

GAS ADVISORY SERVICES LIMITED

WASTE MANAGEMENT POLICY

This policy aims to reduce the negative environmental impacts of our waste, to reduce landfill waste and to ensure disposal of waste materials is in an environmentally responsible manner.

We recognise we need to reduce the unnecessary use of raw materials and will enable waste recycling, composting and energy recovery to assist in reducing landfill waste.

Gas Advisory Services is committed to the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements.

POLICY AIMS

This waste management policy is based on the principle that priority order of action is to:

Reduce waste produced:

Through purchasing policy, operational activity and by raising awareness, reduce the waste that will be created for disposal.

Re-use:

Before discarding items, take action to re-use in the first instance and if this is not applicable, within local business or our contractor/client portfolio. Every avenue of re-use of items must be explored before being discarded as wastes.

Recycle:

GAS have the facility to recycle quantities of general waste and is continuously monitoring the provision in order to increase any facility when required.

Minimum waste to landfill:

Redundant items that cannot be dealt with other than being disposed of, will in the first instance, be considered for heat recovery before being sent to landfill as a last resort.

Risk Minimisation:

We will at all times consider the end of life disposal (costs and environmental impact) when making purchasing decisions and developing activities. Complying with regulations, legislation and applying best practice in order to minimise risks of immediate and future pollution or harm to health by disposing of waste appropriately.

WASTE MANAGEMENT

Waste should be prevented or minimised wherever possible and must be stored, carried, processed or disposed of in accordance with this policy.

Waste must be stored in compliant and suitable containers and locations pending their disposal.

Waste containers must be securely sealed to prevent accidental spillage or leakage.

Segregation of waste should take place to prevent mixing of incompatible materials and to allow for recycling.

Waste is not to be stored in walking areas or in the stairwell.

Provision is in place to recycle the following items:

- Paper
- Cardboard
- Tins/Cans
- Plastic
- Glass/Bottles
- Consumables (Toners)
- Batteries

DEFINITIONS

Waste

Waste includes any substance or object which the holder discards or intends or is required to discard and any substance which constitutes a scrap material, an effluent or other unwanted surplus arising from the application of any process or any substance or article which requires to be disposed of which has been broken, worn out, contaminated or otherwise spoiled as per the Environmental Protection Act 1990 and amendments.

General Waste

General waste comprises of all un-recyclable waste from The Company with the exception of Hazardous Waste.

Recycling

The diversion of waste away from landfill or incineration and the reprocessing of those wastes either into the same product or a different one. This mainly includes non-hazardous wastes (or non-hazardous components of other wastes) such as paper, glass, plastic and scrap metal.

Duty of Care

A requirement of all levels of staff involved in the disposal of waste to take all reasonable steps to ensure that waste is segregated, described, stored, transported and treated or disposed of safely.

Hazardous Waste

This term encompasses the term Special Waste as defined by Hazardous Waste Regulations 2005 and amendments. It includes waste that could, in certain circumstances, be harmful to human health or the environment in the short or long term due to its physical, chemical or biological properties of explosive, oxidising, flammable or highly flammable, irritant, corrosive, toxic or very toxic, harmful, carcinogenic, mutagenic, infectious and eco-toxic.

Batteries, fluorescent tubes, photographic chemicals, paint, waste oils, solvents, acids, alkaline solutions, pesticides and electrical equipment are all hazardous wastes.

Some hazardous wastes such as Asbestos, Electrical and Radioactive Waste are subject to their own regulations professional assistance should be sought for these aspects.

RESPONSIBILITIES

Members of Staff

All members of the Company have a personal responsibility for the way their conduct impacts on this policy and should ensure that the waste they create is dealt with in accordance with this policy.

Office Manager / Health and Safety Manager

The Office Manager and The Health and Safety Manager are responsible for the development and implementation of this policy.

REVIEW

This policy will be reviewed periodically (a minimum of every two years) in respect of changing regulations, legislation and new opportunities.