

Health and Safety Policy



This is the statement of general policy and arrangements for Material Change Limited. Ed Bastow and Hannah Miles have overall and final responsibility for health and safety. Site Managers have day-to-day responsibility for ensuring this policy is put into practice. Material Change's policy is to minimise risks wherever possible and comply with all health and safety legislation.

Statement of general policy	Responsibility of:	Action/Arrangements
Set and review Material Change policies	<ul style="list-style-type: none"> Ed Bastow – Managing Director Hannah Miles – Director Legal & HR 	<ul style="list-style-type: none"> Set and review as required
Manage the health and safety risks in the workplace through reviewing and auditing Risk Assessment, Method Statements, Tool Box Talks and other Health and Safety documentation.	<ul style="list-style-type: none"> Heathpatch Health and Safety Manager Sam Wicks – Technical Manager Phil Adams – Compost Manager 	<ul style="list-style-type: none"> Relevant risk assessments completed and actions arising out of those assessments implemented. Method Statements provided for all activities to reflect the risk mitigation steps required. Risk assessments and Method Statements reviewed when working habits or conditions change. Health and Safety system and sites are subject to health and safety audits
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	<ul style="list-style-type: none"> Site Managers 	<ul style="list-style-type: none"> Staff and Subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, confined spaces, asbestos awareness and site safety) and provided with personal protective equipment. Record of issued PPE kept.
Engage and consult with employees on day-to-day health and safety conditions and report on findings.	<ul style="list-style-type: none"> Hannah Miles – Director Legal & HR 	<ul style="list-style-type: none"> Staff routinely provided with Health and Safety information in health and safety bulletin.
	<ul style="list-style-type: none"> Phil Adams – Compost Manager 	<ul style="list-style-type: none"> Staff are formerly consulted on health and safety at quarterly Site Audits
	<ul style="list-style-type: none"> Health and Safety Committee 	<ul style="list-style-type: none"> Monthly Health and Safety Management Team meetings are held to review health and safety incidents, near misses and any health and safety issues
	<ul style="list-style-type: none"> Site Managers – TBT 	<ul style="list-style-type: none"> Staff training on health and safety relating to work activities and work place environment
	<ul style="list-style-type: none"> Diana Trickett – Assistant to Directors 	<ul style="list-style-type: none"> Tool Box Talk program
Implement emergency procedures – evacuation in case of fire or other significant incident.	<ul style="list-style-type: none"> Heathpatch Health and Safety Manager Sam Wicks – Technical Manager Site Managers Phil Adams – Compost Manager 	<ul style="list-style-type: none"> Site Emergency Plans reviewed annually Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	<ul style="list-style-type: none"> Site Managers 	<ul style="list-style-type: none"> Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects Ensure that sites have safe traffic management systems recognizing the particular risk of pedestrians in contact with moving vehicles.
	<ul style="list-style-type: none"> Simon Smith – Plant Manager 	<ul style="list-style-type: none"> Ensure that noxious substances held at any sites do not cause harm to the environments or to employees or to other persons by ensuring that they are stored appropriately in accordance with COSHH data sheets. Ensure that any repairs to plant and machinery is undertaken
Employees are to take responsibilities for their own health and safety and the welfare of other's and have an obligation to report	<ul style="list-style-type: none"> All employees 	<ul style="list-style-type: none"> Take care of their own health and safety and that of others who may be affected by their actions To co-operate with the Company in matters relating to health and safety To follow health and safety instructions, training, Method Statements and risk assessments provided To report unsafe practices, near misses and accidents
External Auditing	<ul style="list-style-type: none"> Insurance provider/Funder 	<ul style="list-style-type: none"> To conduct an external audit as required to satisfy the Health and Safety policies and procedures of the business are being met.

Signed: Ed Bastow (Managing Director)		Date: 28/01/2020
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Health and safety law poster is displayed at (location)	In each site weighbridge office and at the wellingborough and creeting offices
First-aid box is located:	In each site weighbridge office and at the wellingborough and creeting offices
Accident book is located:	In each site weighbridge office and at the wellingborough and creeting offices