

Ironmongery Recycling Policy and Compliance check List

1. Purpose:

This policy outlines procedures for the recycling and disposal of metal ironmongery products in compliance with UK regulations.

2. Scope:

Applies to all staff handling, disposing, or recycling metal ironmongery items including hinges, locks, brackets, and fittings.

3. Legal Requirements:

- Comply with the Scrap Metal Dealers Act 2013 (licensing, no cash payments, record-keeping).
- Follow Environmental Permitting Regulations 2016 for facility operations.
- Adhere to Duty of Care Regulations for waste handling and transport.
- Observe the Separation of Waste (England) Regulations 2024 for household and commercial recycling.

4. Safe Disposal Methods:

- Sort metals by type (ferrous/non-ferrous).
- Remove non-metal components before recycling.
- Use licensed recycling centres or scrap metal dealers.
- Avoid landfill disposal unless no other option is available.

5. Environmental Considerations:

- Prevent soil and water contamination by avoiding improper disposal.
- Reduce carbon footprint by recycling metals (e.g., aluminium saves 95% energy).
- Support circular economy by reusing and repurposing materials.

6. Responsibilities:

- Staff must follow sorting and disposal protocols.
- Management must ensure training and compliance.



7. Review:

This policy will be reviewed annually or upon changes in legislation.

Compliance Checklist:

- Are all metal ironmongery items sorted by type?
- Are non-metal components removed before disposal?
- Is disposal done through licensed recyclers?
- Are transaction records maintained for scrap sales?
- Is hazardous waste handled by certified services?
- Are staff trained in disposal and recycling procedures?
- Is the recycling policy reviewed annually?
- Are environmental risks assessed and mitigated

