



Site Waste Management Plan

A Site Waste Management Plan (SWMP) is a document that provides information on how waste is managed. SWMP aims to mitigate the impact of waste on the environment while helping save money by managing waste more efficiently through reuse, recycling, and recovery.

Contents:

- Planning and preparation
- Allocating responsibilities
- Identifying waste
- Managing waste
- Disposing of waste
- Organizing materials and waste
- Communicating and training
- Measuring and monitoring waste
- Reviewing the success and learning lessons for the future.

The individual areas have different needs.

The workshop contains:

- Timber re-use bin, timber waste, sawdust and chippings
- Metalwork swarf
- Hazardous waste (lidded bin)
- General waste
- Paper and cardboard for recycling

The Info area has a paper waste bin and shredder for recycling.

The kitchen and social spaces have general waste, recycling and food waste.

Food and drink are only to be consumed in the kitchen and social spaces.

Bins will be provided for all relevant disposals and bin liners.

The workshop coordinator is responsible for overall management and disposal of recycling and waste disposal.

All bins are to be emptied daily at the end of the session and disposed of into the car park bins.

Site Policy

- Please keep the site as clean and tidy as possible, place waste into the appropriate bins and pick up any rubbish you may find on site
- Waste bins can be found at the bottom of the main Lodge car park and are emptied weekly at a cost to Orchard Trust
- Please recycle paper and card in the green bin. At this time there are no on-site facilities for recycling other materials so please take these home with you and dispose of appropriately
- General waste can be placed into the red Biffa bin
- Clinical waste can be placed into a yellow bag, request to be made to Day Service management
- Bins are for the use of all people on site, including the two residential homes so fill up quickly. If you have a significant amount of rubbish please remove from site and dispose of elsewhere.

Instruction to members is in the induction training and on noticeboards

Monitoring of effectiveness will be carried out by the workshop coordinator and reported back to the board of directors.

March 2023