

GGCA Workplace Waste Recycling Policy and Procedures

Policy

This policy has been introduced following Welsh Governments introduction of new regulations relating to workplace waste. The regulations come into affect from 6th April 2024.

The policy is underpinned by the following legislation: Waste Separation Requirements (Wales) Regulations 2023

All staff and volunteers have a legal obligation to separate their waste in order to meet Welsh Governments Regulations. This includes:

- Food
- Paper and card
- Glass
- Metal, plastic and cartons
- Textiles
- Small waste electrical and electronic equipment (sWEEE)

There will also be a ban on:

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

Procedures

GGCA staff, volunteers and visitors are responsible for complying with the Waste Separation Requirements (Wales) Regulations 2023. This involves:

1. Following Welsh Governments Code of Practice [separate-collection-of-waste-materials-for-recycling-a-codeof-practice-for-wales.pdf \(gov.wales\)](#)
2. Requirements means:
 - You must split up and separate food waste, paper, card and cardboard, glass, metal, plastic, cartons, textiles and small electrical and electronic equipment into different recycling piles in order for them to be collected.
 - You must not get rid of food waste by squashing it to squeeze it down the sink.
 - You must not send any of the things that can be recycled to landfill or burn them.
 - If you do not follow these rules, you may have to pay a fine.
 - Natural Resources Wales are responsible for making sure these rules about separating recycling into piles for collection are followed. They make make spot inspections at any time to ensure regulations are being complied with.
 - Local Authorities are responsible for making sure the rule about not squashing up food waste and putting it down the sink is followed. They may make spot inspections to check regulations are being complied with.
3. Welsh Governments Code of Practice provides you with more detailed information about the new workplace recycling law and how you must comply. It is important that staff and volunteers read the code of practice

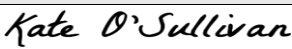

alongside this policy and as part of the procedures to follow. [separate-collection-of-waste-materials-forrecycling-a-code-of-practice-for-wales.pdf \(gov.wales\)](#)

4. Staff are required to support volunteers, visitors and general community utilising the building to comply with the new regulations by informing them of the new regulations and explaining how the GGCA are implementing the changes.
5. Staff must support the Operational Manager Richard Walters in implementing and following this policy, its procedures and Welsh Governments Code of Practice

Required Reading:

1. [separate-collection-of-waste-materials-for-recycling-a-code-of-practice-for-wales.pdf \(gov.wales\)](#)
2. [easy-read-separate-collection-of-waste-materials-for-recycling-a-code-of-practice-for-wales.pdf \(gov.wales\)](#)

This policy was adopted on 13.10.2025 and will be reviewed on or before 13.10.2026

Name and Position	Signed	Date
Kate O’Sullivan Community Association Manager		13.10.2025
Olive Frances Vice Chair of Trustees		13.10.2025