



## STANDING OPERATING PROCEDURE

<b>Subject</b>	<b>Management of Miscellaneous Waste SOP029</b>
<b>Applicable to</b>	This standard operating procedure applies to all support staff, retail staff, clinical and care staff who work for or on behalf of Nottinghamshire Hospice.
<b>Date issued</b>	9 May 2023
<b>Next review date</b>	9 May 2026
<b>Lead responsible for Policy</b>	Director of Finance and Resources
<b>Policy Reviewed by</b>	Facilities and Transport Manager
<b>Notified to</b>	Quality and Safety Committee 9 May 2023
<b>Authorised by</b>	Quality and Safety Committee 9 May 2023
<b>CQC Standard</b>	Well-led
<b>Links to other Policies/Procedures</b>	<a href="#">H&amp;S Policy RM0001.pdf</a> <a href="#">Reporting of Incidents and Accidents Policy OP002.pdf</a> <a href="#">Waste Management Policy OP011</a>
<b>Summary</b>	Process for the collection, storage and disposal of miscellaneous waste.
<b>Target Audience</b>	Care and Clinical teams, Fundraising, Retail, Volunteer Services, HR, Communications, Finance and Facilities.

### 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><b>Introduction</b></p> <p>This procedure is to ensure that all parties involved in the production of and disposal of any miscellaneous waste at sites operated by Nottinghamshire Hospice will follow a standard process to ensure:</p> <ul style="list-style-type: none"> <li>• The safe and correct disposal of such waste.</li> <li>• The prevention of environmental contamination.</li> <li>• The correct segregation of such waste.</li> <li>• The collection of the waste.</li> <li>• The final disposal of the waste.</li> </ul>
<p>2.</p>	<p><b>Identification of Miscellaneous Waste</b></p> <p>For the purposes of this document, the term ‘Miscellaneous waste’ refers to any waste produced at the Hospice or retail site, by Hospice employees or volunteers, which is not already covered by a specific management process. Where such waste is identified it is to be reported as soon as possible to either the:</p> <ul style="list-style-type: none"> <li>• Hospice Facilities and Transport Manager</li> <li>• Hospice Retail Support Manager</li> </ul> <p>Once identified, such waste should not enter any other waste stream or be handed to third party disposal unless clearly directed by the appointments above.</p> <p>The correct handling and disposal processes will be confirmed through referral to the Environment Agency website and/or specialist disposal contractor liaison.</p> <p>Confirmation will be made of any specific hazards, handling procedures, packaging types and the security and segregation of the waste. A Risk Assessment will be conducted to assess such requirements.</p>

3.	<b>Segregation of Miscellaneous Waste</b>  The waste will be segregated and temporarily stored as required by the specialist handling instructions and in accordance with the findings of the Risk Assessment.
4.	<b>Collection and Final Disposal of Miscellaneous Waste</b>  The collection and final disposal of miscellaneous waste will be dictated by any specialist handling instructions, Environment Agency regulations or specialist contractor arrangements.