

Operational Waste Management Plan

1. Introduction

This Waste Management Plan supports the staff at Beechwood House to maintain compliance with Welsh waste regulations and details the safe, legal, and efficient storage and collection of refuse.

2. Waste Generation and Classification

Beechwood House operates as a commercial entity under UK law. All waste generated on-site is classified as **controlled commercial waste**.

- **Domestic-type waste:** Food scraps, product packaging, and general non-recyclable refuse.
- **Dry mixed recyclables:** Paper, cardboard, plastic bottles, cans, and glass.
- **Confidential waste:** Documented administrative paper waste containing personal data.

3. Storage and Capacity

Beechwood House utilises four commercial-grade 360-litre wheelie bins and one 240-litre wheelie bin hired from, and collected by, the local authority.

- **Bin Allocation:**
 - Paper and card – 360l bin, fortnightly collection
 - Glass – 360l bin, fortnightly collection
 - Metals, plastic and cartons – 360l bin, fortnightly collection
 - Non-recyclable waste – 360l bin, monthly collection
 - Food waste – 240l bin, weekly collection
- **External Storage:** Bins are stored in a designated area at the side of the property.
- **Safety and Hygiene:** The storage area is screened from public view by the in situ hedge, kept locked to prevent unauthorised access, and washed down regularly.

4. Legal Compliance and Collection

The home strictly adheres to the Environmental Protection Act 1990 (Duty of Care) and the Waste (Wales) Measure.

- **Commercial Agreement:** Waste collection is managed via a paid commercial contract with the local County Borough Council.
- **Duty of Care:** The council provides a Waste Transfer Note (WTN) annually, proving legal disposal.
- **Collection Schedule:** Bins are wheeled to the kerbside on designated collection days and returned to the secure storage area immediately after emptying.

5. Staff Procedures

- **Source Separation:** Staff separate recyclables at the point of generation using internal color-coded bins.

- **Data Protection:** Confidential paperwork is shredded on-site before disposal or collected by a licensed shredding contractor.
- **Training:** All employees receive statutory induction training on local recycling guidelines and waste minimisation.