises and trains clinical and educational supervisors and selects, appoints, trains and develops educational leaders for foundation, core and specialty medical and dental training programmes throughout NI.

NIMDTA is accountable to the General Medical Council (GMC) for ensuring that the standards set by the GMC for medical training, educational structures and processes are achieved. The Postgraduate Medical Dean, as the 'Responsible Officer' for doctors in training, has a statutory role in making recommendations to the GMC to support the revalidation of trainees. Revalidation is the process by which the GMC confirms that doctors are up to date and fit to practice. NIMDTA also works to the standards in the COPDEND framework for the quality development of postgraduate Dental training in the UK.

NIMDTA enhances the standard and safety of patient care through the organisation and delivery of relevant and valued career development for general medical and dental practitioners and dental care professionals. It also supports the career development of general medical practitioners and the requirements for revalidation through the management and delivery of GP appraisal.

NIMDTA aims to use the resources provided to it efficiently, effectively and innovatively. NIMDTA's approach to training is that trainees, trainers and educators should put patients first, should strive for excellence and should be strongly supported in their roles.

Policy Influence

This policy has been influenced by the following:

- Environmental Protection Act 1990
- Environmental Protection (Duty of Care) Regulations 1991
- Employer's Liability (Defective Equipment and Compulsory Insurance) (NI) Order 1972
- Health and Safety at Work Order (NI) 1978
- SI 1994/1896 Litter (NI) Order
- SI 1997/2778 Waste and Contaminated Land (NI) Order
- SI 2002/3153 Environment (NI) Order
- The Waste Collection and Disposal Regulations (NI) 1992
- Radioactive Substances Act 1993
- The Controlled Waste Regulations (NI) 2002
- Waste and Emission Trading Act 2003
- Hazardous Waste Regulations (NI) 2005
- List of Wastes Regulations (NI) 2005
- Waste Electrical and Electronic Equipment (WEEE) Regulations 2007
- DHSSPS Controls Assurance Standard 'Waste Management'

Policy Impact

This policy may have an impact on the following:

- Environmental Management Policy
- Health and Safety Policy
- Records Management Policy
- Terms of Reference – Health & Safety Committee

This Policy to be read in conjunction with:

- Terms of Reference – Health & Safety Committee

1. Definition of Waste

Waste is a substance, material or object that has been used, is no longer required and needs to be disposed of. Most waste goes to landfill or is incinerated or disposed of using a range of methods. Waste irrespective of its disposal method has the potential to pollute land, air and water (See Appendix 1).

2. Accountability

The Board, through the Chief Executive, is responsible for ensuring the implementation of NIMDTA's waste management policy. NIMDTA shall endeavour to work towards the following objectives:

- Comply with relevant waste management legislation
- Provide for the setting and achievement of waste management objectives and targets for the organisation
- Ensure that all staff involved in handling waste receive appropriate information, instruction and training
- Encourage the reduction and recycling of waste and ensure the proper disposal of waste
- Make the Waste Management Policy widely accessible by inclusion in the staff handbook and on the website
- Facilitate communications with all stakeholders regarding NIMDTA's waste management policy and associated objectives, targets and performance against these

The Chief Executive has ultimate responsibility and accountability for waste management and will ensure that, through effective policies and procedures, NIMDTA is compliant with all legal and statutory responsibilities and directives issued by the DHSSPS.

The Administrative Director is the appointed Executive Director with special responsibility for waste management and is responsible for ensuring that :

- Waste is disposed of in a timely manner and in accordance with the guidance set out in the policy;
- Appropriate arrangements are in place for the collection, safe storage and removal of waste by approved contractors;
- Approved containers, where appropriate, are provided for each type of waste;

- Staff are compliant with this policy and staff are trained to carry out the duties associated with waste management;
- Guidance is issued to staff regarding waste management and recycling initiatives;
- Incident reporting and investigation procedures are carried out where appropriate;
- Risk assessments are undertaken and action is taken to minimise risks identified;
- Trends in waste reduction are monitored, as appropriate;
- Relevant information is shared with the Health and Safety Committee.

All Senior Managers shall ensure that

- staff and others that work within their department are aware of, and understand NIMDTA's waste management policy and procedures;
- Personal protection and basic hygiene precautions are adhered to;
- Staff are aware of and understand the nature and dangers of waste being disposed of;
- a culture of waste reduction, re-use and cost savings is promoted and encouraged.

Each member of staff has a personal responsibility for the way in which their conduct impacts on the environment with particular regard to minimising waste. Staff should:

- be familiar with the policies and procedures for waste management;
- report dangerous waste situations to their line managers as soon as they are identified and assist with completion of the adverse incident report form accordance with NIMDTA's procedure for recording and reporting incidents;
- not handle any waste considered to be too heavy or for which the correct method of disposal is unfamiliar;
- ensure that personal protection and basic hygiene precautions are adhered to;
- assist with the reduction of waste produced.

Domestic services, staff employed by Resource, are responsible for the disposal of 'household' waste and the cleaning and maintenance of waste receptacles.

The Health and Safety Committee will monitor and review arrangements for the management of waste and ensure that appropriate arrangements are in place for the effective management of waste to include:

- Arrangements on waste minimisation, re-use of equipment and recycling, waste handling, transfer and segregation of waste;
- Appropriate arrangements for the disposal of waste which are both effective and flexible enough to adjust to demand and future changes in regulations;
- Appropriate arrangements for storage and transport facilities.

3. General Guidance for Waste

- Waste should be disposed of in the appropriate manner and in the appropriate container (see Appendix 2 for guidance);
- All waste bags should be removed for disposal when half full/ and or when they can be easily lifted (no more than 15 kilos) without causing strain;
- Bins should only be used for the purpose they are designed for;
- Waste collection points must be kept in a clean, accessible condition with due regard to fire protection;
- All waste will be collected by a registered waste carrier and re-cycled.

4. Waste Minimisation

The cost of waste disposal is increasing, with the generation and disposal of waste requiring additional resources in materials, space and staff time.

There is a need for everyone working in NIMDTA to minimise waste and be aware of and make use of ways of preventing unnecessary waste. NIMDTA promotes waste prevention, recycling/recovery and reuse and the following practical methods of doing so are commended to staff.

- Re-using files and stationery when appropriate;
- Re-using office equipment and furniture, ensuring all items are checked for safe use and meet relevant health and safety legislation;
- Producing electronic copies of documents and avoiding dependence on paper copies;
- Making full use of email for document/information dissemination but think before you print off a document or email – is it necessary to have a hard copy?;

- Photocopy and print documents double-sided;
- Re-use scrap paper for printing draft documents or making notes;
- Re-cycle printer cartridges – empty printer cartridges must not be disposed of but brought back to the general office for re-cycling.

5. Monitoring and Review

The Director with responsibility for waste management will make an annual report to the Board. This will be done as part of a larger Health & Safety report.

The Health and Safety Committee will be responsible for dealing with all health and safety issues including environmental management and will play a significant role in monitoring and reviewing all aspects of the system. The Health and Safety Committee will report directly to the NIMDTA Board. This policy should be read in conjunction with Terms of Reference – Health & Safety Committee.

This policy may be amended as and when it becomes necessary and the risks associated with the management of waste will be recorded in NIMDTA' risk register.

This policy should be read in conjunction with environmental legislation available from www.netregs.gov.uk and www.niea.gov.uk

More information on the management of waste can be obtained from the office of the Chief Executive.

Appendix 1 – Types of Waste

Hazardous Waste (non-clinical)

- Batteries
- Fluorescent Tubes
- Oils/lubricating/hydraulic/insulating
- Asbestos
- Solvents/refrigerants/aerosol propellants
- Electrical equipment eg computers; printers; photocopiers; televisions
- Printer/photocopier cartridges

Non-hazardous Waste

- Wooden furniture
- Waste paper
 - Confidential
 - Non-confidential
 - Cardboard
- Food waste
 - Cooking oil
 - General
- General waste
 - Glass
 - Plastics
 - Metal
 - Aluminium cans
 - Scrap

General/domestic

Material that poses no risk to health may be disposed of by landfill. In the main general waste is that arising from offices, staff, kitchens, stores and other areas where there is no risk of potentially infected materials being present. The following principles should be adhered to:

- Clinical/special waste should not be mixed with general waste
- Black bags should be used for disposal of general waste
- Black bags should be adequately sealed

Appendix 2 – Waste Disposal Procedures

Waste Type	Method of Disposal
General Office	Place in office bin for daily collection by domestic assistant and disposal in recycling bin
Food waste	Place in kitchen bin for disposal by domestic assistant
Professional cleaning products	Empty containers should be rinsed out by domestic assistant for disposal in recycling bin
Confidential waste	Please see the Records Management Policy for further guidance
Cardboard	Flat pack and store neatly for daily disposal by domestic assistant
Fluorescent tubes	Contractor to remove from premises following replacing with new tubes
PCs, TVs, printers, photocopiers, white goods, mobile phones	To be disposed of as directed by Administrative Director
Printer cartridges/drum units	Place in green recycle bags supplied with each new toner cartridge; black recycle bag supplied for each new drum and return to general office for collection and recycling
Photocopier cartridges	Dispose of as per supplier instructions on box
Wooden furniture	To be disposed of as directed by Administrative Director