



STANDING OPERATING PROCEDURE

Subject	Management of Waste Electrical and Electronic Equipment (WEEE) SOP027
Applicable to	This standard operating procedure applies to all staff, who work for or on behalf of Nottinghamshire Hospice.
Date issued	9 May 2023
Next review date	9 May 2026
Lead responsible for Policy	Director of Finance and Resources
Policy Reviewed by	Facilities and Transport Manager
Notified to	Quality and Safety Committee 9 May 2023
Authorised by	Quality and Safety Committee 9 May 2023
CQC Standard	Well-led
Links to other Policies/Procedures	Personal Protective Equipment Policy for Infection Prevention and Control (CS020).pdf H&S Policy RM0001.pdf Reporting of Incidents and Accidents Policy OP002.pdf Waste Management Policy OP011
Summary	Process for the collection, storage and disposal of WEEE.
Target Audience	Facilities Management and Retail.

IMPORTANT NOTICE

Staff should refer to the Hospice website or Policies and Procedures folder on the 'N' drive for the most up to date Policy. If the review date of this document has expired it is still valid for 3 months. After that staff should seek advice from their clinical lead or manager.

<p>1.</p>	<p>Introduction</p> <p>This procedure is to ensure that all parties involved in the production of and disposal of WEEE at sites operated by Nottinghamshire Hospice will follow a standard process to ensure:</p> <ul style="list-style-type: none">• The safe and correct disposal of WEEE.• The prevention of environmental contamination.• The correct segregation of WEEE.• The safe collection of WEEE.• The final disposal of WEEE. <p>The disposal of WEEE must be controlled to reduce the amount of this specialised recyclable waste going to landfill. The use of rare earth minerals and metals in the production of electrical items and electronic equipment is now commonplace. Hence there is a moral requirement to ensure that such waste is recycled effectively to recover and reuse such elements. Equally, the management processes must also prevent such waste contaminating other recycling waste streams.</p>
<p>2.</p>	<p>Identification of WEEE</p> <p>WEEE consists of both hazardous and non-hazardous recyclable waste products which are generated by the Hospice in the conduct of the business activity. WEEE will be produced in all business areas and across the Hospice operated locations. Some examples of WEEE are:</p> <ul style="list-style-type: none">• Electrical wiring• TV's and computer monitors*• Fridges/freezers• Phone chargers• Printers• Shredders• Computers*• Lighting/lamps

	<ul style="list-style-type: none"> • Mobile Phones* • USB Drives* • External Hard Drives* • Electrical Appliances • LED Bulbs <p>*Note – WEEE items with the ability to store digital data must be treated as classified waste until it is confirmed that all data has been removed from the device. Once completed, the item will be consigned for final disposal through the WEEE disposal stream.</p>
<p>3.</p>	<p>Segregation of WEEE</p> <p>WEEE when produced or identified by staff or volunteers must be reported to their respective line managers. The lists of waste requiring disposal is to be passed to the Facilities Manager who will arrange the collection and storage of the waste. Retail Managers are to liaise with the Retail Support Manager for WEEE arising from retail activities.</p> <p>Where the quantity of WEEE produced is large, it must be packed within plastic or cardboard crates. Crates and filled packages should ideally not exceed a one person lift or 19 kg maximum weight. Where single crates or items exceed this due to size, they are to be labelled clearly as a two-person lift.</p> <p>WEEE must not be placed in bins or receptacles purposely provided for recycling.</p> <p>WEEE waste must not be disposed of within skips or containers hired for the purpose of disposing of miscellaneous or general waste.</p>
<p>4.</p>	<p>Collection and handling of WEEE</p> <p>The facilities manager will arrange the collation and collection of WEEE from the Woodborough Road site.</p>

	<p>Consideration must be made for the handling of large appliances – with the use of manual handling equipment being the preferred option.</p> <p>Care must be taken to not damage waste items such as TV’s, fridges or freezers: to prevent accidental electrocution or the unwanted release of compressed refrigerant gases.</p> <p>Staff will wear protective gloves and safety footwear during the move of large items or boxed items.</p> <p>Handwashing should be undertaken after the task has been completed.</p>
5	<p>Storage of WEEE</p> <p>WEEE will be stored securely until final disposal.</p> <p>Damaged and unserviceable electrical appliances are to be marked clearly in permanent ink as being non-functioning. Where fitted, the mains cable and plug shall be removed by cutting as close to the body of the appliance as possible, in order to prevent the inadvertent use of the equipment. This waste is then to be stored separately from serviceable equipment.</p> <p>Batteries must be removed from all portable appliances and disposed of as hazardous waste.</p>
6	<p>Final disposal of WEEE</p> <p>The hospice will dispose of WEEE in the following ways:</p> <ul style="list-style-type: none"> • Retail sale of working PAT tested equipment for fundraising. • Gifting of working PAT tested specialist equipment to other healthcare charities. • Disposal for recycling through Local Authority centres. • Collection for recycling by environment agency licenced contractors.

	<p>In all cases, the final disposal will be arranged and co-ordinated by the facilities and transport manager in the first instance.</p>
--	--