

Waste Management Policy

Full policy | POL-53 | Version 2026.10.23

Reviewed and approved 23 October 2026 | Approved by the Managing Director

Keep waste safe, separated and correctly described, and ensure it goes only through an authorised route.

1 Purpose and responsibilities

We prevent avoidable waste and manage the waste we handle without endangering people or the environment. The waste hierarchy guides decisions: prevention, preparation for reuse, recycling, other recovery and disposal where the earlier options are not appropriate.

The Managing Director oversees policy, records and review. The Operations Director agrees operational arrangements with the client and checks contractor competence, authorised collection routes and site instructions. Workers follow the assessed method and report uncertainty before proceeding.

Before a job starts, record who produces the waste, who holds it, who arranges collection and who transports it. Moving bags to a client's designated store is different from transporting them off site. Client arrangements do not remove Soniclean's duties for its own actions.

2 Planning and authorisation

Confirm the waste types, likely quantities, storage arrangements, collection frequency and the responsibilities in the agreed scope. Check the applicable rules for England, Wales, Scotland or Northern Ireland. Do not apply an English exemption automatically elsewhere.

Before Soniclean carries waste or acts as a broker or dealer, a director must check the applicable registration and exemption requirements and confirm that the activity is authorised. This policy does not assert that Soniclean already holds a waste-carrier registration.

Check that a collector is authorised for the relevant activity and that the intended receiving site can accept the waste. Retain the check and the necessary transfer or consignment documentation. Duty of care continues beyond handing waste to another party.

3 Segregation and recycling

Use the agreed separate streams for dry recycling, food and residual waste and any specialist materials. Keep paper and card arrangements consistent with the collector's lawful collection scheme. Do not recombine material that has been separated for recycling.

England's workplace recycling requirements apply from 31 March 2025, with a temporary extension to 31 March 2027 for qualifying micro-firms below ten full-time-equivalent employees. Check the whole enterprise and the actual producer or workplace; Soniclean's own size does not create an exemption for a client site. Contractors and self-employed workers are not counted as employees for that micro-firm test.

Apply current site and national requirements for materials such as batteries, electrical items, lamps, oils, chemicals and confidential waste. A product name alone does not determine whether waste is hazardous; use competent classification and the required description.

4 Safe handling and storage

Provide suitable containers and PPE in the risk assessment, keep incompatible materials apart and prevent leaks, escape, pests and unauthorised access. Do not overfill bags or containers, lift loads beyond safe limits, reach blindly into waste or compress bags by hand.

Keep access routes and fire exits clear. Use the manual-handling method and appropriate equipment. Wash hands after handling waste and before eating or drinking. Report damaged containers, unsafe loads or unexpected contents.

Keep waste chemicals identified and securely contained. Do not mix them or empty them into a drain, onto the ground or into general waste. The authorised route depends on the material, its hazards and local requirements.

5 Sharps clinical waste and asbestos

Do not pick up a needle by hand or place it in an ordinary bag. Stop, prevent access if safe and contact the site lead. Only trained and authorised people may follow an assessed sharps procedure with the correct equipment and container. A needlestick or exposure requires immediate first-aid and medical escalation under the site arrangements.

Clinical, infectious, offensive and medicinal wastes require correct classification and a suitable specialist route. Follow the competent site healthcare-waste plan where such work is within scope. Use the current site classification, containers, collection frequency and authorised disposal route.

Do not disturb, bag, transport or dispose of suspected asbestos as ordinary cleaning work. Stop, isolate access if safe and inform the client and the Operations Director. A competent specialist must assess and manage it. No instruction in this policy authorises asbestos work.

6 Transfers records and retention

Describe waste accurately and retain the required information about the parties, quantity, classification, destination and date. Use the correct transfer documentation for non-hazardous waste and consignment arrangements for hazardous waste where required.

In England and Wales, non-hazardous transfer documentation is generally kept for at least two years and hazardous-waste consignment records by a producer or holder for at least three years. Other roles and jurisdictions can require different periods. Apply any longer necessary QMS, contractual or legal period with a recorded reason.

England no longer requires hazardous-waste premises notification on the basis of the old quantity threshold. Removing that obsolete rule does not remove classification, safe handling, carrier, permit or consignment duties. Check the rules applicable to the actual activity.

7 Incidents and review

Report spills, missing collections, incorrect segregation, unauthorised removal or suspected illegal disposal immediately to the Operations Director or the site lead. Protect people and drains only where trained and safe to do so. A director coordinates the client, specialist support and any required regulator report.

Record incidents and corrective actions through the QMS, preserving appropriate evidence. Acknowledge complaints within one working day; urgent containment must happen sooner. Review site arrangements, contractor performance, waste records and training at management review and when circumstances change.

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Reviewed and approved by the Managing Director on 23 October 2026.

Next review 23 October 2027, or earlier if the law, risks or working arrangements change.