

Internal Bin Management Procedure – Early Design and Operational Strategy

1. Introduction

This procedure outlines the required protocols for the safe and compliant internal management of refuse and recycling bins within a new-build residential/commercial building. The objective is to ensure fire safety, cleanliness, operational efficiency, and health and safety compliance during bin servicing.

This document is intended for the use by the client (PS Housing Ltd) and its appointed building maintenance company.

2. Objectives

- To maintain compliance with UK fire safety standards, particularly the Regulatory Reform (Fire Safety) Order 2005.
 - To ensure that internal bin servicing does not obstruct escape routes or circulation spaces.
 - To uphold hygiene and minimise hazards associated with manual handling and waste storage.
 - To provide a consistent and auditable method of waste servicing communication and fault reporting.
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3. General Bin Servicing Protocol

3.1 Access and Fire Doors

- Fire doors through which bins are transported **must remain closed at all times** except during the direct passage of a bin.
- **No doors may be propped open** under any circumstances. Mechanical or physical hold-open devices are strictly prohibited unless fire-rated, automatically closing, and approved by a competent fire risk assessor.
- Doors must be **monitored by a second person** during servicing to facilitate safe and compliant operation (see Section 3.5).

3.2 Personnel Requirement

- A **minimum of two operatives** is required on-site during bin servicing to:
 - Open fire doors momentarily to allow bin movement.
 - Maintain control of movement to prevent obstruction or damage.
 - Observe health and safety practices.

- Operatives must be trained in **manual handling, fire safety awareness, and spill control procedures.**

3.3 Increased Inspection

- Smoke detectors in the bin storage room should be maintained and inspected at a minimum of a monthly basis by an approved contractor. A full record of inspections and time stamped photographs should be kept on file and can be requested on demand at any time. Works should be undertaken to any defects.
 - Ventilation Grill to be inspected on a monthly basis to ensure it is free of debris, dust and obstruction. Works should be undertaken to any defects.
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4. Movement & Placement of Bins

4.1 Circulation Space & Escape Routes

- Bins must **never be left unattended** in corridors, stairwells, or escape routes.
- Circulation spaces must remain **free from obstruction**, including:
 - Temporary storage of bins.
 - Equipment or cleaning materials.
 - Personnel standing for extended periods.

4.2 Post-Servicing Placement

- After emptying or replacement, bins must be:
 - **Returned to their designated storage location.**
 - Aligned properly within the bin store area to allow safe access by residents.
 - Left in a **clean, closeable, and undamaged** condition.
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5. Damage, Defects, and Incident Reporting

5.1 Reporting Protocol

- Any defects to:
 - Bins (e.g. broken lids, wheels),
 - Building fabric (e.g. scuffed walls, broken doors),
 - Safety systems (e.g. damaged smoke seals),must be reported **immediately** to:

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 Email: pshousingltd0919@gmail.com

- Reports should include:

- A brief description of the issue.
 - Time and date of discovery.
 - Photos if applicable.
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6. Final Checks and Departure

- Before leaving the premises, servicing agents must:
 - Inspect the bin store and immediate route for **debris, leaks, or tripping hazards**.
 - Clean any residue or litter created during servicing.
 - Ensure all bins are stored securely and access doors are **fully closed**.
 - Log any hazards or unresolved issues and email the report as outlined above.
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7. Review & Audit

- This procedure should be reviewed **annually** or following any fire risk assessment, incident, or design change.
 - All servicing staff should receive an induction and refresher training as part of routine health and safety processes.
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8. End User Guidance

- **No doors may be propped open** under any circumstances. Mechanical or physical hold-open devices are strictly prohibited unless fire-rated and have been provided as part of the building by the client,
- Overspill rubbish/waste is not permitted in the bin area all waste should be placed in its respective bin,
- Report any issues of the bins or bin room to the management company,
- Report any overfilled or uncollected bins to the management company,
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