Covid-19 Secure Workplace
WASTE CHECKLIST

Use this checklist alongside your own Risk Assessment to check you have the right services and best practices in place to minimise risk.

Get in touch for more info at **customers@thefirstmile.co.uk**

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1. **Avoid leaving waste on site for extended periods and limit the number of people who handle waste**

○ Ensure cleaners are briefed to empty and change office bins on a daily basis (or more regularly depending on the size of your business)

○ Switch to a more regular collections service; either fewer wheelie bins collected more frequently (this shouldn't cost you more) or a more flexible PAYG sack collection service which will also save you money if you expect your waste volumes to vary coming out of lockdown

2. **Single-use PPE should be handled separately from other waste streams to limit contamination risk**

○ Ask your waste collector to provide a dedicated PPE waste collections service

3. **Ensure bins and bin areas have been thoroughly cleaned before your teams return to work**

○ Arrange a deep clean for bins and bin areas

○ Replace damaged or cracked bins so that they're easy to clean

4. **Restrict external companies and service providers from entering the building**

○ If your waste company normally empties individual internal bins (e.g. confidential waste), organise and agree a central collection point and/or an out-of-hours service

○ Ask cleaners or facilities staff to service internal bins and deliver the sacks to the agreed central collection point

5. **Make GDPR-compliant arrangements for any confidential waste at employee's homes**

○ For remote workers, arrange an 'at-home' shredding service for confidential waste