



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

Contents

Section 1 – Policy Statement

1. Introduction
2. Statement of Intent
3. Policy Aims/Objectives

Section 2 – Health and Safety Responsibilities

4. Introduction
5. Company Responsibilities
6. Directors Responsibilities
7. Managers Responsibilities
8. Health and Safety Department Responsibilities
9. Employees Responsibilities

Section 3 – Health and Safety Arrangements

10. Emergency Procedures
11. Control and Management of Asbestos
12. Stress in the Workplace
13. First Aid 13a. Accidental Blood Shed
14. Accident & Near Miss Reporting
15. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
16. Electrical Safety
17. Risk Assessment
18. C.O.S.H.H.
19. Manual Handling
20. Office Safety
21. Display Screen Equipment
22. Contractors
23. Use of Work Equipment (Tools, Plant & Machinery)
24. Personal Protective Equipment (PPE)
25. Noise
26. Smoking & E-Cigarette Use
27. Consultation



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

SECTION 1 – POLICY STATEMENT

1. Introduction

The Health and Safety at Work Act 1974 places responsibilities on employers to ensure they provide a safe and healthy working environment for all their employees and others who may be affected by their activities.

The Company is fully committed to ensuring full compliance with the Health and Safety at Work Act 1974 and all the relevant and associated Regulations, Codes of Practice and Guidance.

Our Health & Safety policy sets out the general policy for protecting the health & safety and welfare of our employees at work and others who may be affected by our activities. This policy document applies to all employees within East Lancashire Chemical Company Ltd and all Company sites that you may be asked to work at from time to time.

In order to fulfil its duties under the Health and Safety at Work Act 1974 the Company seeks the full co-operation of all its employees in order to ensure compliance and to meet its aims and objectives of this policy.

2. Statement of Intent

It is the Company's intention to enforce appropriate measures to control and monitor health and safety procedures as a vital part of running East Lancashire Chemical Company Ltd as an efficient & successful operation.

Therefore, so far as is reasonably practicable, East Lancashire Chemical Company Ltd shall:

- Ensures that equipment and working practices are safe and offer no hazard or risk to the health and safety of employees and others who may be affected by our activities
- Ensures that all necessary precautions are taken in respect of safe use, handling, storage and transport of materials and substances
- Provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees
- Maintain all places of work, work equipment and transport under its control, in a safe condition, free from any risk to health
- Provides adequate facilities for the welfare of employees
- Safeguards the health and safety of visitors, contractors and of any members of the general public who could be affected by its activities



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

- Provides all necessary information relating to health and safety in respect of procedures and services and where necessary, consults with employees
- Review and update the policy as and when necessary, particularly in respect of major changes within the company and/or changes in legislation and bring these changes to the attention of all employees
- Ensures that all employees are mindful of their health and safety responsibilities and cooperate with management in its efforts to fulfil the above policy
- Ensures the policy is monitored in the workplace

3. Policy Aims/Objectives

The Company considers effective health and safety management to be an essential element within its overall business plan.

The key policy aims/objectives are:

- To ensure that management and staff are aware of and accept their individual and collective responsibilities for the health and safety of themselves and others
- To ensure that all employees co-operate in the carrying out of this policy and to encourage full participation of all employees in matters concerning health and safety within the Company
- To identify and eliminate (or control) any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment
- To provide the necessary resources, both physical and financial for the implementation of health and safety legislation and the aims/objectives identified in this policy
- To promote a positive health and safety culture. The Company believes that excellence in the management of health and safety is an essential element and that a motivated, confident, acknowledged and appreciated workforce is more efficient and effective
- To systematically review and refine our policies, procedures and arrangements with regard to health and safety
- It is the duty of every employee to make themselves familiar with the content of this document, in particular with regard to their individual responsibilities. Failure to comply with the requirements set out herein will be treated as misconduct and will result in appropriate disciplinary action
- The company undertakes to review the policy at regular intervals, to ensure that it continues to comply with legal requirements, and to reflect current working practices



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

Reviews will be undertaken:

- If there are changes to business operations
- If working/operating procedures and or processes change or are modified
- When there are changes in structure or key personnel
- In the event of changes in legislation, regulations or approved codes of practice
- Following any failings in procedures or policy highlighted in accident/incident investigations
- At least annually

SECTION 2 – HEALTH & SAFETY RESPONSIBILITIES

4. Introduction

This section sets out the individual Health and Safety responsibilities of the Company, its Directors, Management, Health & Safety Management and employees.

5. Company Responsibilities

The Company Managing Director has overall responsibility for the management of Health and Safety throughout the organisation. He is assisted in performing the duties associated with these responsibilities by the Health and Safety department.

The Company will ensure that responsibilities for health and safety matters are effectively allocated, accepted and carried out at all levels within East Lancashire Chemical Company Ltd.

The Company will ensure that:

- Suitable and sufficient assessments of the health and safety risks to employees, and employees affected by our undertakings, are carried out and reviewed at appropriate intervals
- Suitable arrangements are made for the planning, organisation, control and monitoring of health and safety
- Appropriate health surveillance is provided, where identified
- Adequate competent persons are appointed to assist in complying with health and safety legislation



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

- Employees, visitors and contractors are provided with sufficient information, instruction, training and supervision on health and safety matters including risks identified
- There are suitable and adequate emergency procedures in place in the event of fire, accident or other emergency
- Procedures are created for the safe use, handling, storage and transport of articles and substances for use at work
- The provision and maintenance of plant, machinery and equipment to ensure it is safe and free from risks
- There is a safe place of work and healthy working environment with safe access and egress and adequate welfare facilities

6. Directors Responsibilities

The Managing Director along with the Company Directors will ensure that adequate funds are allocated to enable the effective implementation of all relevant legislation and that arrangements exist for the effective management of Health and Safety.

Company Directors are responsible for the effective management of Health and Safety within their respective areas of responsibility.

They will ensure:

- That they promote a positive and proactive approach to health and safety
- Adequate risk assessments are carried out and brought to the attention of employees
- That the relevant sections of the health and safety policy, systems and procedures are brought to the attention of all employees
- Adequate resources are provided for the implementation of the Policy
- That responsibility for health and safety is properly assigned and accepted at all levels
- Safe systems of work are devised, provided and maintained to reduce/eliminate risk to health
- Procedures are created for the safe use, handling, storage and transport of articles and substances for use at work
- Plant, machinery and equipment are safe and free from risks
- Effective monitoring of contractors is followed in accordance with Company procedures



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

7. Managers Responsibilities

Managers are responsible for the effective management of Health and Safety within their area of control. They will ensure that:

- They promote a positive and proactive approach to health and safety
- Adequate risk assessments are carried out and brought to the attention of employees
- The relevant sections of the safety policy, systems and procedures are brought to the attention of all employees
- The health and safety training needs of all employees are identified, and that appropriate training is provided
- Adequate levels of supervision are provided at all times
- All accident, incidents, near misses and diseases covered by current legislation are investigated, reported and steps taken to prevent a recurrence

8. Health and Safety Department Responsibilities

The Health and Safety department is a key role in the promotion of health and safety within the organisation. The and the support of local Managers will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

The Health and Safety department will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this Policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

Responsibilities of the Health and Safety department shall include:

- Updating the Health and Safety Policy and associated policies
- Ensuring that all new employees are aware of this Policy and any other rules through induction training. This should be completed during the first working week where possible
- The assessment of all risks to staff, visitors and others, using the Company's premises
- Provide training and re-training where necessary for staff on health and safety matters
- Ensuring that all staff are fully trained to discharge their duties
- Advise and assist Directors and Managers on safety policies and health and safety issues



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

- Oversee safety inspections by the Health and Safety Executive and Local Authority to ensure the Company's premises comply with at least minimum requirements
- Ensuring adequate procedures are in place and notified to all employees for fire prevention and evacuation in line with current Fire Safety legislation
- Ensure adequate First Aid arrangements are in place and notified to all employees, including the appointment of an adequate number of First Aiders
- Maintain records of accidents in the Accident Book and ensure all accidents are investigated including the reporting of all incidents under R.I.D.D.O.R. to the appropriate authority
- Carry out reporting procedures relating to Health and Safety as required by statute law and the Health and Safety Executive and other authorities
- Implement and enforce the Company's Smoke Free Policy or designate "smoke-free" areas
- Implement recommendations of risk assessments identified within the Company

Health and Safety department, together with Directors Where appropriate consult with Trade Union Safety Representatives or other designated Employee Safety Representatives on all matters relating to health & safety

9. Employees Responsibilities

Whilst the duty to ensure compliance with Health and Safety matters remains with the Company, all employees are responsible for taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

All employees whilst at work must:

- Familiarise themselves and comply with the Company's Health & Safety Policy and any other procedures or rules regarding health and safety
- Report all accidents involving injury to their manager or supervisor
- Keep all walkways, stairs and corridors free of obstructions especially emergency exits
- Observe all rules and procedures relating to the evacuation of premises during an emergency, in particular the position of all fire equipment and exit routes
- Ensure all work areas, staff rooms and washrooms are kept clean and tidy
- Comply with the Health & Safety Policy and fully observe the safety rules
- Report any safety hazard within their work area or malfunction of any item of plant or machinery to management
- Do not attempt to repair faulty electrical equipment, unless qualified to do so
- Fully conform to all Health and Safety written or verbal instruction given to them to ensure their personal safety and the safety of others



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

- Dress sensibly and safely for their particular working environment or occupation
- Conduct themselves in an orderly manner and refrain from any form of horseplay
- Use machinery and plant items in accordance with manufacture requirements or training given including the use of safety devices or systems
- Use all safety equipment and or personal protective equipment (PPE) provided. Equipment and PPE items must be kept in good condition and any defects are to be reported to management immediately

In addition to the above responsibilities, the Health and Safety at Work Act 1974, places specific legal duties on all our employees. These duties are:

Section 7 of the "Health & Safety at Work Act 1974"

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- To co-operate with Management to enable the employer to carry out their legal duties or any requirements as may be imposed

Section 8 of the "Health and Safety at Work Act 1974"

- No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

Regulation 14 of the "Management of Health and Safety at Work Regulations 1999" further extends the duties of employees as follows:

"Every employee must use machines, equipment, dangerous substances, transport, and means of production or safety devices in accordance with any relevant training and instructions received (whether this is written or verbal). Every employee must inform the employer of dangerous situations and shortcomings in the employer's health and safety arrangements."

SECTION 3 – HEALTH & SAFETY ARRANGEMENTS

In order to effectively control or manage all health and safety risks that are present within the workplace, the Company has produced the following procedures and systems.

Everyone has a role in managing health and safety risks in the workplace and as an employee you must follow this Policy and its procedures, which has been drawn up and implemented for your protection.



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

Employees are encouraged to make suggestions to improve health, safety or welfare and to report any risks or hazards found to their supervisor or line manager.

Failure to comply with the Company's Health and Safety Policy and associated procedures or systems will result in disciplinary action being taken.

10. Emergency Procedures

The Company has procedures in place at each of its premises to ensure the safety of employees and others in the event of an emergency such as Fire, Gas Escape and Chemical spill.

Wherever you are based, it is essential that you know all the emergency procedures that are in place and you should ensure that:

- You know what all the procedures are (ask your line manager to go through them with you)
- You know where all the emergency evacuation routes out of the building are
- You know where the assembly point is located
- You know how to raise an alarm in the event of an emergency

11. Control and Management of Asbestos

The Company will ensure that exposure to asbestos is prevented wherever reasonably practicable. Risk assessments will be undertaken in the event of employees being exposed to asbestos through work activities on site in order to eliminate or minimise the exposure levels.

An asbestos survey has been carried out in all Company buildings and details of the findings have been recorded including site maps showing the relevant locations. Asbestos management procedures are in place for the control of asbestos at work.

Any employee that finds asbestos material that has been damaged, deteriorated or at risk of releasing fibres must report it immediately to their supervisor, management or the Health & Safety Department.

Only authorised persons must undertake work on asbestos material.



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

12. Stress in the Workplace

The Company recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on employees, which might cause them to suffer stress, which has a detrimental effect on their health. This does not include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.

The Company will carry out regular risk assessments to identify, control or eliminate the risk of stress in the workplace. This will include monitoring workloads, monitoring working hours and overtime, monitoring holidays taken to ensure staff are taking their full entitlement. Ensuring that bullying and harassment is not tolerated within the workplace, ensuring good communication between management and staff and providing additional support to employees by either referral to workplace councillors or specialist agencies.

In order for the Company to monitor stress all employees are expected to do the following:

1. Raise and report issues of concern to their immediate line manager
2. Inform their human resources/personnel department of any concerns relating to excessive pressures and demands within the workplace
3. Inform their human resources/personnel department of any stress-related illness associated either with the workplace or outside the workplace (e.g. bereavement, separation etc)
4. Accept opportunities for counselling when recommended

13. First Aid

The Company complies with the requirements of the Health and Safety First Aid Regulations 1981 and the Approved Code of Practice with regard to the provision of adequate numbers of suitably trained first aiders and first aid equipment at each of the Company locations.

It is the duty of all staff to ensure that they know the location of their nearest first aider and first aid facilities. To assist, notices are clearly displayed indicating the location of first aid boxes, and the names and location of qualified first aiders on site.

Suitably trained staff must only administer first aid. For emergencies, the ambulance service should be requested. Non urgent cases requiring hospital treatment will be transported to hospital by an available Company car or by taxi.

First aid boxes and equipment contents should be monitored and kept up to date by a First Aider. Any missing, damaged or out of date contents must be replaced immediately.



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

13a. Accidental Blood Shed

In the unlikely event of blood shed around products that can be contaminated the procedure is as follows:

- Locate nearest first aider
- Apply first aid to the injured party
- Inform area manager
- Area manager to assess the area of contamination to assess possible product contamination
- If contamination has occurred, the contaminated stock will be flagged as on hold by QC and isolated to a separate location
- Area manager to then arrange suitable cleaning of contaminated area

14. Accident & Near Miss Reporting

Any accident, incident or "near miss" occurring on Company premises must be reported to your supervisor or line Manager without delay. He/she will then advise on the appropriate course of action.

Full details of any accident occurring on Company premises must be recorded in the Accident book.

All accidents which lead to injury or damage and incidents deemed as a 'near miss' must be investigated by a supervisor or manager with the Health and Safety department being involved where necessary.

15. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Under RIDDOR, there is a requirement to report any accident at work, which results in death, major injury or an absence from work for a period of 7 working days to the local authority.

The report should be made on a F2508 - Report of an injury form within 10 days of the accident occurring. Serious injuries or deaths must be reported immediately by telephone or e-mail and followed up by a completed F2508 - Report of an injury form.



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

All reportable accidents must be fully investigated by the relevant Manager and all recommendations and conclusions communicated to the appropriate personnel.

There is also a requirement to report specific dangerous occurrences and certain work-related diseases. These should be reported by F2508 - Report of an injury form.

Further details and a summary of reportable injuries and diseases can be obtained from the booklet "A Guide to RIDDOR" or by contacting the Health and Safety department.

All incidents that require to be reported under RIDDOR must be made through the Health & Safety department.

16. Electrical Safety

The Company recognises its obligations under the Electricity at Work Regulations 1989. The Company Directors are responsible for ensuring that the fixed installation and all electrical appliances are maintained in a safe condition, by means of regular checks carried out by a nominated competent person.

Fixed Installation (Wiring)

Fixed installations at all sites are inspected by a suitably qualified electrician at required intervals. Certificates of such inspections are available for examination if required by representatives of the local Health & Safety Executives.

Portable Appliances

Portable appliances are deemed to be items of an electrical nature that are connected by plug and lead. Smaller items that can be moved frequently e.g. kettles, radio, hand power tools etc are subject through their movement to a higher risk of damage to the plug or cable than say a computer that will normally remain in one place.

It is the duty of the 'user' to conduct a visual check of electrical items each time before use. Items to be visually checked include:

- Appliance / Item – Check the casing for damage and that the cable entry point is secure. Check that the item does not overheat and has no unusual smells. Ensure there are no intermittent faults
- Cable – Ensure cable is not worn or frayed and has no taped joints. Check to see there are no inner wires visible



Health & Safety Policy

Doc No: EPOL 001 **Title:** Health & Safety Policy

Issue Date: 10/10/2025 **Issue:** 3

Author: Jim Higgins

Authorised: Robert Fenton

- Plug – Ensure plug casing is not broken or damaged. Check to see there are no inner wires visible and that the cable is secure. Check that the pins are not black or burnt

If an item is faulty or damaged, it should be switched off, unplugged, labelled clearly indicating that it should not be used and brief description of the fault, finally inform your manager or supervisor.

A schedule of all portable appliances in use is maintained and used for recording purposes, and arrangements are in place to ensure that a competent person carries out regular checks.

Any item of electrical equipment found to be faulty must be removed immediately to avoid the possibility of inadvertent use, and repair arranged by a competent person.

Employees' Own Portable Appliances

It is the responsibility of local management to decide whether or not employees are permitted to use their own appliances on Company premises. If this practice is allowed, it must be on condition that the appliances are included on the list of portable appliances for that site, thus ensuring they come within the scope of regular checks.

17. Risk Assessment

Risk assessments are being carried out for each area of business. A risk assessment is an examination of the work or situations of non-normal activities conducted on our premises. The risk assessment will follow 5 steps to include:

1. Identifying the hazards (Hazard = anything that can cause harm e.g. electricity, chemicals, working at height etc)
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether existing precautions are adequate or whether more should be done (Risk = is the chance, high or low, that someone will be harmed by the hazard)
4. Record and communicate the findings of the risk assessment
5. Review the risk assessment and revise it if necessary

The purpose of the risk assessment is to eliminate or reduce the risk of injury to personnel or persons that come into contact with our business.

Robert Fenton
Group Managing Director
17/10/25