

**Version:** 1.0 - Controlled Document – Reference Copy

## LEG-25 Waste Management Policy (v1.0)

### 1. Purpose

The purpose of this policy is to set out Blackoak Contracts' commitment to managing construction and excavation waste responsibly and in compliance with environmental legislation. The policy aims to reduce environmental impact, promote recycling and reuse, and ensure that all waste is handled, stored, and disposed of legally and safely.

### 2. Scope

This policy applies to all employees, subcontractors, suppliers, and any other personnel involved in activities on Blackoak Contracts' sites or premises that generate waste.

### 3. Legal Framework

This policy complies with the following UK legislation and guidance:

- **Environmental Protection Act 1990**
- **Waste (England and Wales) Regulations 2011**
- **Hazardous Waste Regulations 2005**
- **Duty of Care Regulations**
- **Site Waste Management Plans (SWMP)** guidance (voluntary, best practice)
- Environment Agency codes of practice

### 4. Policy Statement

Blackoak Contracts is committed to:

- Minimising the amount of waste produced on construction sites.
- Promoting reuse, recycling, and recovery of materials.
- Ensuring all waste is handled and disposed of legally and safely.
- Working only with **licensed waste carriers** and **permitted waste disposal facilities**.
- Keeping accurate waste transfer records as required by law.



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## 5. Waste Hierarchy

We follow the **Waste Hierarchy** in order of priority:

1. **Prevention** – Avoid creating waste where possible.
2. **Minimisation** – Reduce waste quantities through careful planning and material handling.
3. **Reuse** – Reuse materials such as bricks, pallets, timber, and soil.
4. **Recycle** – Segregate recyclable materials (e.g. metals, plastic, hardcore).
5. **Recovery** – Recover energy from waste where recycling is not possible.
6. **Disposal** – Landfill or incineration only as a last resort.

## 6. Waste Management Procedures

### 6.1. On-Site Waste Handling

- Waste must be **segregated at source** using clearly marked skips or containers (e.g. general, inert, hazardous, timber, metal).
- Materials should be **stored securely** to prevent escape of waste and pollution.
- Waste containers must not be overfilled or mixed inappropriately.

### 6.2. Licensed Waste Carriers

- Only Environment Agency-registered waste carriers may remove waste from site.
- Copies of carrier licenses and waste transfer notes (WTNs) must be retained.

### 6.3. Hazardous Waste

- Hazardous waste (e.g. contaminated soil, asbestos, fuel, paints) must be identified and stored separately in line with regulations.
- Consignment notes must be completed and retained.

### 6.4. Documentation

- A **Waste Transfer Note** must be completed for each load of non-hazardous waste.
- Records will be kept for **at least 2 years** (non-hazardous) or **3 years** (hazardous).
- Site Managers must maintain a **waste register** on each project.



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## 7. Training and Awareness

- All employees and subcontractors will receive basic **site waste awareness training** during inductions.
- Toolbox Talks will be used to reinforce best practices in waste segregation and reduction.
- Supervisors will monitor compliance and correct poor practices immediately.

## 8. Monitoring and Reporting

- Site Managers will carry out **monthly waste audits** to check:
  - Waste segregation
  - Proper storage and labelling
  - Cleanliness of waste areas
- Reports will be used to identify improvements and track performance against waste reduction targets.

## 9. Continuous Improvement

Blackoak Contracts will:

- Regularly review waste procedures and performance.
- Set site-specific waste reduction targets where feasible.
- Promote use of recycled or sustainable materials in procurement.
- Work with clients and designers to reduce waste at the planning stage.

## 10. Policy Review

This policy will be reviewed annually, or sooner if there are significant changes in legislation, company operations, or environmental practices.

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