

Health, Safety & Welfare Policy

New Earth Solutions Group Limited

Health and Safety Policy Statement

New Earth Solutions Group Limited (The Company) recognises and accepts its duties as an employer to ensure the health, safety and welfare at work of all its employees.

The Company will ensure that all reasonably practicable efforts are made to safeguard its employees and also visitors, contractors and members of the public who may be affected by its activities.

The Company will observe all relevant statutes, regulations and codes of practice and will take appropriate steps within its authority for the:

- Provision and maintenance of plant and equipment that is safe and without risks to health.
- Arrangements for ensuring safety and absence of risks to health in relation to the use, handling, storage and transport of articles and substances.
- Provision of sufficient information, instruction, training and supervision as is necessary to ensure the health and safety of its employees at work.
- Maintenance of a safe place of work and provision and maintenance of a safe means of access to it and egress from it.
- Provision and maintenance of adequate welfare facilities.

In order to realise these objectives the Company shall make available adequate resources to promote best practice in Health and Safety management.

The Company firmly believes that Health and Safety is an aspect of management equal in importance to any other management function. The Company expects all Managers and Supervisors to consider Health and Safety as part of their normal duties and responsibilities in order to prevent injury and ill-health.

No Health and Safety policy is likely to be successful unless it actively involves all employees and stakeholders. Safety improvement meetings will be held at each work location and their role is outlined in the Company's Health and Safety Management system. In accordance with legal requirements, Safety Representatives will be appointed at each Company location and participate in the work of monitoring and improving safety in the workplace.

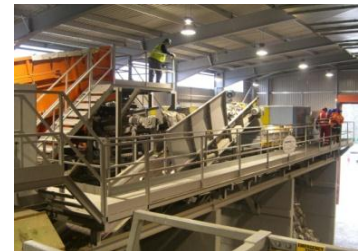
The Company recognises the need for Health and Safety training to ensure that its employees are competent to perform their work without risks to themselves or others. Such training will be provided at induction and periodically during the course of employment.

In respect of composting operations, New Earth Solutions Group Limited is registered with an external certification body in order to achieve accreditation of its Health and Safety Management System to the recognised standard, OHSAS 18001:2007



Chris Cox
Managing Director

February 2011



1 THE HEALTH AND SAFETY POLICY

Where the term Employees is used in this policy statement it includes all those coming within NES Health and Safety policy administration including employees, contractors, regulators, suppliers, customers, visitors and members of the general public.

- 1.1. The intention of the policy is to ensure the health, safety and welfare of all Employees in order to: -
 - 1.1.1. seek to eliminate injury, ill health, death, distress or other hardship to Employees and their families.
 - 1.1.2. keep the quality and performance and contentment in the work of all Employees at the highest possible level.
 - 1.1.3. avoid costs arising from accidents to people, plant and the general environment.
- 1.2. It is therefore the policy of the Company so far as is reasonable practical to: -
 - 1.2.1. encourage amongst all Employees an awareness of the importance of safe working, of health and safety requirements and an awareness of individual actions and co-operation in accident prevention.
 - 1.2.2. ensure that plant and equipment is adequately maintained, with particular note that only trained personnel may clean or repair items of plant that require guards to be removed, and that access and egress to any relevant working area, the working environment and working systems including all lifting and storage equipment, transport systems and substances carried on them, is in a safe condition.
 - 1.2.3. ensure health and safety factors are taken fully into account when new buildings, methods, product processes, plant and alterations are being planned.
 - 1.2.4. ensure that adequate welfare and first aid facilities and arrangements are provided and maintained.
 - 1.2.5. conduct operations such that the Company does not prejudice the Health and Safety of the Employees and prevent by the best practical means emissions of harmful or offensive substances and to neutralise the impact of any such emissions if this is possible.
 - 1.2.6. ensure that protective clothing and equipment is provided for Employees as necessary to enable them to undertake their duties in a safe and healthy manner.
 - 1.2.7. ensure that any necessary information, instruction, training and supervision to achieve satisfactory instigation of this policy and to include safety training in the induction of every new or relocated Employee.
 - 1.2.8. give the Operations Director the responsibility of ensuring that arrangements are made to fulfil this policy and the responsibility of monitoring effectiveness and continuity.
 - 1.2.9. give all Directors, Managers, Supervisors and Foremen responsibility, within their sphere of jurisdiction and responsibility, to formulate and implement detailed systems to comply with this policy and statutory requirements.

- 1.2.10. require every Employee as a condition of employment to observe safe working practices at all times and to comply with any published rule or procedures in furtherance to his/her duties under the law and to observe working practices in the interest of his/her responsibility to fellow workers, or to others who may be affected by his/her actions. Such rules and procedures will include the circumstances where the Company is a supplier, contractor or sub-contractor engaged on sites not directly managed by the Company. Management is required to ascertain if other specific rules apply to any particular site and must ensure these are understood by the Company's operatives.
- 1.2.11. encourage co-operation with all Employees by discussion and consultation with a view to developing sensitivity to the Health and Safety at Work etc Act 1974.
- 1.2.12. investigate accidents where injury or damage occurs and to keep records required by statute or as directed by the Company.
- 1.2.13. revise this written statement of amplification of policy as often as is necessary and appropriate and to advise all Employees of any such revisions.
- 1.2.14. augment this statement by publishing the organisation resulting from the policy and advise all Employees of any change to organisation matters.

2 COMPANY ORGANISATION RESPONSIBILITIES AND ARRANGEMENTS FOR IMPLEMENTATION

2.1. Directors

The ultimate responsibility and accountability for ensuring implementation of this policy rests with the Managing Director. On a day to day basis the Operations Director is responsible.

The Managing Director through the Operations Director has the responsibility over and above the statutory requirement for ensuring that adequate attention is paid throughout to health, safety and welfare in fulfilment of the policy. He will ensure that the appropriate rules and procedures are introduced, reviewed when necessary and communicated to the workforce and those that they affect including contractors, regulators, suppliers, customers, visitors and members of the public.

2.2. Responsibilities of Managers

- 2.2.1. Fire fighting equipment is always available and in working order.
- 2.2.2. First aid and medical equipment in sufficient quantity is always available and easily accessible. Each site must ensure that all Employees are aware of these arrangements and are informed of the location of such equipment.
- 2.2.3. All Employees understand the individual level of responsibility they carry out under the Health and Safety at Work etc Act 1974.

- 2.2.4. Adequate induction training is given to new Employees and follow-on training is provided as necessary.
- 2.2.5. All plant, means of access and egress, premises, tools and working environments are safe and risks kept to ALARP (as low as is reasonably practicable).
- 2.2.6. By his/her personal example encourage all Employees to work in and create a safe and healthy environment and encourage all 'employees' to make suggestions and hold joint discussions on health, safety and welfare matters.
- 2.2.7. Ensure designated areas and where specified Personal Protection Equipment (PPE) is to be worn i.e. hard hat areas and noise zones are clearly defined and enforced.
- 2.2.8. The Manager has a responsibility, which he/she may delegate to ensure that all mobile plant is managed and driven by competent workers and that they are maintained properly and, where relevant, in accordance with manufacturer's recommendations.
- 2.2.9. The Operations Director will appoint Health and Safety Representatives for each facility. It will be the responsibility of each facility to conduct regular work place meetings, reporting findings to the Operations Director.
- 2.2.10. The Operations Director and Health and Safety Representatives will ensure that the policy of the Company is carried out and will ensure that the requirements of the Company's policy are communicated to all Employees. Any difficulties in interpreting the policy or omissions will be reported to the Operations Director. The Operations Director will make sure that the Managing Director is made aware of any such difficulties or shortcomings.

2.3. **Each Employee within the Company**

- 2.3.1. Each Employee within the Company will be responsible for taking reasonable care for his/her acts in co-operating with management and supervisors regarding the use of PPE and other safety clothing and equipment in an acceptable manner, reporting defects to Managers and agreeing to undergo training or retraining where this is deemed necessary.
- 2.3.2. Appropriate disciplinary action will be taken against any Employee who is in breach of his/her responsibility for health, safety and welfare e.g. by failure to use or replace machine guards, to wear PPE, untidiness in work places or other noted unsatisfactory conduct. Any person who delegates responsibility for health, safety and welfare must ensure that the recipient is competent to assume this responsibility.
- 2.3.3. Clear instructions must be given, in writing, on the nature and extent of these delegated matters. The person accepting the responsibility must report to the superior if he/she finds the delegated duties cannot be satisfactorily discharged.

2.4. Temporary Employees

Managers and Supervisors must ensure that any appropriate rules which relate to the site are advised to temporary Employees or site visitors before they commence work and that suitable induction training is given.

3 TRAINING

- 3.1. The Company will treat this as a major requirement. Managers will ensure that they identify the training needs of existing Employees and new starters at induction and periodic appraisals. This will be logged on their training file to be considered for any training as appropriate.
- 3.2. Every approach in training to increase operators' awareness of the need for Health and Safety will be considered and action taken.
- 3.3. Training for safe operations will include such subjects as the use of machinery, guarding, the use of electricity, working in confined spaces, tidiness and good-housekeeping, maintenance and repairs, isolating plant, manual handling, correct and safe use of mobile plant and use of PPE.

4 POLLUTION

- 4.1. Management must be conscious of the effects of pollution into the air, on land or into water and all reasonable steps must be taken to eliminate this. Spillage which causes litter and nuisance are aspects requiring continual observation.
- 4.2. Management must ensure that the requirements of the Environmental Protection Act 1990 and site consents and permits are adhered to.

5 SITE INSPECTION AND REPORTS REQUIRED

- 5.1. Managers will ensure that, where appropriate, inspections are carried out and records are kept.
- 5.2. On premises subject to the Health and Safety at Work etc Act 1974 the Manager will arrange for inspection to be made on a regular basis. Original copies of such inspection reports shall be recorded on the appropriate forms and filed as required by the management system. Any actions from these inspections will be recorded on the non-compliance data-base.
- 5.3. Managers will ensure that inspections and tests of fixed and mobile plant, electrical installations and lifting and calibration equipment are carried out by competent persons and inspection and test results are properly recorded on the appropriate form in the management system. The records are filed on site and must be readily available and easy to retrieve. Any defects will be dealt with by managers or their deputy.

6 PERSONAL PROTECTIVE EQUIPMENT

- 6.1. The need to use PPE should be eliminated so far as it is reasonably practicable or minimised by modifications to plant and work systems where this is possible.
- 6.2. Following a risk assessment of work practices the appropriate PPE will be determined and issued to those employees that require it. Adequate reserves of stocks will be kept at each premises. Records of issue must be kept and employees will sign the record as received. Information, instruction and training must be given to employees on the correct use, storage, maintenance and cleaning of all such items of PPE. The Manager or his deputy will also ensure the regular and frequent inspection of safety ropes, belts, harnesses and breathing apparatus, and their proper custody when not in use. Employees must wear PPE as required by any risk assessments and safe systems of work and this is their legal duty.

7 CONTRACTORS ON SITE

- 7.1. It shall be written into all contracts where contractors enter the Company's sites on lawful business that they must accept the Company's safety, health and welfare rules and abide by them. In addition any regulations in this respect which apply to their particular business must be observed.
- 7.2. All Managers and Supervisors must ensure that on entering a site contractors are informed of the Company's Health and Safety policy and systems and supervision of contractors must be maintained by Managers. The permit to work procedure must be completed and followed.
- 7.3. Company tools/equipment should not be loaned to contractors unless it is known they are competent to use them.

8 VISITORS

- 8.1. Each site shall prominently display a sign indicating that all visitors must report to the office or weighbridge before proceeding.
- 8.2. A visitor's book will be kept on site and used in accordance with the appropriate rules. Site staff will ensure all visitors sign in and out of the site and are inducted prior to any site tour.
- 8.3. When on the site, movements of visitors must be authorised by the Site Manager or his deputy and monitored. Safety conditions must be pointed out such as hazards, moving vehicles, etc. Hard hats and high visibility PPE must be worn in the operational area.
- 8.4. Under 18's will only be allowed on site if appropriate risk assessment is completed and adequate controls can be implemented; i.e. school trips.

9 TRESPASSERS

- 9.1. Inspections of the Company's sites should be carried out periodically and recorded to ensure that all precautions to exclude such persons are taken, i.e. secure fencing, lockable gates, etc. Windows, doors, etc should be checked periodically to ensure security at all times and all plant and vehicles immobilised, doors locked and keys retained in a safe place. Traps or easy access to deep water will be avoided.

10 PROVISION, USE AND PURCHASE OF ARTICLES FOR WORK

- 10.1. The purchaser should always be conscious of the need to understand the use of materials or equipment and should always check for Health and Safety considerations. Where danger to health if improperly used may apply, the necessary level of management must provide adequate information and instruction in the safe operation of such materials and equipment.

11 LIFTING OPERATIONS AND LIFTING EQUIPMENT REGISTER (LOLER '98)

- 11.1. Statutory requirements covering lifting equipment both on vehicles, i.e. loading shovel arms and stops, chains and fall arrest equipment; i.e. harness and lanyard used in the cherry picker will be complied with on Company sites.

12 MANUAL HANDLING REGULATIONS

- 12.1 The Company requires assessments to be carried out wherever a person's job involves lifting, carrying, pushing or pulling loads.
- 12.2 Managers or Supervisors must carry out a manual handling risk assessment and take account of the task, the Individual's capability, the load to be carried, lifted or pulled and the working environment.
- 12.3 Training in correct lifting technique should be given if lifting cannot be eliminated. Information, instruction and training on how lifting and carrying can affect health and problems with musculoskeletal disorders (MSD's) should be given.

13 FIRE-FIGHTING, FIRE EQUIPMENT AND MEANS OF ESCAPE

- 13.1 Managers with lines of responsibility must ensure: -
- 13.1.1 A fire risk assessment will be carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005. All reasonable and practical steps are taken to prevent fire including electrical faults, accumulations of combustible materials, smoking and exposure to naked light, burning and welding operations.

- 13.1.2 An adequate supply of fire extinguishers of differing types to allow fire-fighting of different classes of fire. These must be serviced annually and inspected weekly. Procedures for dealing with fire at each site will vary and these when formulated must be communicated to each Employee.
- 13.1.3. Adequate means of escape shall be maintained and safe-guarded.
- 13.1.4. Fire alarms, if used, should be tested weekly and logged on the inspection sheet.
- 13.1.5. Where necessary, fire-fighting or fire evacuation should be practised once a year.
- 13.1.6. If fire occurs, then the local fire brigade should be summoned to attend and the Emergency Plan implemented.

14 ENFORCEMENT NOTICES

- 14.1. If any such legal notices are issued or imposed by a statutory authority (HSE, Environment Agency or Environmental Health) to the Company, these must be communicated to the Operations Director immediately and dealt with as an urgent matter.

15 ACCIDENT INVESTIGATION, RECORDING AND REPORTING

- 15.1. All accidents and dangerous occurrences must be investigated and recorded using the correct procedure in the Company's Integrated Management System.

All accidents which cause absence from work must be reported through line management and any notifiable accidents under the RIDDOR, (Reporting of Injury, Disease & Dangerous Occurrence) Regulations must be reported to the Health and Safety Executive through the Incident Contact Centre Central main Number.

All accidents, dangerous occurrences and occupational diseases which are required to be reported to the Health and Safety Executive by legislation must be notified to senior management.

Potentially dangerous occurrences, (near miss or hazard alerts) must be recorded and reported to senior management for preventative action to be taken.

16 WELFARE

- 16.1. Management will ensure the provision and maintenance of adequate facilities including the provision of sanitary conveniences and washing and drinking facilities, and an area for changing and drying clothes and taking meals that will be kept clean and hygienic.

17 FIRST AID

- 17.1. An assessment of first aid requirements will be undertaken at Company facilities based on the level of risk and work activities to determine the level of first aid provision required at each facility.
- 17.2. First Aid facilities must be available on every site and the Company provides first aiders at each site who are trained and competent to administer first aid. The Company will ensure the first aiders' training is up to date and renewed every three years as required.
- 17.3. Where this cannot be achieved or is impractical or when the site first aider is not present then an 'emergency first aider' will be provided to take charge of any emergency situation and to be responsible for calling an ambulance and/or medical services and for the provision of adequate first aid equipment.

18 MEDICAL FITNESS

- 18.1. Management will not employ people who are mentally or physically unfit for the work to be performed and where there are reasonable grounds to question an individual's suitability, an Occupational Health Advisor will be consulted for advice. It may be necessary to refer an employee for a medical check-up.

19 OFFICES

- 19.1. The responsibility for the maintenance of a safe and healthy office rests with the appropriate Manager
- 19.2. The Workplace (Health, Safety and Welfare) Regulations 1992 which came into force in 1997 covers offices. The Display Screen Equipment Regulations must be complied with and all computer users will carry out an assessment of their workstation.

20 HEALTH AND SAFETY STANDARD TO BE ACHIEVED

- 20.1. The Health and Safety at Work etc Act 1974 and all Regulations made under this Act, OHSAS 18001/2007, Approved Codes of Practice and Guidance Notes issued by the Health and Safety Executive and Company instructions and regulations on safe working procedures shall be adhered to so far as is reasonably practicable.

21 DISTRIBUTION OF THIS POLICY

- 21.1. Management will ensure this policy is distributed and communicated to all Employees and the Managers will ensure that a copy of this document is displayed permanently at all sites owned and/or operated by the Company and re-issued and communicated after each review.

21.2. A copy of the policy will be given to all new Employees at induction.

21.3. When this document is updated, replacement documents will be issued and must follow the procedure outlined above.

22 EMERGENCY PROCEDURES

22.1. These procedures apply to major incidents involving fire, accidents, injury and pollution. On discovering the emergency the following action is to be taken: -

1. Assess the situation
 - take in what has happened quickly and calmly
 - look for dangers to yourself and any casualty
 - never put yourself at risk if the incident involves high voltage electricity keeping at least 18m away until officially informed that the power is cut off
2. Make the area safe
 - protect any casualty from danger
 - do not try to do too much yourself
 - turn off any machines or electrical supplies at isolators
3. Assess any casualty or the extent of any damage and give emergency aid if you feel confident to do so
 - with more than one casualty follow your assessment to decide priorities
4. Get Help
5. When calling the emergency services always give the following information: -
 - your mobile telephone number and the office number
Specific Site Facility Office No: Canford – 01202 581700
Blaise – 01732 873215
Sharpness – 01453 811184
Avonmouth - TBC
Head Office No: 01202 812300
 - the exact location of the incident and how the emergency services can obtain access e.g. follow site specific rules
 - the type and seriousness of the incident
 - the number, sex and appropriate age of the casualties and anything you know about their condition – for example 'man early fifties, suspected heart attack – cardiac arrest'
 - details of any hazard such as gas, hazardous substances, power line damage, micro-organisms.

Health, Safety & Welfare Policy



Do not put the telephone down until the control office clerk instructs.

6. After calling the emergency services or if they are not required, alert management by telephone in the order shown: -

	Mobile
Facility Manager	
Canford	07860 729256
Blaise	07764 822184
Sharpness	07775 420638
Cotesbach	07825 253317
Avonmouth	07557 111545
Nominated Local Key Holders	Posted on Site Notice Boards
Operations Director (HQ)	07824 995053
Managing Director	07980 780753

Advise of the situation and the Manager will advise on the appropriate action to be taken.

7. For minor incidents, i.e. those not involving injury to persons, or only minor damage without imminent threat of further damage either during or out of working hours alert the Facility Manager or Nominated Local Key Holder. In the absence of both of these alert the Operations Director or the Managing Director.