

Policy	
Policy Number:	007
Policy Title:	Disposal of Waste Electrical or Electronic Equipment (WEEE) and Printer/ Ink Cartridges
Scope of this Document:	All Staff (including employees and volunteers) All contractors
Recommending Committee:	Quality and Safety Committee
Approving Committee:	First Person Project Board of Directors
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Progressing Together

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1. PURPOSE AND RATIONALE

- 1.1** The purpose of this policy is to set out First Person Project's (FPP) policy and processes for the safe and sustainable disposal of The Waste Electrical and Electronic Equipment (WEEE).
- 1.2** The WEEE Directive is now UK law. The legislation aims to make producers pay for the collection, treatment and recovery of waste electrical equipment. The regulations also mean that suppliers of equipment like high street shops and internet retailers must allow consumers to return their waste equipment free of charge.
- 1.3** The amount of WEEE we throw away is increasing by around 5% each year, making it the fastest growing waste stream in the UK.
- 1.4** Much of the UK's WEEE ends up in landfill, where the lead and other toxins it contains can cause soil and water contamination. This can have a harmful effect on natural habitat, wildlife and also human health.
- 1.5** Many electrical items that we throw away can be repaired or recycled. Recycling items helps to save our natural finite resources and also reduces the environmental and health risks associated with sending electrical goods to landfill.
- 1.6** Similarly, printer/ ink cartridges can take anywhere between 400 and 1000 years to decompose in landfill. This can be incredibly hazardous for the environment.
- 1.7** Various sources indicate that approximately only 15% of the many millions of printer cartridges that are sold in the UK each year are recycled which means the rest end up in landfill sites. This not only causes a pollutant for the environment, but also wastes our non-renewable resources. So, recycling ink cartridges is the right thing to do when it comes to doing our bit for the environment.

2. KEY PRINCIPLES

2.1 In addition to the legal requirement placed on producers and distributors of new Electric and Electronic Equipment, FPP understands that it has a moral obligation to play its part in reducing the amount of WEEE and printer/ ink cartridges going to landfill.

3. SCOPE

3.1 These procedures are for ***all staff*** working within FPP.

3.2 Any volunteers, students, trainees or interns employed by FPP must comply with this process.

4. DEFINITIONS

4.1 Definition of WEEE (Waste Electrical or Electronic Equipment):

Any electrical or electronic waste that is destined for disposal. This definition applies to all electrical or electronic items whether whole or broken, that are no longer of value to their users or no longer satisfy their original purpose.

5. DUTIES

5.1 Board of Directors:

The Board has ultimate responsibility for ensuring that an effective process is in place for safely disposing of WEEE and Printer/ Ink Cartridges.

5.2 Quality and Safety Committee:

The Quality and Safety Committee is a part of the governance structure of the Organisation which has the responsibility to ensure that the policy is appropriate and receives assurances in relation to compliance with the requirements of this policy through receipt of reports and audit activity.

5.3 All Staff:

The duties contained within this policy apply to all staff, irrespective of role or arrangement of work with FPP.

6 Process

- 6.1** All staff working within FPP are committed to ensuring that any out-of-date or obsolete Electric and Electronic Equipment and printer/ ink cartridges we are in possession of will be disposed of in an ethical, environmentally friendly manner, in order to eliminate the risk of our equipment ending up in landfill, as far as is practicable within our direct control.
- 6.2** This will be achieved by either returning the equipment to the original supplier/ distributor that it was purchased from, or by using another appropriate recycling supplier to take it away for repair or recycling. We will never dispose of Electric and Electronic Equipment or printer/ ink cartridges through other means such as simply including it with general waste disposal or placing it in a skip.

7. Training and Support

- 7.1** All staff will receive training of this policy at induction. Training needs analyses are carried out on a regular basis and the feedback from these reviews help inform any required updates to this policy.

8. Monitoring and Review

- 8.1** The Quality and Safety Committee is responsible for monitoring the effectiveness of this policy and will provide an annual report detailing compliance to the Board.
- 8.2** Regular internal audits will be undertaken to assure compliance with the Policy.