

## **Health & Wellbeing Policy**

**Priority Waste Ltd**

**Date of Issue:** 28<sup>th</sup> October 2025

**Version:** 2

**Next Review Date:** 28<sup>th</sup> October 2026

**Approved By:** Compliance & Sales Director

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### **1. Policy Statement**

Priority Waste Ltd is committed to promoting, supporting, and maintaining the physical, mental, and emotional wellbeing of all employees. We recognise that a healthy workforce is essential to organisational success, and we will take all reasonably practicable steps to ensure that work does not adversely affect the wellbeing of our staff.

This policy aligns with UK legislation including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- Employment Rights Act 1996
- Working Time Regulations 1998
- HSE guidance on Work-Related Stress

Our aim is to create a work environment where employees feel safe, valued, and supported.

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### **2. Scope**

This policy applies to:

- All employees (permanent, temporary, casual, part-time, and full-time)
  - Contractors and agency staff working on behalf of Priority Waste
  - Visitors and others affected by our operations
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### **3. Objectives**

Priority Waste Ltd will:

- Promote a positive working environment that supports employee health and wellbeing.
- Prevent work-related injury and ill-health wherever reasonably practicable.
- Encourage open communication regarding wellbeing concerns without fear of stigma or consequence.
- Support employees with health issues, including mental health conditions, through appropriate adjustments and assistance.

- Provide training, resources, and guidance to support wellbeing.
  - Ensure compliance with all relevant legislation.
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## **4. Responsibilities**

### **4.1 Employer Responsibilities**

Priority Waste Ltd will:

- Provide safe systems of work and a healthy working environment.
- Identify risks to wellbeing through ongoing and documented risk assessments.
- Offer support for mental and physical health concerns (e.g. stress, fatigue, workload).
- Promote awareness of wellbeing initiatives and resources.
- Ensure managers are trained to identify wellbeing issues early.
- Maintain confidentiality of health information in line with GDPR.

### **4.2 Manager Responsibilities**

Managers and supervisors must:

- Monitor workloads, overtime, stress indicators, and working hours.
- Encourage a supportive environment where staff feel able to raise concerns.
- Conduct return-to-work meetings following sickness absence.
- Implement reasonable adjustments for employees with health or disability needs.
- Escalate wellbeing concerns to HR or senior management if required.

### **4.3 Employee Responsibilities**

Employees are expected to:

- Take reasonable care of their own health and wellbeing.
  - Report concerns or issues at the earliest opportunity.
  - Cooperate with management on health and wellbeing matters.
  - Use resources and support services responsibly.
  - Behave respectfully and professionally towards others.
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## **5. Mental Health & Stress Management**

Priority Waste Ltd recognises that mental wellbeing is as important as physical wellbeing.

We will:

- Follow HSE's Management Standards for Work-Related Stress.
- Conduct stress risk assessments when needed.
- Encourage early reporting of stress-related concerns.
- Support employees with mental health conditions through agreed adjustments.
- Promote access to support (GP, occupational health, charities such as Mind, Samaritans, etc.).
- Train managers to recognise early signs of stress or mental health issues.

Employees experiencing stress at work or in their personal life are encouraged to speak confidentially to their manager or HR.

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## **6. Physical Health & Workplace Safety**

The company will:

- Provide safe equipment and vehicles.
- Ensure workstations, manual handling, and operations are ergonomically appropriate.
- Provide PPE, safe working practices, and training.
- Encourage regular breaks to reduce fatigue.
- Promote healthy lifestyle choices where possible.

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## **7. Absence, Return-to-Work, and Adjustments**

Priority Waste will:

- Manage sickness absence fairly and sensitively.
- Conduct return-to-work interviews after each period of absence.
- Consider reasonable adjustments under the Equality Act 2010, which may include:
  - Altered duties
  - Adjusted hours
  - Temporary or permanent role changes
  - Phased returns to work
  - Remote working (where appropriate)

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## **8. Bullying, Harassment & Discrimination**

The company has zero tolerance for any behaviour that adversely affects employee wellbeing.

We will:

- Investigate all allegations promptly and confidentially.
- Take disciplinary action where misconduct is found.
- Promote a culture of respect, inclusion, and fairness.

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## **9. Work–Life Balance**

Priority Waste supports healthy work–life balance by:

- Monitoring working hours and overtime.
- Ensuring employees take their statutory rest breaks and annual leave.
- Encouraging a culture that does not glorify excessive working hours.

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## **10. Confidentiality**

All information shared by employees regarding health or personal wellbeing will be treated sensitively and in strict confidence, in accordance with the Data Protection Act 2018 (UK GDPR).

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## **11. Training & Awareness**

The company will provide training for:

- Managers on wellbeing, stress recognition, and supportive conversations.
- Employees on health and safety, DSE, manual handling, and safe working practices.

Wellbeing materials and guidance will be made accessible to all staff.

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## **12. Monitoring & Review**

This policy will be:

- Reviewed annually or sooner if legislation or company needs change.
  - Monitored through absence data, staff feedback, risk assessments, and incident reports.
  - Updated in consultation with employees and safety representatives.
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## **13. Policy Ownership**

The Managing Director holds ultimate responsibility for this policy.

Managers are responsible for day-to-day implementation.

Employees are responsible for upholding the values and practices within it.

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**Signed:**



**Gary Cronnolley**

*Director*

**Date:** 28 October 2025