



WASTE MANAGEMENT POLICY

PURPOSE

This policy has been developed to assist the company and its employees to reduce, re-use, recycle and manage the waste it generates in a more efficient, cost effective and environmentally friendly manner. This will allow the company to comply with its statutory obligations in line with the Scottish Government The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019 and the ‘Environmental authorisations (Scotland) Regulations 2018’. We aim to make Threaplands Ltd Net-Zero by 2030 (15 years ahead of Scotland’s target of 2045).

It is anticipated that by introducing these measures we can reduce our costs and even generate revenue for the business.

In 2024 we aim to reduce our “TRADE WASTE / GENERAL WASTE” by 5 %

POLICY

It is the policy of Threaplands Ltd that all of our workplaces will manage waste in an efficient, cost effective and environmentally friendly manner. The guidelines contained in this document will be followed at all times. This policy exists to reduce waste in landfill and consumption of raw materials. The best way to prevent this is to reuse where possible. Is something “NEW” required? If the answer is no, reuse the old item. It may be that a new item reduces environmental impact such as an energy efficient appliance but the disposal of the old item is equally important.

The policy shall come into effect on 1st March 2023 and be reviewed annually.

Reviewed March 2024- Ben Laing
Review due March 2025

This policy applies to all employees and contractors of Threaplands Limited.

IMPLEMENTATION & DEVELOPMENT

Overall responsibility for policy implementation and review rests with the Directors of Threaplands Ltd.

All staff are obliged to adhere to, and facilitate the implementation of this policy, and are encouraged to make suggestions to the company directors that will enable continuous improvement of this policy and the facilities detailed in it.

Appropriate signage will be clearly displayed within the premises where required.

NON-COMPLIANCE

The company's disciplinary procedures will be followed where it is found that the contents of this policy are not being complied with.

WASTE TYPES AND HOW THEY ARE MANAGED (refer to waste poster for further guidance)

The waste types generated by the activities of the business will be handled as follows:-

TOO GOOD TO THROW AWAY

Items which are past their best with us may still have a new life with someone else. Please consider this before putting items into the bin. Plants for example can be donated to local charities, nursing homes and schools. They may also welcome split bags of compost, items with damaged packets or chipped pots. Items such as old furniture, vacuum cleaners, kettles and toasters can be donated to

Moray waste busters Waterford recycling centre, Waterford road, Forres 01309 676056

Any leftover food should be offered to all staff before going to composting. Any traybakes reached their last day can be placed in the canteen for all staff to help themselves, these are perfectly edible for a day beyond our "best before".

"Next day Scones" Fresh scones are baked each and every day for the restaurant but any not sold on the first day will go for sale in the Garden Centre labelled as "I was baked yesterday but still taste great, enjoy or freeze me today"

OLD TECHNOLOGY

Any old electronics of any description (monitors, PC's, printers, cables, speakers, routers etc) should be wiped of data and offered to ReBoot for cleansing and reuse/ recycling.

ReBoot, Greshop Road, Forres, 01309 671681 Email: info@reboot-forres.co.uk

PAPER, CARDBOARD, BROCHURES, SHREDDED PAPER, CARD ETC
(refer to waste poster for further guidance)

This is Non-hazardous material suitable for recycling and should be placed in the blue 660Ltr bins marked MIXED RECYCLING. These bins are in 2 locations on site. 4 bins at the kitchen end of the building and a further 1 bin outside the retail store door.

GLASS BOTTLES, JARS & BROKEN GLASS
(refer to waste poster for further guidance)

This is Non-hazardous material suitable for recycling and should be placed in the blue 660Ltr bin marked GLASS. This single bin is located at the kitchen end of the building.

TIN AND OR, ALUMINIUM CANS
(refer to waste poster for further guidance)

This is Non-hazardous material suitable for recycling and should be placed in the blue 660Ltr bins marked MIXED RECYCLING. These bins are in 2 locations on site. 4 bins at the kitchen end of the building and a further 1 bin outside the retail store door.

The BLUE 660 Ltr bin marked “RECYCABLE” will be collected by Grays Recycling Services Ltd on a fortnightly basis each Tuesday morning. Grays Recycling Services will then separate out our different recyclates for processing and ultimately re-use or recycling.

FOOD WASTE, NAPKINS & COMPOSTABLE SAUCE POTS
(refer to waste poster for further guidance)

This is Non-hazardous material suitable for recycling and should be placed in the 6 green 220Ltr bins marked FOOD WASTE ONLY. These bins are located at the kitchen end of the building. This material is commercially composted and used as fertilizer on local farms.

WASTE OIL

This is Non-hazardous material suitable for recycling and should be placed in the 3 yellow & green 220Ltr bins marked WASTE OIL. These bins are located at the kitchen end of the building. This material is commercially recycled into biofuel to power greener transport.

SCRAP METAL

This is Non-hazardous material suitable for recycling and should be placed in the “Metal Collection Point” located in the yard by the bottom of the ramp.

Once a sufficient load is available these metal items will be sold for scrap. This should be recycled with:

Gray’s Recycling Services Ltd, Nether Dallachy. (01343) 821999

SMALL DOMESTIC BATTERIES (AA,AAA,D,C ETC)

A box for these batteries has been placed in the main office. Once full, these batteries will be recycled.

GREEN WASTE (DEAD PLANTS, CUTTINGS, CLIPPINGS INCLUDING GRASS & WEEDS)

This is Non-hazardous material suitable for recycling on site. This material will be allowed to rot down and give nutrients to the soil which can also be used around the areas of wildflower. This material can be collected in the blue waste tubs before being placed at the top of the ramp adjacent to the woodland where a compost heap is formed in the wildflowers to give habitat to smaller wildlife.

WATER

All rainwater from every covered space on site feeds back to our 30,000 ltr rainwater harvesting tank. This water is used for flushing toilets and watering plant stock. Plants should not be watered with mains fed water

WOOD

This is Non-hazardous material suitable for recycling.

The area set up to handle the different wood waste generated by the business is in the top yard.

All wood waste should be broken down and palletised for recycling. Clean timber will be offered FREE to organizations such as “Men’s Sheds” for repurposing. Rotten timber should be stored until a full load can be taken to Grays Recycling Services Ltd.

PALLETS

Pallets should be sorted into their various sizes and neatly stacked about 12 high. This will make best use of the available storage space and allow quick and simple disposal.

The pallets will be re-used where suitable, sold or offered FREE to organizations such as “Men’s Sheds” for repurposing

DON’T Put Don Valley turf pallets or the blue Chep pallets into this waste storage area.

The BLUE CHEP pallets should be stored in neat stacks all in the same orientation ready for collection.

Don Valley pallets are to be left next to the gas cage where they will be collected and reused.

CLEAR POLYTHENE & PLASTIC WRAP (refer to waste poster for further guidance)

This is Non-hazardous material suitable for recycling and should be placed in the blue 660Ltr bins marked MIXED RECYCLING. These bins are in 2 locations on site. 4 bins at the kitchen end of the building and a further 1 bin outside the retail store door.

The BLUE 660 Ltr bin marked “RECYCABLE” will be collected by Grays Recycling Services Ltd on a fortnightly basis each Tuesday morning. Grays Recycling Services will then separate out our different recyclates for processing and ultimately re-use or recycling.

TRADE WASTE / GENERAL WASTE (refer to waste poster for further guidance)

All other waste generated by the business including black polythene, black plastic etc should be placed in the BLUE 660 ltr bins marked TRADE WASTE. These bins are in 2 locations on site. 2 bins at the Kitchen end of the building and a further 1 bin outside the retail store door.

The BLUE 660 Ltr bins marked “TRADE WASTE” will be collected by Grays Recycling Services Ltd on a fortnightly basis each Thursday morning. Grays Recycling Services will then separate out different recyclates from landfill where possible. All non-recyclable material will go to landfill- This is a last resort and wherever possible, measure should be take to reduce landfill.

GENEREAL

There are many other ways to reduce the waste generated by the business and staff are encouraged to adopt these in their daily working practice. Discussions surrounding the reduction of waste and energy consumption will be discussed at the “sustainability action group” meetings.

- a) Scrap paper can be reused for internal notes (saving notebooks and post-it notes).
- b) Use electronic sticky notes, available on all pc’s rather than the paper option.
- c) Use email & WhatsApp groups to send information and documents to other staff members.
- f) Scan in documents for sending via email.

FURTHER INFORMATION

For all the current legislation and requirements regarding business waste in Scotland go to:
<https://www.netregs.org.uk/environmental-topics/waste/>

WASTE POSTER

GREEN FOOD WASTE TRUGS

- ALL FOOD WASTE INCLUDING PEELINGS
- RESIDUAL OIL FROM COOKING INCLUDING FRYING PANS
- NAPKINS
- BLUE ROLL
- COFFEE GROUNDS
- VEGEWARE CLEAR SAUCE POTS & LIDS
- PAPER STRAWS
- BAKING PARCHMENT

- BUTTER PORTION FOIL
- SAUCE POUCHES

GLASS BIN

- GLASS BOTTLES
- BROKEN GLASS
- JAM JARS
- GLASS JARS

- BOTTLE LIDS
- JAM JAR LIDS
- BROKEN CROCKERY

GENERAL WASTE BIN

- BUTTER PORTION FOIL
- SAUCE POUCHES
- BOTTLE LIDS
- JAM JAR LIDS
- BROKEN CROCKERY
- BABY WIPES
- CLING FILM
- COFFEE BAGS
- BLACK PLASTIC FOOD TRAYS
- BLACK PLASTIC WRAP
- BLACK PLASTIC POTS

- GLASS
- TIN FOIL
- BLUE ROLL
- NAPKINS
- PRINTER ROLL/ TICKETS
- BAKING PARCHMENT
- JUICE CARTONS
- BATTERIES

RECYCLING BIN

- CARDBOARD
- JUICE CARTONS
- PRINTER ROLL/ TICKETS
- TINS
- TIN FOIL
- PLASTIC BOTTLES & LIDS
- PAPER
- CLEAR PLASTIC FOOD TRAYS
- CLEAR PLASTIC WRAP
- PLASTIC POTS AND TRAYS EXCEPT BLACK

- GLASS
- FOOD WASTE
- CLING FILM
- COFFEE BAGS