

# Safety, Health, Environment & Quality Policy



## The Overall Company Objectives are:

- ◆ to ensure that the product and service meets all legal and other requirements, the customer and other interested party needs, both internal and external and that in so doing considers all relevant business risks, including health, safety and environmental risks and life cycle of the product or service;
- ◆ to supply product and services which conform to specified requirements and to provide objective evidence of conformance to these requirements;
- ◆ to ensure that all requirements of contracts are determined and satisfied throughout all phases of work;
- ◆ to develop and maintain quality, health & safety and environmental consciousness amongst all management, staff and operatives.

The scope of this integrated policy and these objectives extend to all activities undertaken by the Company in the provision of services.

Specific objectives for quality, health, safety and environment will be set by management annually and reviewed, updated and developed at management review meetings.

## QUALITY POLICY

The quality of a product or service may be regarded as the overall ability to satisfy the requirements of the customer, other interested parties and R K Bell Group. The Group consists of two Private Limited Company's, R K Bell Projects Ltd and R K Bell Ltd, specialising in the Provision of Plant Hire, Transport & Waste Transfer Services, Civil Engineering and Surfacing Operations.

It is the policy of R K Bell Group, to consistently satisfy the agreed client requirements by supplying services and products to a high standard. This is achieved by operating an Integrated Management System as part of its Continual Improvement Programme which is used to control and monitor the operation of the company. This is designed to conform to the requirements of ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and NHSS16 and any applicable statutory and regulatory requirements. Any additional agreed client or legal requirements shall be achieved via a specific Quality Plan, Environmental Aspects & Impacts Evaluation and our Legal Register.

Quality to R K Bell Group, means not only meeting our customer requirements with regard to the products and services provided, but where possible exceeding those requirements.

Staff are given adequate Integrated Management Systems Awareness Training and full training applicable to their job function. They are also provided with a copy of this policy statement via the company communication system.

## Policy

Within this policy manual is the organisational structure and authorities for staff. Each individual has the responsibility to ensure that all activities affecting the quality of the service provided and that of all other interested parties are carried out in accordance with this policy.

The Company is committed to continuous improvement of its overall business and integrated management systems with regard to services provided, and our internal systems and processes, thus ensuring that R K Bell Group, achieves optimum quality, reliability, service and efficiency.

### Health & Safety Policy

At R K Bell Group we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Management are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

R K Bell Group recognises its duty to make regular assessment of the hazards and risks created in the course of our business and are committed to eliminating them.

We also recognise our duty, so far as is reasonably practicable:

- to meet our legal obligations to maintain safe and healthy working conditions;
- to provide adequate control of health and safety risks so identified;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and the use of substances;
- to provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- to ensure that all workers are competent to do their work, and to give them appropriate training;
- to prevent accidents and cases of work related ill health;
- to actively manage and supervise health and safety at work;
- to have access to competent advice;
- to seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy and
- to provide the resource required to make this policy and our Health and Safety arrangements effective.

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We also recognise:

- our duty to co-operate and work with other employers and interested parties when we work at premises or sites under their control to ensure the continued health and safety of all those at work, and
- our duty to co-operate and work with other employers and interested parties and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Handbook which is made available to every worker employed by us.

In support of this policy a responsibility chart and more detailed arrangements have been prepared and form part of this Integrated System Manual and Procedures.

## Environmental Policy

The Company is committed to conducting its business in an environmentally responsible manner. Fulfilling our responsibility to protect the environment enhances our ability to provide competitive and profitable products and services. It is our wish and intention to:-

- ◆ Comply with all laws, regulations and permits applicable to our services and operations and comply with our own more stringent standards whenever necessary to implement this policy
- ◆ Conduct our operations in a manner that protects the environment, our employees, the general public and our neighbours and all other interested parties. This is conducted by the use of materials from sustainable sources and by reduction in material waste and by reducing energy consumption where practical.
- ◆ Apply prevention of pollution and recycling principles to cost-effectively reduce the environmental impacts of our processes and of the materials we use.
- ◆ Manage resources responsibly and work toward a goal of zero discharge.
- ◆ Maintain an environmental management system to implement this policy and to ensure continual improvement.

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# Safety, Health, Environment & Quality



Civil Engineering • Surfacing • Plant

## Policy

- ◆ Establish and regularly review environmental objectives and targets.
- ◆ Work in partnership with all interested parties in the development of responsible and effective environmental laws, regulations and standards.
- ◆ Communicate with the public on the environmental performance of our operations where it is considered pertinent and not commercially sensitive.

This Quality, Health, Safety & Environmental policy is authorised and has the full commitment of the board of directors as is confirmed by the signature which appears below.

Signed

A handwritten signature in blue ink, appearing to be "NB", with a long horizontal flourish extending to the right.

Nick Bell,  
Managing Director  
30<sup>th</sup> September '20