

Health, Safety & Wellbeing Policy

Principles

Story Plant Limited (SPL) is committed to safety and the prevention of accidents, injury and ill health as far as is reasonably practicable. We aim to do this by:

- Complying with the Health and Safety at Work Act 1974 & UK regulations.
- Identifying, assessing, and managing risks to provide a safe working environment.
- Providing sufficient resources for the management of health & safety.
- Encouraging a behaviour-based approach to safety.
- Providing information, instruction, and training.
- Setting and monitoring safety objectives to enable continuous improvement.
- Engaging, consulting, and encouraging the participation of all who work with us.
- Promoting healthy lifestyles, wellbeing and encouraging healthy work-life balances.
- Pro-actively managing risks associated with drugs, alcohol, fatigue, and stress.
- Providing support to persons facing personal challenges and mental health issues.
- Providing free personal protective equipment and training.
- Investigating accidents, incidents, and close calls to identify root causes.
- Acting on lessons learnt.

We do not expect any person working for us to participate in an unsafe work activity or situation likely to cause harm. We encourage any concerns that we are not working safely and controlling risks to be brought to our attention in accordance with our Work Safe Policy. Such concerns may be raised without fear of penalty or detriment. Any person may request any undertaking be stopped to facilitate a work safe review.

Policy Review and Maintenance

Through the implementation of our ISO 45001:2018 certified Health and Safety Management System we aim to continually improve. SPL is committed to the success of this policy, which will be reviewed and communicated at least annually.

Management of Fatigue Policy

Introduction

Story Plant Limited recognises the connection between fatigue, and increased risk and ill health, and as such will maintain documented procedures for the risk assessment and management of fatigue.

Principles

SPL shall manage the working hours of those we employ so that under normal circumstances no person shall:

- As practicable exceed 60 hours of working in a rolling 7-day period
- Exceed 72 hours of working in a rolling 7-day period
- Receive less than 12 hours break between shifts
- Work more than 12 hours in one shift.
- Work more than 13 consecutive turns of duty in 14 rolling days
- Achieve a Fatigue Risk Index score of 35 or more when working days.
- Achieve a Fatigue Risk Index score of 45 or more when working nights.
- Achieve a Fatigue Risk Index score of 1.6 (regardless of working days or nights)
- Exceed combined working hours and travel time of 14 hours

Exceedances of these arrangements shall only be permitted in exceptional or emergency situations with the exceedance subject to a risk assessment. Exceedances must be approved by a responsible manager.

SPL shall meet client and infrastructure manager requirements. Where these requirements are more stringent to those detailed above, SPL will comply with those requirements.

In support of this policy SPL requires those in its employ to:

- Communicate any concerns they may have regarding fatigue
- Invoke our Work Safe procedure where they feel fatigue risk exists
- Utilise provisions made by the company to manage fatigue

Policy Review and Maintenance

SPL is committed to the success of this policy and it shall be reviewed and communicated at least annually.

Drugs & Alcohol Policy

Introduction

Story Plant Limited (SPL) shall, so far as is reasonably practicable, ensure that our employees are fit for duties. It is a requirement of SPL that no employee shall:

- Report for duty whilst unfit due to illegal drugs or alcohol
- Be in possession in the workplace of illegal drugs or alcohol
- Consume illegal drugs or alcohol whilst on duty
- Sell, trade, encourage or permit others to use illegal drugs or alcohol whilst on duty
- Fail to provide details of any prescribed medication, or "over the counter" medication, that they are taking in order that a risk assessment can be undertaken

Principles

SPL shall initiate Drugs and Alcohol tests on individuals working on our behalf as follows:

- By unannounced random testing to monitor the effectiveness of this policy
- To meet client and infrastructure requirements
- For cause to establish if drugs or alcohol have contributed to incidents or accidents
- For cause testing were abnormalities of behaviour or appearance prompt intervention
- To establish fitness for an offer of employment or change to a safety critical role
- Unannounced random testing shall be conducted for a minimum of 5% of individuals deemed safety critical during the 12-month period between RISQS audits.

Individuals, who test positive for illegal drugs or alcohol or refuse to be tested will be subject to investigation, which could lead to disciplinary action being taken up to and including dismissal. Any refusal to be tested shall be considered a positive result. SPL shall provide information to those in its employ regarding the negative effects of drugs and alcohol. We shall also provide support and assistance with the rehabilitation of colleagues who voluntarily seek help for alcohol or drug related problems. Colleagues must, however, request assistance. Requests prompted by impending testing, or a positive test result may negate this policy.

Policy Review and Maintenance

SPL are committed to the success of this policy. This policy shall be reviewed and communicated at least annually.

Environment & Sustainability Policy

Introduction

Story Plant Ltd (SPL) recognises its responsibility to protect the environment in which it works and make positive contributions beyond minimum legal compliance. We are an integral part of the wider community, with obligations to consider the social and economic impacts of our operations, and to engage with our stakeholders in this process. SPL is committed to setting and monitoring performance against objectives and targets, to demonstrate continuous improvement, through:

Corporate and Social Responsibilities

- Actively supporting the health, safety and wellbeing of our employees, providing safe and suitable working environments, in a culture of equality, diversity, inclusion and respect.
- Providing our employees with appropriate skills, training and development opportunities.
- Implementing responsible supply chain practices, clear, fair contracts and payment terms.
- Supporting local community, educational (STEM), employment and volunteering initiatives, and charitable causes, to achieve improvements in social value.

Environmental Protection and Carbon Reduction

- Assessing the environmental risks and opportunities associated with our operations.
- Meeting our compliance obligations by preventing pollution and minimising nuisance.
- Reducing our carbon footprint, and impact on global warming, in line with our Carbon Reduction Plan and Science-Based Targets covering energy, fuel and materials use, and engaging with suppliers to source alternative low carbon products wherever available.
- Maximising resource efficiency and reducing waste by identifying reuse, recycling, and circular economy opportunities, with the aim of avoiding waste to landfill.
- Seeking to minimise the environmental impact for the life cycle of our plant and assets.
- Protecting wildlife species and habitats affected and supporting biodiversity net gain.

Economic Responsibility

- Working with our stakeholders to develop long-lasting partnerships and climate-resilient solutions, to support local employment, business growth and regeneration, and innovation in sustainability.
- Incorporating sustainability into our Business Plan, strategies, and financial budgets.
- Investing in the tools, technologies and resources required to implement this policy.

Policy Review and Maintenance

In accordance with the requirement of our Integrated Business Management System, accredited to ISO 14001:2015, SPL will review and issue this policy at least annually.

Quality Policy

Introduction

Story Plant Ltd (SPL) are committed to implementing an Integrated Business Management System accredited to ISO 9001:2015.

Objectives

The Quality policy objectives of SPL are to:

- Consistently provide delivery as specified
- Maintain effective two-way communication
- Ensure effective management of change
- Actively seek to identify opportunities for continuous improvement
- Work with our clients to establish and maintain the highest quality standards

Principles

In order to achieve these objectives SPL shall maintain a business management system, accredited to ISO 9001:2015, with documented procedures covering the following:

- Identification of risks and opportunities that may affect the quality of our services
- Working with organisations/customers to establish & maintain high quality standards.
- Developing and monitoring performance against quality objectives
- Identification/response to internal/external changes relevant to the services we provide
- Embedment of a lessons learned process focussed on continuous improvement
- To proactively seek feedback on customer and stakeholder satisfaction and enhance their experience of working with us

Policy Review and Maintenance

Through the implementation of our ISO 9001:2015 certified Quality Management System we are committed to the success of this policy, which will be reviewed and communicated at least annually.

Equality, Diversity and Inclusion Policy

Introduction

Story Plant Limited aim to provide a working environment that respects the rights of each employee and where colleagues treat each other with dignity and respect. Any behaviour that undermines this aim is unacceptable.

Principles

SPL fully support the principles of Equality, Diversity and Inclusion and are committed to eliminating discrimination, encouraging diversity and providing equal opportunities to those in our employ. The overall responsibility for Equality, Diversity and Inclusion rests with the SPL Executive Leadership Team. The objectives of this policy are to:

- Establish a work environment within which individuals are treated equally and fairly
- Prevent unlawful acts of discrimination, either directly or indirectly
- Ensure that decisions on recruitment, selection, training, promotion, career and the provision of benefits are based solely on objective criteria.
- Ensure that all persons in our employ are treated with dignity and respect.

Policy Review and Maintenance

SPL are committed to the success of this policy. This policy shall be reviewed and communicated at least annually.

Work Safe Policy

Introduction

Story Plant Limited (SPL) expect colleagues who become aware of any situation or act which seems likely to harm an employee, customer, member of the public or the environment to:

- Not participate in the situation or act in a manner likely to cause harm
- Raise their concerns with the company

Principles

- Where colleagues feel that risks are not being controlled, they may raise their concerns with their relevant Line Manager or if necessary, escalate to Senior Management/Directors.
- Failure to notify your line manager when you become aware of any hazardous situation may be regarded by the Company as misconduct as all persons have a legal duty to assist their employer to manage the health and safety of all those who may be affected by their acts and / or omissions.
- All concerns raised will be fully investigated, appropriate corrective action taken, and lessons learnt communicated in order to prevent reoccurrence
- No person shall be penalised for invoking this policy.
- SPL shall maintain membership of an independent confidential reporting scheme* and make those in our employ aware of its availability.

Policy Review and Maintenance

SPL is committed to the success of this policy. This policy shall be reviewed and communicated at least annually.

*Story Plant Limited are a member of CIRAS - Membership number C2746 - CIRAS may be contacted on 0800 4 101 101

As the Managing Director I am responsible for the implementation of these policies and will make the necessary resources available. I expect all persons working on behalf of Story Plant Limited to adhere and contribute to these policies.



Emma Porter, Managing Director




Alan Taylor, Director of HSQE