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| Role  | Person  | Responsibilities  |
| Directors  | Mark Ketcher Kieran Montgomery  | * Taking accountability for the effectiveness of the EMS.
* Ensuring that the environmental policy and environmental objectives are established and are compatible with the strategic direction and the context of the organisation.
* Ensuring the integration of the EMS requirements into the organisations business processes
* Ensuring the resources needed for the EMS are available
* Communicating the importance of effective environmental management and conforming to the EMS requirements
* Ensuring the EMS achieves its intended outcomes
* Directing and supporting persons to contribute to the effectiveness of the EMS
* Promoting continual improvement
* Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility
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| Company Secretary  | Lorraine Shirley  | * General company secretary duties as per the companies act 2006/2008
* Managing head office team – all departments
* Insurance
* Complaints
* Environment
* Liaising with directors/ shareholders
* Adhoc duties
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| Compliance Coordinators  | David Albrighton Laura Hands  | * Internal site audits
* Document control
* Compliance control
* Audit preparation
* External audits
* Accreditation preparation
* Reporting performance of the EMS to top management
* Performance reviews of the ems
* Responding to and maintaining records of site environmental communications
* Maintaining records and documented information as appropriate
* Advising top management on the implementation of the EMS and maintenance of compliance with the standard
* Organising and carrying out management reviews
* Approve and reapprove the EMS documents for adequacy
* Ensure effective communication of the company’s environmental policy
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| Quarry Manger  | Wayne Wardle – Meriden Aggregates Paul Lagram – Woodcote Wood Matt Leather – Saredon Brian Dorman – Meriden Waste Management Allan McKenzie - Site Supervisor – all sites  | * Examining the materials produced to ensure that a high quality of product is maintained.
* Closely monitoring all areas of the quarry to ensure that extraction and processing work is carried out to the highest standard.
* Assessing equipment and production materials levels; undertaking regular site inspections and risk assessments in order to comply with all health and safety regulations.
* Checking that all machinery/ vehicles on site are maintained to a good standard.
* Ordering new items for site and staff as required.
* Liaising with staff on site and dealing with any technical or staffing challenges that may arise.
* Balancing the needs of the customers with the internal production of material.
* Liaising with sales and commercial teams.
* Producing traffic management plans for site.
* Carrying out daily/ weekly/ monthly and yearly site inspections.
* Delivering toolbox talks and company updates to staff members.
* Identifying training requirements for site.
* Maintaining up- to-date records on site and dealing with a range of paperwork.
* Keeping up to date with relevant government legislation and industry developments.
* Checking that the quarry’s production levels are maintained safely and to schedule.
* Managing and recruiting staff.
* Providing the accounts team with statistics on the quarry’s performance.
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| Environmental and Compliance Co-ordinator  | Reece Townend  | * Provide WAMITAB cover for landfill and recycling operations
* Liaise with EA during audits and action any CAR reports if required
* Quarterly waste returns (provide the volumes tipped in landfill and recycling sites to EA)
* Oversee landfill monitoring reports sent to EA via consultant
* Write and update; WRAP protocol, acceptance procedures and rejection procedures
* Oversee recycled material testing and specialised materials
* Ensure we are complying to our permit and planning conditions for landfill and recycling
* Approve or reject construction and demolition sites for tipping by chemically and historically assessing sites
* Commercially price customers for tipping as well as material when required
* Create remediation strategies and testing regimes for new contracts
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| Aggregate and Concrete Technician  | Sophie Hughes  | * Provide technical advice and support to other internal departments.
* Provide technical advice and support to customers (emails, phone calls, and site visits).
* Carry out preliminary complaint investigations.
* Report all material no conformities to quarry management.
* Monitoring of analysis and trends following testing materials to ensure appropriate preventative action have been taken to ensure quality and technical performance is maintained.
* Ensuring all laboratory equipment is well maintained and calibrated.
* Management system procedures in full compliance with bs standards.
* Ensure the sampling and testing of all aggregates and concrete materials are carried out at required frequencies.
* Ensuring all work within the laboratory is carried out in a safe manner and the premises are maintained in a clean and tidy manner.
* Assist quarry management with relevant audit assessments.
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| Aggregate and Technician Apprentice  | Joe Corbett  | * Carry out daily testing withing the laboratory.
* Carry out weekly and daily aggregate sampling on NRS sites (sampling stock and current production).
* Carry out weekly concrete sampling (Midland Mix Concrete).
* Comply to relevant BS Standards.
* Assist with preliminary compliant investigation.
* Report all instances of product and test failures to technical line manager.
* Completion of test forms.
* Imputing test results.
* Ensure all laboratory equipment is well maintained.
* Ensure the laboratory is maintained in a clean and tidy manner at all times.
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| Material Processing Team  | N/A | * Day to day operating of the wash plant for production of materials.
* Daily/weekly inspection and checking of the processing plant, reporting any problem/issues.
* Inspections and checks of final products for quality and conformity.
* Operate mobile plant when required.
* Supervise quarry staff as and when required.
* Quarry Regulations 1999, Section 8.1d appointee, deputy to the quarry manager.
* Liaise with contractor fitters/engineers on site.
* Liaise with visitors and customers.
* Work closely with the quarry manager to achieve set targets of production and cost control.
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| Extraction team  | N/A | * Operate and maintain the mobile plant.

Load road lorries with finished products for sale. Load road lorries from the surge pile for production. Liaise with quarry manager and wash plant supervisor of stocks and production controls. Liaise with visiting lorries.  |
| Recycling Team | N/A | – Excavator operator – * Loads the plant
* Looks after the plant i.e. cleaning / Autonomous maintenance / Running the plant.

Loading Shovel operator –* Stocking material from the plant
* Loading road wagons
* Loading dumpers
* Cleaning / Autonomous maintenance

**–** Load inspector **-** * Inspects all incoming loads to ensure that they comply with our permitted waste stream
* Ensure that if they are for landfill they have been passed off and we have the relevant information
* Divert stone enriched loads that would normally go to landfill but can be recycled
* Hold a record of each load into site and its destination. (This will be done electronically once the system is in place)

– Dumper operator –* Taking loads of soil / hardcore to different locations as required.
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| Weighbridge staff  |  | * Production of weight tickets via Uniwin systems for all lorries leaving the quarry.
* Liaise with visitors and customers, in person and on the telephone.
* Control of ordering of quarry stationary.
* Liaise with quarry manager and commercial staff.
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| Environmental Consultant  | Mark Kendall | * Provide WAMITAB cover for landfill and recycling operations
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* Write and update; WRAP protocol, acceptance procedures and rejection procedures
* Oversee recycled material testing and specialised materials
* Ensure we are complying to our permit and planning conditions for landfill and recycling
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* Commercially price customers for tipping as well as material when required
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| External Planning Consultant  | n/a | * Liaise with local authorities and national authorities and their planning departments
* Creating and submitting various applications for NRS sites
* Arranging for surveys to be carried out
* Documenting and controlling application and survey paperwork and keeping it on file
* Keeping NRS up to date with new planning regs and rules that come into force.
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