

PART ONE: Health & Safety Policy Statement

Elite Recycling Solutions Ltd is committed to ensuring, *so far as is reasonably practicable*, the health, safety, and welfare of all employees, contractors, visitors, and any persons affected by our operations. This commitment aligns with the Health and Safety at Work etc. Act 1974 (HSWA) and supporting UK regulations, including the Management of Health & Safety at Work Regulations, COSHH, PUWER, Fire Safety legislation, and associated industry guidance.

As a commercial waste broker (no operational site), we recognise our duties to manage office-based risks, driving activities, contractor interactions, waste-carrier partnerships, and customer-site engagements. Our operations remain aligned with our integrated ISO 9001 & 14001 management system, with continuous improvement central to our approach.

Our General Policy Commitments:

- ✓ **Our General Policy Commitments.** Identify hazards, conduct suitable and sufficient risk assessments, and implement proportionate controls, as required under UK law.
- ✓ **Consult and Communicate with Employees.** Engage staff on day-to-day health and safety matters and ensure transparent communication of policies, procedures, and changes.
- ✓ **Provide Information, Instruction, Training & Supervision.** Ensure all employees are competent and confident to carry out their roles safely. Training will be role-specific, routinely refreshed, and recorded.
- ✓ **Maintain Safe Systems, Work Environment & Equipment.** Provide and maintain safe office environments, vehicles, IT equipment, and any other work-related tools, in line with HSWA employer duties. We will implement routine inspection/testing, including PAT testing where required.
- ✓ **Prevent Accidents and Work-Related Ill Health.** Create safe working conditions, ensure welfare facilities are available, and address foreseeable health risks (e.g., DSE, driving for work, stress, manual handling).
- ✓ **Manage Emergencies Effectively.** Maintain emergency procedures, including fire evacuation plans, first aid arrangements, lone-working procedures, and incident-reporting processes.
- ✓ **Continually Improve.** Monitor health-and-safety performance and review this policy annually or sooner where legislation, operations, risks, or organisational structure changes.

The Managing Director, Chris Smits, assisted by the Business Operations Manager, will:

- ✓ **Monitor Compliance with this occupational Health & Safety Policy.**
- ✓ **Ensure the outcome of investigations into Health & Safety incidents & near misses are appropriately communicated to prevent reoccurrence.**

When at work, it is the duty of all of us:

- ✓ **To take reasonable care of our own safety.** Stop and consider Health and Safety when making decisions.
- ✓ **To take reasonable care of the safety of others who may be affected by what we do or fail to do.** Also, to challenge unsafe acts.
- ✓ **To co-operate so that we can comply with our legal duties.** To report health and safety matters as they arise and to be aware of the company's policies and procedures.
- ✓ **To ensure we do not interfere with or misuse anything provided in the interests of health and safety.**
- ✓ **Be aware of both the Health and Safety poster on display and the first aid box located in the office Kitchen.**

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Issued By: Chris Smits Managing Director

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