



## Workplace Simpler Recycling Policy

The UK Government policy for simpler recycling will make a significant step towards meeting their ambition to recycle 65% of municipal waste by 2035 and deliver greenhouse gas emissions savings equivalent to £11.8 billion. The government is committed to moving towards a zero waste, circular economy. This will create a future where:

- we keep our resources in use for longer and reduce waste
- we accelerate the path to net zero
- we see investment in critical infrastructure and green jobs
- our economy prospers
- nature thrives

In 2023 recycling figures by materials showed paper and cardboard at 73.4%, metal 71.% and glass at 67.7%. The UK wasted 9.5 million tonnes of food per year, 70% domestic (6.65 million) and 30% non-domestic (2.85 million). Packaging waste recycling in 2023 was at 64.8%, up 2.6% from 2022.

Under [Section 57 – Separation of Waste](#), the Environment Act 2021 makes provision for amending the Environmental Protection Act 1990 (Section 45AZA and Section 45AZB) governing the separate collection, in England, of household waste from relevant non-domestic premises.

The new regulations require the collection of the following recyclable materials:

- food waste including leftovers and waste generated by preparing food (of any volume, including if the workplace does not serve food or have a canteen).
- glass - such as drinks bottles and rinsed empty food jars.
- metals - such as drinks cans and rinsed empty food tins, empty aerosols, aluminium foil, aluminium food trays and tubes.
- plastics - such as rinsed empty food containers and bottles, cartons for food, drink and other liquids, including aseptic and chilled cartons, should be collected alongside plastics.
- paper and cardboard - such as old newspapers, envelopes, delivery boxes and packaging.

The new default requirement for our workplace will be 4 containers for:

- residual (non-recyclable) waste
- food waste (mixed with garden waste if appropriate)
- glass
- all other dry recyclable materials (plastic, metal, paper and cardboard)

Contamination must be avoided. The presence of an unwanted item, material, or substance i.e. food residue on food packaging such as plastic tubs, 'contaminates' recyclable materials making them unsuitable or unable to be recycled. Contamination generally occurs when an individual places items



into a recycling container, despite these items not being collected or accepted for recycling. Food packaging, cartons, cans, bottles, jars must all be rinsed prior to placing in the allocated container.

Compressed Air Solutions agrees to:

**Keep waste to a minimum** – We will eliminate waste where possible.

**Sort and store waste safely and securely** – sort different types of waste to avoid contamination, using clearly labelled containers with covers to stop waste blowing away and getting wet.

**Obtain an annual duty of care certificate** – to comply with legislation documentation requirements.

**Use a registered waste carrier** – AEB will collect glass, food waste, and dry mixed recycling on a fortnightly basis. AEB will also collect non-recyclable waste disposed of in the CAS skip as and when collections are required.

**Make sure it's disposed of legally** – We will not dispose of our waste illegally (fly tipping), we will dispose of our waste in compliance with legislation by using a reputable waste contractor. The volume of waste sent to landfill will be monitored.

Correctly segregating waste can help reduce landfill disposal costs and maintain a safe working environment. CAS employees can support the 'workplace simpler recycling policy' by adhering to the following hierarchy:

**Elimination** – Wherever possible, bring food and drink to work in reusable food and drink containers to reduce waste, consider quantities to reduce the waste and disposal of any non-consumed food and drink.

**Reduce** – Purchase food and drinks from suppliers who promote and provide minimum amounts of packaging.

**Reuse** – By using reusable food and drink containers.

**Recycle** – Rinse cans, glass and plastic bottles, tins, tubs, jars and containers to prevent contamination and dispose in the designated covered waste containers. Small recycling boxes will be located in the kitchen area, larger bins for collection will be located behind unit 2. The large bin will be for dry mixed waste (plastic bottles, cans, tins, jars, paper and cardboard), the two smaller separate bins will be for food waste and glass. Collections will be made by AEB on a fortnightly basis.

**Disposal** – Non recyclable waste will be placed in the non-recyclable waste containers (small white bins in offices and black bin in the kitchen) and placed in the CAS skip for landfill collection.

This policy should be read in conjunction with the hazardous waste policy and the Waste Management Policy.

This policy will be reviewed on an annual basis and disseminated to all employees and interested stakeholders.

Signed  .....

Mark Scott, Managing Director  
Date: 26<sup>th</sup> March 2025