



POL-HS-01 Health & Safety Policy

Seven Ways Environmental Services Ltd

Issue: 1.2 | Date: 01-Sept-2026 | Review Due: 01-Sept-2027

1) Statement of Intent

Seven Ways Environmental Services Ltd will provide safe and healthy working conditions for the prevention of work-related injury and ill health, appropriate to the nature and scale of our office-based waste-broker activities. We will fulfil applicable legal and other requirements, consult and encourage participation of workers, and continually improve our OH&S management performance.

2) Organisation

Director (Top Management): overall accountability; signs this policy; ensures resources; reviews performance annually.

Management Team: maintains the H&S system, risk assessments, training, incident/near-miss reporting, and liaison with landlord (Denbighshire County Council).

Head of Customer Experience & Operations: ensure safe working practices, inductions, briefings, DSE assessments, and action follow-up.

All Workers: follow procedures, use equipment correctly, report hazards, incidents and near-misses, and participate in consultation/training.

3) Arrangements

To ensure the health, safety and welfare of all employees, contractors and visitors, Seven Ways Environmental Services Ltd has established the following arrangements:

3.1 Staff Training

All staff receive a formal induction on commencement of employment, including health and safety responsibilities, emergency procedures, and reporting requirements. Where applicable, employees receive role-specific training (e.g. DSE, lone working). Refresher training is provided at appropriate intervals, or sooner if there is a change in process, legislation, or following an incident. Records of all training are maintained.



3.2 Personal Protective Equipment (PPE)

Where risks cannot be eliminated by other means, suitable PPE will be provided free of charge. PPE is maintained, replaced as required, and staff are trained in its correct use and storage.

3.3 Welfare Facilities

Employees have access to suitable welfare provisions, including toilets, washing facilities, drinking water, and rest areas, as provided by our landlord (Denbighshire County Council). Seven Ways monitors to ensure facilities remain accessible, safe, and hygienic.

3.4 Communication and Consultation

Health and safety matters are communicated through team meetings, toolbox talks, email notices, and informal discussions. Employees are encouraged to raise concerns at any time. Participation in H&S matters is promoted, and feedback is considered in reviews and updates.

3.5 Audit and Review

Our health and safety management system is reviewed through scheduled internal audits and an annual management review. Results are recorded, and improvement actions are tracked to closure. The Health and Safety Policy is reviewed at least annually or following significant change.

3.6 Accident Reporting and RIDDOR

All accidents, incidents, and near misses must be reported promptly to management. Details are recorded, and where applicable, reportable incidents are notified to the HSE in line with RIDDOR requirements.

3.7 Accident Investigation

Accidents and near misses are investigated to identify immediate and underlying causes. Corrective and preventive actions are implemented and monitored to prevent recurrence. Findings are shared with employees where relevant.

3.8 Emergency Procedures

Emergency arrangements, including fire evacuation and building lockdown procedures, are in place in cooperation with our landlord. Drills are carried out annually, and clear signage and escape routes are maintained. Staff are briefed on their responsibilities during emergencies.

3.9 First Aid Provision

Trained first aiders/appointed persons are available during working hours. First aid kits are provided, clearly identified, and stocked appropriately. Records of first aid provision are reviewed annually.

3.10 Hazardous Substances (COSHH)

Seven Ways makes only limited use of hazardous substances (e.g. cleaning products, printer toner). Safety Data Sheets are held, risks are assessed, and substances are stored and used in accordance with COSHH requirements. Staff are trained in safe handling.

3.11 Work Equipment Safety

All work equipment (computers, electrical appliances, office equipment) is suitable for its purpose and maintained in safe condition. Portable appliances are subject to PAT testing every two years, as recommended by our ISO external auditor. Defects are reported immediately and taken out of use until repaired.

3.12 Manual Handling

Manual handling risks are minimised by avoiding unnecessary lifting wherever possible. Where manual handling is unavoidable, employees are trained in safe techniques and provided with equipment (trolleys, etc.) as required. Risk assessments are reviewed periodically.

Signed:

A handwritten signature in black ink, appearing to be "S. Wicks".

(Director)

Date: 01/09/2026

Next Review Due: 01/09/2027