



BUSINESS WASTE GUIDE

From 31st March 2025, new regulations will require businesses in England to separate recyclable materials from their general waste.

This guide will provide information to help you understand the new legislation, support legal compliance, and manage your business waste.



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Introduction



The Government's 'Simpler Recycling' reforms mean businesses will need to recycle their waste from March 2025.

Under new national regulations, businesses, health and social care establishments, and academic institutions must separate recyclable materials and food waste from their refuse and arrange appropriate collections.

You will need separate bins for refuse, recycling, and food waste.

You have until **31st March 2025** to get separate collections in place, unless you're a micro business (less than 10 full-time equivalent employees), in which case you have until 31st March 2027.



Legislation

Duty of Care

All businesses producing any waste should have a trade waste agreement with a registered waste carrier or take their refuse to a site licensed to accept trade waste.

Your business has a duty to make sure that any waste produced is handled safely and legally. 'Duty of Care' applies to anyone who produces, imports, transports, stores, treats, or disposes of waste from a business or industry.

Businesses must make sure that:

- All waste is stored and disposed of responsibly.
- Waste is only handled or dealt with by people or businesses authorised to do so or delivered to a site licensed to take it.
- Records are kept for at least two years of all waste transferred or received.

This includes businesses run from home, for example, business consultants, dog groomers, holiday lets, childminding, hairdressing, and cake making/decorating.

A guide to fully understand the 'duty of care' responsibilities for businesses can be found at: www.rightwasterightplace.com



Why does my business/organisation need to recycle?



New legislation will soon take effect, mandating that all businesses, health and social care facilities, and academic institutions separate certain recyclables from their general waste. This includes glass bottles and jars, metal food and drink cans, plastic bottles, pots, tubs, and trays, paper and cardboard, as well as food waste.

Under the new regulations, businesses will no longer be able to dispose of waste unless it can be demonstrated that it has undergone a treatment process. The most straightforward way to meet this requirement is by separating waste for reuse or recycling. The aim is to improve recycling rates and reduce the volume of waste sent for disposal. Additionally, this approach will help lower business costs, conserve energy and natural resources, and safeguard the environment.

Businesses and organisations with ten or more full-time employees must arrange for the collection of:

- Dry recyclable materials (excluding plastic film) by 31 March 2025
- Food waste by 31 March 2025
- Plastic film by 31 March 2027

Businesses and organisations with fewer than ten full-time employees (referred to as micro-firms) must arrange for the collection of:

- Dry recyclable materials (including plastic film) by 31 March 2027
- Food waste by 31 March 2027

Learn more now: www.businessofrecycling.wrap.ngo/



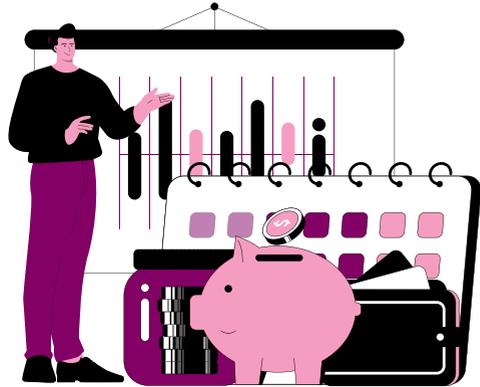
Benefits for Businesses

Effective commercial waste management is not just about compliance with legal requirements, it also offers several benefits:

01.

Financial Savings:

Implementing waste reduction and recycling strategies in the workplace can lead to significant cost savings in waste disposal.



02.



Improved Business Reputation:

Businesses that demonstrate a commitment to sustainable practices can enhance their reputation among customers, suppliers, and the wider community.

03.

Health and Safety:

Proper waste management ensures a safe and healthy working environment for employees.

Health
is wealth



Prepare your Business

To prepare for the upcoming changes, you may want to consider the following steps:

01. Review existing waste management arrangements:



Conduct an audit of your waste management to consider the volume and types of waste generated.

Top tip: Reducing the amount of waste can save money so speak to suppliers to reduce packaging (or ask them to remove it at the point of delivery), communicate electronically, and consider waste implications in buying decisions (bulk buying, product materials, etc.), donate reusable items to charity, encourage use of reusable water bottles/jugs/cutlery and plates to avoid disposables.

02. Improved Business Reputation:

Discuss your waste collection arrangements and check compliance with new legislation, including new costs and collection frequency.

Top tip: Ask your collection service provider if they can support a waste audit in the workplace and help redesign your arrangements.



03. Engage staff:



Educate staff on the importance and benefits of recycling.

Top tip: Business support tools are available via WRAP, in partnership with DEFRA, including a business waste calculator to help reduce costs by recycling materials and an extensive range of publicity materials, go to:

www.businessofrecycling.wrap.org.uk



04. **Keep updated:**

Stay up to date with the latest information on waste regulations and ensure you are compliant to avoid potential penalties.

Top tip: Businesses can face penalties for failing to comply with the Environmental Protection Act 1990, which requires them to safely dispose of their waste. Penalties can include, fixed penalty notices, e.g. a business may receive a £300 fixed penalty notice for failing to produce a waste transfer note. A business may be prosecuted in the magistrates court, where the maximum fine is £5,000. In the Crown Court, the maximum fine is unlimited, and the business owner could face up to 5 years imprisonment.

05. **Invest in infrastructure:**



Depending on the volume and waste generated you may need additional bins and containers. Separate recycling bins in workplaces will support greater compliance and remove the need to sort into collection containers.

Top tip: The legislation will impact all businesses over the next two years, so expect price increases and long lead times for popular products so consider early purchasing. Discuss options with your waste collection service, for an outright purchase or hire arrangements for containers, as well as the flexibility to exchange them as the business needs change. If space allows, larger containers with less frequent collections may save money (through a completed health and safety assessment!).



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