



# HEALTH, SAFETY & ENVIRONMENTAL POLICY

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## COMPANY DETAILS

**Name:** Enviroclear Site Services Ltd

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Hafod Industrial Estate  
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Ruabon  
Wrexham

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ULTIMATE RESPONSIBILITY for health, safety & environmental matters within the company lies with board of Directors.

# Enviroclear Site Services Ltd

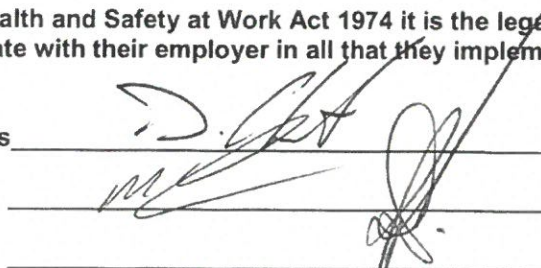
## Health and Safety Policy Statement

The Health and Safety policy has been produced by the Directors and defines the Company's general objectives, organisation and arrangements as required by section 2 (3) of the Health and Safety at Work Etc. Act 1974.

1. To safeguard the health, safety and welfare of all its employees whilst at work, and to provide, so far as is reasonably practicable, working environments which are safe and without risk to health by effectively managing risks through the progressive identification, elimination, reduction and communication at every stage in the life of each project or operation.
2. To conduct its undertakings in such a way as to ensure, so far as is reasonably practicable, that people not in our employment, but who may be affected by our operations, are not exposed to risks.
3. To meet relevant legislative requirements pertaining to health and safety, which apply to the Company's undertaking. These requirements will be regarded as minimum standards.
4. To provide and develop an organisation with clearly defined responsibilities, which actively supports risk management and promotes the involvement of all members of the organisation, including any sub-contractors, in the practice of progressive improvement in Health and Safety Management.
5. To promote the involvement of employees and sub-contractors in Health and Safety Management.
6. To use systematic hazard identification and risk assessment system and carry out operations using appropriate methods once hazards and risks have been identified.
7. To ensure employees are competent to carry out the tasks allocated to them.
8. To provide information on risks, and the appropriate preventative/protective measures to all employees involved or affected by our operations.
9. To provide adequate training to employees for the tasks required of them.
10. To bring the contents of this policy to the attention of all employees.
11. To review and update this Policy either annually or following significant change to meet new legislation and business developments and to formalise improvements in the Company's Health and Safety Management.

**Under Sect 7 of the Health and Safety at Work Act 1974 it is the legal duty of all employees to co-operate with their employer in all that they implement to fulfil their duty as above.**

Signed by the Directors \_\_\_\_\_



Date 22-8-2019



# Enviroclear Site Services Ltd

## Environmental Policy Statement

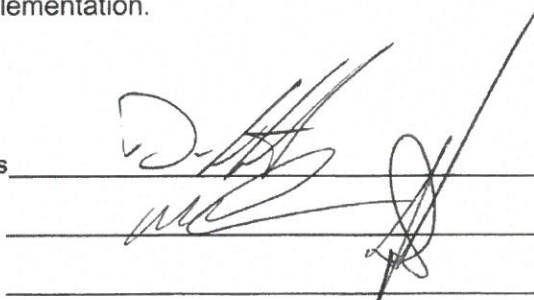
Protection of the environment in which we live and operate is part of our company values and principles and we consider it to be sound business practice. Care for the environment is one of our key responsibilities and an important part of the way in which we do business.

In this policy statement we commit our company to:

- ❖ Complying with all relevant environmental legislation, regulations and approved codes of practice;
- ❖ Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air, and water;
- ❖ Seeking to keep wastage to a minimum and maximise the efficient use of materials and resources for both ourselves and the clients and their contractors we come into contact with in the furtherance of our business activities;
- ❖ Managing and disposing of all waste in a responsible manner;
- ❖ Providing training for our staff so that we all work in accordance with this policy and within an environmentally aware culture,
- ❖ Regularly communicating our environmental performance to our employees and other significant stakeholders;
- ❖ Developing our management processes to ensure that environmental factors are considered during planning and implementation;
- ❖ Monitoring and continuously improving our environmental performance.

The policy statement will be regularly reviewed and update as necessary. The Directors and the management team endorse these policy statements and are fully committed to their implementation.

Signed by the Directors \_\_\_\_\_



Date 22-08-2019

# Enviroclear Site Services Ltd

## No Smoking Policy Statement

### Introduction

We as a company consider ourselves responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Smoking cause's serious damage to the health of smokers, but research has shown that second hand smoke causes cancers, heart and respiratory diseases in non smokers as well.

- ❖ Section 2(2) (e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- ❖ Section 2(2) of the Health Act 2006 prohibits smoking in all public premises including workplaces and vehicles.

### Aims of the Policy

- ❖ This policy aims to:
- ❖ Provide a safe and healthy working environment for all staff, customers and visitors;
- ❖ Comply with all of the requirements imposed by law;
- ❖ Raise awareness of the dangers associated with tobacco smoke;
- ❖ Guarantee the right of non smokers to breathe air free of smoke; and
- ❖ Support the staff who want to give up smoking.

### Restrictions on Smoking

- ❖ Smoking is not permitted in any of the Company's premises, entrances, or grounds at any time by any person irrespective of their status in, or business with, the Company.
- ❖ All visitors, customers, contractors and deliverers are required to abide by the no smoking policy. Staff must inform all of the above of the policy although it must be stressed that staff should not put themselves at any risk in furtherance of this policy.
- ❖ Smoking is not permitted in any company vehicles or in any vehicles being used or hired for Company business.
- ❖ No smoking signs must be displayed by the Company in all of its premises and vehicles.
- ❖ Smoking on Company premises or in Company vehicles constitutes an offence under the Health Act. In the unlikely event that a member of staff does not comply with the Company's No Smoking Policy disciplinary action will be taken in accordance with the Company's disciplinary policy.

### Electronic Cigarettes

The company acknowledges that some employees may wish to make use of electronic cigarettes ("e-cigarettes") in the workplace, particularly as an aid to giving up smoking. E-cigarettes are battery-powered products that release a visible vapour containing liquid nicotine that is inhaled by the user.

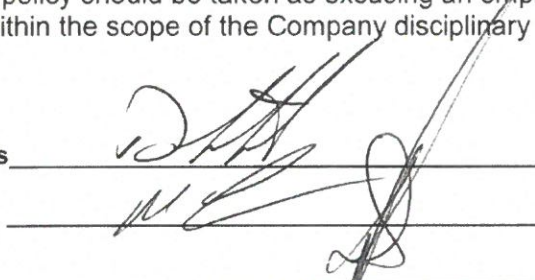
Although e-cigarettes fall outside the scope of smoke-free legislation, the company prohibits the use of e-cigarettes in the workplace on the same basis as tobacco cigarettes. The rationale for a ban on e-cigarettes is that:

- ❖ Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees.
- ❖ Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to manage and creating an impression for visitors/customers/other employees that it is acceptable to smoke.

### Support for Smokers

- ❖ Reasonable requests from staff for time to attend smoking cessation groups will be treated sympathetically.
- ❖ The company is responsible for maintaining the policy and will provide the staff who wish to give up smoking with details of where to seek help.
- ❖ All requests for help will be treated in the strictest confidence. Written information will be stored in accordance with the Data Protection Act 1998.
- ❖ Nothing in this policy should be taken as excusing an employee if their conduct falls within the scope of the Company disciplinary procedures.

Signed by the Directors \_\_\_\_\_



Date 22.8.2019



# Enviroclear Site Services Ltd

## DRIVING POLICY STATEMENT

The company understands that as part of its day to day activities Employees / Sub contractors are required to drive.

It is therefore the policy of the company as far as is reasonably practicable to comply with the requirements of the Road Traffic Act, The Health and Safety at Work Act 1974 and The Management of Health & Safety at Work Regulations 1999.

In doing so the company requires that all employees / sub contractors are suitably qualified and insured and that all vehicles are fit for the purpose for which they are being used. It will be necessary for the company to check and record information provided by any Employee / Sub contractor to ensure this provision is carried out adequately.

The company recognises that communication equipment will in some circumstances be required to be used. It is therefore a requirement of the company that a suitable hands free system which complies with current UK law should be used. In cases where such equipment is not available communication equipment should be switched off and not used until parked safely and engine switched off.

**In all cases, where seat belts are fitted to vehicles, plant or machinery it is to be worn at all times during its operation.**

The company will provide adequate information to allow all Employees / Sub contractors to comply with the legal requirements placed upon them whilst driving at work in addition where necessary directions and route planning will also be provided.

It is the responsibility of all Employees / Sub contractors to comply with any provisions under the Road Traffic Act. The company will not be held responsible for any breach of this Act.

Signed by the Directors \_\_\_\_\_



Date 22-08-2019

# Enviroclear Site Services Ltd

## Policy for Health, Safety & Environmental Training

We believe that our success in the management of Health, Safety & Environment will be assured by the competence of our staff. We will therefore ensure the competence of our staff by:

- a) Developing and maintaining or otherwise procuring training appropriate to the needs of our business.
- b) Providing training in a timely manner.
- c) Ensuring that all staff and sub-contractors receive induction training before they are allowed to commence work.
- d) Ensuring that all staff receive certificated training, and maintain a continuing professional development programme where appropriate.
- e) Ensuring that employees and sub-contractors are given appropriate operational briefings and updates on tasks, which involve significant Health, Safety & Environmental Risks.
- f) Reviewing and updating training needs through:
  - ❖ Appraisals of performance
  - ❖ Workplace inspections
  - ❖ Accident/incident investigation
  - ❖ And wherever there is a significant change in the task or the workplace

Signed by the Directors \_\_\_\_\_

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Date 22.08.2019



# ORGANISATION

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The Responsibilities of  
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F

# Enviroclear Site Services Ltd

## Policy for Equality & Diversity

The company is committed to equality of opportunity in all its employment practices, policies and procedures. To this end, within the framework of the law, we are committed wherever practicable to achieving and maintaining a workforce, which broadly reflects the local catchment area within which we operate. No employee or potential employee will therefore receive less favourable treatment due to their race, creed, colour, religion, beliefs, nationality, ethnic origin, disability, sex or sexual orientation, age or marital status, or will be disadvantaged by any conditions of employment or the Company's requirements that cannot be justified as necessary on operational grounds.

Every employee is instructed that:

There should be no discrimination on account of race, creed, colour, religion, beliefs, nationality, ethnic origin, disability, sex, or sexual orientation, age or marital status or any other ground.

The Company will appoint, train, develop and promote on the basis of merit and ability.

All employees have personal responsibility for the practical application of the Company's Equal Opportunities Policy.

Special responsibility for the practical application of the Company's Equal Opportunities Policy falls upon managers and supervisors involved in the recruitment, selection, promotion and training of employees.

The Company's grievance procedure is available to any employee who believes that he or she may have been unfairly discriminated against.

Disciplinary action will be taken against any employee who is found to have committed an act of unlawful discrimination.

Any employee who believes that he/she is the victim of discrimination or harassment may write or talk to a person they feel most comfortable talking to, senior manager or director; such a grievance will be taken extremely seriously and will be handled in a confidential manner.

Signed by the Directors \_\_\_\_\_

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Date 22-08-2019