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.		
Statement of general policy	**Responsibility of:**	**Action/Arrangements**
Set and review Material Change policies		• 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.		• 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		• 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.		• Staff routinely provided with Health and Safety information in health and safety bulletin.
		• Staff are formerly consulted on health and safety at quarterly Site Audits
		• Monthly Health and Safety Management Team meetings are held to review health and safety incidents, near misses and any health and safety issues
		• Staff training on health and safety relating to work activities and work place environment
		• Tool Box Talk program
Implement emergency procedures – evacuation in case of fire or other significant incident.		• 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		• 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.
		• 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		• 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		• To conduct an external audit as required to satisfy the Health and Safety policies and procedures of the business are being met.

Signed:		Date: 05/07/2019

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