

# WASTE MANAGEMENT POLICY

G&L Consultancy Ltd is a specialist asbestos management company accredited by the United Kingdom Accreditation Service (UKAS) to ISO/IEC 17020:2012 and ISO/IEC 17025:2005 offering all asbestos-related services including surveying, air monitoring, bulk sample analysis, training and management.

G&L Consultancy is based in two offices; the Head Office in Somerset covers the Southwest and Wales and the Northern Ireland Branch Office covers both Southern and Northern Ireland.

Head Office

Unit 5A Castle Road  
Chelston Business Park  
Wellington  
Somerset  
TA21 9JQ

Northern Ireland Branch Office

5A Huntly Road  
Banbridge  
Co. Down  
BT32 3UA

G&L Consultancy Ltd recognises that our operations affect the local, regional and global environment. We will ensure that all employees are trained in this Waste Management Policy and are provided with appropriate guidance in its implementation.

As a consequence of this, G&L Consultancy Ltd is committed to continual improvement in its waste management performance. Julie Lewis - Director holds the ultimate responsibility for the implementation and monitoring of this Waste Management Policy and has delegated the day-to-day function of implementation and monitoring to Mark Skinner – Health, Safety & Quality Manager.

The company will identify and comply with all relevant existing and developing UK, European and International laws, including all current waste regulations, and codes of practice; and these will be regarded as setting the minimum standards of waste management performance. G&L Consultancy Ltd will conduct regular reviews and audits to ensure continued compliance.

## MANAGEMENT POLICY

### ENVIRONMENTAL AWARENESS

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In order to meet these commitments G&L Consultancy will:

- Dispose of all waste produced in an environmentally responsible manner, ensuring that we always comply with the Environmental Protection (Duty of Care) and Hazardous Waste Regulations. Any services used for the storage or disposal of waste will be checked to ensure that all appropriate licences are held.
- Endeavour to reduce waste production and to seek to recover and recycle wherever possible, raw materials amongst employees and across all the companies' activities, responsibilities and services.

In order to meet these objectives G&L Consultancy has the following procedures in place:

#### Asbestos Waste

- Bulk asbestos samples are double-bagged at the point of sampling. They are then transported within the site surveyor's sampling box back to the laboratory.
- All potentially contaminated asbestos waste from a site such as overalls, wet wipes and polythene sheeting is double bagged prior to being transported back to the office. This is then stored in asbestos waste sacks until disposal.
- Bulk asbestos samples, following analysis are put in sample storage boxes which are stored in the laboratory. When a box is full, it is stored for six months and then the samples are double-bagged in asbestos waste sacks ready for disposal.
- Asbestos air count slides, following analysis, are stored in a slide box, in the laboratory, for six months from the date of the last slide in the box and then the samples are double bagged in asbestos waste sacks ready for disposal.
- All asbestos waste including samples and slides is consigned to a licensed asbestos removal contractor to be disposed of as hazardous waste at a licensed asbestos disposal site.
- Hard copy consignment notes are scanned for electronic storage on receipt, the hard copies are kept on file for six years.

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### ENVIRONMENTAL AWARENESS

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#### Waste Electrical and Electronic Equipment (WEEE)

- Waste electrical and electronic equipment and used batteries are stored in a designated storage area; they are then consigned to a registered WEEE recycling organisation.
- Hard copy transfer notes are scanned for electronic storage on receipt, the hard copies are kept on file for six years

#### Confidential Waste

- Hard copies of reports are kept for six years as per the UKAS requirement. After six years the hard copies are consigned to a specialist data-safe secure destruction and recycling organisation.
- Hard copy transfer notes are scanned for electronic storage on receipt; the hard copies are kept on file for six years.

#### Ink Cartridges

- Ink cartridges / toners, once used and empty, are stored in a designated storage container; once the container is full it is returned to the ink cartridge supplier for recycling.

#### Recyclable's

- All other generated waste is sorted and recyclables are stored in a separate container from non-recyclables. Each container is emptied once a week by a registered waste carrier.

This statement will be displayed in the main office and reviewed annually or earlier if significant business changes warrant it, any revisions will be brought to the attention of staff. Copies of this policy will be held in all offices and available to all staff.

This policy has been endorsed by Julie Lewis and has the full support of the management team.

The policy was reviewed and approved on 15<sup>th</sup> January 2024 following consultation with senior managers and workers.

Overall responsibility for the effectiveness of the policy lies with Julie Lewis, Quality Director. For more information, please contact this person: 01823 443 898

## MANAGEMENT POLICY

### ENVIRONMENTAL AWARENESS

Director	Name	Signature	Date
Quality Director	Julie Lewis	<i>Julie Lewis</i>	15 <sup>th</sup> Jan 2024
Technical Director	Paul Lewis	<i>Paul Lewis</i>	15 <sup>th</sup> Jan 2024
Somerset Office	Name	Signature	Date
Health, Safety and Quality Manager	Mark Skinner	<i>Mark Skinner</i>	15 <sup>th</sup> Jan 2024
Operations Manager	Darren Alway	<i>Darren Alway</i>	15 <sup>th</sup> Jan 2024
Client Liaison Manager	James Ooyman	<i>James Ooyman</i>	15 <sup>th</sup> Jan 2024
Finance and HR Manager	Sally Monger	<i>Sally Monger</i>	15 <sup>th</sup> Jan 2024
Asbestos Removal & Air Test Manager	Jason Monger	<i>Jason Monger</i>	15 <sup>th</sup> Jan 2024
Training Manager	Jack Leese	<i>Jack Leese</i>	15 <sup>th</sup> Jan 2024
Survey Manager	Jo Haigh	<i>Jo Haigh</i>	15 <sup>th</sup> Jan 2024
Northern Ireland Office	Name	Signature	Date
Northern Ireland Director	Alan Lewis	<i>Alan Lewis</i>	15 <sup>th</sup> Jan 2024
Business Development & Personnel Manager	Karen Lewis	<i>Karen Lewis</i>	15 <sup>th</sup> Jan 2024
Lab Manager	Colin Webb	<i>Colin Webb</i>	15 <sup>th</sup> Jan 2024
Deputy NI Branch Manager	John McAleenan	<i>John McAleenan</i>	15 <sup>th</sup> Jan 2024