

Health & Safety Policy

**Blagden Specialty Chemicals Ltd.
Osprey House
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Kent. TN16 1PA**

Health & Safety at Work etc. Act 1974.

Company Health & Safety Policy

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GENERAL STATEMENT OF COMPANY POLICY

The Company's activities concern the purchase, storage, sale and distribution of chemicals and it operates a site which is subject to the Control of Major Accident Hazards Regulations. (COMAH). The nature of the business requires our special concern for the safe use and handling of the chemicals for which we are responsible.

The Policy of the Company is to provide safe working conditions, equipment and systems of work for all employees and to ensure the protection of their health, safety and welfare as far as is reasonably practicable. We accept our responsibility for the health and safety of other people who may be affected by our activities, and for the protection of the environment.

The Directors hold periodic Safety Health and Environment management meetings at which the Company's activities are checked and monitored. These meetings are attended by the General Manager Operations and Regulatory Affairs who is charged with reporting all matters of concern, together with accidents, near-misses and incidents.

The Directors carry out inspections of all the Company's sites and investigate any deficiencies which they discover, which are reported through the normal routines of Health & Safety Auditing or are brought to their attention.

The Company's aims to achieve these objectives by providing and maintaining places of work and equipment which are safe, by operating systems of work which are free from risks to health and by providing such information, training and supervision as is necessary for the realization of these purposes.

The Company will consult with employees on matters affecting their health and safety.

Management and Employees are required to observe and comply with current legislation and to take all reasonable steps to avoid and reduce health and safety risks to themselves and others.

This Policy will be applied equally and fairly without exception.

The allocation of duties for safety matters and the particular arrangements made to implement the policy are set out within.

The policy will be kept up to date as the business changes in nature and size. To ensure this, the policy and its operation will be reviewed annually and revised where necessary.

R.G.Turton

Managing Director.

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Responsible Persons

Overall responsibility Safety Health & Environment Director		R.G. Turton - Managing Director Mr. R.G. Turton – Board member taking day-to- day responsibility for Safety, Health & Environmental matters.
General Manager Operations & Regulatory Affairs		T. Sinnott/M. Skitt– Responsible to the Directors for the implementation of health & safety policies on the sites where chemicals are handled and stored. Provides guidance to the Directors on matters relating to the Legislation relevant to the products we handle. e.g. CHIP, COSHH, CDG, Packaging Waste.
Site Safety	Speke	T. Sinnott/M. Skitt– responsible for day-to-day management of the site.
	Westerham	R.G. Turton - responsible to the Directors for day-to-day management of the site.
First Aiders	Speke	M. Lee-Ellis R.Burnett
	Westerham	T. Rabbetts S. Moss
COSHH Assessments		T. Sinnott – Ensures COSHH assessments and Risk Assessments are carried out and maintained and their findings implemented on the sites where chemicals are handled.
Human Resources		PA to MD – maintains staff personnel records including their exposure to chemicals in the workplace.
Dangerous Goods Safety Adviser		M. Skitt– Responsible to the Managing Director for the reporting of matters relating to the Carriage of Dangerous Goods By Road Regulations and ensures the Company is aware of its responsibilities in relation to those regulations.

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Safety Representatives.

In the event of any member of staff becoming aware of any potential hazard or any likelihood of a risk to themselves, their colleagues or to any other person, they should immediately contact their immediate supervisor.

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Management Responsibilities

- 1 Publicise the Company's Policy on Health and Safety and ensuring that changes in legislation are understood and implemented, including the mandatory display of notices and publications required by law.
- 2 Making sure that premises, machinery and equipment are safe, as far as is reasonable practicable and do not present any risks to health.
- 3 Ensuring that staff take reasonable care of their own health, safety and welfare at work and do not put the health, safety and welfare of others, including contractors and the public, at risk, by their carelessness or negligence.
- 4 Making sure staff report accidents, near-misses and all types of incidents and that proper reporting procedures are followed.
- 5 Taking account of the concerns of staff about safety, health and environmental matters reported by line management and safety committees.
- 6 Allowing Responsible Persons time to carry out their duties and to attend training courses as required.
- 7 Publishing details of local emergency procedures (fire instructions etc.).
- 8 Dealing with problems connected with heating, ventilation, lighting or noise together with the local line management.
- 9 Ensuring that staff receive health and safety training appropriate to their need and responsibilities.
- 10 To oversee the safe working practices of contractors.
- 11 To ensure that any risks to the health and safety of staff and visitors (including contractors), arising out of work activities are properly assessed and appropriate action taken to remove or control the risks.
- 12 Ensuring that risk assessments are reviewed whenever there are significant changes to work practices or new substances are introduced to the workplace.

Managers acknowledge that staff have the right to be informed of risks and to receive suitable training and/or familiarisation with the health and safety measures relevant to their job and to be involved in procedures that minimise risks to health and safety.

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Employee Responsibilities.

It is the responsibility of every member of staff to have regard to the safety of others who may be affected by any act or omission either inside or outside the workplace. This duty is an obligation imposed by the Health and Safety at Work etc. Act 1974.

The following is a summary of the responsibilities of every member of staff.

- 1 To read and understand the Company's Health and Safety policy and to carry out their duties in accordance with its requirements
- 2 To know the safety procedures in the event of fire
- 3 To be aware of the location of first aid boxes
- 4 To report any accident or near-miss incident
- 5 To report any faults or defects in plant or machinery
- 6 Not to attempt to repair or maintain any plant or workplace equipment. but to report any fault to their supervisor
- 7 To use or wear all protective clothing or appliances appropriate to the task, as instructed
- 8 To ensure that all fire escapes, emergency exits and doors are kept clear and free from obstruction
- 9 To follow instructions and guidelines for manual handling when performing tasks involving moving and lifting
- 10 To use the appropriate equipment when attempting to reach items at high level
- 11 To report any hazards in the workplace

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Accidents and First Aid

First Aiders are appointed at each site.

<u>Site</u>	<u>First-Aiders</u>
Speke	M. Lee-Ellis R. Burnett
Westerham	S. Moss T. Rabbetts

First Aid boxes are provided on each site.

An entry must be made in the Site Accident Book each time that a First Aider provides treatment.

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Fire Precautions

The Company provides written instructions and training about the actions to be taken in the event of fire, covering the use of fire alarms, fire extinguishers, emergency exits and assembly points.

All staff is must familiarize themselves with Fire Instructions appropriate to their location.

Fire Extinguishers	<p>Adequate fire extinguishers are provided on each site. Where appropriate fire hose reels are also provided within factory and warehouse areas.</p> <p>After raising the alarm staff may attack the fire, if possible, with the appliances provided, but without taking undue risks..</p> <p>Staff must report any damage, lack of maintenance or other problems with fire fighting equipment to their supervisor or manager immediately.</p>
Means of escape	<p>All Employees will be instructed as to their escape route. Lifts should not be used as a means of escape in case of fire. Lifting equipment (fork-lift trucks, hoists etc.) should not be used as a means of escape.</p>
Fire Drill:	<p>Fire drills are held at intervals of approximately three months</p>
Assembly Point:	<p>Staff are instructed as to their assembly point in case of fire.</p>
Smoking	<p>Smoking is not allowed within the Company's premises, this includes vehicles.</p>

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Information and Staff Training

The Health and Safety Law poster is displayed at each site in the following locations:-

<u>Site</u>	<u>Poster Location</u>
Speke	Notice boards in Units 3
Westerham	Top Floor, on Notice Board in rest area.

Health and Safety advice is available from the person responsible for site safety. (see page 3)

Hazardous substances - see page 11 for information.

Training will be provided on the following topics:-

Individual responsibilities for Health and Safety.

Fire and emergency procedure.

Accident reporting.

Appropriate handling and storage of the various categories of chemicals used and stored.

Correct operation and potential hazards associated with machinery and equipment.

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Contractors and Visitors

Each member of staff is responsible for ensuring that their visitors and contractors are made aware of site 'Instructions in Case of Fire' and of Health & Safety rules which apply whilst they are on the Company's premises. (Notice to Contractors)

All visitors and contractors to any of the Company's sites must sign in on arrival and sign out on departure.

Before contractors are allowed to start work of any nature the company will exercise its responsibility for the oversight of operations on its premises by ensuring that it understands the nature of the operations to be undertaken by the contractor and that any safety matters which become apparent are understood by both parties, and that risks are eliminated as far as is possible.

Contractors will be accompanied to their work area and given instructions on the task to be carried out by a responsible person, who will ensure that the contractor and his staff are made aware of the risks and precautions associated with the workplace.

Specific categories of work by contractors will require permits to work, as set out in Site Safety Policy documents. Permits to work apply only on the day they are issued.

This instruction applies to all types of work by any contractor on any site.

All Contractors must comply with the procedures set out in the Company's 'Notice to Contractors' issued from each site.

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Risk Assessments and Housekeeping.

It is the Company's aim to avoid any risks to employees and others and to this end every attempt is made to remove or control all sources of danger. Employees are encouraged to participate in this aim.

All Company operations are risk assessed to identify, eliminate minimise or control hazards.

The outcome of these assessments are incorporated in work instructions. Risks due to fire, environmental risks, manual handling and general housekeeping are included in this process, which is supported by bi-monthly meetings of Site Safety Committees to review new, on-going and up-coming safety issues. These committees are chaired by the person responsible for safety on each site (see page 3) and include members of supervision and employee representatives.

Members of site safety committees are -

Speke

Tony Sinnott
Martin Skitt
Nominated Process Operator (by rotation)
Nominated Warehouse Operator (by rotation)

Westerham

Roland Heim (Fire officer)
Nikki Bearchell

Housekeeping:

It is the responsibility of all employees to maintain housekeeping standards as work progresses, tidying up at the end of the task and at the end of the day.

Adequate waste bins are provided which are emptied daily to outside bins.

All passages and traffic routes must be kept clear of obstruction and free from debris, rubbish, trailing cables, loose floor coverings etc.

Standards of cleanliness are supported by the use of cleaning staff or contractors.

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Equipment

Staff must use all equipment and appliances only for their designed purpose and in accordance with instructions.

All equipment and appliances are maintained in an efficient state and in good order. Defects and failures must be reported to supervisors or site management.

Electrical Equipment

The Company makes every effort to comply with the Electricity at Work Regulations 1989.

All portable electrical equipment should be visually inspected by the user before switching on.

Attention should be paid to frayed, torn or split flexible cables, cracked or broken plugs and loose wiring. All ventilation should be kept clear.

Equipment which during use becomes excessively hot, or emits smoke or sparks should be switched off immediately and the plug removed.

Any faults must be reported at once to supervision or management. In addition faults in computer equipment should be reported to Mr. J. Clarke (Westerham extn 227 or 01959 560827).

Portable appliances will be tested for conformance to British Standards and in accordance with HSE Guidance Note PM32 'The Safe Use of Portable Electrical Appliances'.

Work on portable electrical equipment is only allowed when the equipment has been properly isolated and disconnected from the supply.

Site safety policies set out the principles employed for the testing and maintenance of both portable and fixed equipment. The frequency of testing is dependent on the hazards present on each site.

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Hazardous Substances

The nature of the Company's business involves the handling of packages containing potentially harmful chemicals.

Chemicals are handled by experienced staff and new employees are provided with training. Special instructions are given to employees regarding the handling and storage of chemicals, including samples, as appropriate to each site. Details are given in individual operating instructions or safety policies.

Safety Data Sheets are available for the chemicals which the Company uses in the course of its distribution and sampling operations. These controls extend to both janitorial and computer cleaning equipment.

The carriage of small non-commercial samples can be undertaken in company cars. Staff are reminded that they should ensure that they are aware of any hazards presented by the chemical, that the packaging is adequate and that the sample is carried in the boot safely and securely stowed away from incompatible materials.

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Display Screen Equipment (VDUs)

This statement of policy applies equally to full-sized (desktop) computers, to portable (laptop) computers and to handheld personal organisers and calculators.

The Company endeavours to comply with the Health & Safety (Display Screen Equipment) Regulations 1992.

All users of display screen equipment are advised on the ergonomics and safe working practices appropriate to the use of workstations at which they may be required to work.

The nature of the Company's work provides a variety of tasks which ensure frequent breaks from screen work.

Users of portable computers (laptops) should be especially careful when using them under less than ideal conditions, such as in cars or hotels and should also be aware of the risks of theft, mugging and musculoskeletal disorders which can arise.

The Company supplies equipment, desks and seating which allows for adjustment of position of keyboard, screen and chair. Easily adjusted controls and stable images are provided; faults should be reported immediately.

Where an employee needs eyesight correction (glasses, contact lenses, etc.) for close work they should ensure that such correction is used.

Upon request any employee defined as a user of display screen equipment will be provided with an eye and eyesight test.

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Mobile Phones

The use of mobile phones is not permitted on the Company's sites in areas where chemicals are stored or handled. If in doubt guidance should be sought from the person responsible for site safety (page 3).

Mobile phones should not be used in, or in close proximity to, vehicles (including Company cars) carrying flammable goods, or on garage forecourts.

Employees must observe their general duty of care when using mobile phones. They must not be used by the driver of any vehicle whilst that vehicle is in motion unless it is fitted with 'hands-free' capability, even then they must not allow their attention to be diverted from the road and traffic. Drivers are advised to park safely with the engine stopped whilst using any mobile phone.

All staff are reminded to obey any restrictions imposed on the use of mobile phones when they visit the premises of our customers, suppliers or other locations.

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Fluids Under Pressure

At each site there are small quantities of fluids under pressure such as the hydraulics of fork-lift trucks and of lifts. Small quantities of cleaning and janitorial chemicals in aerosols are kept on the Company's premises.

Any problems relating to hydraulic equipment should be reported to line management.

Leaking aerosols should be reported to the person responsible for site safety. Staff must not try to deal with these themselves.

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Alcohol, Drug and Solvent Abuse

Alcohol Abuse

Because of the nature of our business and work, any individual who subjects himself to alcohol abuse must be regarded as a potential liability to himself and his colleagues. For this reason, any employee who is suspected of being under the influence of alcohol may be immediately suspended pending an investigation in accordance with the Company's procedures.

If these investigations prove to be positive, then the employee is liable for instant termination of his contract of employment.

Drug and Solvent Abuse

In this context 'drug abuse' refers to the use of illegal drugs, and the abuse of prescribed drugs and substances such as solvents, which harm or have the potential to harm the individual (both physically and mentally) and, through the individual's actions, other people and the environment. Society has historically regarded alcohol, tobacco and caffeine differently from other drugs and the problems associated with their use are well documented; they are therefore not considered further in this statement.

Because of the nature of our business and work, any individual who subjects himself to drug abuse must be regarded as a potential liability to himself and his colleagues. For this reason, any employee who is suspected of being under the influence of drugs may be immediately suspended pending the necessary investigation in accordance with the Company's procedures.