

### **Purpose**

To ensure that the waste is managed in accordance with all legal requirements and to prevent accumulation and risk of contamination, that also underpins effective pest management.

### **Scope**

The waste management systems required to effectively manage waste handling, storage and collection procedures at Central Production Units.

### **Central Production Unit details:**

### **Responsibilities**

<b>Responsible Person (s)</b>	<b>Responsibility</b>
<b>Site Manager</b>	Responsible for the Unit waste management processes, to include interactions with waste management service providers  Responsible for the implementation of processes and procedures to ensure disposal of waste is conducted in a safe and hygienic manor  To ensure the Unit team have the required training and resources to follow Unit waste management procedures  Ensure that the waste management programme is embedded to ensure all waste holding and production areas are kept clean and free from waste, and that operational processes are adhered to and implemented in accordance with Unit procedures  Ensure all colleagues receive suitable training on waste management procedures
<b>Operational Colleagues</b>	Operational colleagues are responsible for keeping areas clean and free from waste, in accordance with waste management, housekeeping and cleaning requirements

### **Procedure**

Waste disposal systems and process in site areas including production, warehouse, dispatch, and office areas must be implemented to ensure the handling, storage and removal of waste from these areas minimise the risk of contamination to products through the control of cross-contamination and control of pests. Disposal must also comply with legislative waste management requirements.

All waste must follow the designated process flow through the site areas and be handled and collected in appropriate, designated waste containers.

### **Licensed waste contractor**

The removal of waste must be undertaken by a licensed and approved waste management service provider, approved by Compass Group UK & Ireland. A Certificate of Registration for the waste management service provider must be kept on file ensuring the disposal complies with all relevant waste management legal requirements. Waste transfer notes must be retained and available to reference.

### **Waste storage**

Internal and external waste collection containers and areas housing waste facilities must be effectively managed to minimise the risk of contamination to products. The following process steps will support in the effective management of waste:

- Clearly marked designated waste bins available in all Unit areas to ensure the correct segregation of food waste and waste packaging materials
- There is a designated means (for example a designated waste hatch) to remove waste from production areas to ensure the safe movement and flow of waste to ensure minimal risk to product
- Waste bins are of a suitable design for ease of use and to ensure effective cleaning and disinfection, and where possible foot operated for smaller waste bins
- Waste bins must be emptied as required (minimum daily) and taken to the external waste containers located in a designated waste holding area, to be collected, weekly as a minimum
- Site facilities and monitoring of waste disposal must be kept well maintained and monitored through internal reviews and audits
- External waste container bins must be lidded and kept in a designated area
- Waste holding areas must be monitored to ensure containers are covered and that there is no risk of waste falling out of containers and causing a contamination risk
- Waste holding areas must be kept clean and tidy, with good housekeeping standards maintained at all times
- External pest management service providers must include the monitoring of external waste collection areas as part of the Units pest management programme

### **Document control**

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