

Waste management

New policy number: **862**
Old instruction number:
Issue date: **4 February 2015**
Reviewed as current: **20 April 2023**
Owner: **Assistant Director, Procurement and Commercial**
Responsible work team: **Sustainable Development**

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1 Scope

- 1.1 The purpose of this policy is to provide guidance for the disposal of all non-hazardous waste from all London Fire Brigade (LFB) premises.
- 1.2 This policy applies to all LFB personnel who create or are involved in the disposal of waste.
- 1.3 For disposal procedures related to hazardous waste, refer to Policy number 643 - Hazardous waste disposal procedure.

2 Definitions

Assets	Any item or entity that has potential or actual value to the Brigade and relates to the physical assets located within Brigade's properties.
OSC	Operational Support Centre.
Contamination of waste	Any unwanted material that is placed in the wrong waste stream and doesn't allow the waste collection to take place.
Disposal (in the waste hierarchy context)	Waste sent to landfill or incineration without any form of resource recovery.
Hazardous waste	Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment. This does not necessarily mean it is an immediate risk to human health, although some waste can be.
Person in control (PIC)	The person in control as defined in Policy number 490 - Person in control of LFB premises.
Non-hazardous waste	Any type of waste which is not potentially harmful to human health or the environment.
Prevention (in the waste hierarchy context)	Measures taken before a substance, material or product has become waste, that reduce: <ol style="list-style-type: none">(a) the quantity of waste, including through the re-use of products or the extension of the life span of products;(b) the adverse impacts of the generated waste on the environment and human health; or(c) the content of harmful substances in materials and products.
Recycling (in the waste hierarchy context)	Any recovery operation by which waste materials are reprocessed into products, materials or substances whether for the original or other purposes.
Re-use (in the waste Hierarchy context)	Any operation by which products or components that are used again for the same purpose for which they were conceived instead of being discarded as waste.
Waste	Any substance or object which the holder discards, intends to or is required to discard.

3 Introduction

- 3.1 London Fire Brigade has a duty to ensure that all waste streams are disposed of responsibly, using the appropriate schemes in place. Due to the diverse nature of the Brigade's activities, a variety of waste is produced, from general waste and recyclable materials, to special and hazardous waste.
- 3.2 The Brigade is committed to maintaining a 'zero waste to landfill' disposal rate and applies a 'waste hierarchical approach', to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill.
- 3.3 This is a legal requirement for all who produce, keep or dispose of waste of any type to comply with the various regulations and the Duty of Care under Environmental Protection legislation.
- 3.4 The waste hierarchy sets out the priority order in which options for waste management should be considered, in order of least environmental impact.

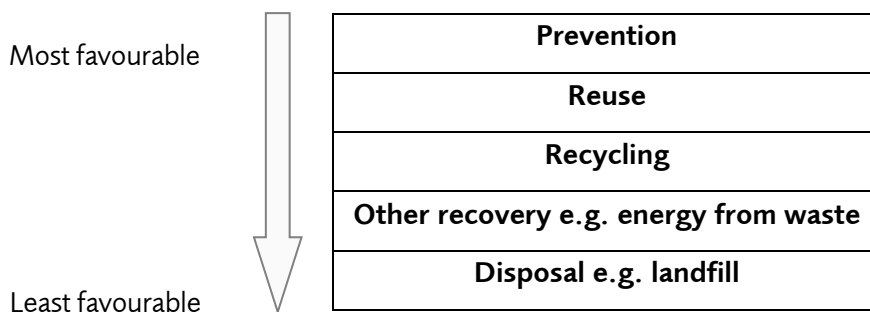


Diagram 1: Waste hierarchy

4 Waste prevention and reuse procedure

- 4.1 As part of our commitments to the GLA Group Responsible procurement policy (Policy number 696), the Brigade has a responsibility to improve environmental sustainability including the prevention of waste.
- 4.2 It is vital to take waste management into account when procuring products, services or works (e.g. buying the right quantities, reducing the amount of packaging, etc.).
- 4.3 Another opportunity is to reuse items and materials more than once. Some examples include:
 - (i) reusing post packaging (e.g. envelopes, bubble wrap) and stationary when sending items by internal post,
 - (ii) minimise the number of bins at all Brigade's sites and remove desk bins where appropriate,
 - (iii) donate items that are less than £500 in value and in good condition using the Brigade's reuse schemes and/or purchasing second hand items rather than buying new, details can be found on [hotwire](#).
- 4.4 No off site waste is to be brought onto any Brigade premises. With the exception of items generated at incidents which should be left at the incident ground unless otherwise directed by IC, HMEPO and or SA.

5 Day to day waste recycling and disposal procedure

- 5.1 Staff must separate day to day waste in the designated bins.
- 5.2 All premises have three colour coded waste streams, to allow waste to be separated as follows:

- (i) **Mixed recycling: orange** bags must be used in all the internal recycling bins and must be placed in the designated external recycling bin.
 - (ii) **Food waste: green** bags must be used in all the internal food bins and must be placed in the designated external food waste bin.
 - (iii) **General waste: blue** bags must be used in all the internal general waste bins and must be placed in the designated external general waste bin.
- 5.3 A comprehensive list of which waste items go in which stream can be found in [Appendix 1](#).
- 5.4 The large external paladin bins are provided by the Brigade's waste contractor and emptied at least weekly, dependant on volume of waste produced at site. The external bins are the property of the waste contractor, therefore, any related issues and replacement bins can be requested via the Property Portal or the Property helpdesk (LFBPropertyHelpdesk@Bellrockgroup.co.uk or via 89100 option 2).
- 5.5 The internal bins can be ordered via POMs (keyword: bin) and are available in different sizes to be appropriate to different environments. The number of bins at site should be kept to a minimum.
- 5.6 The appropriate documentation, as required by relevant legislation, is provided by the waste contractor and held by Property and are available on request. For hazardous waste disposal documentation, refer to Policy number 643 - Hazardous waste disposal procedure as documentation must be held at the site where collection took place.
- 5.7 For any issues identified (e.g. empty internal bins, collect waste, removes a bin from the premises or causes contamination etc.), staff should contact via the Property Portal or the Property helpdesk (LFBPropertyHelpdesk@Bellrockgroup.co.uk or via 89100 option 2) to report and request advice on the situation.

6 Waste segregation responsibilities

- 6.1 Employees are responsible for separating waste into the 3 colour coded waste streams and disposing in the correct bins
- 6.2 Employees must not bring any waste originating off site to any Brigade premises. They must also take all personal effects with them when they move location or cease to work for the Brigade.
- 6.3 It is now the responsibility of stations to place orders for bags and make them available to cleaners on request. Bags come in a box of 250 bags, which is expected to last a station around 6 months. Orders should be placed when supply gets down to around 20% to allow for delivery lead times.
- 6.4 POMs Part Details:
- (i) S3062 Bag, Waste, Blue Plastic,
 - (ii) S3063 Bag, Waste, Orange Plastic
 - (iii) S3064 Bag, Waste, Green Plastic
- 6.5 At fire stations, watches are responsible for placing the colour coded bin bags into the kitchen and appliance bay bins as described above. Once full, watches will dispose these bin bags into the correct external bin.
- 6.6 The person in control has the responsibility to monitor the services provided by both the cleaning and waste contractor.

- 6.7 Where additional charges are incurred from the waste contractor due to incorrect segregation or contamination of waste. These charges may be transferred to the budget holder responsible for managing the offending site.
- 6.8 The person in control, at all Brigade's premises, is responsible for ensuring staff are not using the contractors' bins or skips and causing contamination of waste streams.

7 Special and bulky waste

Confidential waste

- 7.1 Confidential waste is disposed of as per Policy number 579 - Records management strategy 7 - disposal of documents and records for secure shredding.
- 7.2 Locked confidential bins can be found in all dry hubs at the Brigade's Headquarters and in other office locations. Additional confidential sacks are also available, if required.
- 7.3 All other sites must order sacks for secure waste shredding service via POMs (part number S1800) and deliver them back to the Operational Support Centre (OSC) via the day van service.
- 7.4 Staff must ensure to remove any binding material (e.g. metal or plastic binders, ring binders) or any other non-paper-based material (e.g. plastic wallets, laminated covers).

Garden waste

- 7.5 Waste generated from the gardens managed by the Property department is the responsibility of the grounds maintenance contractor and is to be removed from each premises at the end of each programmed visit.
- 7.6 Stations with gardens are reminded not to put used soil or large amounts of garden waste in the food recycling stream. Stations are encouraged to set up composting options for garden waste where possible. Further information can be found in Policy number 836 - Gardens Policy.

Contractors waste (including construction and demolition)

- 7.7 Contractors are responsible for the collection and disposal of all waste generated in the provision of their service and must ensure not to cause any contamination to the Brigade's waste streams.
- 7.8 When equipment, materials, or waste are left on site by a contractor, the person in control must report this as soon as possible via the Property Portal or the Property helpdesk (LFBPropertyHelpdesk@Bellrockgroup.co.uk or via 89100 option 2). The Property helpdesk is responsible for arranging a special collection for their removal from the site.
- 7.9 Staff are not to use the contractors bins or skips.
- 7.10 Project managers are responsible for ensuring contractors produce a waste management plan for works projects over £300k focused on waste reduction, reuse and recycling. Plans must set out actions to meet the targets detailed in the Brigade waste management plan as a minimum, and must cover:
- (i) the recovery of construction materials;
 - (ii) the recovery of demolition and excavation materials; and
 - (iii) the use of reused and recycled content materials in the new construction.

Furniture and bulky items recycling and disposal

- 7.11 When the disposal of an asset is required, such as furniture, evaluation of the item(s) must be sought, so that the correct disposal procedure is followed (refer to Policy number 217 - Disposal of assets).
- 7.12 Furniture that is unsuitable for reuse should be recycled through POMS using the following part numbers 2200 (chair), 2201 (desk), 2202 (L shaped desk), 2204 (cupboard), 2205 (miscellaneous).

Mobile phones and IT equipment recycling

- 7.13 All Brigade mobile phones and IT equipment (e.g. monitors, keyboard, mouse, telephones etc.) must be returned to the ICT Helpdesk for recycling. This equipment must not be placed in any of the waste streams available at Brigade's premises.

Batteries

- 7.14 Batteries should be placed in the designated green bags located in an appropriate communal area e.g. watch rooms or dry hubs at Brigade Headquarters. When the bag is full, batteries need to be packed in a box, collected from the normal day van collection point and returned to the Operations Support Centre. This does not apply to batteries for equipment maintained by Babcock, Radio Workshops and the Operations Support Group. Please refer to the relevant technical information policy for further information.

Skips

- 7.15 Skips are provided subject to approval and ordered via the Property Portal or the Property helpdesk (LFBPropertyHelpdesk@Bellrockgroup.co.uk or via 89100 option 2). They should be used only as a last resort where waste prevention, reuse and recycling is not possible.
- 7.16 All employees must take extra care when hazardous waste is created at the Brigade's sites, and must not be placed in any skips available at site. Skips must not be used for hazardous waste disposal.
- 7.17 The person in control is responsible for liaising with the Property Helpdesk to arrange collection of skips, by the waste contractor and to make sure that no waste from home or outside of the station is placed into any skip. See Appendix 2 for details on items that can be disposed of in skips.

Textiles recycling

- 7.18 All workwear items must be recycled in accordance with the procedure set out in Policy number 533 - Uniform and personal protective equipment excluding structural firefighting personal protective equipment (PPE).
- 7.19 Textiles include shirts, jackets, trousers, high visibility safety jackets, caps, socks, shoes, role markings, all bedding items (excluding mattresses and pillows).
- 7.20 Structural firefighting PPE is managed in accordance with Policy number 693 - Structural firefighting personal protective equipment (PPE).
- 7.21 A Brigade uniform recycling scheme is in place for recycling. All uniforms must be washed, cleaned and placed in green plastic sacks available on POMS (part number S2012). The sealed sacks must be sent to OSC via day van service.

- 7.22 External charity textile recycling bins are available at a number of the Brigade sites and are for the public. Placement of new charity bins is by joint approval from TSS and Central operations.

Mattresses

- 7.23 All waste mattresses must not be disposed of through the general waste stream or through skip collection as they are not accepted by the waste contractor. Mattresses must be placed in a large decontamination bag, ordered via POMS (part S1511) and arrange a collection via POMS (part 2422).

Operational items

- 7.24 The reuse, sale or disposal of obsolete or waste fleet and equipment items is managed by the fleet and equipment contractor. Individual items are sent to the contractor for repair or replacement via the relevant POMs part number.
- 7.25 All other obsolete or waste operational items are disposed of or donated in line with procedures detailed in Policy number 217 - Disposal of assets.

Gas and liquid tight suits

- 7.26 Disposal procedures for Gas and liquid tight suits are outlined in Policy number 502 - Chemical protective clothing – technical information and Policy number 584 – Firefighter decontamination.
- 7.27 Damaged, non-contaminated suits are disposed to general waste, contaminated suits or ancillary equipment will be collected by specialist waste management teams.
- 7.28 Suits which have been donned by crews but only worn in stand/by mode (for example – emergency crews) are returned to OSC for testing and re-packaging as appropriate.

Hose recycling

- 7.29 All waste firefighting hose must be sent to the Operational Support Centre (OSC) via the day van service for recycling. All collections are arranged by Technical Rescue/Hose. The hose recycling scheme managed by the Procurement Department results in a donation to the FireFighters charity.

8 Hazardous waste and polluting materials

- 8.1 Hazardous waste is not to be disposed of in the general waste bins. It is to be stored separately in a designated, labelled and weatherproof hazardous waste store, prior to disposal by the Brigade's waste contractor.
- 8.2 Here are some of the most common hazardous waste that can be found at stations, but this is list is not exhaustive.
- (i) Fire fighting foam containers;
 - (ii) Fuel containers (oil and petrol);
 - (iii) Used spill kit equipment;
 - (iv) Gas cylinders;
 - (v) Waste Electrical and Electronic Equipment, including TV's, microwaves and fridges;
 - (vi) Fluorescent tubes;
 - (vii) Hydrant maintenance waste;

- (viii) IT waste, including computers, mobile phones, printer cartridges, keyboard, mouse, etc.
(see section 7.14 for IT waste disposal procedure);
 - (ix) Batteries (see section 7.15 for battery disposal procedure);
 - (x) Smoke alarms.
- 8.3 For disposal procedures related to any hazardous waste, refer to Policy number 643 - Hazardous waste disposal procedure.

9 Data collection

- 9.1 All waste data is to be collated by the Sustainable Development Team for inclusion in the Sustainable Development Annual Report. The Sustainable Development Team should be informed of any new reuse, recycling or disposal systems and associated waste data reported to environment@london-fire.gov.uk on an annual basis.

10 References

- 10.1 The Waste (England and Wales) Regulations 2011 as amended.
- 10.2 Environmental Protection Act 1990 as amended.
- 10.3 Policy number 217 - Disposal of assets.
- 10.4 Policy number 533 - Uniform and personal protective equipment excluding structural firefighting (PPE).
- 10.5 Policy number 693 - Structural firefighting personal protective equipment (PPE).
- 10.6 Policy number 579 - Records management strategy - guidance 7: disposal of documents and records.
- 10.7 Policy number 643 - Hazardous waste disposal procedure.
- 10.8 Policy number 490 - Person in control of LFB premises.
- 10.9 Policy number 502 - Chemical protective clothing – technical information.
- 10.10 Policy number 584 - Firefighter decontamination.

Appendix 1 - Day to day waste segregation

Mixed Recycling - Orange bags	Food waste - Green bags	General waste - Blue bags
<p>Plastics Plastic bottles/containers (rinsed out) Plastic cutlery Large plastic items (excluding electrical items)</p> <p>Metals – foil/tins/cans Drink cans (rinsed out) Food tins (rinsed out) Empty aerosol cans Tin foil Aluminum food trays (rinsed out) Coat hangers Other metals (excluding electrical items)</p> <p>Paper and cardboard Office paper Cardboard Newspapers, magazines, books, catalogues Envelopes Coffee cups</p> <p>Glass Bottles Jars</p> <p>Tetra packs Juice/milk cartons</p>	<p>All uneaten food and plate scrapings Dairy products such as cheese Out of date or moldy food (without the packaging) Meat and fish, including bones Eggs, rice, pasta, beans Baked goods such as bread, cakes and pastries Fruit and vegetables including raw and cooked vegetables and peelings * Tea bags* Coffee grounds*</p> <p>*composting onsite should be prioritised for these items where possible</p>	<p>Plastic bags and film (cling film) Food contaminated packaging Crisp packets Sweet wrappers Expanded polystyrene</p> <p>Garden Waste Plants* Twigs</p> <p>*composting onsite should be prioritised for these items where possible</p>

Appendix 2 - Use of skips and exclusions

Premises Skips (excluding contractors' skips)

Bulky items (including furniture) in a condition unsuitable for donation or for recycling via the part numbers provided in section 7 special and bulky waste.

Exclusions

Waste (general, recycling and food) listed in Appendix 1.

Textiles (section 7 special and bulky waste).

Mattresses (section 7 special and bulky waste).

Constructions waste (section 7 special and bulky waste).

Waste originating from outside of the station.

Hazardous waste ([Policy number 643](#) - hazardous waste disposal procedure):

- (i) Fire fighting foam and foam containers;
- (ii) Fuel and fuel containers (oil and petrol);
- (iii) Used spill kit equipment;
- (iv) Gas cylinders;
- (v) Waste Electrical and Electronic Equipment, including TV's, microwaves and fridges;
- (vi) Fluorescent tubes;
- (vii) Hydrant maintenance waste;
- (viii) IT waste, including mobile phones, printer cartridges, keyboard, mouse, etc;
- (ix) Batteries;
- (x) Smoke alarms.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	21/12/2017	SDIA	H – 12/02/2020	HSWIA	21/12/2017	RA	N/A
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 7, para 6.30	New sentence added.	12/03/2015
Page 4, para's 5.8 & 5.11	POMS part number added.	18/03/2015
Throughout	Changes made throughout policy. Please read and familiarise yourself.	03/01/2018
Throughout	Changes made throughout policy. Please read and familiarise yourself.	23/03/2018
Page 1	Owner title changed to 'Assistant Director, Technical and Commercial'.	12/04/2018
Page 3, para 4.3 Page 5, para 5.21 & 5.22	Changes to Brigade's reuse schemes.	11/04/2019
Throughout	Changes made throughout policy. Please read and familiarise yourself. Reviewed as current.	12/02/2020
Page 4, para 6	Changes to the way bags are ordered, now via POMS, part numbers added	20/10/2020
Throughout	Updated Operational Support Center (OSC) from BDC and PEG.	
Page 6, para 7.5	Brigade Distribution Centre changed to Operations Support Centre. Protective Equipment Group changed to Operations Support Group.	25/10/2021
Throughout	Reviewed as current with minor amendments made throughout.	19/04/2023

Subject list

You can find this policy under the following subjects.

Waste	Recycling
Environment	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification