

REED M&E Limited

M&E House 135 Red Lion Road  
Surbiton  
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E-mail: [admin@reedme.org.uk](mailto:admin@reedme.org.uk)  
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**Reed M&E Ltd**

**135 Red Lion Road.  
Surbiton. Surrey. KT6 7RQ.**

**HEALTH & SAFETY and ENVIRONMENTAL MANUAL  
ORGANISATION AND ARRANGEMENTS**



Registered office as above  
Registration No. 1288010  
VAT Registration No. 317 9158 41

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## STATEMENT OF SAFETY POLICY

The Directors of **Reed M&E LTD** are conscious of their general statutory obligations to ensure, so far as reasonably practicable the Health, Safety and Welfare at Work of all their employees and sub-contractors and others who may be affected by their work.

- (a) To place their safety, health and welfare in the highest category of management responsibility.
- (b) To take all reasonable measures to prevent personal injury or illness through compliance with relevant statutory instruments and related Guidance Notes issued by the Health and Safety Executive.
- (c) To promote safety consciousness among all employees through on going operator and safety training.
- (d) To co-operate and communicate with employees, by means of memos, meetings, induction and tool box training, to achieve the objectives of the safety policy. In this connection, it is stressed that it is the duty of each employee, while at work to take reasonable care of his own health and safety and for that of others who may be affected by his acts or omissions, and to co-operate with the Company to enable them to comply with the regulations.
- (e) To provide for the effective allocation of resources (financial and other), including planning organisation, control, monitoring and review of the preventive and protective measures arranged for safe working in the Company.
- (f) To provide regular availability to the Directors and their qualified safety advisor to consult with the staff to discuss and recognise any problems of health and safety.
- (g) To carry out regular review of the safety policy with input from staff, Directors and Safety Consultant. This shall be at least once per year, but more frequently if the need arises.
- (h) To request the co-operation of all employees in the organisation to effectively support the management and their respective colleagues – at whatever level - to maintain the course of actions of this stated policy.

In order to minimise personal injury and safeguard the health and employees and other persons, the Company aims to promote and maintain a high standard of safety by providing safe places of work, safe systems of working and by proper maintenance of all plant and equipment. To achieve this we require the co-operation and assistance from all employees of all and any status within the organisation. We also require the co-operation and assistance of all and any sub-contractor

Dated: July 2018

Signed

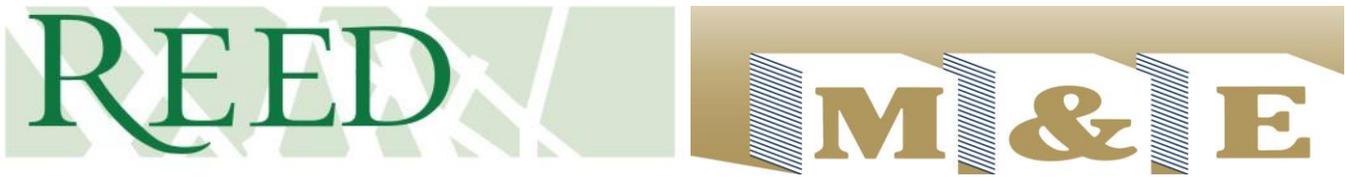


Director

Date for review – minimum twelve months.



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## STATEMENT OF ENVIRONMENTAL POLICY

It is the policy of **Reed M&E LTD** to develop, operate and maintain its operations in an environmentally considerate manner. To comply with this policy, the Company will aim to meet the following objectives: -

- a) Whenever reasonably practicable, identify and eliminate the threat of any contamination to the environment.
- b) Whenever possible, control and minimise the use of energy, materials and water.
- c) As far as economically viable to re-cycle, all materials, packages and other waste.
- d) Make firm realistic commitment to enhance the environment for employees, clients and the public alike.
- e) Where the risk of pollution cannot be eliminated, to monitor and tightly control the risk of such an occurrence.

### Implementation.

All employees need to understand the actions required to make this policy work. To this end, the Company will: -

Train and advise all employees of the need to ensure that good environmental practice is considered, observed and maintained.

Before each work activity assessing the environmental features to ensure, where possible, manage and control the impact of the work

Ensure that all employees are encouraged to reduce, re-use and recycle materials with the objective of keeping waste to a minimum.

Liaise with clients, local authorities, residents and others to ensure that social impact and disturbance are minimised.

Encourage quiet working processes when working outside normal hours to place measures to prevent and control pollution incidents.

Review and revise this policy as necessary and at regular intervals.

Recognise its responsibilities on site or at any of its place of work.

Carry out work in accordance with relevant statutory provisions in compliance with the "Environmental Protection Act".

Implement a good neighbour policy.

Take measures to control potential noise pollution.

Not discharge to atmosphere ozone depleting gases such as Halon and CFC's



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Remove waste is fully documented in accordance with legislation by registered carriers to licensed tips.

Protect as appropriate wild life, habitats, flora and fauna, trees, archaeological and heritage remains.

Remove archaeological and heritage remains by appropriate and competent organisations.

Seek to conserve the use of energy water and paper and promote the use of re-cycled materials at the workplaces and office location.

Where applicable, become participating members of considerate contractor schemes.

Seek to conserve the use of energy, water and paper and promote the use of re-cycled materials at the workplaces and office location.

Where applicable, become participating members of considerate contractor schemes.

Arrange environmental assistance and auditing through its specialist advisers, who will bring to the notice of the management any deficiencies observed and to provide guidance, information and training.

Investigate and report environmental incidents.

Take preventive measures and actions to minimise the risk of re-occurrence.

In order to minimise environmental impacts and safeguard the environment, employees and other persons, the Company aims to promote and maintain a high standard of environmental control by providing safe systems of working and by proper maintenance of all plant and equipment. To achieve this we require the co-operation and assistance from all employees within the organisation. We also require the co-operation and assistance of all sub-contractors.

Dated: July 2018

Signed: 

Date for review – minimum twelve months.



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