

## QBD.18 Waste & Recycling Policy

### 1. Purpose

Rayan Facilities Management Ltd is committed to minimising environmental impact through responsible waste management, efficient use of resources, and compliance with environmental legislation. This policy supports our ISO 14001 Environmental Management System and promotes sustainable practices across all operations.

### 2. Scope

This policy applies to all employees, contractors and subcontractors across all client sites, offices and operational locations.

### 3. Policy Statement

Rayan FM will:

- Reduce waste at source wherever possible.
- Promote reuse and recycling.
- Dispose of waste safely, legally and responsibly.
- Work with clients and suppliers to improve sustainability.
- Continuously improve environmental performance.

### 4. Legal Compliance

Rayan FM will comply with all applicable environmental legislation, including:

- Environmental Protection Act 1990
- Waste (England and Wales) Regulations 2011
- Hazardous Waste Regulations
- Waste Electrical and Electronic Equipment (WEEE) Regulations
- Duty of Care requirements for waste documentation

### 5. Responsibilities

*Managing Director:*

- Provides resources and oversight for environmental compliance.
- Approves this policy and ensures ISO 14001 continual improvement.

*Managers / Supervisors:*

- Ensure correct waste segregation procedures.
- Maintain waste documentation (waste transfer notes, consignment notes).
- Ensure employees receive environmental and waste-handling training.

- Liaise with clients on site-specific waste arrangements.

*Employees:*

- Follow waste segregation and recycling procedures.
- Report environmental issues or waste-management concerns.
- Use materials efficiently and avoid unnecessary waste.

## **6. Waste Reduction & Resource Efficiency**

Rayan FM will:

- Reduce consumption of raw materials.
- Promote use of recycled and recyclable products.
- Reduce paper usage through digital workflows.
- Maintain equipment to extend its life.

## **7. Waste Segregation and Recycling**

We will segregate waste streams where possible including:

- Paper and cardboard
- Plastics
- Glass
- Metal cans
- Food waste (where applicable)
- Batteries
- WEEE (electrical and electronic equipment)

Recycling receptacles will be provided where possible and appropriate.

## **8. Hazardous Waste**

Hazardous waste will be:

- Safely stored and clearly labelled.
- Collected by licensed waste carriers.
- Disposed of in accordance with legal obligations.

## **9. Suppliers and Waste Contractors**

Rayan FM will work with suppliers and contractors who:

- Support waste-reduction and recycling initiatives.
- Provide take-back schemes for supplied products where possible.
- Demonstrate responsible environmental performance.

## 10. Training & Awareness

Employees will receive environmental awareness training relevant to their roles, covering:

- Waste segregation
- Duty of care
- Pollution prevention
- ISO 14001 responsibilities

## 11. Continuous Improvement

- Environmental performance will be monitored through:
- Site inspections
- Audit findings
- Client feedback
- Progress against environmental objectives

## 12. Review

This policy will be reviewed annually or sooner if legislation, environmental requirements or operational needs change.

Signed:



Siobhan Hamill

Managing Director

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**RAYAN**  
FACILITIES MANAGEMENT LTD