**Waste Recycling and Food Waste Policy**

**Purpose:**
This policy outlines the organisation’s commitment to meeting the new UK waste recycling legislation for 2025. It ensures compliance with legal requirements, promotes sustainability, and supports the government’s goal of reducing waste sent to landfill. **Scope:**

This policy applies to all employees, contractors, and visitors across all business premises, covering all waste streams including general waste, recyclables, and food waste.**Policy Guidelines:**

**1. Waste Separation:**

Under the new legislation, businesses are required to separate their waste into the following categories:

* **Dry Recyclables:**
	+ Paper and Cardboard (e.g., office paper, envelopes, cardboard packaging).
	+ Plastics (e.g., plastic bottles, rinsed food containers).
	+ Glass (e.g., jars, bottles).
	+ Metal (e.g., aluminium cans, food tins, empty aerosols).
* **Food Waste:**
	+ All food waste, including scraps, peelings, and leftovers, must be placed in designated food waste bins.
* **Residual Waste:**
	+ Non-recyclable items should be placed in black bin waste containers (e.g., certain plastics, hygiene products).

 **2. Collection and Storage of Waste:**

* Clearly labelled, colour-coded bins will be provided for each waste stream, including separate bins for food waste.
* Waste must be kept separate throughout collection, storage, and disposal.
* Food waste will be collected separately and sent for processing, such as anaerobic digestion or composting, in compliance with UK requirements.

**3. Employee Responsibilities:**

* All employees are responsible for properly disposing of waste in the designated bins.
* Recyclables must be clean and free from contamination (e.g., rinse food containers before disposal).
* Food waste should not be mixed with other waste streams.

 **4. Training and Awareness:**

* Employees will be trained on proper waste segregation practices, including how to identify recyclables and manage food waste.
* Signage and instructional materials will be displayed prominently near waste collection points.
* Awareness campaigns will be held periodically to reinforce the importance of compliance.

**5. Monitoring and Compliance:**

* Regular audits of waste streams will be conducted to ensure compliance with the legislation.
* Non-compliance will be addressed through retraining or additional guidance.
* Persistent non-compliance may result in disciplinary action.

**6. Exceptions and Exemptions:**

* Micro-businesses with fewer than 10 full-time employees are exempt from these requirements until 2027, in line with the legislation.
* Waste streams required for health and safety purposes (e.g., clinical waste) may be managed separately as required by law.

**Implementation and Review:**

This policy will be implemented immediately to prepare for full compliance by March 2025. It will be reviewed annually to reflect updates in legislation or advancements in waste management technology.**By adhering to this policy, our organisation reaffirms its commitment to environmental stewardship and the responsible management of waste in accordance with UK regulations.**

Owner: Mike Byrne (Company Director) 

Rachel Walker (Director) 

Completed: 07/02/2025 Review 6 months 7/8/25