



BBC Studioworks

Waste Management Television Centre

Health & Safety Policy and Arrangements

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This document is available from the BBC Studioworks Intranet Page and has been distributed in particular to:

Facilities Management
Facilities Management Co-ordinator
Purchasing
Production Support
Logistics Department

1. Overview

In line with the company Environmental Policy BBC Studioworks will work towards reducing its environmental impact of waste produced at the 6 Television Centre building through a strategy of reducing waste that goes to landfill. It aims to also maintain a safe and healthy workplace by ensuring all waste is managed appropriately and safely.

2. Statement of Intent

The Waste Management Policy has been produced to affirm BBC Studioworks commitment to safe and efficient waste management, to reduce and recycle waste produced and to ensure compliance with and to exceed legal requirements relating to waste management. It also promotes environmental and recycling issues as an integral element of its activities and demonstrates its commitment to continual improvement in environmental practices.

This Policy provides procedures for BBC Studioworks staff in dealing with waste and recycling issues.

Objectives:

- To encourage the use of sustainable materials
- To reduce waste and disposal costs
- To reuse and recycle wherever possible
- Improve workplace and public safety
- Assist clients with meeting their environmental targets
- Actively engage with Industry initiatives to reduce waste

3. Waste Management Strategy

BBC Studioworks undertakes to:

- Follow efficient waste management and recycling procedures throughout and encourage the use of recyclable and recycled materials whenever appropriate.
- Promote a purchasing policy that will give preference, where practicable, to those products and services which cause least harm to the environment.
- Reduce its waste to landfill.

Waste Management Hierarchy:

To achieve these strategy objectives the following management practices will be implemented and prioritised as follows:

- Reduce/Replace
- Re-use
- Recycle
- Recover
- Dispose

Following the waste hierarchy is good practice which businesses should adopt as a matter of course. BBC Studioworks is clearly mandated to follow the waste hierarchy when determining the disposal and or further use of materials.

4. Waste Management Legislation

The Environment Agency provides advice and guidance on complying with legislation, their web-site can be viewed at <http://www.environment-agency.gov.uk>

4.1. Environmental Protection Act (EPA) 1990

The requirements of the EPA cover the management of waste disposal. The Waste Management Licensing Regulations 1994 were made under the EPA. With the introduction of the “duty of care” being the most significant aspect of the EPA as far as the waste producer is concerned in that:

- Different waste types must be segregated and identified. Unsegregated waste invariably ends up on landfill sites, costing money as it has little value to the recycling industry.
- A transfer note, provided by the Waste Disposal Company, must be kept as a record of the movement of waste. This must be retained for a minimum of 2 years.
- Only registered carriers of waste can collect the waste. Under the duty of care the BBC Studioworks is liable if any waste is fly-tipped or otherwise disposed of incorrectly, even if the fly-tipping was done by the carriers or disposal company.

The Duty is designed to be a self-regulating system based on common sense management of waste and good business practice. It is the responsibility of the organisation discarding waste to make an assessment of each item and to segregate and dispose of it safely.

The EPA also has a Code of Practice on Litter and Refuse collection. External areas should be maintained free from litter and debris to the standards required within the EPA.

4.2. The Controlled Waste Regulations 2012 SI 811 (revokes the 1992 regulations)

The main changes relate to the classification of waste as household, industrial or commercial waste, and lists the types of waste for which local authorities may make a charge for collection and disposal. These Regulations classify waste according to its origins.

Clinical waste is defined as:

- a) “Any waste which consists of human or animal tissue, blood or other body fluids, excretions, drugs or other pharmaceutical products, swabs or dressings, or syringes, needles or other sharp instruments, being waste which unless rendered safe may prove hazardous to any person coming into contact with it”
and
- b) “Any other waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, teaching or research, or the collection of blood or transfusion, being waste which may cause infection to any person coming into contact with it.”

4.3. The Producer Responsibility for Packaging Waste Regulations 1997

These Regulations give organisations at different parts of the packaging chain, obligations for recycling and recovering their packaging. All cardboard packaging received by BBC Studioworks is recycled.

4.4. The Hazardous Waste (England and Wales) (Amendment) Regulations 2009

All hazardous wastes must be disposed of through a registered waste carrier who can demonstrate their registration and compliance. It is the responsibility of the producer (BBC Studioworks) to audit waste carriers to ensure this compliance from time to time.

While much waste can be identified by labelling, a definition is: *"Hazardous Waste is any waste which contains a hazardous substance in such a quantity liable to cause death, injury or impairment to living beings, pollution of waters, or unacceptable impact on the environment, if improperly handled, treated, or disposed of".*

If in any doubt over the management of Hazardous Waste on site you should contact Facilities Management for further advice.

4.5. Waste Electrical & Electronic Equipment Directive 2007

The E.U. Directive on Waste Electrical & Electronic Equipment lays down measures which aim to reuse, recycle and recover such wastes so as to reduce the disposal of waste.

BBC Studioworks reuses, repurposes and repairs any electrical/electronic equipment wherever possible. If such equipment requires to be disposed of it is done so by an approved waste contractor.

4.6. The Landfill Directive 2007

This directive requires all non-hazardous waste to be treated before being land filled. This is defined by using a 'three-point test'. All three criteria must be satisfied for all of the waste to have been treated: 1) It must be physical, thermal, chemical or biological process including sorting; 2) It must change the characteristics of the waste; 3) It must do so in order to: (a) reduce its volume; or (b) reduce its hazardous nature; or (c) facilitate its handling; or (d) enhance its recovery.

4.8 Batteries Directive 2008

The directive divides batteries into three categories: industrial, automotive and portable (consumer). EU Member States must achieve minimum collection rates for portable batteries of 25% by 2012 and 45% by 2016. Easily accessible collection points must be available to consumers within two years of the directive coming into force (i.e. mid 2008). Distributors will have to take back the waste batteries at no extra cost to the consumer, and must inform the consumer that this service is available. Producers of industrial and vehicle batteries must also take back waste batteries free of charge.

Battery bins are located at a number of locations throughout the TVC building and disposed of through a registered carrier to ensure compliance with disposal legislation.

4.9 End of Waste Regulations – The European Commission has been developing these regulations for various materials, scrap iron, glass etc. These are still being developed and further information will be provided once published.

5. Implementation of the Waste Policy

5.1 Implementation

Several recycling waste streams have been implemented at TVC diverting much from landfill. The key to successful recycling and reduction in landfill is to collect at source and segregate. A number of contracts with waste management and recycling firms have been established in order to provide the means to implement the waste policy.

The following items are currently recycled:

All paper products (with the exception of confidential waste)

Appliances (Dishwashers, Washing machines, Microwaves)

Cardboard

Christmas Trees

Media waste – CD's; DVD's; floppy discs; videos; audio cassettes

Plastic bottles, packaging, cups, food containers and all metal cans

Glass

Batteries

Food

Fridges (Hazardous Waste)

Furniture

Printers (Laser Jet & Ink Jet)

WEEE – waste electrical & electronic equipment

Toner Cartridges

5.2 Studio Productions

Production companies who hire the studio facilities are responsible for managing their own waste. BBC Studioworks will encourage any production to adhere to the policies and initiatives described in this document.

5.3. Purchasing

The purchasing function has a real impact on the quantity and recyclable value of waste. Choosing and buying recycled products is part of an overall waste strategy. As source reduction is an issue that often gets overlooked the Purchasing Department consider the following activities as part of its function:

- To cut down on over-packaged products - is packaging reusable?
- To purchase refillable or reusable products e.g. printer or toner cartridges
- To use or lease equipment that has waste reduction features e.g. photocopiers, email etc.
- To use durable items where relevant, not one-trip disposable items
- To buy equipment that can easily be mended or has interchangeable parts
- To specify/buy items made with recycled materials
- To check stationery supplier catalogues for recycled items

- To consider using cost savings from waste reduction activities, e.g. photocopiers set to double-sided, to pay for activities that may cost a little more until economies of scale come in to play.
- To investigate the options for centralised purchasing between organisations. Bulk buying cuts costs and gives more negotiating power with the supplier.

These examples are by no means comprehensive but, in general, when buying materials the Purchasing Department should consider if the product is reusable and has been or can be recycled.

6.1 Procedures for Recycling and Disposal

6.1.1 Confidential paper

Secure confidential paper bins are provided across the BBC Studioworks TVC building. The bins are emptied, the bags removed sealed and the paper will then be stored securely in a specific secure collection bin, located in the Storage Wedge on site, until it is collected and destroyed off site.

6.1.2 Non confidential waste paper, magazines, journals, etc.

This should be placed in one of the many recycling bins around the offices which are lined with **green plastic bags**. These will be emptied regularly and transferred to larger recycling bins located in the Storage Wedge on site.

6.1.3 Cardboard

Cardboard should be flattened and placed into the large recycling bins, located in the Storage Wedge on site.

6.1.4 Cans, Plastic Bottles\Wrapping and Cups

To reduce the amount of container waste ceramic mugs are provided at all kitchenettes. There are designated bins for mixed recyclable container disposal throughout the building. Please note that glass must not be put in any office or kitchen bins.

6.1.5 Glass (incl. glass bottles)

There are a number of glass recycling bins held in the Storage Wedge. Staff are welcome to use these wheelie bins for the disposal of glass. Small caddies are provided to the cleaning staff for the collection of glass bottles. These caddies are then emptied into the glass recycling bins, located in the Storage Wedge.

If you break glass and can handle it safely, place it in the glass recycling bins. If you cannot handle it safely, cordon off the immediate area and call Facilities Management for assistance.

6.1.6 Wood & Metal

Productions are responsible for the safe collection and disposal of programme related waste such as sets and props.

For large quantities of Wood and Metal BBC Studioworks are responsible for disposing of contact Facilities Management to arrange collection/disposal.

6.1.7 Redundant CDs, Audio and Video Tapes

All of these can be disposed of via bins located in the Storage Wedge. Please contact Facilities Management for disposal of large quantities.

6.1.8 Toner Cartridges

Printer inkjet and toner cartridges are recyclable. Please put the old toner cartridges inside the cardboard box from the replacement unit and return to the supplier.

6.1.9 Food Waste (Catering Specific)

Food waste must always be placed in the Food specific bins, provided. The bins are then emptied by cleaning staff and waste food transferred to larger specific food waste bins, located in the Storage Wedge.

6.1.10 Furniture

The policy is to repair wherever possible. Recycle end of life FEEE and purchase 2nd hand where the required specification can be met.

6.2 Non-recyclable office waste

General waste bins are provided across the site but there should be very little waste from offices that is not recyclable.

6.3. Hazardous Waste

6.3.1 Clinical Waste

A clinical waste/sharps bin is located in the paramedic's room and is stored in that location until collected by an approved waste disposal contractor.

6.3.2 Batteries

Receptacles for their collection are available throughout the building.

6.3.3 Chemical Drain Sumps (Paint Pits)

There are 2 'paint pits' for the disposal of studio floor washes. The vessels are located beneath the external bus lane. Access to them is via the Scenery Runway where there are secured manhole covers to ensure there is no authorised disposal of chemicals or other substances. The Facilities Management team, in conjunction with the Logistics Coordinators, maintain a record of all chemicals used for floor washes along with the dates of disposal of floor washes into the pits and approximate volume of liquid.

Arrangements for disposal are made in conjunction with a licenced contractor via the Facilities Management team. Records/consignment notes are produced and kept of substances and chemical content.

6.3.4 Chemicals

Prior to collection, any chemicals are stored in a dedicated COSHH storage area. Access to the store can be arranged through the Logistics Coordinators.

A comprehensive list of chemicals that require storage/disposal must be supplied to Facilities Management. Facilities Management will handle the collection and disposal with the waste carrier.

6.3.5 Fluorescent Tubes & Sodium Lamps

Spent tubes are stored securely in a coffin located in the Storage Wedge for collection by a registered waste carrier, who provides transportation and storage of tubes for safe disposal as hazardous waste.

6.4 Waste Electrical and Electronic Equipment

The intention of the Waste Electrical and Electronic Equipment (WEEE) Directive is to ensure manufacturer and importer compliance in the treatment of waste, whilst encouraging reuse and recycling. However the majority of IT equipment is supplied through dealerships, as an outcome this transfers some of the responsibility to the dealer, but primarily compliance rests with the product consumer (in much the same way as the disposal of a redundant fridge is the responsibility of the user).

This is especially true for hazardous waste, where regulations state that an Environmental Agency approved Facilitator should be used if over 200Kg of Hazardous waste is produced, in terms of IT equipment for example non-functional CRT monitors are now defined as hazardous waste. Normally the ionised radiation is prevented from leakage by the leaded screen, however this cannot be guaranteed in a failed unit, thus CRT monitors are now deemed to be hazardous waste.

BBC Studioworks ensures that equipment is disposed of via a licensed Authorised Treatment Facilitator.

6.5 Asbestos

Any asbestos waste, or other material waste presumed to contain asbestos, will be disposed of by authorised contractors in accordance with the requirements of the Hazardous Waste (England and Wales) Regulations 2005. The disposal process will be fully documented. Copies of completed Hazardous Waste Consignment Notes received back will be provided to the asbestos supervising officer for the asbestos register and held for 3 years.

6.6. External Waste

6.6.1. Construction Waste

Contractors' capability to dispose of waste in accordance with the duty of care expected by BBC Studioworks is assessed as part of the procurement process.

6.6.2. Building entrance litter and cigarette bins (designated smoking areas only)

Entrances and cigarette bins are cleaned and managed by the TVC estate management. If you wish to report a problem, contact Facilities Management and they will pass the issue onto the estate team.

6.6.3. Litter picking and external litterbins

This is the responsibility of the TVC estate management team at Television Centre. If you wish to report a problem, please contact Facilities Management and they will pass the issue onto the estate team.

6.7 Bagged Waste/Recycling

It is important that the correct waste goes into the appropriate sacks to ensure all recyclables are segregated.

As a general reminder, the sack colours for wastes are as follows:

Black: General waste

Yellow :Confidential paper waste

Green: plastic bottles and cans for recycling and Food waste

7. General Safety Precautions

Please note that much of the waste collected at Television Centre by the cleaners is lifted manually to waste and recycling receptacles. Please ensure that individual sacks for collection are not overfilled. 13 Kg's should be the maximum weight per bag. General guidance states 'if it is too heavy for you, it is too heavy for the cleaners'.

All bags, containers and boxes must not be filled more than three quarters full to enable safe handling, to prevent excessive weight and to avoid splitting the containers.

All clinical waste bags, sharps containers or boxes containing glass must be securely fastened before removal and marked to indicate the content. Filled sharps containers or boxes containing glass must never be subsequently placed into any other waste bag or container before disposal.

Staff must never use their hands (with or without gloves) to pick out rubbish from within a rubbish bin and rather remove the bag in its entirity, even if not completely full, and replace with new.

Bags must be inspected by staff for adequate sealing and for no sharps protruding before handling. Staff must handle bags by the neck of the bag and keep the bags clear of the body to minimise risk of sharps injury. If this is not possible to do, and staff have to hold the base of the bag, extra care must be taken to examine the bag for sharps before doing so.

Bring to the attention of your supervisor any bag that is hazardous because of sharps protruding, excessive weight or with visible contamination on the external surface.

Waste trolleys have been provided to the cleaning team to reduce the need to lift and handle heavy waste bags and limit exposure to any hazards contained within the waste bags.

Care must be taken when transporting and storing batteries that they cannot be shorted out by contact of one battery's terminals with another or by metal conductors.

PPE provision for the cleaners constitutes protective gloves and tabards.

8. Procedures for ongoing monitoring and updating

It is the responsibility of BBC Studioworks Facilities Management, to ensure that changes in legislation in relation to waste and its derivatives are adhered to and that all affected operations within BBC Studioworks remit are advised accordingly.

Regular communication between relevant parties is essential and links will be maintained with relevant staff, particularly those mentioned within this document.

These procedures will be updated and re-issued as required, with a formal review carried out annually.