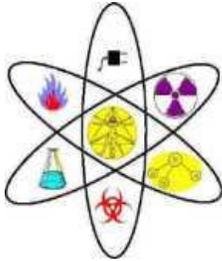


Administration	
Document Title Waste management Policy	
Almerico Document Reference: ADM-WMP	Revision No/Date: 01/170114

Waste Management Policy



Recent legislation in the form of EU Landfill Directive has changed the way we dispose of waste. The directives main aim “Is to prevent or reduce as far as possible negative effects on the environment, in particular the pollution of surface water, groundwater, soil and air and on the global environment, including the greenhouse effect, as well as any resulting risk to human health, from the land filling of waste, during the whole life cycle of the landfill.

Almerico Limited is therefore committed to the protection of the environment through the implementation of an effective waste management programme that meets or exceeds all legislative and regulatory requirements placed on it.

Principles of Waste Management

Almerico will apply the principles of the Waste Management Hierarchy to ensure that waste is dealt with in a way that impacts least on our environment.

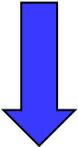
Waste Management Hierarchy

REDUCTION



Reduce: since all waste disposal options have some impact on the environment, the only way to avoid impact is not to produce reduce the waste it produces by judicious purchasing and careful sorting recycling of any material possible.

REUSE



Re-Use: before discarding of an item check that someone else cannot make use of it; examples are demolished brickwork and block work, old doors, removed timber and metal, roof tiles, kitchen cupboards and work surfaces. Re-use of copper pipe, PVC waste pipe, screws and nails.

RECOVERY (recycling, composting)



Recovery: wherever possible Almerico will re-cycle. Employees need to be trained and engaged in the re-cycling process to ensure that all items that can be re-cycled are and only non re-cyclable items are to be skipped and land filled.

DISPOSAL

Disposal: waste sent to landfill is the worst option in environmental terms and Almerico will strive to ensure that the landfill option is the last resort. Almerico will therefore endeavour to

Responsibilities

Ensure that the waste management policy is adhered too by all staff within Almerico and they will endeavour to ensure that all works operatives are kept fully up to date with all alterations relating to the waste management policy and procedure of the company .

Operatives shall be responsible for ensuring that all waste disposed of shall be in accordance with this waste management policy.

Almerico realises that the only way this policy can work is by training, educating and supervising the workforce. The Directors of Almerico are fully committed to reducing the amount of land filled waste produced and will offer the training and education necessary to enable the workforce to see all the benefits in reducing waste and recycling.

What is Waste?

General Waste – is neither hazardous nor clinical and in most cases can be re-cycled

Confidential Waste – Particular care must be taken in the disposal of all confidential waste. This type of waste is usually paper based material produced in the office. Confidential waste paper is fed through the cross shredder and bagged. This waste is then re-cycled in the normal way.

Hazardous Waste - All hazardous waste must be disposed of according to relevant legislation.

The WEEE (Waste Electrical and Electronic Equipment) Directive aims to conserve landfill and support more sustainable development by providing an impetus to boost re-cycling.

The RoHS (Restriction of Hazardous Substances) legislation aims to reduce the environmental impacts of waste and improve recyclables.

The most obvious hazardous waste that Almerico will come into contact with will usually be building related materials as follows –

Artex – Containing Chrysotile Asbestos

Asbestos cement corrugated roofing sheets

Asbestos Cement Soffit Boards

Thermo plastic tiles containing Chrysotile Asbestos

Building papers used to insulate water tanks that contain Crocidolite Asbestos

Building AIB boarding used for ducting and containing Asbestos

Despite the recent changes in the Control of Asbestos at Work Regulations 2002 Almerico will not be getting involved with the removal of any asbestos related works and will in all cases use an AKAS approved and licensed contractor for the removal and disposal of asbestos containing waste.

Almerico will always use certified contractors to move hazardous waste.

Recycling - All waste not classified as Hazardous can be re-cycled. Re-cycle able waste can be separated and taken to the local re-cycling plants.

Toner, ink cartridges can be re-cycled by handing them back in the sealed bags provided by the suppliers.

This Policy will be formally reviewed on an annual basis.

Paul Pearson
Managing Director
10 January 2014



Guy Neilson
Managing Director
10 January 2014

