

Workbook 1

Dealing with Routine and Non-Routine Waste

COMMUNICATION

WASTE

HEALTH AND SAFETY

HAZARDOUS

COLOUR-CODING

LEGISLATION

Level 2

Certificate in Cleaning Principles

Section 1: Understand procedures for handling routine and non-routine waste

Different types of waste

Please read the following as it will help you to answer questions 1 and 2.

Waste comes in many different forms and needs to be handled according to the correct procedures for dealing with specific types of waste and the health and safety requirements for each. Waste is generated from households, businesses (commercial), clinical services and industrial manufacturers.

Different types of waste include:

- hazardous – dangerous or harmful to humans and/or the environment
- non-hazardous – not dangerous
- routine – waste which is commonly disposed of (for example, household rubbish such as packaging and foods)
- non-routine – waste which is not commonly disposed of and that which may need to be disposed of under 'special circumstances'
- clinical – waste from hospitals or surgeries including: blood; chemicals; medications; soiled items; sharps or needles etc.
- confidential waste – which may contain private information (for example, credit card details or data protected information)

It is important to follow a regular process in any environment for clearing waste for many reasons. These include:

- avoiding pest infestation – flies, rats, other small rodents, worms/maggots and other pests which may be attracted to food waste such as foxes and cats
- to avoid accidents or near misses (accidents which could occur)
- to avoid the unpleasant build-up of waste including appearance and odour
- in order to comply with UK legislation for the clearing of waste
- in order to comply with standard organisation procedures and regulations for the clearing of waste. These should be adhered to as they should have been risk assessed, they will ensure standardisation of operation and training throughout the organisation or customer site
- to minimise health hazards

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Knowledge Activity 1: Look around your learning and/or working environment where you are studying. List the different types of waste you can see or smell.



Maintaining personal hygiene

Please read the following as it will help you to answer question 3.

It is important to maintain personal hygiene when handling waste in order to:

- avoid cross-contamination
- prevent illness
- present a professional image

Personal hygiene means being clean and healthy. Hygiene does not just mean the washing of your hands but the maintenance of your body health, hair and grooming and also clothing/footwear.

Body hygiene: maintain personal hygiene by cleansing every day (bathing or showering). Where appropriate, following the handling of waste, you should shower using the workplace facilities supplied in order to avoid cross-contamination (so that any contamination from waste is not taken out of the workplace) and prevent illness.

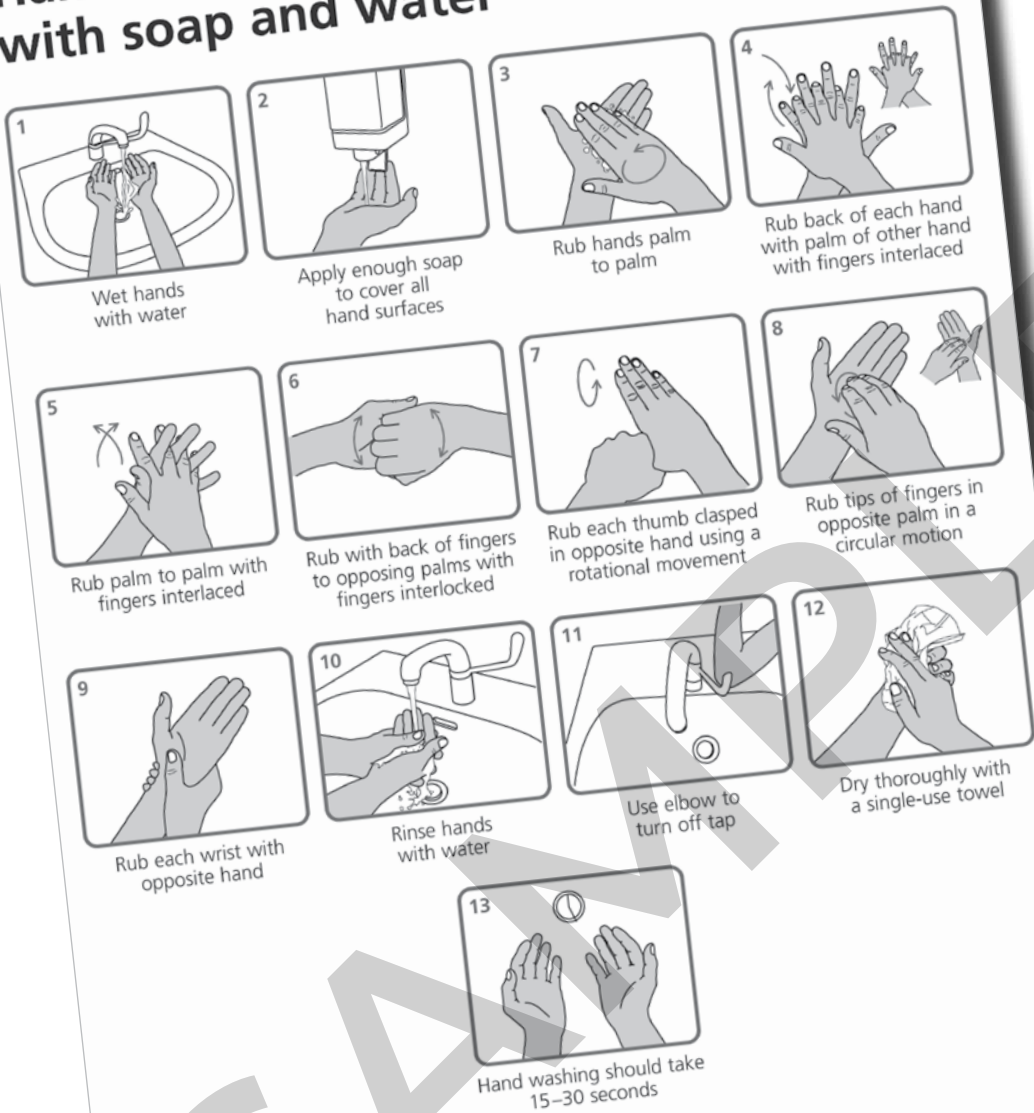
Hair and grooming: All hair should be tied back and where appropriate, use personal protective equipment (hair net or headwear) if provided. Beards and moustaches should be kept neat and trimmed/brushed.

Clothing and footwear: wearing appropriate clothing when dealing with and handling waste can present a professional image (ensures you look like you know what you are doing) therefore building trust between clients and your organisation). However, wearing overalls or protective clothing also prevents you from being exposed to the risk of harm, cross-contamination and illness. Footwear could include protective boots/shoes supplied by your employer, wellington boots or other types of specific footwear required while completing certain tasks within the workplace.

Hand washing: You should follow organisational policies and procedures when handling waste. This may include washing your hands with anti-bacterial soaps, using anti-bacterial gel or other cleansers. Learn how to correctly wash your hands using the guidance on the next page.

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Hand-washing technique with soap and water



Knowledge Activity 2: Describe the ways in which you ensure that your personal hygiene is maintained in your workplace.



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Recycling

Please read the following as it will help you to answer questions 4 and 5.

Recycling is the process of separating, collecting and remanufacturing or converting used or waste products into new materials. Almost everything we see around us can be recycled. The recycling process is a cycle and is composed of three stages.

The first stage is the collecting and sorting of waste according to its type and use.

The second stage is the manufacturing stage where the collected and sorted waste materials are processed into new reusable products.

The third stage is the selling of the recycled products to consumers.

The types of waste which can be recycled include:

- batteries
- organic – bio-degradable waste such as food and leaves etc.
- glass
- paper
- plastic
- materials and fabrics
- metal
- food
- leaves
- trees
- other plant waste

Recycling is important as it protects the environment, saves energy, reduces pollution, reduces landfill and can help consumers save money.

Protecting the environment: by recycling different products. For example, by recycling paper we can save on the vast amounts of trees which are cut down in order to make paper.

Saving energy: as it takes less energy to process recycled materials than to process new ones. Saving energy also decreases the amount of pollution released into the atmosphere.

Reducing pollution: as saving energy through recycling can help to reduce the amount of 'greenhouse gasses' and toxic emissions released again into the

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atmosphere which damages the ozone layer. Recycling non-biodegradable waste (not burning it) can also help reduce air pollution.

Reducing landfill: as these are composed of mainly non-biodegradable wastes which can take years to decompose.

Help consumers to save money: by selling recyclable materials to organisations that are able to use it. In the home, consumers can recycle biodegradable materials such as eggshells, vegetable and fruit peelings in a compost bin. Most councils collect paper, plastics and cans on a weekly/biweekly basis as a part of the waste collection service.

Knowledge Activity 3: Identify the ways in which you recycle products in the workplace.



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Knowledge Activity 4: Are there any specific processes which you could undertake at work but do not happen at the moment?



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Hazardous and non-hazardous waste

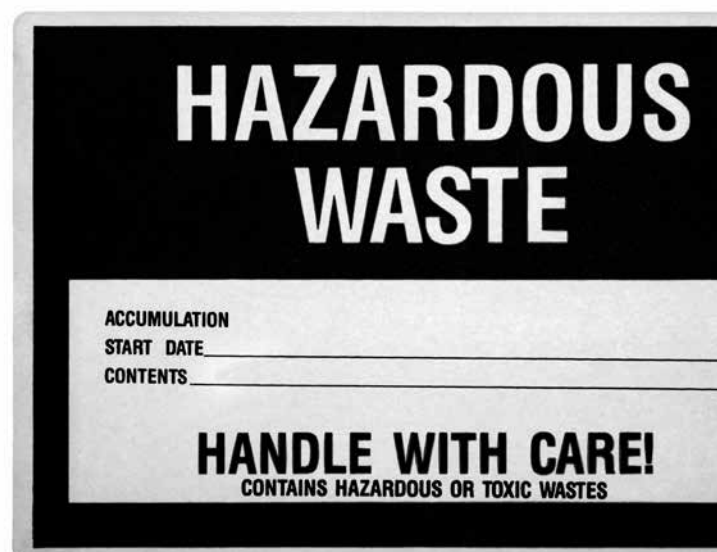
Please read the following as it will help you to answer question 6.

There are set procedures for handling and disposing of hazardous and non-hazardous waste. These are established by organisations but also under legislation and waste management regulations:

- Health and Safety at Work Act 1974
- Manual Handling Operations Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Environmental Protection Act 1990
- Environmental Protection (Duty of Care) Regulations 1991
- The Controlled Waste Regulations 1992
- The Pollution Prevention and Control (England and Wales) Regulations 2000
- The Landfill (England and Wales) Regulations 2002
- Data Protection Act 1998

Procedures for handling and disposing of waste will include:

- using appropriate personal protective clothing (PPE)
- using correct processes and procedures for specific waste types such as the labelling of waste for tracking and audit/accountability (responsibility) purposes
- use of appropriate waste disposal equipment such as sharps box or colour-coded bags
- use of correct collection areas for separating and securing waste (for example, recycling facilities)
- using the correct procedures for dealing with and handling hazardous waste – clinical or industrial waste, sharps or other waste which is potentially dangerous



RISK ASSESSMENT

TEAM WORK

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All legislation is correct at the time of printing, but is liable to change (please ensure when referencing legislation that you are working from the most recent edition/amendment).

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