



<b>Policy No:</b> SJD/HS/26	<b>Authorised by:</b> Davina Powell	<b>Review Date:</b> 24th October 2023
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<b>WASTE MANAGEMENT</b>		

## Policy Statement

All organisations produce waste and are increasingly required to ensure it is dealt with in an environmentally-acceptable way that is compliant with the law. It is therefore the policy of SJD Homes to minimise and control any risks caused by waste generated through its activities.

SJD Homes understands 'clinical waste' to include

- body fluids and waste
- soiled dressings and other contaminated waste
- incontinence pads.

The *Environmental Protection Act 1990* makes it the responsibility of the employer to ensure the safe disposal of clinical waste from their premises, and failure to abide by the act can lead to prosecution.

According to the *Environmental Protection Act 1990 and the Code of Practice issued in July 2015* on the prevention and control of infections and guidance. Any organisation that produces clinical or hazardous waste has a "duty of care" to:

- Keep waste securely contained and prevent its escape or unauthorised removal
- Ensure it is adequately contained and packed for safe transport
- Label the waste clearly to identify its contents and point of origin
- Transfer the waste only to a licensed contractor authorised to transport that type of waste
- Describe the waste (on the appropriate forms) in sufficient detail that subsequent carriers and disposers can deal with it safely
- Take reasonable steps to check that those providing or removing waste are acting properly and within the law.
- Duty to control polluting emissions to the air
- Duty to control discharges from sewers
- Requirements to provide contingency plans and have emergency procedures in place

SJD Homes must also comply with a range of waste management regulations and guidance that govern the correct method of disposal of the waste, notifications to the Environment Agency, and the keeping of adequate written records for at least three years after disposal of waste.

There is a safe disposal system for clinical waste to ensure that all such materials are removed from their point of origin at regular intervals and transported securely to an appropriate point of disposal by incineration.

SJD Homes also complies with the *Code of Practice issued in July 2015* on the prevention and control of infections and related guidance.

## **The Policy**

SJD Homes expects all staff to adhere to the following policy on the disposal of waste:

- All clinical waste should be disposed of in sealed yellow plastic sacks
- Non-clinical waste can be safely disposed of in normal black plastic bags
- On no account should clinical waste be disposed of within standard domestic waste sacks
- Sacks should never be filled more than three-quarters full and should be removed and sealed by staff wearing non-sterile gloves
- Sealed sacks should be handled by the tied neck only and should be handled with care; on no account should sacks be thrown or dropped
- Each sealed sack should be clearly labelled with SJD Homes' details
- Sealed and labelled sacks should be collected by an authorised collector only. While awaiting collection, full bags should be stored safely and securely away from service users, visitors, the general public, animals and pests
- A waste transfer note should be completed, with a copy kept in the appropriate records
- Full sacks should be stored in the bins provided

## **Warning:**

On no account should sharps be disposed of within standard clinical waste or domestic waste.

## **The Collection of Clinical Waste**

Under the *Environmental Protection Act 1990* it is the responsibility of SJD Homes to ensure that services contracted to collect clinical waste are properly licensed to do so and ensure the safe disposal of its clinical waste; failure to do this may also lead to prosecution. The carrier must be registered with the Environment Agency to carry that waste.

## **Training Statement**

All new staff will be expected to read the Infection Control Policy and the Handling and Disposal of Clinical and Soiled Waste Policy as part of their induction process.

Existing staff should be offered training covering basic information about infection control.

In-house training sessions should be conducted at least annually and all relevant staff should attend.

## **Related Policies**

Infection Control  
Control of Substances Hazardous to Health (COSHH)  
Environmental Management  
Decontamination