

**1. Introduction**

L Lynch Plant Hire & Haulage Ltd is committed to minimising waste, preventing pollution and promoting recycling across all business activities. We aim to reduce waste at source, reuse materials where possible and recycle in line with the waste hierarchy.

**2. Responsibilities**

Head of HSQE & Compliance	Ensures legal compliance, contractor approval, audits and continual improvement.
Depot Managers / Supervisors	Maintain waste areas, ensure segregation, signage, inspections and correct disposal.
All Staff	Follow segregation rules, minimise waste, report contamination or issues.
Facilities / Office	Maintain office recycling points and ensure correct segregation.
Approved Waste Contractors	Collect, transport and dispose of waste legally and provide Duty of Care documentation.

**3. Scope**

This procedure applies to all Lynch depots, workshops, yards, offices, construction sites and operational activities and covers but is not limited to general waste, recyclables, hazardous waste, WEEE, confidential waste and food waste.

**4. Legal Requirements ([Waste Duty of Care](#))**

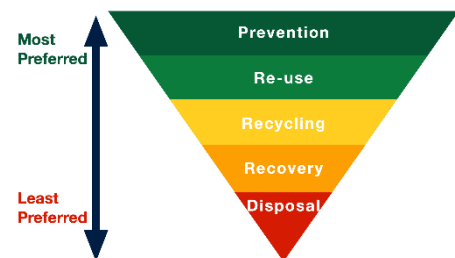
L Lynch must comply with the Duty of Care for Waste, which requires that we:

- 4.1. Classify waste correctly (general, recyclable, hazardous, WEEE).
- 4.2. Store waste safely and securely to prevent leaks, spills, fire risk or pollution.
- 4.3. Segregate waste streams to avoid contamination.
- 4.4. Use authorised waste carriers with valid waste carrier licences.
- 4.5. Ensure waste goes to authorised disposal or recycling facilities.
- 4.6. Keep Duty of Care documentation, including:
  - Waste Transfer Notes (to be retained on file for minimum 2 years from expiry date)
  - Hazardous Waste Consignment Notes (to be retained on file for minimum 3 years from expiry date)
  - Disposal certificates (where applicable)
- 4.7. Prevent waste escaping from containers, skips or storage areas.
- 4.8. Provide staff with training and instructions on waste handling.

**5. Waste Hierarchy**

All waste must be managed in accordance with the waste hierarchy:

- Eliminate waste where possible
- Reduce waste generation
- Reuse materials
- Recycle materials
- Recover energy (where applicable)
- Dispose only as a last resort



**6. Waste Minimisation (offices)**

- Plan work to minimise waste generation.
- Avoid unnecessary printing; use digital formats.
- Select materials from sustainable or recycled sources.

- Prevent food waste.
- Use reusable water bottles.
- Exchange and reuse equipment and materials between departments and sites.

## 7. Sorting & Segregation

### 7.1. General Rules

- General waste collected from site is transferred to a MRF for processing.
- Paper recycling must not be contaminated with food, liquids or general waste.
- Waste must be placed in clearly labelled bins with lids where required.
- Waste must be kept separate to prevent mixing hazardous and non-hazardous waste.

### 7.2. Required Segregation Streams

- General Waste
- Food Waste
- Paper / Confidential Waste
- WEEE
- Batteries
- Hazardous Waste (oily rags, spill pads, chemicals, aerosols, paints)
- Metal waste
- Tyres

### 7.3. Hazardous Waste Segregation. Hazardous waste must be:

- Stored in labelled containers
- Protected from weather
- Collected by licensed hazardous waste contractors

## 8. Storing Waste Safely

### 8.1. Waste must be stored:

- In suitable containers that prevent leaks, spills or escape
- With lids closed when not in use
- In designated waste areas with adequate signage
- Away from drains, watercourses and unmade ground
- With fire risks controlled (e.g., aerosols, oils, batteries)

### 8.2. Waste must never be:

- Stored in unlabelled containers
- Mixed with incompatible waste
- Allowed to overflow or escape the waste receptacles
- Burned on site (illegal)