

Toolbox Talk: Waste Management & Recycling Compliance (2026 Update)

Date: 2.4.26

Purpose

To ensure all staff understand and follow the company's waste management procedures in line with new legal requirements under the 2026 recycling reforms introduced by West Suffolk Council and the UK Government.

Why This Matters

- It is now a **legal requirement** to separate waste correctly
 - Non-compliance can lead to:
 - Refused collections
 - Fines for the business
 - Helps protect the environment:
 - Reduces landfill waste
 - Cuts carbon emissions
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The 4 Waste Streams (You MUST Follow)

All staff must separate waste into:

1. Food Waste

- All food scraps, leftovers, tea bags
 - **Never put in general waste or recycling**
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2. Paper & Card (Separate Bin)

- Clean, dry paper and cardboard only
 - No food contamination
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3. Mixed Recycling

- Plastics (including film), cans, foil
- Glass bottles and jars
- Cartons (e.g. juice/milk cartons)

Items must be **clean and empty**

4. General Waste

- Only non-recyclable items
 - This should be **kept to a minimum**
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Common Mistakes to Avoid

-  Food in recycling bins
-  Wet/dirty cardboard in paper bin
-  Mixing different waste types
-  Overfilling bins

Contaminated bins may **not be collected**

Key Changes (2026 Rules)

- Food waste must be separated (mandatory)
 - More materials can now be recycled
 - General waste collections are reduced
 - Recycling rules are stricter
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Your Responsibilities

- Use the correct bin every time
 - Check signage if unsure
 - Keep waste areas tidy
 - Report any issues or full bins
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Communication & Updates

- Follow updates shared via:
 - Team briefings
 - Noticeboards
 - Emails

Procedures may change as legislation updates – stay informed

Questions to Ask Staff

- What bin does food waste go in?
 - Can cardboard go in mixed recycling?
 - What happens if bins are contaminated?
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Key Takeaway

If in doubt – don't throw it out incorrectly. Ask first.

Correct waste segregation is everyone's responsibility.
