

## HEALTH AND SAFETY POLICY STATEMENT

The Health and Safety at Work act 1974 and subsequent amendments to the Act impose a statutory duty on employers to ensure in so far as is reasonably practicable the health and safety and welfare of their employees whilst at work and any other person who may be affected by their business activities. It is therefore our policy to comply, through normal operational activity, with the 1974 Act (as amended), all applicable Regulations and other legal requirements relating to health and safety. The company also recognizes that Health and Safety is amongst the measurable indicators of overall business performance, and will therefore constantly seek to improve its Health and Safety performance.

Material Change takes the safety and welfare of its employees seriously. The main dangers on our sites come from vehicle and machine movements, machine operations and biological hazards. All hazards are identified by comprehensive risk assessments which are available to all employees. Copies of these risk assessments are maintained in the office and on each site. Individual copies are available on request from the office.

Employees also have a statutory duty to take care of themselves and others who may be affected by their acts and omissions. To enable these duties to be carried out, it is our intention to ensure that responsibilities for Health and Safety matters are effectively defined, assigned, accepted, understood and fulfilled at all levels within the Company.

The Company will, so far as reasonably practicable:

1. Provide and maintain work equipment and systems of work that are safe and without risks to health
2. Ensure that articles and substances are used, handled, stored and transported safely and without risks to health
3. Provide at all levels information, instruction, training and supervision so that all employees are competent to carry out their duties and responsibilities
4. Ensure that all workplaces under the Company's control, including means of access thereto and egress there from, are safe and without risks to health
5. Provide and maintain a working environment which is healthy, safe, without risks to health, and which has adequate facilities and arrangements for the welfare at work of employees
6. Conduct its business so that other persons (e.g. contractors, visitors and members of the general public) who may be affected by the Company's activities, are not exposed to risks to their health and safety
7. Provide that any noxious substances held on any sites do not cause harm to the environment or to employees or other persons

The Company will take reasonable steps to ensure that our employees fulfill statutory responsibilities:

1. To take care of their own health and safety and that of others who may be affected by their actions
2. To co-operate with the Company in matters relating to health and safety; and
3. To take care of anything provided in the interests of health and safety.

## **Annual Audit and Review**

The Company's Health and Safety Policy will be reviewed and audited at least annually, and revised as and when necessary.

The Company's appointed Health and Safety officer is Ed Bastow. External Health and Safety auditing and advice is provided by the NFU, or such other company as the Board may from time to time appoint to be responsible for providing this cover.

All employees have a responsibility to comply with the provisions for the organization and arrangements for health and safety as set in this Policy.

## **General Duty of Care**

Each employee must ensure that, within their individual areas of responsibility, the Company complies fully with its legal duties in respect of the health, safety and welfare of its employees and those who may be affected by the Company's activities.

## **Responsibilities**

Each employee must accept overall responsibility for compliance with all relevant Health and Safety Law within their areas of responsibility in accordance with the policies laid down by the Company. Managers must ensure that Health and Safety responsibilities are clearly defined and delegated to the appropriate persons and that they have been clearly understood and effectively discharged.

## **Policy**

The Company will ensure that the Company's Health and Safety Policy is properly distributed, understood and applied in all aspects of the Company's activities within their areas of responsibility. The Company Managers are responsible for ensuring that all members of staff have read and understood the Company's Health and Safety Policy and all associated Risk Assessments and Method Statements. The Company managers are responsible for ensuring that newly recruited staff are inducted to the Policy, and that appropriate training is arranged.

All employees are responsible for ensuring that they have read and understood the Company Health and Safety Policy and all associated Risk Assessments and Method Statements.

## **Resources**

The Company, through its Managers, will ensure that suitable and sufficient resources are made available to meet legal requirements, and that suitable provision is made for routine health and safety requirements (e.g. training) in operational budgets.

## **Culture**

The Company's Managers will actively promote and encourage a positive safety culture through the line management structure and hence the workforce at large. Employees are expected to report any Health and Safety issues to the Managers as soon as they arise.

## **Planning**

The Company's managers will ensure that health and safety is a prime consideration in all forward planning, particularly where change is planned to organizational structure, personnel, equipment, working methods and/or premises. Health and Safety policy and incidents will be considered at least on a monthly basis at Company Operations Meetings and at staff meetings and more frequently if required.

## **Monitoring and Reporting**

The Company's managers are responsible for ensuring that all staff are aware of health and safety monitoring and reporting structure. The Company managers will be responsible for reporting to the Company board on Health and Safety issues at the Company's monthly Board meetings. The Company managers will be responsible for instituting remedial action as required, and that all matters which cannot be resolved within individual limits of authority are reported to the Managing Director.

### **Communication and Consultation**

The Company Managers will ensure that adequate communication and consultation, both formal and informal, takes place at all levels within their areas of responsibility. Individual Employees are responsible for ensuring that they communicate any issues or incidents regarding Health and Safety to their line manager or to the Managing Director.

### **Training**

The Company Managers will ensure that employees at all levels within their areas of responsibility receive suitable and sufficient instruction, information, supervision and training in order to be able to carry out their duties in a safe manner.

## **RESPONSIBILITIES**

All employees, whether full or part-time, whether permanent or temporary, at whatever level, have legally binding responsibilities for health and safety.

The HSW Act sets out in general terms the respective responsibilities placed on both employers and employees. These general duties are supplemented in more detail by various specific sets of Regulations. Operational Managers and Supervisors are responsible, within their own areas of control, for complying with the various Statutes, Regulations and Policy directives applicable to their operations, for monitoring and reporting and for ensuring the compliance of those reporting to them.

All employees have a responsibility to take care of their own safety and those who may be affected by their actions, to comply and co-operate with the Company's efforts to maintain safety standards and not to do anything to interfere with or undermine safety provisions.

You should familiarise yourself with the responsibilities applicable to your own position. Employees at all levels should be aware that failure to discharge defined responsibilities for health and safety may render not only the Company but themselves personally liable to prosecution and/or disciplinary. Any employee who is not sure of their own responsibilities should speak to the Managing Director.

### **General Site Safety Procedures**

When arriving on site, staff must follow all designated traffic route to take and follow site health and safety procedures. Vehicle movements will be controlled and kept in defined areas. Reversing vehicles will have alarms. All machinery must be operated in accordance with the machine specific method statements.

Material handing operations will take place in a defined area, kept separate from deliveries on all sites. Shredding equipment poses risks of being struck by a working machine or material being loaded, or by material ejected from the shredder at speed. The loading equipment will be protected against dropped or ejected material. No one will be allowed within a defined radius of the machines when operating. Operators inside the cabs will be protected from noise and dust by air filtration systems and cab insulation. Biological hazards take the form of airborne micro organisms such as the cells of spores and fungi, known as bioaerosols that may be released by turning and shredding operations. Machine

operators are protected by cab filtration systems during shredding and turning; at a range of more than 30m, the bio aerosols reduce.

Where appropriate, sites will be equipped with pumps and irrigation equipment used for reapplying runoff to the compost. In the unlikely event of a fire breaking out, this system will be used to extinguish it where it is safe to do so. Where the fire cannot be handled safely, staff must not fight fires and must contact the fire brigade urgently. Fire extinguishers are kept in all site offices and are tested annually by an approved servicing company. All members of staff must undergo fire safety training.

Rats, pests and vermin will be kept out by good hygiene. Shredding of fresh material within a short time, and regular turning of windrows, together with good site hygiene will prevent nesting or pest outbreaks.

All accidents are recorded in our accident book and all employees are aware of accident reporting procedures. The accident book is maintained in the company office.

A handwritten signature in black ink, appearing to read 'Ed Bastow', followed by a horizontal line extending to the right.

Ed Bastow  
Managing Director  
14 December 2017