

Managing Health and Safety is essential in creating a safe environment for both our colleagues and our customers to thrive.

Nviro recognises and embraces its responsibilities under the relevant national and international Health, Safety and Environmental Regulations, in particular the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations as amended.

It is our policy to ensure as far as is reasonably practicable the health, safety, and wellbeing of not only our own colleagues but also of our customers, sub-contractors and any other people who may be affected by our acts or omissions.

Nviro will:

- Ensure compliance with the statutory requirements for health and safety.
- Have processes in place to identify hazards and assess risks through recognised risk control systems.
- Provide clear policies and procedures that support the Nviro Statement of Intent.
- Provide safe premises, equipment, and systems of work.
- Provide adequate facilities, protective equipment and clothing to enable materials and substances to be used, transported, handled, and stored safely.
- Provide information, instruction, training and supervision to ensure the health, safety and wellbeing of colleagues and others, as well as the protection of the environment.
- Monitor data and trends relating to accident and near miss reporting and take appropriate actions to prevent occurrences of incidents, injuries, and ill health.
- Review this policy statement of intent and the management system it forms part of and any organisational changes or alterations to working practices, to ensure continued compliance and improvement to reduce Health and safety wellbeing incidents across the business.

Nviro colleagues will:

- Take reasonable care for the health and safety of themselves and of anyone else who may be affected by their acts or omissions and not to misuse or interfere with anything provided for safety.
- Comply with Nviro's procedures, policies, and training.
- Co-operate with the business to enable it to comply with the relevant statutory requirements and regulations.
- Stop work and remove themselves from situations that they consider present an imminent and serious danger to their life and health.

Nviro's Health and Safety Committee meet on a quarterly basis to discuss internal Health and Safety management issues and review any applicable legislative changes. Documentation such as the agenda, action plan and minutes are published on the Company intranet (known as NviroNet).

Nviro management believe that health and safety at work is the responsibility of everyone we employ and encourage colleagues to take an active role in ensuring that a safe working environment is maintained. This will be done by providing a clear reporting route of incidents, including near misses, communicating regularly to raise awareness of issues and reduce risks, and encouraging suggestions to improve the working environment with the active consultation, participation, and involvement by all in health and safety and its continued development.

Position: Managing Director

Signature:



Name: Brian Warren

Date 7/2/2024

Managing Health and Safety is essential in creating a safe environment for both our colleagues and our customers to thrive. Nviro is committed to ensuring the development of a positive health, safety, and wellbeing culture by integrating awareness of health and safety requirements into everyday working activities and management systems described below.

To support the Health and Safety Policy of Intent, Nviro provide clear policies, procedures, arrangements, and responsibilities.

Nviro has a robust Occupational Health and Safety Management System (OH&S Management System) in place which is accredited to ISO 45001 (OH&S Management Standard.) This accreditation is audited by an external company on an annual basis. Our OH&S Management System contains information, guidance and procedures regarding:

- Health and Safety Responsibilities
- Accident/Incident Reporting and Investigation
- Risk Management – Risk assessments and Hazard Surveys
- Training and Instruction - Method statements and Toolbox talks
- COSHH Management
- Regulations – including Manual handling, PPE, Working at height and Lone working
- Fire Management
- Inspections and Auditing – internal and external

ISO 45001

The contents of the OH&S Management System, detailed below, forms part of Nviro's Safety Policy:

1. Scope
2. Normative references
3. Terms and definitions
4. Context of the Organisation
5. Leadership and Worker Participation
6. Planning
7. Support
8. Operation
9. Performance evaluation
10. Improvement

Health and Safety Responsibilities

- While Health and Safety is everyone's responsibility at Nviro, those ultimately responsible for Health and Safety management are:

- Brian Warren - Managing Director
- Hannah Miller - People Director
- Lisa Holmes - Services Director
- Dean Savage - Safety Manager

Risk Management

- All tasks are risk assessed to ensure all hazards are identified as far as reasonably practicable and control measures are detailed.
- All risk assessments are reviewed and updated as required annually or following an incident or legislative changes.

Training / Instruction

- All tasks have Method Statements created in collaboration with BICSc Assessors to ensure best practice.
- These are used to train cleaning colleagues and to create training records.
- Method statements are reviewed yearly or after incident investigation.
- Every colleague has an induction, which includes Health and Safety training, when they join.

Control of Substances Hazardous to Health (COSHH) Management

- COSHH Management Procedure - A safety data sheet must be obtained before any new chemical is used by the Service Team. The Safety Manager will ask how the chemical is to be applied, how often and how much will typically be used. A COSHH assessment is then created and is available to all through the online Health and Safety manual or hard copy.

Inspections/Auditing and Communication/Consultation

- Nviro Site Assessment – Hazard Survey - Clients have informed Nviro of the emergency procedures for each site and agreed any further actions if needed. This Hazard Survey is then displayed in each cleaning cupboard for the information of cleaning colleagues.
- Safety Audit - Each site has a safety audit scheduled annually to determine if cleaning colleagues are properly trained, are working safely and have all necessary equipment to do their job. This also includes inspection of the cleaning cupboards, training records and site first aid equipment. Any significant deviations would result in a Non-Conformance Record.

Fire Management

- Nviro has a Fire Safety Plan with designated Fire Marshal and Fire Wardens for the Portsmouth Office. Other offices follow landlord fire procedures.
- All Nviro offices have a Fire Risk Assessment every 12 or 18 months.