

# Environment, Health & Safety Policy – (EHS) General Statement.

## Part 1: Statement of intent

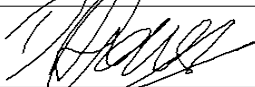
This is the Environmental, Health and Safety policy statement of:

**Screen4 (Yorkshire) Ltd**

The Directors of the company are fully committed to meeting its responsibilities under the Health & Safety at Work Act. This recognizes that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory codes of practice. The company will, as far as reasonably practical, pay particular attention to:

Our EHS policies are to:

- Comply with all relevant regulatory requirements
- Monitor and improve where possible environmental impacts
- Prevent accidents and cases of work-related ill health
- Manage health and safety risks in our workplace.
- Provide clear instructions and information with adequate training, to ensure employees are competent to do their work.
- Provide personal protective equipment.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe materials and equipment including I.T.
- Ensure safe handling and use of substances.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or significant incident.
- Review and revise this policy regularly.



Signed

25.1.2023

Date

Mr David Grouse

Print name

24.1.2024

Review date

Managing Director

Position

Other

Document:	SCR0222_Environmental, Health and Safety Policy	Rev:	1
Author:	Robert Heald	Dates	17/01/2023

## Part 2: Responsibilities for health and safety

### 1 Overall and final responsibility for health and safety:

David Grouse (Managing director) +447979 857477

### 2 Day-to-day responsibility for ensuring this policy is put into practice:

Robert Heald (Safety/Security manager) 07971 001107

### 3 To ensure overall standards are maintained/improved, the following people have responsibility in the following areas:

David Grouse and **Robert Heald** – safety, risk assessments, consulting employees, accidents, **first aid** and work-related ill health.

Robert Heald – monitoring, environmental, accident and ill-health investigation, emergency procedures, **fire marshalling** and evacuation, transport, recycling & security.

Robert Heald – maintaining equipment, information, instruction and supervision, related training.

### 4 All employees should:

- co-operate with directors and managers on health and safety matters.
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed above).

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## Part 3: Arrangements for health and safety

### *Risk assessment*

- We will complete relevant risk assessments and take appropriate action.
- We will review risk assessments when working habits or conditions change.

### *Training*

- We will give staff and subcontractors health and safety induction and provide appropriate training.
- We will provide personal protective equipment.
- We will make sure suitable arrangements are in place for employees who work remotely.

### *Consultation*

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.

### *Evacuation*

- We will make sure escape routes are appropriately signed and kept clear.
- Evacuation plans are tested from time to time and updated if necessary.
- Gas Main cut-off is located near the warehouse main shutter door, floor height. Fire Marshal will isolate this in the event of a fire evacuation.
- Muster Point: Main car park front of building
- Out of hours: On call: 07900 221123– Robert: 07971 001107 – David: +447979 857477

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# Part 4: Environmental

## Obligation

Screen4 recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our business strategy and operating methods.

## Responsibility

Our designated manager is responsible for ensuring that this environmental policy is implemented, however, all our employees have a responsibility in their area to ensure that the aims and objectives of this policy are met.

## Policy aims

Screen4 endeavors to comply with all regulatory requirements, improve and monitor EHS performance and enhance employee awareness.

## Office material waste

We will dispose of paper, packaging and other appropriate waste materials responsibly by utilizing registered recycling facilities obtaining the necessary certification where applicable. Relevant recyclable waste is collected and stored on site for scheduled collection.

## Energy and water

Low energy lighting is in use throughout Screen4 premises affording a more efficient use of electricity. Employees are actively encouraged to switch off lights when not required. Provision of hot water for the purpose of drinks is provided by modern energy saving 'instant hot water' taps which removes the requirement for 3kw kettles.

## Transportation

Screen4 gives consideration to its company car emissions in the procurement process and all our cars are now Hybrid thus achieving generous savings on emissions.

## Culture

Screen4 will continue to adopt a 'reduce waste' culture. Employees are encouraged to participate and any suggestions to reduce waste or save energy are considered.

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## Part 5: Additional information

### Potential non-compliance with legal requirements

All Screen4 employees must adhere to all communicated policies and procedures at all times into which are incorporated all health, safety and legal requirements for Screen4 operations and activities. Any employee noticing an issue which may lead to legal requirements being contravened should bring the situation to the immediate attention of their line manager.

### Accidents leading to employees or other persons to whom Screen4 owes a duty of care.

Screen4 employees must conduct themselves at all times in a manner which negates risk to themselves, or others affected by their actions or omissions. Employees must be adequately trained and where applicable qualified for the tasks they are undertaking and must refuse to undertake activities for which they are not so. Any points of concern relating to company procedures must be communicated immediately to the line manager. Any Screen4 employee who drives in the course of their duties must ensure that they hold an up-to-date license to the appropriate category for the vehicle being driven and that the correct insurance (whether provided by Screen4 or the vehicle owner) is in place prior to driving the vehicle.

### Effect of fatality

In the event of a fatality at work, Screen4 will provide counselling for anyone affected and will support employees in every way possible to mitigate the effects of witnessing or being in any way involved in such a traumatic event. Your line manager will make arrangements on your behalf, on request.

### Fire or explosion

Specific premise instructions must be followed but on discovering a fire the alarm should be raised to alert other premise users of the danger. If no physical alarm exists or you are unable to locate its presence, shout "Fire!!! Fire!!!" loudly several times to attract attention. If the fire can be safely tackled, a fire extinguisher should be used accordingly but if this is not a safe option then 999 must be dialed to call the Fire Brigade. The designated Fire Marshal once alerted will assist persons to egress the building and isolate the Gas Main.

### Toxic release

Smoke and CO2 alarms are installed in Screen4 premises and on hearing the relevant sound, employees must leave the building until such time as the source of the problem is identified and resolved. Other toxic releases such as gas leaks must immediately be reported to the local Gas Authority with the premises being evacuated in such instances.

### Environmental non-compliance or damage caused by Screen4 activities

Travel must be minimized in the course of work activities to reduce the use of resources such as fuel and to minimize emissions to the environment. Conference calls and other similar technologies must be utilized wherever possible and the Screen4 paperless software system must be used for all drug and alcohol activities. Where paperwork must be used (Chain of Custody in Drug & Alcohol Testing) employees should minimize use and printing, sending copies by email or scanning to avoid photocopying wherever possible.

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## Flooding

Where Screen4 premises are affected, water must be turned off at the mains if flooding is being caused by a burst pipe or similar leak. The Transport Manager/Director knows the location of the shut-off valves and can instruct employees as required to the best plan.

## Response to security alerts

Screen4 employees must remain alert and in a state of fitness suitable to allow them to hear, see and respond to any security alarms. If this is not the case, then the employee must advise their line manager of their situation and a "buddy" will be allocated to them accordingly. Screen4 will remain vigilant in broader terms and will respond accordingly to any wider security alerts issued by the emergency services about any known pending threats, removing Screen4 employees from any locations of known potentially imminent danger.

## First Aid

Screen4 will provide 1<sup>st</sup> Aid facilities as required but each employee has a duty of care to advise of the use of any such supplies in order that they can be replenished accordingly. All accidents, no matter how small must be recorded in the accident book (located in the First Aid Room in reception)

## Contractors/Collectors

Self-Employed agents hired by Screen4 to perform drug & alcohol testing on site on behalf of our clients. Their transport arrangements are their own responsibility and Screen4 pays their mileage claims in respect of their vehicle costs. Remuneration is by way of a "call-out" fee plus an additional payment per donor attended to.

## Poor communication in case of emergency

Any suspicions or concerns around potential emergency or dangerous situations must be communicated immediately to the management who will deal with the issue accordingly.

## Disabled personnel on Screen4 premises

All Screen4 premises are suitably equipped to facilitate disabled users and any additional assistance required should be communicated to the management.

## Extreme weather conditions

Screen4 employees should stay alert to travel warnings for their area and not travel if the advice is that it is not safe to do so. Screen4 managers may take the decision to close the premises in cases of dangerous weather or similar warnings in which case all Screen4 employees must vacate, working from home where possible as required.

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