

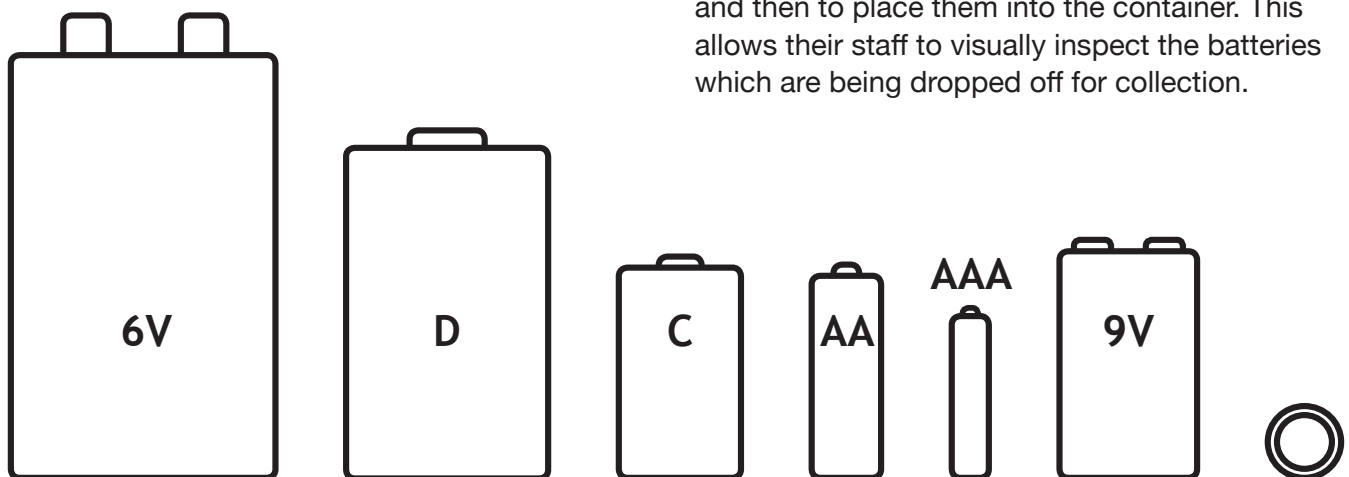
A Guide to the Collection and Safe Storage of Batteries

What types of batteries are accepted?

The batteries shown below can be collected in your battery tube or box. We also accept batteries from electrical and electronic equipment including mobile phone, laptop and power tool batteries.

Car batteries, industrial batteries and batteries with connecting wires cannot be accepted through this scheme.

Larger batteries will not fit through the opening so consumers should be encouraged to hand them to store staff. These can either be put safely by prior to a collection or the container opened up to be placed inside.



Managing your battery collection points and containers

Once you have received your battery collection container you must consider all of the risks associated with the storage and collection of batteries from your premises.

In order to help you, we have provided some key points to think about when carrying out your risk assessment.

When positioning the container, decide on a place which is clearly visible to all members of the general public, staff and others. The location should be a flat surface and clearly visible to both those passing by and those responsible for managing the correct use of the container. This ensures that the container has less likelihood of being bumped into, knocked over or damaged and the contents spilt.

Latest guidance also asks that you place a plastic bag within battery collection boxes, this could be a carrier bag or similar. You should also ensure that once the box is full that you tie off the bag securely.

Keeping the collection container in plain view will allow the container to be regularly monitored. The use of the container is important. Some retailers have decided to accept batteries over the counter and then to place them into the container. This allows their staff to visually inspect the batteries which are being dropped off for collection.

You should pay close attention to:

- large quantities of a single type of battery type being dropped off. They should be mixed throughout the other batteries
- damaged or leaking batteries should not be accepted as they are a hazard
- batteries with trailing wires should have the wires removed or taped down. You should either not accept them or take steps to resolve the problem when identified
- carry out regular checks on the container to ensure it is safe, it is positioned correctly and it contains batteries which are safe to be stored in it
- plan the collection of full containers well in advance of the box/ tube being full. You do not want to have to keep batteries longer than you have to and it is important to avoid batteries being crushed into the container or left by the collection point
- inform your insurers of the collection system, required by Government, at your premises and the risk assessments that you have made. Ensure that insurance documents are updated to take account of changes

Risk assessments we have undertaken for the Valpak battery containers and the collection process of batteries from Valpak are available on our website. We hope that they are helpful in guiding you when carrying out your own risk assessments. Guidance on safe manual handling practices are also printed on each Valpak battery collection box.

These risks will change according to the type and form of battery storage container that you accept or use. The cardboard container will store batteries safely but provide little, if no, fire prevention. The plastic tube will provide a minimal amount of fire prevention.

How to arrange a collection

- battery collections, from your premises, are free of charge
- once your collection container is full, simply visit: www.recycle-more.co.uk/batteries or call **03450 682 572** to arrange a collection
- the collection will occur within 7 - 10 days
- a full audit trail can also be provided

Our principle contractor collecting the batteries is G&P Batteries of Darlaston. For further information please visit their website: www.g-pbatt.co.uk

Please also note that batteries are considered hazardous waste. In Wales if you have more than 500kg of hazardous waste collected from an individual site (this includes WEEE items as well as batteries) you may need to notify your premises as a hazardous waste producing site with the Environment Agency. This is an annual registration with a small charge and can be done online.

In Scotland all mixed batteries must be transported and stored as special waste. If you produce special waste, you must pre-notify the Scottish Environment Protection Agency before each consignment of special waste leaves your site. The guidance document Collection of Waste Portable Batteries from Distributors available on the SEPA website explains further.

If you produce hazardous waste in Northern Ireland you must pre-notify the Northern Ireland Environment Agency before each consignment of hazardous waste leaves your site.

Further information is available from the NIEA.

Further information can be found at www.recycle-more.co.uk/batteries on the 'downloads' page, and includes:

- a risk assessment for the storage of waste batteries
- promotional materials to download and distribute – posters, stickers, leaflets
- a promotional document explaining how batteries are recycled

Defra has also produced guidance for retailers collecting waste batteries.