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Marches Biogas Occupational Health And Safety Policy

1. POLICY STATEMENT

Marches Biogas Ltd, including its divisions being Principle Biogas and Evolution Biogas acknowledges the paramount importance of Health & Safety at Work. Any further reference to Marches Biogas within this policy will include its divisions being Principle Biogas and Evolution Biogas.

The Health & Safety at Work Act 1974 imposes statutory duties on employers and employees and to enable these statutory duties and general duties to be carried out it is the policy of Marches Biogas Ltd to ensure that the responsibilities of Occupational Health & Safety are properly assigned, accepted and fulfilled at all levels of Marches Biogas and that all practical steps are taken to safeguard the safety of all operations under our control and to safeguard the health, safety and welfare of all employees.

It is the overriding intention of Marches Biogas Ltd to prevent accidents and cases of work-related ill health and to provide adequate control of Occupational Health and Safety risks arising from work activities.

It is the intention of Marches Biogas Ltd to ensure that:

- This policy is reviewed at regular intervals and revised as necessary and the individuals within Marches Biogas have been allocated specific Occupational Health and Safety responsibilities. These individuals and their responsibilities are referred to in the **Marches Biogas Roles and Responsibilities Matrix**
- All employees and sub-contractors are familiar with Marches Biogas Occupational Health & Safety Policy.
- A commitment is made to comply with applicable legal requirements and with other requirements to which relate to Occupational Health and Safety hazards to which Marches Biogas subscribes as detailed in the **Marches Biogas Legal and Other Health and Safety Requirements Register**
- Relevant risk assessments are prepared utilising the **Marches Biogas Hazard Identification and Risk Assessment Procedure** and that the actions required to remove/control the risks are implemented.
- Implemented actions have removed/reduced the risks and will report the findings of the risk assessments to all relevant employees via the **Marches Biogas Communication Procedure**
- Assessments are collated in the **Marches Biogas Risk Registers** and are reviewed annually or when the work activity changes, whichever is soonest.
- The provision and maintenance of places and systems of work, plant and machinery are safe and without risks to health, not only to employees and sub-contractors but also to any person who may be affected with regard to any premises or operations under our control.
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risk to health and that adequate information is available in this respect. This information is found in the **Marches Biogas COSHH Assessments** and the **Marches Biogas Transport of Hazardous Material Policy**
- Employees are provided with such information, instruction, training and supervision as is necessary to ensure their occupational health & safety. Marches Biogas will ensure that all employees have the relevant training to undertake their role safely and competently and is committed to ensuring that employees do not perform tasks if they have not received the relevant training.

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- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work by the use of the **Marches Biogas First Aid Policy**, the **Marches Biogas Fire Risk Policy**, the **Marches Biogas Hazard Identification and Risk Assessment Procedure**, the **Marches Biogas COSHH Assessments**, any relevant **Site Plans** and the **Marches Biogas Permit to Work Policy**
- Suitable protective clothing and safety equipment will be made available where appropriate and as outlined in the **Marches Biogas Personal Protection Equipment Policy**

It is the duty of all employees and sub-contractors within a Marches Biogas workplace:

- To take reasonable steps for the Occupational Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with Marches Biogas in the implementation of this Occupational Health & Safety Policy and to ensure that they do not put themselves or others at risk.
- To report any Occupational Health and Safety concerns to their immediate manager or the relevant person as detailed in the **Marches Biogas Communication Procedure** and or the **Marches Biogas Roles and Responsibilities Matrix**

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2. ORGANISATION AND RESPONSIBILITIES

General Organisation

- The Managing Director and Senior Managers are responsible for Occupational Health and Safety, for the monitoring of the policy and for dealing with related problems.
- Constructive suggestions to improve health, safety and welfare within Marches Biogas will be welcomed from any employee. Any such suggestions should be referred to their immediate manager or the relevant person as detailed in the Marches Biogas Communication Procedure and or the Marches Biogas Roles and Responsibilities Matrix

General Responsibilities

- The Managing Director and Senior Managers are responsible for the implementation of the Occupational Health and Safety Policy.
- All employees and sub-contractors are expected to set a personal example and take reasonable care for the Occupational Health and Safety of themselves and others who may be affected by their acts or omissions at work. Employees who are responsible for supervision are expected to promote and encourage safety awareness in the employees and sub-contractors under their control.
- All employees should have knowledge of the legislation governing the activities that they are employed upon.

Specific Responsibilities

The following responsibilities are the specific duties of management and are in addition to the duties outlined above under **General Responsibilities**.

Managing Director

- Responsible for the overall arrangements and for ensuring that Marches Biogas's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the occupational health, safety and welfare of all employees and others who may be affected by its operations.
- Generate an awareness of safety within Marches Biogas as an integral part of good management.
- Review and approve the high level policies as detailed in the Marches Biogas Policies Register

Senior Managers

- Generate an awareness of safety within Marches Biogas as an integral part of good management.
- Carry out inspection of workplaces, give guidance and advise employees on all aspects of Occupational Health and Safety.
- Carry out annual Occupational Health and Safety inspections and recommend improvements.
- Prepare and distribute safety reports after each inspection.
- Ensure all registers, certificates and other related statutory documents are properly maintained.
- Generate an awareness of safety within Marches Biogas as an integral part of good management.
- Prepare records of all incidents in line with Marches Biogas reporting requirements and carry out root cause analysis of all incidents.

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Site Managers

- Ensure the production of precise information and instructions to other employees and sub-contractors in order to promote safe working methods.
- Ensure that the workplaces under his/her control are adequate with respect to Occupational Health and Safety.
- Ensure that employees under their control are familiar with Marches Biogas’s Occupational Health and Safety Policy and comply with all relevant safety procedures.
- Ensure that arrangements with sub-contractors and other contractors are made to clearly define areas of responsibility and ensure that they have a satisfactory Occupational Health & Safety Policy.
- Organise the works to maintain, as far as is reasonably practicable, a working environment that is safe and without risk to health.
- Ensure that sub-contractors and their employees work safely, using suitable protective clothing and safety equipment where appropriate.
- Ensure that all visitors to the site are aware of the risks and are issued with suitable protective clothing or safety equipment where appropriate.
- Maintain a safety register and report all accidents to the Health and Safety Manager.

Employees

- To take reasonable steps for the Occupational Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.
- To co-operate with Marches Biogas in the implementation of this Occupational Health & Safety Policy and to ensure that they do not put themselves or others at risk.
- To report any Occupational Health and Safety concerns to their immediate manager or the relevant person as detailed in the Marches Biogas Communication Procedure and or the Marches Biogas Roles and Responsibilities Matrix

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3. ARRANGEMENTS

Training

As outlined in the **Marches Biogas Training Policy** the Senior Managers are responsible for undertaking staff reviews, identifying the Occupational Health and Safety training requirements, implementing training plans and refresher courses for all employees as necessary and documenting all progress in the **Marches Biogas Skills and Competency Matrix**.

Safe Systems of Work

Employees who are responsible for the supervision of other employees and sub-contractors are expected to identify, provide and maintain safe systems of work utilising the **Marches Biogas First Aid Policy**, the **Marches Biogas Fire Risk Policy**, the **Marches Biogas Hazard Identification and Risk Assessment Procedure**, the **Marches Biogas COSHH Assessments**, any relevant **Site Plans** and the **Marches Biogas Permit to Work Policy** which covers work recognised as having special risks, e.g. entry into confined spaces, hot work, electrical isolations and the safe use of flammable gases.

Site Works

A pre contract health and safety meeting will be held with the client before the commencement of that specific contract to determine and ensure:

- The site is managed and controlled to keep all workers and their activities safe in line with the **Industry Guidance for Principal Contractors as Issued by the HSE**.
- Adequate arrangements are made to keep sites in a clean, orderly and safe condition.
- Walkways, gangways and roads are clearly marked and are clearly marked on the **Site Plans**
- At all sites safe means of access to and from all working areas are to be provided and maintained.
- Adequate arrangements are made at each site for flammable, toxic and corrosive substances to be stored and used safely and without risk to health in line with the **Marches Biogas COSHH Assessments**
- The established Permit to Work procedure is to be used wherever necessary as outlined in the **Marches Biogas Permit to Work Policy**.
- Regular inspections of the site and workplace are carried out using the **Marches Biogas Site Inspection Form** ensuring issues and concerns are recorded and appropriate action is taken by management.
- All reported workplace incidents are investigated and appropriate action is taken to address causes using the **Marches Biogas Accident and Incident Reporting Procedure**.

Sub-Contractors

Potential sub-contractors must demonstrate a commitment to an active Occupational Health and Safety Policy. Past safety records and the ability to manage their works safely will be taken into consideration in the selection of sub-contractors.

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Hazardous Substances

In line with the **Marches Biogas COSHH Assessments** employees responsible for the use, handling, storage or transport of substances which are identified as being either flammable, toxic, corrosive or explosive must make arrangements to ensure that the use, handling, storage and transport of such substances is safe and without risk to health.

Where hazardous substances are identified and used, adequate precautions must be taken to ensure the health and safety of persons affected by the proper use of protective clothing and respiratory equipment and the safety precautions laid down by the manufacturer must be complied with.

Internal Communication

The Managing Director and Senior Managers will set a personal example and develop enthusiasm in others to raise the standard of safety awareness during regular visits to all workplaces.

All communications received by the Managing Director and Senior Managers from clients and or their agents relating to Occupational Health and Safety will be circulated following consultation with the management concerned.

All employees are encouraged to maintain and develop an interest in Occupational Health and Safety matters. All suggestions on possible improvements to Marches Biogas's Occupational Health and Safety performance should be addressed to their immediate manager or Senior Managers through the use of the **Marches Biogas Communication Procedure**.

Fire

All employees should ensure that they are familiar with the fire escape route from their place of work and their designated assembly point as detailed on the associated **Site Plan** to that place of work.

Marches Biogas will ensure that appropriate firefighting and alarm equipment is installed and regularly inspected by a competent person.

Procedures for firefighting and escape are detailed in the **Marches Biogas Fire Drill Procedure** and practice drills implemented on a regular basis and where necessary reviewed after the practice drills.

Records

The Managing Director is responsible for ensuring senior management are managing the document control system effectively maintaining all records and registers as required by statutory bodies and Marches Biogas as detailed in the **Marches Biogas Document and Records Control Procedure**

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Monitoring

The managing director, senior managers and site managers will carry out inspections of all workplaces using the **Marches Biogas Site Inspection Form**. All inspection reports will be presented to senior managers once completed for further actions when required.

The managing director and senior managers will investigate all major accidents and dangerous occurrences and prepare the necessary reports, take statements and where practicable make recommendations to prevent a recurrence.

All accidents, injuries or near misses should be reported to a responsible person who will ensure Marches Biogas's procedures are followed as detailed in the **Marches Biogas Accident and Incident Reporting Procedure**

Review

It is the responsibility of the managing director and senior managers to review and analyse the information on all **Marches Biogas Site Inspection Forms, Marches Biogas Accident and Incident Investigation Report Forms** to assess accident trends and review the overall safety performance.

The purpose of the reviews is for the managing director and senior managers to undertake a strategic and critical evaluation of the performance of the Occupational Health and Safety management of Marches Biogas to ensure it continues to be:

- Suitable – Does it still fit the organisation, its purpose and culture?
- Adequate – Is it still appropriate and sufficient?
- Effective – Does it achieve the intended outcome?

The outputs of the management review will be documented and communicated to employees and their representatives.

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4. GENERAL OCCUPATIONAL HEALTH AND SAFETY RULES

Safety is often a question of common sense. However, the following rules are intended to be a guide to safe working for all employees in order to protect the wellbeing of all individuals and those around them.

These rules are important. Remember, you, as an individual, have most to benefit from safety so please read them carefully to ensure that you understand what is expected of you and at all times:

BE AWARE – THINK SAFETY.

Working Practices

- You must not operate any machine, plant or equipment unless you have been trained and authorised to do so.
- You must make full and proper use of all machine guarding.
- You must report to Management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
- You must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- You must use all substances, chemicals, liquids etc in accordance with all written and verbal instructions.
- You must return all substances, chemicals, liquids etc to their designated safe storage area when not in use.

Notices and Written Instructions

- You must comply with all hazard/warning signs and notices displayed on the premises.
- You are expected to read and observe any notices and instructions displayed in your work area.
- You should be aware of the location of First Aid Stations and the identity of trained first aiders.

Working Conditions and Environment

- You must make proper use of, and properly maintain, all safety equipment and facilities provided to control working conditions or environment.
- You must keep work areas clear and in a clean and tidy condition.
- You must dispose of all rubbish and waste materials within the working area, using the facilities provided.
- You must clear up any spillage of liquids as soon as is practicable.
- You must deposit waste chemicals or oils at the correct disposal points and in accordance with your Supervisor's instruction.
- You must not pollute water courses, sewers or drains with chemicals, oils or other hazardous substances.

Protective Clothing and Equipment

- You must use all items of protective clothing/equipment as instructed.
- You must not misuse or wilfully damage any item of protective clothing/equipment provided.
- You must report any damage, loss, fault or unsuitability of protective clothing/equipment to your Supervisor.

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Fire Precautions

- You must conform with all emergency procedures and instructions relevant to your work activity.
- You must not obstruct any fire escape route, fire equipment or fire doors.
- You must report any use of firefighting equipment to your Supervisor.
- You should familiarise yourself with the designated fire escape routes from your place of work and the fire emergency procedures.

Vehicles and Machinery

- You must inspect your vehicle regularly to ensure that it is maintained in a roadworthy condition.
- You must not drive or operate any vehicle for which you do not hold the appropriate driving licence or permit.
- You must not carry unauthorised passengers or unauthorised loads.
- You must not use vehicles for unauthorised purposes.
- You must not overload vehicles beyond the stated capacity.
- You must not drive or operate any vehicle or machine whilst suffering from an illness or taking medication that could impair your driving or operating ability.

Accidents

- You must seek first aid treatment for any injury that you may receive no matter how slight it may seem to be. Upon returning from treatment you must report the incident to your Supervisor.
- You must report all accidents and dangerous occurrences to your Supervisor as soon as it is practicable.
- You must notify your Supervisor of any incident in which damage is caused to Marches Biogas's or customers' property.

Health

- You must report to your Supervisor any medical condition which could affect the safety or health of yourself or others.
- You are expected to co-operate on the implementation of medical and occupational health provisions.
- You should follow Marches Biogas's instructions regarding working in contact with sewage or natural inland surface waters.

Signed for and on the behalf of Marches Biogas Ltd on 12th March 2019



Russell Mulliner

Managing Director

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5. REFERENCE DOCUMENTS

- **Marches Biogas Roles and Responsibilities Matrix**
- **Marches Biogas Legal and Other Health and Safety Requirements Register**
- **Marches Biogas Hazard Identification and Risk Assessment Procedure**
- **Marches Biogas Communication Procedure**
- **Marches Biogas Risk Registers**
- **Marches Biogas COSHH Assessments**
- **Marches Biogas Transport of Hazardous Material Policy**
- **Marches Biogas First Aid Policy**
- **Marches Biogas Fire Risk Policy**
- **Site Plans**
- **Marches Biogas Permit to Work Policy**
- **Marches Biogas Personal Protection Equipment Policy**
- **Marches Biogas Policies Register**
- **Marches Biogas Training Policy**
- **Marches Biogas Skills and Competency Matrix.**
- **Industry Guidance for Principal Contractors as Issued by the HSE**
- **Marches Biogas Site Inspection Form**
- **Marches Biogas Accident and Incident Reporting Procedure**
- **Marches Biogas Accident and Incident Investigation Report Form**
- **Marches Biogas Fire Drill Procedure**
- **Marches Biogas Document and Records Control Procedure**

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