

CC07 - Clinical Waste Disposal Policy and Procedure

Category: COVID 19 Hub Sub-category: Health and Safety COVID-19



Review Sheet




Last Reviewed
23 Apr '20



Last Amended
23 Apr '20



Next Planned Review in 12 months

Business Impact	 LOW IMPACT
Reason for this review	Scheduled review
Were changes made?	Yes
Summary:	This policy establishes the requirements regarding safe handling and disposal of waste in healthcare in accordance with legislation, codes of practice and best practice guidance. This policy has been reviewed and now includes a new procedure (5.7) relating to management of COVID-19 waste and associated references added.
Relevant Legislation:	<ul style="list-style-type: none"> Department of Health Environment and Sustainability Health Technical Memorandum 07-01: Safe Management of Healthcare Waste (2013) The Waste Regulations (England and Wales) 2011 List of Waste Regulations (England and Wales) 2005 Amended 2012 The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2011 The Environmental Protection Act 1991 Including The Duty of Care Regulations The Controlled Waste Regulations 2012 The Care Act 2014 Control of Substances Hazardous to Health Regulations 2002 The Hazardous Waste (England and Wales) Regulations 2005 The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 Health and Safety at Work etc. Act 1974 Management of Health and Safety at Work Regulations 1999
	<ul style="list-style-type: none"> Department of health, (2013), <i>Environment and sustainability - Health Technical Memorandum 07-01: Safe management of healthcare waste</i>. [Online] Available from: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/167976/HTM_07-01_Final.pdf [Accessed: 23/04/2020 00:00:00] Gov UK, (2013), <i>Hazardous waste</i>. [Online] Available from: https://www.gov.uk/guidance/healthcare-waste [Accessed: 23/04/2020 00:00:00]

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Underpinning Knowledge:	<ul style="list-style-type: none"> PUBLIC HEALTH ENGLAND, (2020), <i>COVID-19: cleaning in non-healthcare settings</i>. [Online] Available from: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings [Accessed: 23/04/2020 00:00:00] PUBLIC HEALTH ENGLAND, (2020), <i>COVID-19: infection prevention and control (IPC)</i>. [Online] Available from: https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control [Accessed: 23/04/2020 00:00:00]
Suggested Action:	<ul style="list-style-type: none"> Encourage sharing the policy through the use of the QCS App Use existing, planned methods for sharing information Share 'Key Facts' with relevant staff
Equality Impact Assessment	<p>QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.</p>



Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Clinical Waste Disposal Form - CC07	To record the disposal of clinical waste and related information.	QCS

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Clinical Waste Disposal Form - CC07

Clinical Waste Transfer Notice

Producer Details					
Name of contact:			Tel:		
Producing department:			Department:		
Date produced:			Date collected:		
Clinical Waste Details					
Waste Package / Item	Substance / Material	Quantity	Clinical Waste Group	Approx. weight	Hazardous Waste (Y/N)
Collection Details					
Collected by:			(Estates and Facilities Management):		
Signature:			Date:		

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THIS FORM MUST ACCOMPANY ALL CLINICAL WASTE BEING TRANSFERRED TO SUPPORT SERVICES.

Appendix - Statutory Instrument 1991 No. 2839

The Environmental Protection (Duty of Care) Regulations 1991

STATUTORY INSTRUMENTS

1991 No. 2839

ENVIRONMENTAL PROTECTION

The Environmental Protection (Duty of Care) Regulations 1991

Made: 16th December 1991

Laid before Parliament: 17th December 1991

Coming into force: 1st April 1992

The Secretary of State for the Environment as respects England, the Secretary of State for Wales as respects Wales and the Secretary of State for Scotland as respects Scotland, in exercise of the powers conferred on them by section 34 (5) of the Environmental Protection Act 1990[1] and of all other powers enabling them in that behalf, hereby make the following Regulations:

Citation, commencement and interpretation

1. -

(1) These Regulations may be cited as the Environmental Protection (Duty of Care) Regulations 1991 and shall come into force on 1st April 1992.

(2) In these Regulations -

“the 1990 Act” means the Environmental Protection Act 1990;

“transferor” and “transferee” mean respectively, in relation to a transfer of controlled waste by a person who is subject to the duty imposed by section 34(1) of the 1990 Act, the person who in compliance with that section transfers a written description of the waste and the person who receives that description.

Transfer notes

2. -

(1) The transferor and the transferee shall, at the same time as the written description of the waste is transferred, ensure that such a document as is described in paragraph (2) (“a transfer note”) is completed and signed on their behalf.

(2) A transfer note shall -

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- (a) identify the waste to which it relates and state -
 - (i) its quantity and whether on transfer it is loose or in a container;
 - (ii) if in a container, the kind of container; and
 - (iii) the time and place of transfer;
- (b) give the name and address of the transferor and the transferee;
- (c) state whether or not the transferor is the producer or importer of the waste and, if so, which;
- (d) if the transfer is to a person for authorised transport purposes, specify which of those purposes; and
- (e) state as respects the transferor and the transferee which, if any, of the categories of person shown in column 1 of the following Table describes him and provide any relevant additional information specified in column 2 of the Table. (Please turn over).

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Category of Person	Additional Information
An authority which is a waste collection authority for the purposes of Part II of the 1990 Act.	
A person who is the holder of a waste management licence under section 35 of the 1990 Act or of a disposal licence under section 5 of the Control of Pollution Act 1974[2].	If the waste is to be kept, treated or disposed of by that person, the relevant licence number and the name of the licensing authority.
A person to whom section 33(1) of the 1990 Act does not apply by virtue of regulations under subsection (3) of that section.	
A person registered as a carrier of controlled waste under section 2 of the Control of Pollution (Amendment) Act 1989[3].	The name of the waste regulation authority with whom he is registered and his registration number.
A person who is not required to be so registered by virtue of regulations under section 1(3) of that Act.	
A waste disposal authority in Scotland.	

Duty to keep copies of written descriptions of waste and transfer notes

3. The transferor and the transferee shall each keep the written description of the waste and the transfer note or copies thereof for a period of two years from the transfer of the controlled waste.

Duty to furnish documents

4. A person who has been served by a waste regulation authority with a notice in writing specifying or describing any document and requiring its production shall, if the document is one which at that time he is under a duty to keep under regulation 3, furnish the authority with a copy of it at the authority's office specified in the notice and within the period (not being less than 7 days) so specified.