

Your Option Services Limited  
Registered Number: 13815933  
Registered Office:  
1st Floor 87/89 High Street,  
Hoddesdon,  
Herts,  
EN11 8TL  
E: [hello@your-option.co.uk](mailto:hello@your-option.co.uk)  
W: [www.your-option.co.uk](http://www.your-option.co.uk)



# Waste Management Policy

## Introduction

Your Option Services undertakes a wide variety of waste collections, ranging from general waste, confidential waste, waste recycling through to hazardous waste.

Your Option Services comply with various waste regulations to dispose of waste properly and this is set out in the Environmental Protection Act 1990 (section 34) and the Environmental Protection (Duty of Care) Regulations 1991, the Controlled Waste Regulations 1992; The Hazardous Waste Regulations 2005 and Radioactive Substances Act 1993.

Your Option Services recognises the importance of meeting these legal requirements and to manage its waste responsibly in an effective and efficient manner, reduce the volume of waste sent to landfill and maximise reuse and recycling where possible.

## Policy Objective

- To ensure that waste management is compiled to and performed in accordance with all waste legislative requirements.
  - To maximise reuse and recycling over the disposal of wastes.
  - To promote environmental awareness to increase and encourage waste minimisation, reuse, and recycling.
  - To ensure safe handling of all wastes.
- 
- To promote industry waste management best practice.
  - To provide training for staff, team members and clients on waste management issues.

## Accountability

### Managing Director:

- Has ultimate responsibility and accountability for Waste Management within Your Option Services.
- Ensure the Waste Management policy and Environmental policy is up to date with any legislation changes.

### Management and Supervisors:

- Ensure that staff and team members are provided with adequate training, support, supervision, information, and instruction.
- Ensure all staff and team members execute their work without risk to the environment and abide to the waste management strategy and risk assessment specific to the project they are completing works on.
- Ensure that no toxic or offensive substance is discharged into the atmosphere, waterways, or land.
- Provide a formal hazard identification and risk assessment where appropriate.

### Human Resources:

- Work with Management and Supervisors in monitoring staff and team members training.
- Maintain records of staff and team members training.
- Provide all staff and team members a copy of this policy.

### All Staff and Team Members:

- All staff and team members are accountable for complying to the requirements of this policy and statutory requirements.
- Take care to the environment.
- Ensure you comply and implement this policy

*Lisa Dumonbreville*

Chief Executive Officer  
18th March 2025

Your Option Services ensures that this Policy is;

**Communicated:** By explaining it during the employees' initial induction programme and following any subsequent changes. Copies are displayed in HQ facilities and available on request.

**Implemented:** By regularly auditing the Environmental Management System.

**Maintained:** Upon annual review and by conducting management reviews to verify the continued effectiveness of the Policy.