

Health & Safety Policy Arrangements

1. Statement of Intent

- 1.1. At BioteCH₄ our aim is excellence in Health and Safety. We intend to accomplish this by improving our Integrated Management System (IMS) ensuring that it meets our vision, values, and the expectations of those affected by what we do. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, implemented and that legal requirements are the minimum standard to be achieved.
- 1.2. BioteCH₄ recognises that complying with the Health and Safety at Work etc. Act 1974 (HSWA 74) and complying with regulation is a legal requirement. We will act positively to reduce workplace risks and ensure all activities are carried out with the highest regard for the health, safety and welfare of our staff, contractors, visitors, and the public.
- 1.3. We are committed to providing the resources necessary to ensure that a high standard of health, safety and welfare is achieved. We facilitate our staff by providing comprehensive information, instruction, training, and supervision to enable them to work safely and effectively and to ensure they are competent and positive in the work they carry out.
- 1.4. BioteCH₄ will carry out a regular review of risk assessments to identify hazards and existing control measures; the company will then prioritise, plan, and mitigate to reduce risk to an acceptable level. BioteCH₄ will also ensure that the occupied premises and the equipment we provide meet with the legal requirements as a minimum.
- 1.5. BioteCH₄ will actively consult with our workforce and promote an open attitude to health and safety, encouraging staff to identify and report hazards and suggest solutions so that we can all contribute to creating and maintaining a safe working environment.
- 1.6. This policy reflects our commitment to ensuring that health and safety at work is vital to the BioteCH₄ group and that effective health and safety actively contributes to our ongoing success.
- 1.7. This policy will be reviewed by the management board annually or considering legislative or organisational change.
- 1.8. Safety is not a burden; It is who we are.

2. Introduction

- 2.1. BioteCH₄ is striving to create a positive and inclusive working environment and culture, providing the conditions for individuals and teams to thrive and achieve the highest standard of performance and services, where contributions are fully recognised and valued by all.
- 2.2. BioteCH₄ is committed to supporting its employees, with both internal and external training. The company will look to continually improve the way in which it looks to support its employees and look to identify more methods of support in the future allowing its employees to develop to maximise their potential. Less formal mechanisms of support for employees is encouraged to develop a productive and positive workplace culture.

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- 2.3. BioteCH₄ believes that all employees should have rewarding and worthwhile jobs, with the freedom and confidence to be empowered to raise health and safety concerns where appropriate. To do this, employees need to be trusted, encouraged, and actively listened to by those with whom they work and interact. Employees must be treated with respect at work and be given the tools, training, and support to work safely with opportunities to develop and progress.

3. Scope

- 3.1. This policy applies to all BioteCH₄ employees, associated contractors, agency staff and visitors.

4. Roles and Responsibilities

4.1. Chief Executive Officer

- 4.1.1. The CEO has the overall responsibility for the health and safety within the BioteCH₄ Group.

4.2. Directors

- 4.2.1. Have the day-to-day responsibility to ensure that this policy is put into practice.
4.2.2. Directors are responsible for the health and safety within each site within the BioteCH₄ group that they are situated.

4.3. Management Board

- 4.3.1. Have the day-to-day responsibility to ensure that this policy is put into practice.
4.3.2. Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced so far as is reasonably practicable.
4.3.3. Ensuring the requirements of the IMS are fully embedded within their teams.
4.3.4. Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety, and welfare of staff.
4.3.5. Ensuring the reporting and follow up investigations of all accidents/ incidents is completed to identify improvements, enhance learning, and take action to improve safety.
4.3.6. Monitoring the effectiveness of the health and safety system in their area of responsibility

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4.4. Group Health and Safety Manager

- 4.4.1. The group health and safety manager fulfils the statutory requirement to appoint one or more competent person(s) to assist the BioteCH₄ group in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions.

This role is responsible for:

- 4.4.2. Co-ordination of the IMS and monitoring the effectiveness to meet BioteCH₄'s needs.
4.4.3. The provision of health and safety advice and the implication of law.
4.4.4. The production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
4.4.5. Assisting in the identification and implementation of health and safety training needs.
4.4.6. Acting as BioteCH₄'s formal link with the Health and Safety Executive (HSE), Local Authority Enforcement Teams and other external agencies for health and safety matters.
4.4.7. Providing recommendation and reports as and when required.

4.5. Plant Manager

- 4.5.1. The plant manager for each site within the BioteCH₄ group ensures that their own site is compliant with safety legislation. They are the main point of contact for this site in the event of an emergency.

The role is responsible for:

- 4.5.2. Plan and coordinate resources
4.5.3. Ensure good competence levels on site to carry out all ranges of tasks required for site operations.
4.5.4. Communicate with the site team through toolbox talks, training, and site notices/ memos.
4.5.5. Provide feedback and reports to the compliance team and the management board.
4.5.6. Ensure that all aspects of site operation are carried out in accordance with statutory requirements.
4.5.7. Ensure that all aspects of site operations are carried out in line with this policy and the integrated management system.
4.5.8. Ensure that safety inspections are conducted regularly.
4.5.9. Assess and minimise risks.

4.6. Transport Manager

- 4.6.1. The Transport Manager within BioteCH₄ group ensures effective and continuous management of the transport activities of the BioteCH₄ (Changing Waste) fleet.

This role is responsible for:

- 4.6.2. To manage, audit and review fleet compliance systems to ensure that they are effective.
4.6.3. To review any shortcomings such as prohibitions and/or annual test failures.
4.6.4. To ensure that relevant changes are notified in accordance with operator licence requirements.

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4.6.5.To keep up to date on relevant changes in standards and legislation.

4.7. All Employees

All employees are reminded of their legal duty to:

- 4.7.1.Take reasonable care of their own health and safety and that of other people who may be affected by their work under section 7 of the HSWA 74.
- 4.7.2.Inform their employer of any danger to health and safety posed by a work activity under section 14 of the Management of Health and Safety at Work Regulations 1999 (MHSWR 99).
- 4.7.3.Inform their employer of any deficiencies in the employer's protection arrangements under section 14 of the MHSWR 99.
- 4.7.4.Cooperate with their employer's health and safety arrangements under section 7 of the HSWA 74.

5. Arrangements for Health and Safety

This policy will be delivered by:

- 5.1. The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to BioteCH₄ which will be made available via the IMS folder on the internal server.
- 5.2. Ensuring management conduct suitable and sufficient risk assessments and controls for their areas of responsibility.
- 5.3. The compliance team to provide management with the tools to assist with the implementation of the IMS and to monitor their progress.
- 5.4. The provision of appropriate health and safety training for all staff and contractors.
- 5.5. The promotion of health, safety, and welfare of all colleagues through campaigns, communications, toolbox talks and questionnaires.
- 5.6. Adequate Provision of PPE.
- 5.7. We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.
- 5.8. We will make sure escape routes are well signed and kept clear at all times. Emergency and Evacuation plans are tested from time to time and updated if necessary.

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6. Distribution

Employees will be made aware of these arrangements via the internal service, staff notice boards and after the arrangements have been reviewed and signed off, they will be shared in hard copy. The policy can also be sent out as a broadcast to employees throughout the company.

7. Monitoring

These arrangements are group wide and will be monitored by measuring compliance with the IMS:

- 7.1. The health and safety committee ensuring that monitoring is carried out.
- 7.2. The methods that will be used for the monitoring of these arrangements will be carried out via group audits and inspections.
- 7.3. The health and safety committee will meet once per quarter.
- 7.4. There will be monthly reports sent to the management board and the directors detailing action plans and what progress has been made within the group.

Signed:  _____

Date: 01/09/2023

Neil Hunter: Chief Executive Officer