

EFFECTIVE MANAGEMENT OF WASTE
WITH GUIDANCE FROM THE CLEAN CITY AWARDS
SCHEME HAS A NUMBER OF BENEFITS, BUT DON'T
JUST TAKE OUR WORD FOR IT.....

• “I find that when I meet with other facilities managers at the environmental best practice group meetings we often discuss our new initiatives and share our ideas”

Steve Cook, BACB

• “The Clean City Award Scheme creates a ‘feel good factor’ with our employees, with them knowing that they have done their bit for the environment, and that they are one of the top companies within the city for their recycling efforts. Its also good for the companies image to be thought of as green, as consumers like to think the company they are buying from cares for the environment”

Paul Haden, Unilever

• “The Scheme aims to promote effective waste management and through our membership the Legal Practice has significantly raised its environmental profile amongst staff, and increased its level of waste reduction, reuse and recycling.”

Claire Butterfill, Allen & Overy

• “The scheme has allowed us to save money on buying energy & purchasing toners. It has raised awareness within the company of sustainability issues and has enabled us to create an environmental policy which has benefited our employees and customers. Simply being in the scheme ensures constant reviewing of activities and searching out new ways to improve.”

Antony Russell, Hiscox Plc

WWW.CITYOFLONDON.GOV.UK/CLEANCITY



A GUIDE TO EFFECTIVE WASTE MANAGEMENT

For more information please visit our website at

WWW.CITYOFLONDON.GOV.UK/CLEANCITY

or contact us by one of the means below

The Clean City Awards Scheme Team
Cleansing Services
City of London
Walbrook Wharf
Upper Thames Street
London
EC4R 3TD

Tel 0207 606 3110
Fax 0207 236 6560
Email ccas@cityoflondon.gov.uk

*“Working in partnership with
City Businesses for a cleaner and
more attractive City”*



CITY OF
LONDON

WWW.CITYOFLONDON.GOV.UK/CLEANCITY

LEGAL REQUIREMENTS

DUTY OF CARE:

DOES THIS APPLY TO ME?

If you work for a business or organisation, the Duty of Care applies to you. Commercial, industrial, household wastes and Special Wastes are classified as 'controlled waste'. The Duty of Care applies to all 'Controlled Waste' – this means that waste materials produced as part of your business or within your workplace are regulated by law and are subject to the Duty of Care.

As a business, you have a duty to ensure that any waste you produce is handled safely and in accordance with the law. This is the 'Duty of Care' and it applies to anyone who produces, imports, carries, keeps, treats or disposes of controlled waste from business or industry or acts as a waste broker in this respect.

You are responsible for ensuring the safe and proper disposal or recovery of waste that you produce, even after you have passed it on to another party such as a waste contractor, scrap metal merchant, recycler, local council or skip hire company.

The Duty of Care has no time limit, and extends until the waste has either been finally and properly disposed of or fully recovered.

WHAT DOES IT MEAN FOR ME?

Basically, you and / or your business have a 'duty' to take all reasonable measures to ensure that :

- All the waste is stored and disposed of responsibly.
- Waste is only handled or dealt with by individuals or businesses that are authorised to deal with it
- A record is kept of all waste transfers through a system of signed Waste Transfer Notes (WTN).

Information taken from http://www.environmentagency.gov.uk/netregs/275207/275430/?lang=_e&theme=®ion=&subject=&searchfor=duty+of+care

TELEPHONE - 0207 606 3110

HOW DO I EFFECTIVELY MANAGE WASTE?

Man has always produced waste. As we have developed and prospered, the material that we've thrown away has been reflected in this change.

Today, the City is a thriving financial centre with some of the world's largest companies. They produce large amounts of waste that must be managed correctly in order to reduce the impact on the surrounding environment.

Manage your waste effectively by following the....

FIVE STEP PLAN

1. Place all waste into tied refuse sacks.
2. Flat pack / crush all cardboard and secure it.
3. Place out at approved collection point.
4. Remove all liquid and sloppy waste before placing waste into refuse sacks.
5. Place out for collection no more than 30minutes before collection time.

As well as following these five steps much more can be done to benefit your business or organisation.

The Waste Hierarchy is broadly regarded as the guiding principle for attaining a more sustainable waste management system. The hierarchy suggests the most effective environmental solution is to reduce waste production wherever possible.

Where reduction is not possible, products and materials should be used again. Either for their original purpose or for a different one (re-use). Failing this value should be recovered from the products or materials through recycling or composting, or energy recovery.

Only if none of these are possible should waste be incinerated without energy recovery or disposed of to landfill.



THE WASTE HIERARCHY, WWW.WASTENOT.IE

THE 3 R's.....

REDUCE

- Contact suppliers to reduce the amount of packaging sent with deliveries. After all you will have to pay for its disposal.
- Set printers to duplex setting. Store and view emails electronically instead of printing out.
- Use re-useable plastic crates instead of cardboard boxes.

RE-USE

- Use scrap paper for notes and phone messages.
- Electronic and electrical equipment is now covered by the WEEE directive and must be disposed of correctly. Look to donate computers, monitors etc to charities so that they can be re-used.
- Switch to re-useable water bottling system for corporate meetings instead of purchasing individual bottles.

RECYCLE

- Carry out a waste audit to identify which materials could be recycled.
- Utilise recycling facilities to ensure they are cost effective.
- Look to share the cost of recycling with other tenants. This could reduce your overall waste costs.

WWW.CITYOFLONDON.GOV.UK/CLEANCITY

FAX - 0207 236 6560