

# Fletcher Plant Company Information Pack



## Sales Team Contact Information

Fraser Lythgoe: 07900 931444 / [fraser@rflimited.co.uk](mailto:fraser@rflimited.co.uk)

Martin Ledger: 07803 758660 / [martin@rflimited.co.uk](mailto:martin@rflimited.co.uk)



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# Mission Statement

As a privately owned independent Company with over thirty years' experience, Fletcher Plant Limited are uniquely placed to provide the personal, flexible and competitive service that you require.

We are proud of the reputation our experience and service has earned. But, we know the future success of our organisation is inextricably linked to that of our customers.

It is our belief that we must become closer to our customers, forming a long-standing partnership that benefits both the buyer and the supplier.

We are investing our time, manpower and physical resources to provide the best waste disposal service available and will take every opportunity to deliver real value to our customers.

We have made substantial changes and improvements including new personnel, IT systems and plant. All with the purpose of giving our customers a flexible, cost effective and quality assured waste disposal solution. These investments in people, systems and quality are our commitment to your business.

Being registered to ISO 9001 and ISO 14001, we recognise the importance of working closely with our customers at all times and have built that in to the day to day management of the Company.

Our aim is to become your preferred waste disposal contractor. By combining all our resources, we will ensure we consistently meet your expectations, enabling you to select Fletcher Plant Limited with real confidence, time after time.

Whatever your company needs from tomorrow's supplier, Fletcher Plant Limited are ready to deliver them today.

We invite you to take advantage of our new investment, standards and approach, assuring you of the highest levels of service at all times.



Registered Office  
Clement Works, Clement Street, Sheffield, S9 5EA  
Tel: 0114 2445006 / [orders@rflimited.co.uk](mailto:orders@rflimited.co.uk)

# Environmental Policy

Fletcher Plant Limited's Environmental Policy is that its activities shall not impart harm or damage to the environment by using materials or energy that may have been produced in a waste full manner.

Neither shall the Company dispose of waste materials in a manner that would cause harm to the environment.

To this end, the Company's actions in observing the policy will ensure that: -

It is relevant to its activities, products, services and their environmental effects.

- The Company's overall performance and aim towards satisfying the expectations and needs of our customers is understood, implemented and maintained at all levels within the organisation.
- Ensures a commitment, to continual improvement of the environmental performance of the Company and prevention of pollution, in all forms, as well as commitment to meet, or exceed relevant environmental legislation, and any other applicable requirements by the setting, measuring, monitoring and reviewing of environmental objectives and targets.
- To achieve this objective, the Company operates an Environmental Management System that is described in the manual and satisfies the requirements of ISO 14001:2004 and is subject to both internal / external audits and reviews at regular intervals and is publicly available.
- All members of staff have been made aware of our commitment to the Environment and Quality, and are required to observe the above at all times.

*R. Fletcher*

Richard Fletcher  
Managing Director



Registered Office  
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# Health & Safety Policy

It is the policy of Fletcher Plant Limited to comply with the terms of the Health & Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The Company's Health and Safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Operatives using plant and / or equipment will be trained and where necessary, licensed in their use to perform their duties. Operatives must not attempt to drive any plant / equipment for which they do not hold a formal license

The Company recognises and accepts their duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. Unlicensed operatives must not attempt to drive any equipment outside of such that they have been trained to do

Whilst the management of the Company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person

The management of the Company will provide every employee with the training necessary to carry out his or her tasks safely. However, if an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is the employee's duty to report this to their Supervisor.

An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of him or herself or any other person.

All injuries, however small, sustained by a person at work, must be reported to their supervisor. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months

The specific arrangements for the implementation of the policy and the personnel responsible are detailed in the full policy.

*R. Fletcher*

Richard Fletcher  
Managing Director



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# Quality Policy

Fletcher Plant Limited's management and staff are committed to providing products and services that comply in all respects with the statutory and regulatory requirements contained in customer contracts to achieve total customer satisfaction.

Fletcher Plant Limited will give careful attention to all customer needs in respect of the products and services provided, including statutory and regulatory requirements, on time delivery, competitive prices, consistent high quality and continual quality improvement, which is achieved through the setting, monitoring, and review of Quality objectives and targets at the scheduled Management Review Meetings.

This Policy is implemented through the operation of a documented Quality System which is subject to internal and external audit and review at regular intervals.

All policies and procedures have been structured to meet the requirements of ISO 9001:2008.

All members of staff are aware of the Company's commitment to Quality and are required to observe these requirements at all times.

*R. Fletcher*

Richard Fletcher  
Managing Director



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# Equal Opportunities Policy

The aim of this policy is to communicate the commitment of the Directors to the promotion of equality of opportunity at Fletcher Plant Limited

It is our policy to provide employment equality to all irrespective of: -

- Gender, including gender reassignment
- Marital or civil partnership status
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

We are opposed to all forms of unlawful and unfair discrimination. All job applicants, employees and others who work for us will be treated fairly and will not be discriminated against on any of the above grounds.

Decisions about recruitment and selection, promotion, training or any other benefit will be made objectively and without unlawful discrimination.

We recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. Our Equal Opportunities Policy will help all those who work for us to develop their full potential and the talents and resources of the workforce will be utilised fully to maximise the efficiency of the organisation.

## **To Whom Does the Policy Apply?**

- Job applicants and potential applicants
- Employees
- Contract workers
- Agency workers
- Trainee workers and students on work experience or placements
- Volunteer workers
- Former employees

# Equal Opportunities Policy

## (cont...)

### Equality Commitments

We are committed to: -

- Promoting equality of opportunity for all persons;
- Promoting a good and harmonious working environment in which all persons are treated with respect;
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation;
- Fulfilling all our legal obligations under the equality legislation and associated codes of practice;
- Complying with our own equal opportunities policy and associated policies;
- Taking lawful affirmative or positive action, where appropriate
- Regarding all breaches of equal opportunities policy as misconduct, which could lead to disciplinary proceedings.

This policy is fully supported by senior management and has been agreed with all current employees.

### Implementation

The Directors have specific responsibility for the effective implementation of this policy. Each Director, Manager and Supervisor also have responsibilities and we expect all our employees to abide by the policy and help create the equality environment, which is its objective.

In order to implement this policy, we shall: -

- Communicate the policy to employees, job applicants and relevant others (such as contract or agency workers);
- Incorporate specific and appropriate duties in respect of implementing the equal opportunities policy into job descriptions and work objectives of all staff;
- Provide equality training and guidance as appropriate, including training on induction and management courses;
- Ensure that those who are involved in assessing candidates for recruitment or promotion will be trained in non-discriminatory selection techniques;
- Incorporate equal opportunities notices into general communications practices;
- Obtain commitments from other persons or organisations such as subcontractors or agencies that they too will comply with the policy in their dealings with our organisation and our workforce;
- Ensure that adequate resources are made available to fulfil the objectives of the policy.



# Equal Opportunities Policy

## (cont...)

### **Monitoring & Review**

We will establish appropriate information and monitoring systems to assist the effective implementation of our equal opportunities policy. The effectiveness of our equal opportunities policy, will be reviewed regularly, and action taken as necessary.

### **Complaints**

Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through the agreed procedures detailed below. A copy of these procedures is available from the Director's. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

Employees wishing to make a complaint to a tribunal will normally be required to raise their complaint under our internal grievance procedures first. This must be a written letter of complaint to senior management, or the managing director.

Every effort will be made to ensure that employees who make complaints will not be victimised. Any complaint of victimisation will be dealt with seriously, promptly and confidentially.

Victimisation will result in disciplinary action and may warrant dismissal.

# Slavery & Human Trafficking Statement

## Introduction

We are committed to eliminating acts of modern day slavery and human trafficking within our business and from within our supply chains.

Our annual turnover is less than £36 million and although we are not legally obliged to report on slavery and human trafficking, this statement is made in accordance with Section 54(1) of the Modern Slavery Act 2015 and is our Slavery and human trafficking statement for the financial year ending 30<sup>th</sup> June 2017.

## Organisational Structure, Business & Supply Chains

Fletcher Plant Limited was established in 1982. With over 30 years' experience in the waste industry, we specialise in the collection and recycling of all types of commercial and industrial waste, including hazardous waste. We are an independent company operating solely within the UK.

Our business comprises of one recycling facility and an associated head office support based at the same address.

Fletcher Plant Limited purchases a wide range of goods and services which are required in the operation of its business and relies heavily on a number of key suppliers within the UK. Good working relationships with suppliers are therefore central to the success of our business. We will seek to work with our key suppliers to develop long-term meaningful relations to the benefit of both parties and improve the quality, environmental performance and sustainability of goods and services where this can be achieved to the benefit of both parties.

We are committed to: -

- Obtaining and retaining competitive goods and services while at the same time ensuring they are from sources which have not jeopardised human rights, safety or the environment.
- Developing strong relationships with its suppliers, based on mutual trust, understanding and respect.
- In consideration of the above, Fletcher Plant expects its suppliers to: -
  - Adhere to business principles consistent with its own and adopt and implement acceptable safety, environmental, product quality, product stewardship, labour, human rights, social and legal standards in line with its own code and to ensure these issues are acceptably managed within the supply chain for any products supplied to the Company.
  - Ensure that their products and services are produced and delivered to comply with all legislation relevant to their business.
  - Seek to maintain continuous improvement in their supply chain relationship with the Company.





# Slavery & Human Trafficking Statement

## (cont...)

### **Policy on Slavery & Human Trafficking**

We are committed to ensuring that there is no modern slavery or human trafficking in any part of our business or in our supply chains. The policy reflects our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere within our supply chains.

### **Due Diligence**

We consider ourselves to be a low risk business with regard to slavery and human trafficking. However, we foster a culture that encourages the identification and reporting of any such risks within our business. We recruit all our employees either directly or through recruitment agencies who are members of the Recruitment & Employment Confederation. We do not recruit from outside the UK or use agency workers.

### **Assessing & Managing Risks**

We have a whistle blowing policy in place and, as part of our efforts to identify and mitigate risks within our supply chain, we are introducing systems to identify, assess and monitor potential risk areas.

### **Effectiveness in Combating Slavery & Human Trafficking**

We have zero tolerance to slavery and human trafficking. To ensure that all those in our supply chains comply with our values, we are putting in place a supply chain compliance programme that will require our suppliers to confirm that they have slavery and human trafficking policy in place and that they require the same from their suppliers.

### **Training**

We are providing appropriate training to ensure that relevant employees understand the risks of modern slavery and human trafficking within our business and supply chains.

*R. Fletcher*

Richard Fletcher  
Managing Director

# Notice of transfer with introductory note

## The Environmental Permitting (England & Wales) Regulations 2010

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Fletcher Plant Limited

Clement Works

Clement Street

Darnall

Sheffield

S9 5EA

### Transfer application number

EPR/CB3504HM/T001

### Permit number

EPR/CB3504HM



# Clement Works

## Permit number EPR/CB3504HM

### Introductory note

**This introductory note does not form a part of the notice.**

The following notice gives notice of the transfer of an environmental permit to a new operator (the transferee).

The permit is being transferred from Richard Fletcher (Metals) Limited to Richard Fletcher Plant Limited.

The status log of a permit sets out the permitting history, including any changes to the permit reference number.

| Status log of the permit                                      |                       |  |
|---|-----------------------|--|
| Description   | Date                  | Comments   |
| Permit determined<br>(EAWML 65550)<br>EPR/LP3996ZK            | Issued<br>21/12/07    | Original permit issued to Richard Fletcher<br>(Metals) Limited.          |
| Application<br>EPR/CB3504HM/T001<br>(full transfer of permit) | Duly made<br>12/01/15 | Application to transfer the permit in full to Fletcher<br>Plant Limited. |
| Transfer determined<br>EPR/CB3504HM                           | 19/01/15              | Full transfer of permit complete.  |

End of introductory note

## Notice of transfer

### The Environmental Permitting (England and Wales) Regulations 2010

The Environment Agency in exercise of its powers under regulation 21 of the Environmental Permitting (England and Wales) Regulations 2010 transfers

#### Permit number

EAWML 65550

to

**Fletcher Plant Limited** ("the operator")

whose registered office is

**Clement Works  
Clement Street  
Darnall  
Sheffield  
S9 5EA**

company registration number 08466840

to operate a regulated facility at

**Clement Works  
Clement Street  
Darnall  
Sheffield  
S9 5EA**

from **Richard Fletcher (Metals) Limited**

The notice shall take effect from 19/01/15

**The number of the new permit granted to Fletcher Plant Limited is EPR/CB3504HM**

| Name        | Date       |
|-------------|------------|
| Helen Smith | 19/01/2015 |

Authorised on behalf of the Environment Agency



# Certificate of Registration under the Waste (England and Wales) Regulations 2011

## Regulation authority

Name



Address

National Customer Service Centre  
99 Parkway Avenue  
Sheffield  
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

## Carriers details

Name of registered carrier Fletcher Plant Ltd

Registered as an upper tier waste carrier, broker and dealer

Registration number CBDU207541

Address of place of business

FLETCHER PLANT  
CLEMENT STREET  
SHEFFIELD  
S9 5EA

Telephone number

0114 2445006

Date of registration

Wednesday 1st November 2017

Expiry date of registration  
(unless revoked)

Monday 7th December 2020

## Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.



## ISO 9001 REGISTERED

This document certifies that the quality management systems of

### FLETCHER PLANT LTD

Clement Works, Clement Street, Darnall, Sheffield, South Yorkshire S9 5EA

have been assessed and approved by QMS International Ltd to the following quality management systems, standards and guidelines:-

**ISO 9001 : 2008**

The approved quality management systems apply to the following:-  
**THE REMOVAL, SORTING, RECYCLING AND DISPOSAL OF WASTE TOGETHER WITH  
RECYCLING OF FERROUS AND NON-FERROUS METALS**

Original Approval: 13 October 2016

Current Certificate: 13 October 2016

Certificate Expiry: 12 October 2026

Certificate Number: 14133250



This Certificate remains valid while the holder maintains their management system in accordance with the published standard. To check the validity and status of this certificate please email [certificates@qmsuk.com](mailto:certificates@qmsuk.com)

This Certificate is the property of QMS International Ltd and must be returned in the event of cancellation

  
On behalf of QMS International Ltd ✓





## ISO 14001 REGISTERED

This document certifies that the environmental management systems of

### FLETCHER PLANT LTD

Clement Works, Clement Street, Darnall, Sheffield, South Yorkshire S9 5EA

have been assessed and approved by QMS International Ltd to the following environmental management systems, standards and guidelines:-

### ISO 14001 : 2004

The approved environmental management systems apply to the following:-  
THE REMOVAL, SORTING, RECYCLING AND DISPOSAL OF WASTE TOGETHER WITH  
RECYCLING OF FERROUS AND NON-FERROUS METALS

Original Approval: 13 October 2016

Current Certificate: 13 October 2016

Certificate Expiry: 12 October 2026

Certificate Number: 14133251



This Certificate remains valid while the holder maintains their management system in accordance with the published standard. To check the validity and status of this certificate please email [certificates@qmsuk.com](mailto:certificates@qmsuk.com)

This Certificate is the property of QMS International Ltd and must be returned in the event of cancellation

  
On behalf of QMS International Ltd ✓

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FLETCHER PLANT LIMITED  
CLEMENT WORKS CLEMENT STREET  
SHEFFIELD  
S9 5EAUnique tax reference (UTR)  
87538 15436

CIS Helpline 0300 200 3210

Date 31 12 2014



48177000010002370101

## Construction Industry Scheme

### Tax treatment confirmation - company

I can confirm that your recent request to change the company's tax treatment has been accepted.

If the company has applied to be paid after deduction within the Construction Industry Scheme then the current rate of deduction is 20%. Contractors will make deductions on account of relevant liabilities from all payments they make to the company.

If the company's application was for gross payment you should be aware that we will carry out regular checks of the company's continued compliance with all of its tax obligations. These checks may also cover any relevant persons. Failure to meet these checks may result in the withdrawal of the company's gross payment status. Where this happens, contractors will be obliged to make deductions on account of relevant liabilities from all future payments they make to the company.

Before making any payments to you, each new contractor for whom you work must contact us to confirm the company's details and the deduction, if any, to be made. Please make sure you give each contractor the

- company name **FLETCHER PLANT LIMITED**
- company unique tax reference (UTR) **87538 15436**
- company registration number (CRN) **8466840**

If you do **not** give these details accurately to the contractor, they may be obliged to make deductions from your payments at a rate of 30%. You can show this letter to the contractor, but they will only be able to use it to take the company's details.

If you would have been an employee if you worked for your client directly and not through your company then the Intermediaries Legislation (also known as IR35) could be applicable. Information about this legislation is available at [www.hmrc.gov.uk/ir35](http://www.hmrc.gov.uk/ir35)



# GOODS VEHICLE OPERATOR'S LICENCE

THIS LICENCE MUST NOT BE ALTERED OR DEFACED IN ANY WAY

Issued to:

FAO MR CRAIG HATTERSLEY  
FLETCHER PLANT LIMITED  
UNIT 10  
CLEMENT WORKS  
CLEMENT STREET  
SHEFFIELD  
S9 5EA

Issued by:

Office of the Traffic Commissioner  
North East of England  
Hillcrest House  
386 Harehills Lane  
Leeds  
LS9 6NF  
0300 123 9000  
www.gov.uk

Goods Vehicle Standard National

Licence number: OB1134671  
**NOT TRANSFERABLE**

This licence is in force from:

15/04/2015

Review date:

15/04/2020

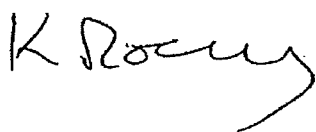
and at five yearly intervals thereafter (see  
note 9)

This document is an operator's licence issued under the Goods Vehicles (Licensing of Operators) Act 1995 (the Act).

The undertakings recorded in this licence have been given by the licence holder and are considered to be material to the grant of the licence. In the case of a licence first issued before 1 January 1996, the recorded undertakings include statements of intent made by the operator.

**The maximum number of motor vehicles and trailers authorised in accordance with section 6 of the Act is:**

|                              |    |
|------------------------------|----|
| Motor vehicles               | 40 |
| Trailers (inc semi-trailers) | 8  |



**Traffic Commissioner**

SHEFFIELD CITY COUNCIL



**SCRAP METAL DEALERS ACT 2013**

**SCRAP METAL DEALERS LICENCE – SITE LICENCE**

Issue No: 1

**LICENCE NUMBER: SC 049 SL**

Sheffield City Council hereby grants a scrap metal dealer's licence (Site Licence) in accordance with the requirements of the Act to the following:

**Fletcher Plant Limited, Clement Street, Sheffield, S9 5EA**

To carry on the business as a scrap metal dealer as defined under the Act at the following sites with the following site managers:

**SITE**

**SITE MANAGER**

1. Fletcher Plant Limited, Clement Street, Sheffield, S9 5EA

1. Steven Albert Lythgoe

**Effective Date: 26 January 2015**

**Expiry Date:**

**25 January 2018**

**Issuing Authority: Sheffield City Council**

A copy of this licence must be displayed at each site identified on this licence. The copy must be displayed in a prominent place in an area accessible to the public.

.....  
Stephen Lonnia  
Chief Licensing Officer, Head of Licensing  
On behalf of Sheffield City Council

Issued: 26 January 2015

Licensing Service, Sheffield City Council, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD. Tel: 0114 2734264



To Whom It May Concern

Our Ref: /TH  
Client Ref: 5862746

6th June 2017

Dear Sirs

Fletcher Plant Ltd & Mr Rubble Ltd

We act as Insurance Brokers to our above named clients and confirm having arranged the following insurance covers on their behalf: -

Employers Liability

|                    |  |
|--------------------|--|
| Insurer            | QBE Insurance  |
| Policy Number      | Y118297QBE0117A  |
| Expiry Date        | 6 <sup>th</sup> April 2018   |
| Limit of Indemnity | £10,000,000 any one occurrence or series of occurrences arising from one original course |

Subject to Standard Endorsements & Exclusions & Warranties

Public/Products Liability

|                                |   |
|--------------------------------|---|
| Insurer                        | QBE Insurance   |
| Policy Number                  | Y118297QBE0117A   |
| Expiry Date                    | 6 <sup>th</sup> April 2018  |
| Public Liability               | £5,000,000 any one occurrence/unlimited any one period of insurance |
| Products & Pollution Liability | £5,000,000 any one occurrence/in any one policy period              |
| Excess                         | £2,500  |

Subject to Standard Endorsements & Exclusions & Warranties

Motor Fleet

|                            |               |
|----------------------------|---------------|
| Insurer:                   | AIG Insurance |
| Policy Number:             | 21002915      |
| Expiry Date:               | 6 April 2018  |
| Third Party Damage Limits: |               |
| Private Cars               | £20,000,000   |
| Commercial Vehicles        | £10,000,000   |
| Hazardous Goods            | £ 1,000,000   |

If you do require any additional information please contact the writer.

Yours faithfully



Rita Ford  
**Broking Director**  
Email: [rita.ford@peterhoare.com](mailto:rita.ford@peterhoare.com)  
Direct Dial 01142632327

**Peter Hoare and Company (Insurance Brokers) Ltd**  
Rannmoor House, 237 Graham Road, Sheffield S10 3GS.  
Tel: 0114 230 5305 Fax: 0114 263 2307 General and Claims

Directors: B P Tomlinson ACII, J. Scott ACII, H L Clewes, A M Needham Associate Directors: P D Smith, J Danson, R S Ford  
Company Registered in England No 1051139 Registered Office: as above

Authorised and Regulated  
by the Financial  
Conduct Authority

