A SIMPLE GUIDE TO DUTY OF CARE FOR YOUR WASTE

ARE YOU COMPLIANT?
This guide will help you with your duty of care

56%
OF UK COMPANIES ARE NOT FULLY COMPLYING WITH DUTY OF CARE AND RELATED REGULATIONS

94%
OF NON-COMPLIANT BUSINESSES ARE SMEs (UNDER 250 STAFF)

1/4
OF NOT FULLY COMPLIANT BUSINESSES PUT ALL THEIR WASTE IN ONE BIN

HOW CAN I FIND OUT MORE?
Visit: www.rightwasterightplace.com
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A SIMPLE GUIDE TO DUTY OF CARE
FOR YOUR WASTE

WHAT IS MY DUTY OF CARE?

By law, since 1990, it has been a responsibility of "any commercial activity" - whether run from home or its own premises - to manage the waste it produces safely and responsibly.

WHAT IS WASTE?

Any material or item which you, or your business, have no further use for and wish to be removed. It might be capable of repair or re-use but you are discarding it.

KITCHEN WASTE
eg cans, cartons, food

ELECTRICAL WASTE
eg computer monitors, other electrical goods

HAZARDOUS WASTES
eg batteries, acid and oils

CONSTRUCTION WASTE
eg plasterboard

OFFICE WASTE
eg paper

PRODUCTION WASTE
eg off-cuts, shavings

WHO DOES DUTY OF CARE APPLY TO?

It applies to everyone who produces or manages waste.

Waste Transfer Note
store for two years

Consignment Note
store for three years

Can be same or different company

PRODUCER
REGISTERED WASTE CARRIER
WASTE MANAGER

WHEN DOES DUTY OF CARE APPLY?

Your duty of care starts from the moment you produce the waste. It continues even when you give it to a licensed waste business to deal with, until it is recovered or disposed of.

You're still responsible to check how that business deals with your waste.

If you suspect your waste carrier is not following the duty of care law you should report it.

• Call the Environment Agency hotline 0800 80 70 60 (Monday-Sunday)
• Report online at www.crimestoppers-uk.org/give-information/ give-information-online/
**WHAT CAN I DO WITH MY WASTE?**

You should determine whether the waste is hazardous or not. There are a few ways you can check this:

1. **DOES IT HAVE A DESCRIPTION OR SYMBOL on the goods?**
2. **CHECK the relevant need to know guide**
3. **ASK THE SUPPLIER of the goods**

If your waste is hazardous then it needs to be dealt with by a specialist waste company. **Remember, don’t mix hazardous and non-hazardous wastes together!**

**IF YOUR WASTE IS NON-HAZARDOUS, CAN IT BE...?**

<table>
<thead>
<tr>
<th>RE-USED?</th>
<th>REPAIRED?</th>
<th>RECYCLED?</th>
</tr>
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<tbody>
<tr>
<td>Could you sell, donate or swap your unwanted items?</td>
<td>Search the internet for local repair services or contact your local council.</td>
<td>Is it part of your waste contractor’s normal recycling service? If not, contact them to find out how else they can help.</td>
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**IF NOT, IT NEEDS TO BE DISPOSED OF CORRECTLY.**

**HOW DO I STORE IT BEFORE COLLECTION?**

1. **ENSURE** it’s stored and labeled properly so nothing can escape such as litter, liquids or odour.
2. **PREVENT ACCESS** to it by others, eg in a locked bin or secured compound.
3. **IN SPECIALISED CONTAINERS** if required eg hygiene waste, liquid waste or hazardous waste.
4. **IF IN DOUBT** ask your waste contractor first, then your Environment Agency office or local authority.
WHICH WASTES NEED TO BE KEPT APART?

**CONFIDENTIAL WASTE**
- Keep in secure containers and dispose of in a security-appropriate way (shredding etc).

**DRY RECYCLABLES**
- Like metals, paper, glass and plastic which should be collected in individual containers where practicable.

**HYGIENE OR HEALTHCARE**
- This covers sanitary waste, first aid waste etc.

**ELECTRONIC WASTE**
- Like phones, computers, TVs, sound systems, fridges.

**HAZARDOUS WASTE**
- Batteries, acid, oils, some light bulbs etc.

HOW SHOULD I MOVE MY WASTE?

Your waste carrier or waste contractor will arrange the movement of your waste. If you intend to move it yourself you will need to be registered as a waste carrier. Each waste stream will have its own requirement for transport and will need to be addressed separately.

Hazardous or hygiene/healthcare wastes will have to be compliant with the Carriage of Dangerous Goods.

WHAT MUST I KNOW: ABOUT WHAT HAPPENS WITH MY WASTE?

**WHERE IT’S GONE**
- Licensed landfill, Energy from Waste and recycling centres.

**HOW IT’S COLLECTED, TRANSPORTED, TREATED**
- Is my carrier registered?

**IS ALL THE PAPERWORK COMPLETE?**
- Waste Transfer Note and Consignment Note.

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94%
OF NON-COMPATIENT BUSINESSES ARE SME’S (UNDER 250 STAFF)

90%
OF NON-COMPATIENT BUSINESSES, WHEN INFORMED ABOUT DUTY OF CARE, ASPIRE TO COMPLY

1/4
OF NOT FULLY COMPATIENT BUSINESSES PUT ALL THEIR WASTE IN ONE BIN

11%
FELT THAT ISSUES WITH DISPOSING OF SPECIFIC MATERIALS WAS A BARRIER

17%
FELT COST WAS A BARRIER

Source: SUEZ
DEFRA Statistics:
The number of fly-tipping incidents increased in 2014/15 to 900,000 (5.6% increase from 2013/2014)
It cost local authorities in England an estimated £50 million to clear fly-tipping in 2014/15 (11% increase on the previous year)
Commercial waste is the second largest waste type contributing to fly tipping in England (18% increase from 2013/14-2014/15), after household waste

Waste crime costs the UK economy approximately £567 million each year (Source: ESAET)