



Parish Council

CSNPC Waste Separation & Disposal Policy (Draft)

Central Swindon North Parish Council (CSNPC)

Policy Owner: Head of Ops

Approved by: Parish Clerk

Adopted: May 2025

Next Review: 12 Months

1. Policy Purpose

This policy outlines the procedures and legal responsibilities for the correct separation, storage, transfer, and disposal of waste generated by CSNPC operations. The policy applies to buildings directly managed or operated by the Parish Council. It is drafted to ensure compliance with UK environmental law, supports sustainability goals, and protects public health.

2. Legal Framework

This policy is informed by the following legislation:

- Environmental Protection Act 1990 (Section 34: Duty of Care)
- Waste (England and Wales) Regulations 2011
- The Environment Act 2021
- Controlled Waste (England and Wales) Regulations 2012
- Hazardous Waste Regulations 2005
- Food Waste Collection Legislation (pending rollout under the Environment Act 2021)
- Relevant DEFRA and Environment Agency guidance

Failure to comply may result in enforcement action and financial penalties.

3. Duty of Care: Responsibilities

All staff, volunteers, contractors, and premises managers must:

- Prevent the escape of waste (contain it safely and securely)
- Use authorised and licensed waste carriers
- Complete and retain all Waste Transfer Notes (for 2 years) or Hazardous Waste Consignment Notes (for 3 years)
- Store waste in suitable containers and ensure labelling
- Separate waste in accordance with this policy



Parish Council

4. Third-Party Waste Compliance

Applies to:

- Tenants (e.g. café operators, community kitchens)
- Regular hirers or contractors using CSNPC premises
- Event organisers and community partners

Obligations for Tenants and Users

All third-party users must:

1. Comply with CSNPC Waste Separation & Disposal Policy, including the use of correct bins and disposal methods.
2. Separate waste at source i.e. food, glass, recyclables, and general waste must be sorted into appropriate containers.
3. Use only approved licensed waste carriers if they are managing their own collections (and provide copies of Waste Carrier Registration & Transfer Notes).
4. Maintain hygiene standards and avoid contamination of communal bins.
5. Keep outdoor bin areas clean and secure, no overfilling or fly-tipping.
6. Cooperate with spot checks and audits by CSNPC officers or facility managers.
7. Ensure their staff or volunteers are trained in basic waste handling relevant to their use (especially food waste if applicable).
8. Report any hazardous waste use or disposal requirements to the Parish in advance.

5. Waste Separation Categories

Category	Examples	Storage	Disposal Notes
Dry Mixed Recycling (DMR)	Paper, cardboard, cans, plastics	Clear sack or bin labelled "Recycling"	Must be clean and dry
Glass	Bottles, jars	Separate glass bin	Never mixed with general waste
Food Waste	Kitchen scraps, tea bags, leftover meals	Green caddy or compost bin	Separate if >5kg/week (2025 rule)
General Waste	Non-recyclable wrappers, tissues	Black bag	No recyclables or food waste
Confidential Waste	Paper with personal data	Locked bin or shredder	Must be shredded or securely destroyed
Electricals (WEEE)	Computers, cables, batteries, lamps	WEEE storage bin	Must go via licensed disposal routes



Parish Council

Category	Examples	Storage	Disposal Notes
Hazardous Waste	Paint, chemicals, oil, fluorescent tubes	Labelled hazardous waste container	Requires consignment note
Green Waste	Leaves, branches, weeds	Green waste sack	Composted or taken to waste facility
Bulky Waste	Furniture, fridges, fixtures	Stored separately	Via authorised bulky waste carrier or taken to waste facility

6. Storage & Containment

- All bins must be clearly labelled and colour-coded where possible.
- Waste should be stored away from public access to prevent unauthorised access or vermin.
- Outdoor bins must have secure lids and be weatherproof.

7. Waste Transfer & Disposal Procedures

- All waste must be collected by a licensed waste carrier.
- Waste Transfer Notes must detail type of waste, quantity, classification, disposal route, and contractor details.
- CSNPC must maintain an up-to-date Waste Carrier Licence Register.
- Hazardous waste must include classification codes (EWC codes), hazard symbols, and details of storage location.

8. Hazardous Waste Handling

Hazardous waste must be:

- Clearly labelled (with hazard pictograms)
- Stored in suitable, sealed containers
- Collected by a contractor registered with the Environment Agency
- Logged with a Consignment Note (retained for 3 years)

Examples: oil, solvents, adhesives, pesticides, fluorescent lighting, some paints.

9. Training & Awareness



Parish Council

- All relevant staff must complete annual waste handling and duty of care training.
- Signage will be displayed at all waste stations.
- Staff must report any contamination, leaks, or non-compliance to the Facilities Manager or Head of Ops.

10. Record Keeping

- Waste Transfer Notes (general waste): retained for 2 years
- Hazardous Waste Consignment Notes: retained for 3 years
- WEEE disposal receipts: retained for minimum of 2 years
- Staff training records: retained for 3 years

11. Audits & Monitoring

- Internal audits will be conducted biannually to assess compliance.
- Spot checks of bins and disposal records may be carried out without notice.
- Non-compliance will result in retraining or disciplinary measures where necessary.

12. Future Changes: Environment Act 2021

From March 2025, CSNPC will ensure:

- Mandatory separate collections of paper/card, glass, plastic, metals, and food waste
- Compliance with “TEEP” requirements (Technically, Environmentally, and Economically Practicable separation).
- Adjustments made to waste contracts and bin infrastructure as needed

13. Breach of Policy

Failure to comply with this policy may:

- Breach legal obligations under the Environmental Protection Act
- Lead to prosecution, fines, or loss of waste licenses
- Be treated as a disciplinary offence under staff conduct procedures



Parish Council

14. Contacts

- Parish Clerk – Andy Reeves
- Heads of Ops – Andrew Briggs
- Licensed Waste Carrier (General): Hills Recycling / Idverde / CSNPC
- Licensed Carrier (Hazardous/WEEE): TBC