

WORKPLACE RECYCLING LAW IN WALES

busnesoailgylchu.wrapcymru.org.uk

businessofrecycling.wrapcymru.org.uk



Gweithredu ar
Hinsawdd Cymru
Climate
Action Wales

Y BUSNES O
AILGYLCHU
THE BUSINESS
OF RECYCLING

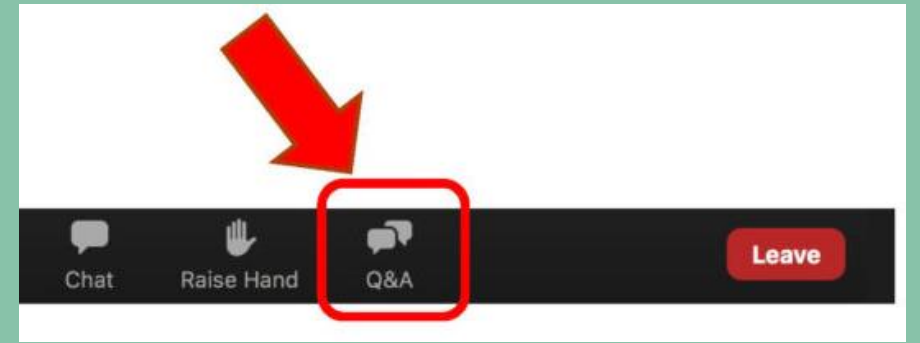


Cymru yn ailgylchu
Wales recycles

Contents

- Introduction
- What the law covers
- What materials are included
- How to comply
- Support available
- Questions

Webinar housekeeping



- Please ask questions – use the Q&A button
- We will answer questions at the end
- If there are any we don't get to, we will send replies after the webinar
- We will be sharing the recording of the webinar
- A copy of the slides will be available (in English and Welsh)

About WRAP

- WRAP is a global environmental action NGO, transforming our product and food systems to create Circular Living.
- Practically what that means in Wales is that we are working with citizens, Welsh councils WG and businesses to help change how we use and consume resources.
- This includes working with Welsh Government to support the new Workplace Recycling law.

New Law - 6th April 2024*

- All workplaces such as businesses, public sector and charities need to separate their recyclable materials in the same way most households already do.
- Bans on the disposal of all food waste to sewer from non-domestic premises.
- Bans on specified separate recyclable waste streams going to incineration plants and landfills.

Applies to all waste and recycling collectors and processors who manage household-like waste from workplaces.

**Hospitals (NHS and private) have an additional two years to comply with the separation requirements. The ban on food waste to sewer is applicable from 6th April 2024.*

Why?

- Wales is already really good at household recycling, currently 1st among the UK nations for household recycling – 65%.
- 2nd best nation in the world for household recycling.
- The aim is to ensure high recycling rates across all sectors, not only households.
- Over 70% of materials in the commercial waste stream could be recycled.



Why?

Recycling reduces carbon emissions

- 45% of carbon emissions are due to products we purchase
- 90% of biodiversity loss and water stress comes from resource extraction

Increasing recycling also:

- increases the amount and quality of recycled materials that can then be used by Welsh manufacturers and reduce the use of virgin materials;
- supports workplaces to minimise waste and potentially save money;
- helps the economy to create a greener Wales.

Why?

This will enable a consistent recycling system wherever anyone works, rests or plays.



Who?

- agricultural premises;
- bars and public houses;
- bed and breakfasts, hotels;
- bus stations, railway stations, seaports, airports, heliports;
- campsites and caravan parks (but not individual caravans);
- care homes, residential care homes and nursing homes;
- cinemas;
- community centres and village halls;
- construction sites;
- educational establishments such as universities, colleges and schools;
- entertainment and sports venues, including leisure centres;
- factories;
- film and television production sets;
- garages for vehicle servicing and repair;
- garden centres;
- heritage buildings;
- holiday parks and resorts;
- hospitals;
- libraries and museums;
- offices;
- outdoor markets
- pharmacies, doctors' surgeries, dental surgeries, optometrists, opticians, podiatrists and other
- primary care facilities;
- places of worship;
- prisons;
- restaurants and cafes;
- service stations and petrol stations;
- shops and shopping centres;
- showgrounds;
- sports grounds and stadia;
- take aways & mobile food vendors;
- theatres and arts venues;
- venues for temporary events such as festivals and shows, including outdoors events;
- warehouses; and
- workshops.

If you mainly have an on-line presence, you will still need to comply with the changes on any premises that you use.

Household-like waste

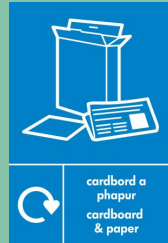
- The law only applies to waste materials like those found in households
 - Paper and cardboard
 - Glass
 - Metal, plastic, and cartons (*and other similar packaging, for example coffee cups*)
 - Food – *only for premises that produce more than 5kg of food waste a week*

Does not include:

- Construction waste
- Industrial waste
- Agricultural waste

Except for commonly recycled waste materials like those found in households.





	Yes	No
Paper & cardboard	Newspaper Office paper Envelopes Cardboard boxes	Padded envelopes Food contaminated items Stickers Wax, silicone and greaseproof paper
Glass	Glass bottles & jars	Drinking glasses Pyrex Light bulbs Sheet glass Mirrors
Metal, plastic, and cartons	Drink cans Plastic bottles Paper coffee cups Foil	Paint tins Gas canisters Scrap metal Rigid hard plastics
Food	Any food produced at home: Meat Vegetables Tea bags Coffee grounds	Any food not produced in a household setting

The law has three parts:

1. The separation requirements
2. Incineration and landfill bans
3. A ban on the disposal of food waste to sewer



1. The separation requirements

The following materials are to be collected separately:

- Paper and card
- Glass
- Metal, plastic, and cartons (and other similar packaging, eg coffee cups)
- Food – only for premises that produce more than 5kg of food waste a week
- Unsold small waste electrical and electronic equipment (sWEEE)
- Unsold textiles

Materials to be kept separate at point of presentation to waste collector

Separately collected recyclable materials to be kept separate and not mixed



2. Incineration and landfill bans

Incineration
(separately collected materials)

- Paper and card
- Metals
- Plastic
- Glass
- Cartons
- Food
- All sWEEE
- Unsold textiles

Landfill
(separately collected materials)

- Paper and card
- Metals
- Plastic
- Glass
- Cartons
- Food
- All sWEEE (includes unsold)
- All textiles (includes unsold)

Ban all wood waste from non-domestic and domestic premises to landfill

3. A ban on the disposal of food waste to sewer

- A ban on disposal of all food waste to sewer including via macerators, de-waterers or Enzyme treatment.
- This will divert waste food from disposal to Anaerobic Digestion (AD) and generate renewable energy.
- Food waste to be collected separately at source from all workplaces producing 5kg per week or more.



Enforcement

- Natural Resources Wales (NRW) is responsible for making sure that materials are being separated and collected correctly, and that the ban on recycling going to incineration and landfill is being followed.
- Local Authorities are responsible for making sure the ban on food waste going to sewer is followed.
- If you do not comply with the law, it could mean a fine for your workplace.

Enforcement



Cyfoeth Naturiol Cymru
Natural Resources Wales

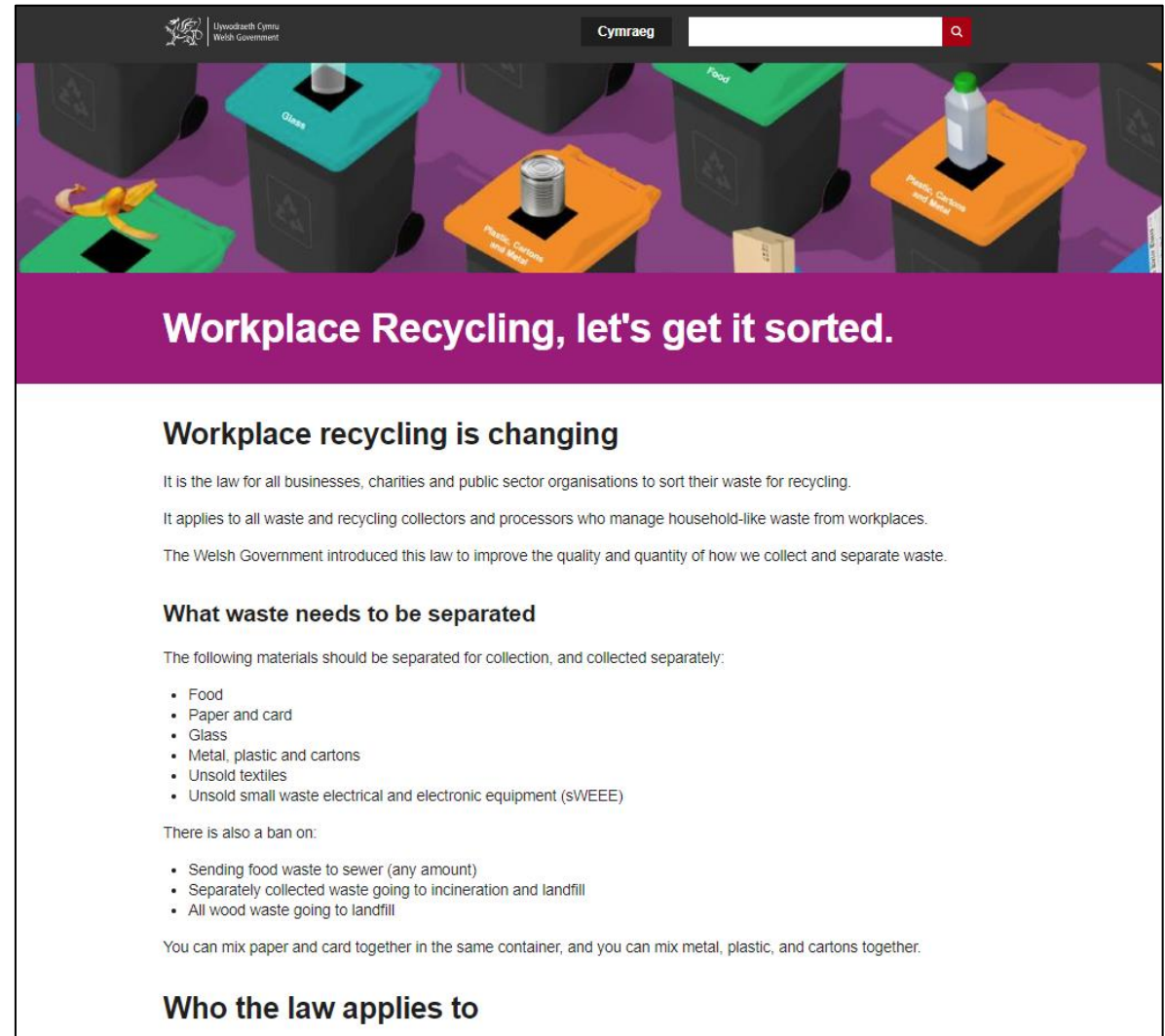
Natural Resources Wales / Workplace Recycling – NRW approaches to regulating

- NRW have 12 Officers across Wales to help businesses and regulate the new requirements
- Their initial focus has been on ensuring businesses and waste collectors are aware of the new law
- Following the NRW regulatory principles, there is a focus on environmental outcomes
- The approach used is evidence and risk based
- If necessary, the full range of regulatory tools available will be used, including fines
- Occupiers of premises and sites are responsible and liable for the actions of their staff

Support available

Welsh Government

- [Workplace recycling | GOV.WALES](https://gov.wales/workplacerecycling)
- Welsh Government webpage, includes a link to the Code of Practice
- General guidance on the changes
- There is a national media campaign promoting the new law



Workplace Recycling, let's get it sorted.

Workplace recycling is changing

It is the law for all businesses, charities and public sector organisations to sort their waste for recycling.

It applies to all waste and recycling collectors and processors who manage household-like waste from workplaces.

The Welsh Government introduced this law to improve the quality and quantity of how we collect and separate waste.

What waste needs to be separated

The following materials should be separated for collection, and collected separately:

- Food
- Paper and card
- Glass
- Metal, plastic and cartons
- Unsold textiles
- Unsold small waste electrical and electronic equipment (sWEEE)

There is also a ban on:

- Sending food waste to sewer (any amount)
- Separately collected waste going to incineration and landfill
- All wood waste going to landfill

You can mix paper and card together in the same container, and you can mix metal, plastic, and cartons together.

Who the law applies to

gov.wales/workplacerecycling



Separate Collection of Waste Materials for Recycling

A Code of Practice for Wales



Separate Collection of Waste Materials for
Recycling: A Code of Practice for Wales
GOV.WALES

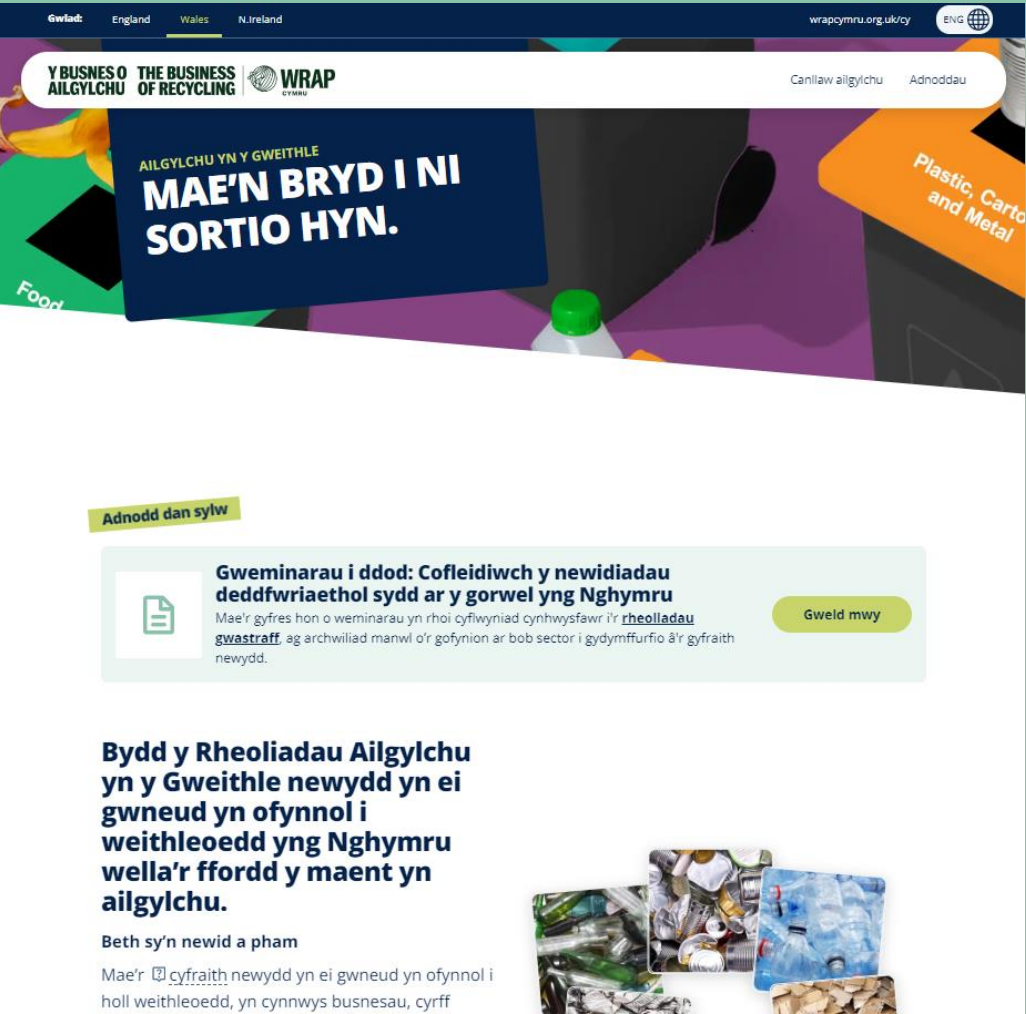


WRAP Cymru Support

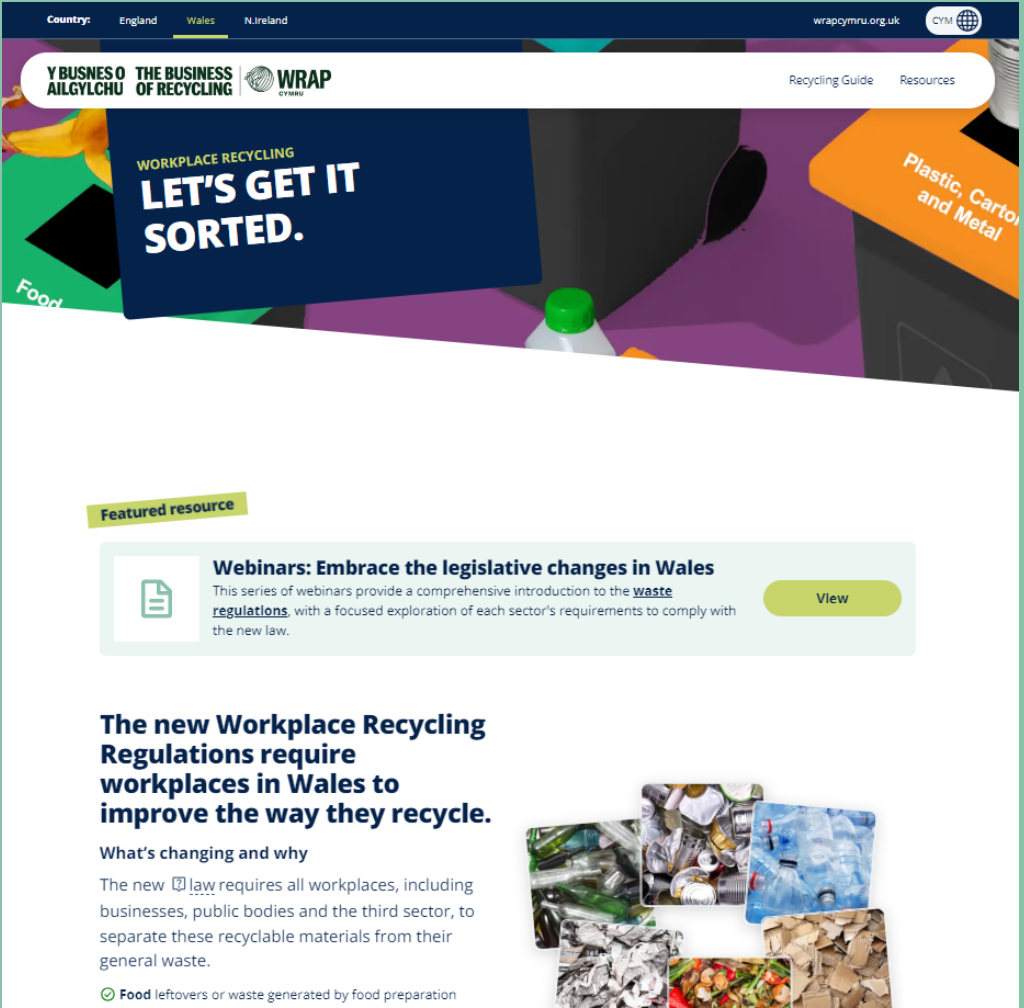
Sector specific guidance and support on how to comply with the regulations for the following sectors:

- Hospitality and food services
- Retail
- Small and medium size businesses (SMEs)
- Education settings and universities
- Residential settings
 - Residential Care Homes specific guidance
- Outdoor events (for example festivals)
- Entertainment and leisure facilities
 - Caravan, campsite and Holiday Parks specific guidance and communication resources

Business of Recycling Wales website:



busnesoailgylchu.wrapcymru.org.uk



businessofrecycling.wrapcymru.org.uk

WRAP Cymru Support

Communication resources:

- Posters – A4, A5
- Potential for sector specific posters
- Bin stickers
- Material stream icons - including new stream
- User guide on how to make best use of the resources
- PowerPoint template to use in staff briefings
- Guides on how many bins you need

Any questions or suggestions please email:

WalesRecycles@wrap.org.uk

CymruYnAilgylchu@wrap.org.uk



A guide to getting the most out of your recycling collection

Workplace recycling is now law in Wales

This guide on the amount of recycling and waste typically created by different businesses is to help you to work out the recycling and waste needs of your workplace.

It is important to understand the amount of each recycling stream and waste you produce so you have the right containers and collection frequencies, and a waste and recycling service that meets your needs.

If your bins regularly overflow or are half full, talk to your waste collector about changing your arrangements. This could reduce the number of bins you need, reduce your costs and optimise collections.

Remember to consider what could affect how much waste you generate, for example, tourist season, Christmas holidays, or changes in staffing levels.

Your waste collector should be able to give you information on other bin sizes available or you may wish to get quotes from a few different collectors.

The [Code of Practice](https://www.gov.wales/workplacerecycling) provides all the detail about how to comply with the new law (www.gov.wales/workplacerecycling)

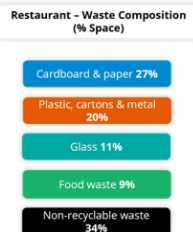
You can find more guidance at www.businessofrecyclingwales.com or you can email Walesrecycles@wrap.org.uk



Getting the most out of your recycling collection

- Help you to work out how many bins for each material stream is needed and how often they need to be collected
- This restaurant example base on 2 large trade bins
- Seven guides available, includes:
 - pubs
 - takeaways
 - hotels
 - primary and secondary schools
 - grocery retailers

Restaurants: What's in your bin?



The proportions of material taking up space in the bin of a typical restaurant.

The new Workplace Recycling Regulations are now law and all workplaces across Wales must comply with the new requirements. This 'Bin Guide' will assist you to work out your requirements for recycling and waste containers once your materials are separated out from each other.

A conversation with your waste collector about your requirements for your new collection is strongly recommended.

Further guidance is available at www.businessofrecyclingwales.com

An average licensed restaurant producing approximately 2 large trade bins of material each week might adopt a collection profile as set below:

	Containers	Frequency	Label
Cardboard & paper	1 X 660 litre bin	Collected weekly Space-constrained businesses may be able to set cardboard out in bundles - check with your collector	
Plastic, cartons & metal	2 X 240 litre bins	Collected weekly A single 360 litre bin may be sufficient in some cases	
Glass	1 X 240 litre bin	Collected weekly Avoid filling to the top to prevent breakages	
Food waste	1 X 240 litre bin	Collected weekly Many collectors apply a fill-level limit as these bins are heavy when full	
Non-recyclable waste	1 x 660 litre bin	Collected weekly	

How to implement the requirements

Waste review

Understand your waste and recycling

A waste review, or audit, will identify what wastes are produced and what recycling is already happening.

Areas generating waste include:

- Kitchens, on-site cafés, and food stalls:
 - Food preparation areas - food (spoilage and preparation waste), packaging such as metal, glass, cardboard, plastic films and wrapping
 - Food consumption areas - food (plate waste), packaging waste such as drinks cans, plastic and glass bottles, drinks cartons, cardboard, and paper
- Staff room/mess room/office - paper, food, and packaging materials
- warehousing/stock rooms – packaging such as cardboard, plastic films and wrapping.
- Public areas such as concourses – uneaten food, packaging waste such as drinks cans, plastic and glass bottles, drinks cartons, cardboard, and paper

Consider peak times when waste may increase ie Christmas or locations linked to tourism.

Waste prevention

Preventing how much waste you produce will help to save money

- Donate surplus or unsold stock
- Purchase recycled, refillable or reusable products wherever possible
- Provide water fountains for staff to use and avoid single use disposable alternatives
- Ask your suppliers to use returnable transit packaging that they collect from you when they next deliver
- Consider ways of going paperless
- For take-away drinks encourage customers to bring their own reusable cup by charging for single use cups and
- Ensure that packaging on your takeaway food and drink is minimised and that what packaging is used, can be recycled or reused.

Separate collections

Setting up a compliant recycling scheme

The responsibility to be compliant will fall on the business owner

Consider the following:

- What is the amount or type of waste you regularly produce?
- Whether having recycling collections on certain days of the week will help reduce build up wastes
- Maybe little and often works better for you.
- If you don't have much space for external containers, could you share bins with other businesses to help reduce costs and space required?
- Speak to your existing waste collector about your new recycling needs.
- Get quotes from a range of collectors to get the best price and the most suitable service for you.

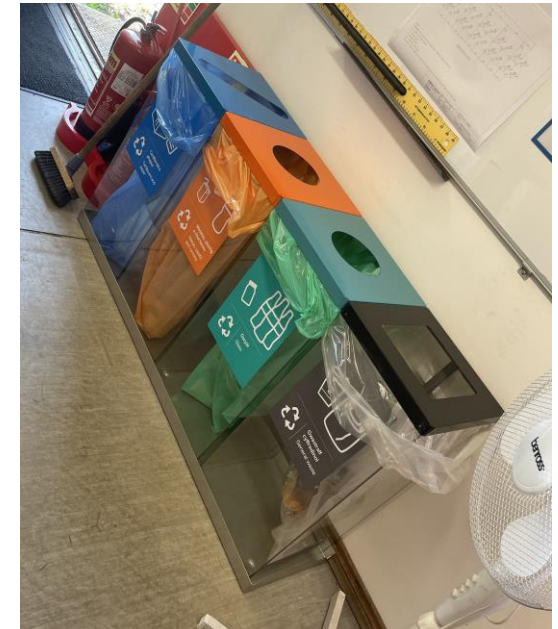


Bins

Choose the containers you will need for each material inside and outside your premises. You can use our bin size guides to work out how many bins you may need and how often to collect them.

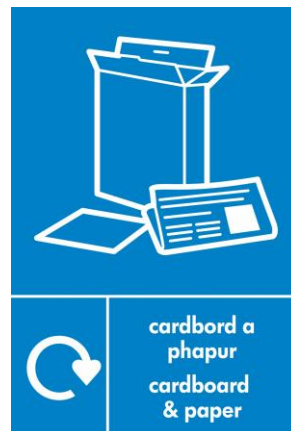
The bins will need to be:

- safe and accessible for people, including users with disabilities, and your waste collector;
- not in locations that cause an obstruction, a fire hazard or block escape routes;
- provide sufficient capacity;
- close to where the waste and recycling is generated;
- tidy, clean, and free from clutter or loose waste; and
- secure and do not allow waste or recycling to escape.



Bins

- Clearly label all bins to avoid confusion and make them easier for everyone to use.
- Make it easier for staff and customers to recycle than to put things in the general waste bin, by placing a general waste bin alongside the recycling bins
- Separate materials for recycling as soon as they have been used, rather than trying to separate them later.
- The recyclable materials must be presented for collection separately from each other.



Restaurants: What's in your bin?



Restaurant – Waste Composition (% Space)

Cardboard & paper **27%**

Plastic, cartons & metal
20%














Glass **11%**

Food waste **9%**

Non-recyclable waste
34%

Restaurants: What's in your bin?

- An average licensed restaurant producing approximately 2 large trade bins of material each week might adopt a collection profile shown here.
- Requirements will vary according to individual circumstances, but this is a reference point

	 Containers	 Frequency	 Label
Cardboard & paper	 1 X 660 litre bin	Collected weekly Space-constrained businesses may be able to set cardboard out in bundles - check with your collector	 cardboard & paper
Plastic, cartons & metal	 2 X 240 litre bins	Collected weekly A single 360 litre bin may be sufficient in some cases	 plastic, cartons & metal
Glass	 1 X 240 litre bin	Collected weekly Avoid filling to the top to prevent breakages	 packed & loose glass, crystal, bottles & jars
Food waste	 1 X 240 litre bin	Collected weekly Many collectors apply a fill-level limit as these bins are heavy when full	 generalist food waste
Non-recyclable waste	 1 x 660 litre bin	Collected weekly	 generalist non-recyclable waste

Staff training

- Ask for ideas on how a scheme may work
- Provide clear instructions on what they should do
- Provide training to permanent, seasonal and temporary workers
- Share information about recycling via regular communications
- Ask for feedback.
- Making changes in your business or organisation will be easier if people understand why things are changing.

Health & Safety



- Make sure your waste storage, and how you move it, minimises the risk of accidents.
- It is important that bins, and waste storage areas are the right size, easy to access, easy to move and do not block emergency exits.
- Check on any potential restrictions on waste containers left outside your premises as it is likely you will have more bins being collected.

For more information on Health & Safety and waste management

- Collecting waste and recyclables (hse.gov.uk)
- WISH Guidance – WISH (wishforum.org.uk)

Single use cups

Can you reduce the number used?

- Reusable cups (e.g. ceramic) for customers drinking in
- For take-away, encourage customers to bring their own reusable cup by charging for single use cups



Under the new laws, many cups can be collected with metals and plastics BUT only if your waste collector accepts them this way. Some collectors may require them to be separated

Speak to your waste collector about how to collect disposable cups



NB This does not include cups with a compostable or biodegradable plastic lining.

Ban on Single Use Plastics

Ban since 30 October 2023 includes:

Plastic:

- plates – *including paper plates with a laminated plastic surface*
- cutlery – *e.g. forks, spoons, knives*
- drinks stirrers
- balloon sticks
- plastic-stemmed cotton buds
- drinking straws – *with exemptions so people who need them to eat and drink safely and independently can continue to have them*

Polystyrene:

- cups and takeaway food containers made of expanded or foamed extruded polystyrene

The Environmental Protection (Single Use Plastic Products) (Wales)
Act 2023



Workplaces that produce and handle food waste

The law to separate and recycle food waste applies to any premises that produce over 5kg of food waste per week, such as:

- Hotels
- Restaurants
- Cafés
- Takeaways
- Catering businesses (including those at events such as food stalls and events)
- Shopping centre food courts
- Sports stadiums
- Canteens
- Pubs
- Offices with canteens, cafes or staff kitchen facilities
- Schools, colleges, prisons, nursing homes and hospitals and
- Any other workplaces that serve food.

Food waste & hygiene

The Food Standards Agency (www.food.gov.uk) provides guidance which means you need to:

- store food waste in sealable containers which are;
 - solid, and strong enough to hold food waste;
 - in sound condition – i.e., without breakages or splits that could enable pests to access waste or cause leaks and
 - easy to clean and disinfect;
- remove food waste and other rubbish from areas as soon as possible and
- have enough waste storage facilities to store and dispose of food waste and other rubbish to keep them clean.

WRAP support for food waste reduction

WRAP provides support for food businesses to reduce food waste via:

- The Guardians of Grub campaign supports Hospitality and Food Service businesses to reduce the alarming amount of food wasted every single year.

guardiansofgrub.com

- WRAP Food Waste Reduction Roadmap Toolkit is an industry wide roadmap and toolkit that helps food businesses take targeted action to reduce waste in their own operations, their supply chain and from consumers.

wrap.org.uk/resources/tool/food-waste-reduction-roadmap-toolkit



Common issues

Problem	Solution
High levels of contamination in recycling bins	Ensure all bins are grouped together to ensure users have access to the correct bins, including a general waste bin
Lack of staff awareness of requirements	Training to all staff and ongoing reminders of what they need to do Provide information on changes in staff areas and provide clear communication on what they are required to do
Confusion on managing plastics	Speak with your waste contractor to be clear on what they will accept Ensure all bin signage reflects what plastics are accepted
Confusion on what materials need to be collected separately	Check the Code of Practice on what is obligated under the new law Ensure all bin signage reflects what can be recycled
Bins used incorrectly by other people, not in secure locations	Ask for lockable external bins to avoid use by other people Ensure bin storage areas have limited access and are locked
Using black bin liners in internal recycling bins making it hard to identify materials and any contamination	Use clear bags in all bins to ensure easy identification and to easily highlight any contamination issues

Different types of bins



Single use cups

Can you reduce the number used?

- Reusable cups (e.g. ceramic) for customers drinking in
- For take-away, encourage customers to bring their own reusable cup by charging for single use cups



Under the new laws, many cups can be collected with metals and plastics BUT only if your waste collector accepts them this way.

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NB This does not include cups with a compostable or biodegradable 'plastic' lining.

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Polystyrene:

- cups and takeaway food containers made of expanded or foamed extruded polystyrene

[The Environmental Protection \(Single Use Plastic Products\) \(Wales\) Act 2023](#)



Public support for the changes

WG survey found 77% of respondents were in favour of the workplace recycling changes

[Business attitudes on the changes to workplace recycling \(summary\): baseline report \[HTML\]](#) | [GOV.WALES](#)



Summary

- Six months in
- Applies to all workplaces
- Requirement to separate for recycling
- No food waste to sewer
- Bans on certain waste streams going to incineration and landfill
- Support available - [The Business of Recycling Wales Guidance for all workplaces \(wrapcymru.org.uk\)](https://wrapcymru.org.uk)

**Any
questions?**



Thank you



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