

1 SCOPE

This procedure applies to all managers within Network Rail Managed Stations who are responsible for overseeing the transfer of waste from or within Network Rail Managed premises and the inspection of all station areas to provide a safe environment for all users.

Note: Waste from domestic premises is not covered by the legislative requirements set out in this procedure.

2 PURPOSE

To provide arrangements to comply with the legislation relating to solid wastes, prior to the storage or removal of any waste. To detail the arrangements that apply to all Contractors employed by Network Rail or third parties whose work will involve the transfer of waste.

To provide programmed inspections, undertaken in a consistent manner based on the risk and likelihood obtained for these areas, maintaining compliance with the relevant legislation and maintain a safe environment for all station users. This includes: measuring air quality at Managed Stations and making sure it meets or exceeds legal requirements, providing guidance on the management of litter issues and complying with the Environment Protection Act 1990 Part 4 and to aid the management of pests and vermin.

3 REFERENCE DOCUMENTATION

- [NR/L3/MTC/EN0100](#) – Waste Management.
- Network Rail Policy Statement Diesel Engine Exhaust Emissions at Stations.
- Managed Stations Diesel Engine Exhaust Emissions (DEEE) Policy for New Diesel Train Services.
- Health and Safety at Work etc Act 1974.
- Public Health Acts 1936 and 1961.
- Prevention of Damage by Pests Act 1949.
- Pests Act 1954.
- Public Health (Control of Diseases) Act 1984.

4 COMPETENCIES AND TRAINING FOR MS-14

- Risk assessment creation – This must be produced by someone with either an IOSH, NEBOSH or risk assessment competency.

5 RESPONSIBILITIES UNDER WASTE MANAGEMENT

5.1 Waste Management

5.1.1 The Station Manager must:

- notify their nominated deputies in writing if they are made responsible for this procedure;
- make sure the transfer of waste meets the current legislative requirements and that Network Rail Managed Stations can demonstrate discharging its responsibilities under the Duty of Care;
- nominate a Shift Station Manager in writing to be the local contact for contracts regarding the removal of waste from the station. A copy of the letter must be retained on file;
- make sure that where hazardous waste is to be disposed of in England and Wales, the contractors have notified the Environment Agency;
- make sure areas are identified by premises managers for the storage of waste materials and these areas are subject to a fire risk assessment in accordance with the Network Rail Company Fire Safety Handbook **NR/CS/FIR/100**;
- make sure each party involved in regular transfer of waste (the Waste Producers and Waste Carriers) has been notified of their responsibilities and obligations. These are summarised in **Form FS-14A**;
- make arrangements for Waste to be kept secure, in bags, skips etc to comply with the requirements of **NR/L3/OCS/044-MS-39 Station Security Plan**;
- make sure descriptions of all waste being transferred is monitored including the origin, description and contents;
- have in place a copy of a transfer note for each transfer of waste or repeat transfer;
- make sure any waste being transferred, is transferred to a company that holds the necessary registrations (as carrier or broker) and licenses;
- make sure any waste being transferred is taken to an appropriately licensed tip or waste transfer station;
- carry out six monthly inspections in respect of the disposal of controlled waste to gain assurance of company compliance using **Form FS-14D1** or **Form FS-14D2** in Scotland;
- retain copies of the following information:
 - o up to date copies of registrations and licenses held by contractors operating within the station premises are to be supplied and held on file;
 - o copies of waste transfer notes;
 - o copies of premises audit results.

5.1.2 All Network Rail managers with responsibility for procuring contractors must set out the waste management responsibilities in the contract conditions and safe method of work.

6 PROCEDURE FOR WASTE MANAGEMENT

6.1 Controlled Waste

Copies of Waste Transfer Notes must be kept, by each party, for:

- Two years for transfers of, General and clinical waste, Recyclable materials.
- Three years for transfers of hazardous wastes.

An example of a controlled Waste Transfer Note is shown in **Form FS-14C**.

Documentation must be available for inspection within the premises by any party involved in a waste transfer. Alternatively where documentation is stored elsewhere, its location must be recorded.

In Scotland only, hazardous waste must be disposed of as a one off consignment. Pre-notification of the transfer and a fee will be payable to the Scottish Environmental Protection Agency if appropriate.

Where hazardous waste is collected as part of a regular 'collection round' then a transfer note system similar to the one covering controlled wastes will operate.

A Waste Disposal Process flowchart **Form FS-14B**, demonstrates the external waste flows that generally occur from the premises, and shows the documentation that must be obtained and kept on the premises.

The questionnaire sheet in **Form FS-14D1** or **Form FS-14D2** (in Scotland) must be used to monitor compliance with waste management legislation within Network Rails Managed Station premises. Parts of this questionnaire will satisfy the requirements of daily, weekly or monthly premises inspections undertaken by designated staff within the premises. The questionnaires **Form FS-14D1** or **Form FS-14D2** (in Scotland) must be undertaken by the Nominated Manager at six monthly intervals for each waste stream.

Guidance notes **Form FS-14E** will assist in the undertaking of this check. The results of the check must be maintained on file for two years. Where waste materials are stored pending their disposal it is essential that due regard is paid to the risk of fire.

6.2 Hazardous Waste

For more than 200kg, of hazardous waste per year, the contractor must inform the environment agency and the premise owners. If the contractor produces less than 200kg of waste and does not occupy any part of the station, the contractor can act as a Mobile Service Provider and notify their main operational premises. Guidance notes are attached in **Form FS-14F**.

6.3 Materials to be Recycled

Organisations which collect, and / or sell onwards recyclable goods must comply with the requirements of the waste management legislation. However, there are some exemptions which are applicable to these organisations. The requirement to hold a licence as a registered carrier is one such example.