



Waste Management Strategy

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Introduction

Effective waste management is a critical component of sustainable building operations and environmental compliance.

This Waste Management Strategy has been produced to provide clear guidance on waste management, ensuring compliance with legal requirements and minimizing environmental impact.

Purpose

This document outlines the waste management strategy designed to minimize environmental impact, meet legal obligations, and improve operational efficiency.

Scope

Applicable to all tenants, staff and contractors.

Objectives

This procedure seeks to reduce total waste generated, maximize recycling and reuse, comply with all applicable waste legislation, engage building users in sustainable waste practices, and continuously improve through audits and workshops.

Definition of waste

Waste is defined under the Environmental Protection Act 1990 and the Waste Framework Directive (Directive 2008/98/EC) as ‘any substance or object which the holder discards or intends or is required to discard.’

Once something is considered waste, it falls under specific legal and environmental regulations for its storage, handling, transport, and disposal.

Waste is considered hazardous when it contains properties that are harmful to human health and to the wider environment. The Hazardous Waste Regulations 2005 provides a definition of Hazardous Waste and specifies the control measures necessary for proper waste management.

Waste documentation

In the UK, waste documentation is essential for legal compliance, environmental responsibility, and efficient waste tracking.

Required documentation

Non-hazardous waste – Waste Transfer Note (WTN)

The WTN must include waste description, European Waste Catalogue (EWC) code, name, address and registration number of both parties, date and place of transfer, waste carrier’s licence number, statement of duty of care. WTN must be retained for 2 years.

Hazardous Waste – Hazardous Waste Consignment Note

The Hazardous Waste Consignment Note must include premises code, detailed description of waste with hazard codes, EWC code, producer, carrier, and disposal site details, signatures from all parties

involved, SIC code of the waste producer. Hazardous Waste Consignment Notes must be retained for 3 years.

Waste types

- General waste (non-recyclable)
- Recyclable (paper, cardboard, plastics)
- Organics (food, compostables)
- Laboratory waste:
 - Clinical waste (infectious and non-infectious)
 - Chemical waste
- Bulk items (furniture)

Waste Streams Generated on Site

- General refuse
- Paper and cardboard
- Plastics
- Metals
- Food
- Wood (pallets)
- Glass
- Clinical - Laboratory sharps waste other clinical infectious and non-infections waste
- Chemical waste

Small electrical item collections:

Kadans encourages occupiers to take electrical items to the recycling centre (the tip) or arrange a bulky waste collection. If the item is in good working condition occupiers could consider donating it to charity and/or alternatively, can have their old appliances taken away when you replace these with new.

Bulky waste collection:

Ad hoc collections can be arranged for bulk waste. A skip can also be considered if required to reduce number of collections.

Trade waste - waste resulting from contractor works:

It is the responsibility of the contractor to remove trade waste from site. It will be the responsibility of the property team to ensure that all trade waste is removed, and the property is left in a suitable manner.

Waste generated by the café/restaurant

The cafe/restaurant waste will be stored in a separate waste hold area within the cafe/restaurant. A waste management strategy will be agreed with the operator to ensure waste is segregated and moved from the hold area to the suitable collection area.

Bin system

All bins are colour coded and clearly label with further separation in dedicated waste rooms.

Bins are regularly collected and exchanged for clean and sanitised bins, with all bin areas maintained in a clean state.

The below bin sizes and colours are based on current suppliers. These may change with suppliers but an updated waste management strategy and relevant posters and notifications will be shared with all occupiers as needed.

Bin sizes:

- 770L Wheelie Bins
- 1100L Wheelie bins
- 360L Wheelie bins

Bin colours:

- Green bins for dry recycling
- Black bins for general refuse
- Grey bins for food waste
- Yellow bins for clinical waste
- Yellow bins with black lid for offensive waste

Waste sustainability strategy

Kadans is committed to sustainable waste management. To support with this, we run a shared service for general and recycling waste. The recycling waste is segregated in various streams to include dry recycling and food waste.

This shared service also applies to the clinical laboratory waste, where Kadans will facilitate waste management on behalf of the tenants to minimise collections. We also work with companies who collect many tenants' single use plastic, including sterilised contaminated plastic, that they then recycle through their process. This reduces the amount of clinical waste that the tenants would produce and supports our sustainability effort.

There is further support with waste on the Kadans side with the chemical waste, where although we do not manage the contracts directly, we support with coordinated collection between various tenants to facilitate a joined collection and reduce the need for numerous attendances from the waste companies.

To ensure that the companies we use for collection are disposing of waste according to their permits and in line with our contracts, the Kadans team runs visits to the disposal sites.

All our occupiers, staff and contractors are encouraged to follow the Waste Minimization Hierarchy

- Prevent – avoid unnecessary consumption
- Reduce – choose efficient materials
- Reuse – promote second hand and reusable items
- Recycle – sort and divert materials
- Recover – energy recovery from non-recyclables
- Dispose – landfill as a last resort

Monitoring and reporting

Waste volumes are to be tracked per stream regularly, with data supplied from the third-party waste companies contracted for the removal of waste.

Regular audits to be conducted by the site management to ensure correct disposal of waste.

Training and education

All building users are to receive a site-specific induction.

During the course of the induction areas to be covered which is not exhaustive shall include:

- Waste compound/bin store locations
- Access/egress
- Procedures
- Site rules and requirements .i.e. PPE etc
- H&S documentation
- Who to contact on site with regards to waste management
- Non-compliant waste identification and notification
- Any hazardous materials/substances
- Site specific risks

On completion all building users shall sign the induction form, confirming their understanding and acceptance of all information as discussed within induction.

Signage and posters are provided at bin stations with bin stores clearly labelled for the relevant waste stream.

Tenant workshops are held with waste partners to ensure occupiers understand waste streams, containments and labelling.

The Kadans building and laboratory managers have undertaken specific training on waste management tailored to relevant site operations. This training is offered to anyone joining the site management teams to ensure all staff are familiar with the relevant regulations.

Roles and responsibilities

Under the Environmental Protection Duty of Care Regulations 1991, the Environmental Protection Act 1990 (EPA) imposes a cradle-to-grave shared responsibility on producers and other holders of waste for ensuring that controlled waste is always adequately described and disposed of safely.

Responsibilities

Kadans:

- Appoint and manage a licensed Waste Disposal Contractor
- Co-ordinate the collection of general, recycling and laboratory waste from waste stores
- Carry out Duty of Care checks
- Manage relevant waste documentation
- Provide a suitable and secure waste storage area
- Provide advice on the classification of waste
- Ensure a designated person is appointed to manage and monitor the waste storage

Occupiers:

- Must ensure correct segregation of all waste prior to disposal in the bins provided in the bin stores
- Must ensure they have a system in place for COSHH assessment of hazardous substances and assessments that identify the correct means of disposal for all laboratory waste
- Provide suitable packaging and ensure waste is appropriately labelled for collection
- Must send fully completed 'pre-acceptance waste assessment' prior to accessing the waste service
- Dispose only of waste approved following the review of the pre-acceptance form
- Notify the Building Management Team of any changes in the waste stream
- Ensure they have a designated Responsible Person to manage the disposal process from the laboratories to the waste area

Note! Chemical waste is to be assessed separately on a case-by-case basis to ensure compliance and correct disposal of waste. This is to be reviewed with each tenant individually and collections to be coordinated by the LL to reduce the need of multiple attendances of the waste company.

For any liquid waste a trade effluent consent will be in place. Kadans operates under a strict policy with no waste discharged via the drains as per below policy statement.

The Kadans policy statement for disposal into the drainage system is:

"No discharge of any substances whatsoever (including any oil, grease or any other deleterious substances), which may cause obstruction or may injure the drainage system of the building or any part of the building or constitutes a source of danger or contamination. The following general rules apply with regards to the disposal of chemicals into the foul drainage system:"

Cleaners

- Ensure waste is sorted into the correct categories
- Empty bins as instructed and according to the collection schedule and waste type
- Use designated bags or liners
- Avoid overfilling of bins
- Clean and sanitize waste areas
- Safely transport waste to bin stores
- Report any issues with access and collections
- Report any broken equipment
- Report any issues with contaminated waste streams
- Wear correct PPE
- Follow site waste procedures

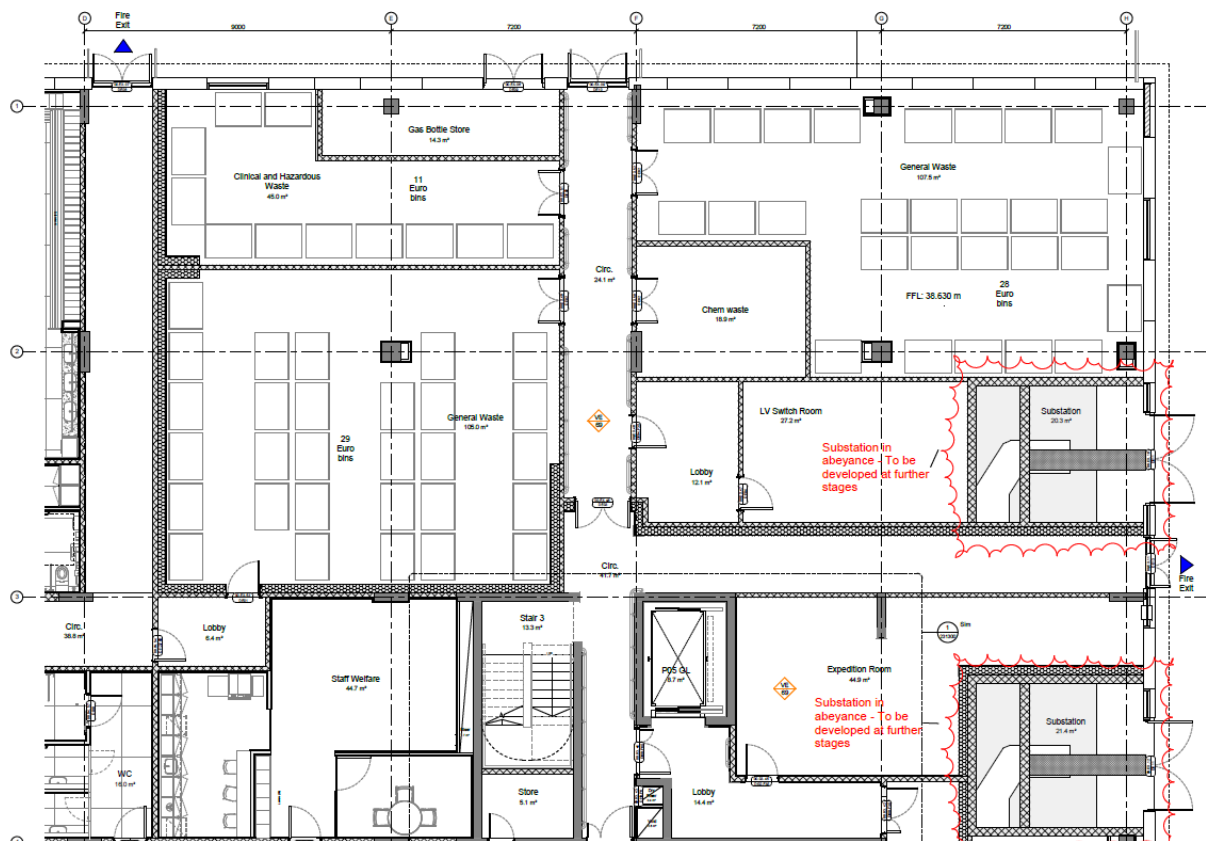
Location of Site Waste Disposal

The waste areas are located on the ground floor of the property with the following designated waste rooms:

Room Name	Room Area m2	Room Volume m3
General Waste 1	105.5	397.735
General Waste 2	105.1	396.227
Clinical and hazardous Waste	44.4	167.388
Chemical waste	18.9	71.253
Expidition Room	44.8	185.472
Total	318.7	1218.075

Bin Area Floor Plans

The waste areas are accessible via the goods lift from all floors.



General and recycling bins are collected on a weekly schedule, with general waste and recycling alternating each week.

Clinical Waste is collected on a schedule (frequency to be confirmed once demand is known). Currently set up to fortnightly on existing buildings, however, frequency and quantities will vary based on the tenants needs.

The bin areas have 24hr access for authorised building users and are well-lit with internal lighting.

Procedure

Sequence of operations:

- Occupiers will transport waste from their laboratory spaces to the relevant waste storage areas in accordance with the Kadans requirements for packaging, containment and segregation
- The waste will be transported via the goods lift, designated communal corridors, and safe pathways in the waste rooms
- Waste operatives will arrive on site, via the service yard and remove and replace waste containers
- The collection vehicles will be assisted by the site team when on the premises to ensure manoeuvres are always carried out safely

Contingency Plans And Control Measures

Failure	Contingency plan	Control measures
Failure to collect by the contractor.	<p>Report non collection to Site Management to notify the waste contractor of a non-collection.</p> <p>Site Management investigates and contacts the contractor to resolve the problem.</p> <p>If the problem is not resolved the Site Management then escalates with the Waste Contractor Management.</p> <p>Depending on the outcome the Site Management decides best course of action e.g new contractor.</p>	<p>The site will have a number of spare bins to support any missed collections until alternative arrangements are made.</p> <p>The Site Team to compact waste into the bins (where is safe to do so) to allow more refuse to be stored in the bins.</p> <p>The Site Team to rearrange the bins so the spare empty bins are easy to access.</p> <p>If the issue cannot be resolved promptly a one off collection to be arranged with an alternative waste contractor from the Kadans approved list of contractors.</p>
Waste is dumped on site (not in bins).	<p>Incorrect placement of waste is reported to the Site Management.</p> <p>The waste is removed and disposed of in the correct way by the Site Team once correct procedure for disposal and</p>	<p>Regular on-site checks the Site Management.</p> <p>CCTV installed on site.</p> <p>Bin areas clearly sign posted and labelled.</p>

	<p>correct waste stream is confirmed.</p> <p>An investigation is undertaken to see who dumped the waste.</p> <p>Notices will be reissued to occupiers to reiterate correct disposal procedures and responsibilities.</p>	Regular communication on site procedures.
Excess waste produced on site	<p>Site Management arranges for extra collections</p> <p>Site Management reminds occupiers of how to clear their waste, what can be donated and recycled.</p> <p>Skips can be provided for ad hoc excess waste e.g. occupiers moving in</p>	<p>Contractors who can provide extra collections are identified and paid for in advance.</p> <p>Occupiers emailed regularly on the process</p>