



Health and Safety Policy and Manual
for
Alchemize Ltd

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Introduction

Alchemize Ltd seeks to ensure that the conditions in which employees work, are as safe and healthy as it is possible to make them. The management is committed to a continuing policy of providing a safe working environment for all its employees, contractors, customers and general public and, in achieving this, it intends to:

1. Ensure that health, safety and welfare is an integral part of the management responsibility at all levels.
2. Provide equipment, materials and systems of work and arrangements that are safe and free from risks to health.
3. Provide information and training, together with proper management and supervision, in order to ensure that effective implementation of this policy.
4. Stimulate management and staff awareness and encourage an on-going interest in health and safety matters.
5. Provide all necessary Personal Protective Equipment or other relevant safety devices and, ensure that they are used in the correct manner.
6. Protect the environment by implementing a policy of environmental control and to ensure that everyone is aware of this.

Every person has a legal responsibility for taking reasonable care of his or her health and safety and to ensure that their acts or omissions do not endanger the well being of their colleagues.

The responsibility for safety lies with everyone – it cannot be delegated. Only by constant care and vigilance on the part of every employee can we ensure the health and safety of those for whom we are responsible and ourselves.

The co-operation and commitment of everyone is essential in order to establish and maintain effective standards of health and safety.

We will achieve this Policy Statement by complying with the following key legislation and/or regulations:

Health and Safety at work Act 1974
Chemicals Information and Packaging for Supply (Amendment Regulations) 2005
Control of Asbestos at Work Regulations 2002
Control of Lead at Work Regulations 2002
Control of Noise at Work Regulations 2005
Control of Substances Hazardous to Health (Amendment Regulations 2004)
Control of Vibration at Work Regulations 2005

Electricity at Work Regulations 1989
 Employment Medical Advisory Service (Factories Act Orders etc Amendment) Order 1973
 Employment of Women, Young Persons and Children 1920
 Factories Act 1961 (Repeals and Mods) 1976
 Health and Safety (Consultation with Employees) Regulations 1996
 Health and Safety (Display Screen Equipment) Regulations 1996
 Health and Safety (First Aid) Regulations 1981
 Health and Safety (Miscellaneous) Provision Regulations 2002
 Health and Safety (Signs and Signals) Provision Regulations 1996
 Health and Safety (Training for Employment) Provision Regulations 1990
 Health and Safety (Information for Employees) Regulations (Modifications and Repeals) 1995
 Lifting Equipment and Lifting Operations Regulations 1998
 Management of Health and Safety at Work and Fire Precautions (Workplace Amendment) Regulations 2003
 Management of Health and Safety at Work (Amendment) Regulations 2006
 Manual Handling Operations Regulations 1992
 Personal Protective Equipment Regulations 1992
 Provision and Use of Work Equipment Regulations 1998
 Regulatory Reform (Fire Safety Order) 2005
 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
 Safety Representatives and Safety Committees Regulations 1977
 Workplace Health, Safety and Welfare Regulations 1992

Significant hazards identified during Alchemize operations – Health and Safety

Transport (Being run over or hit by Forklift Truck)
 Falling from a height
 Trapped by something collapsing or overturning
 Contact with machinery
 Contact with electricity
 Exposure to Asbestos
 Slips, Trips and Falls
 Manual Handling
 Exposure to harmful substances
 Struck by Something
 Repetitive Strain Injury
 Fire
 Violence / Physical Abuse
 Hand Tools Cuts / Impact
 Poor Lighting

Health and Safety Organisation

The Board of Directors

The Managing Director is ultimately responsible for Health and Safety throughout the company.

He must ensure that management and staff receive sufficient support in order to enable them to meet the statutory obligations of the company.

The directors generally, have overall responsibility for the implementation of the Health and Safety Policy of the company and for the delegation of specific duties to staff qualified to perform those duties in their areas of operation.

The Director Responsible for Health and Safety Management.

Mr. Clive Edmonds is the Director Responsible for the day-to-day management of Health and Safety in the company. Any Queries or incidents must be reported to him in the first instance and he will take appropriate action as necessary.

More specifically, the Director Responsible must also ensure that the Company meets its statutory obligations in respect of:

1. The design and operation of safe systems of work where appropriate.
2. Providing appropriate Health and Safety advice.
3. Arranging for approved training of staff in Health and Safety.
4. The preparation of risk assessments and the issue of Safety Instructions.
5. Investigating and reporting accidents, injuries and dangerous occurrences.
6. Monitoring compliance with fire prevention and emergency procedures.
7. Liaison with the Enforcement Agencies.
8. Instructing and monitoring the work of any Health and Safety Advisers that may be used.
9. Ensuring the provision, use and maintenance of equipment issued under the Personal Protective Equipment (PPE) Regulations.

10. Maintain required standards of safety in respect of:
 - The guarding of plant and equipment.
 - The environment.
 - The provision of staff welfare facilities.
11. The protection of visitors and the general public on and around Company premises.
12. The implementation of Controlled Practices to protect the Environment.
13. The management of contractors, who may be called in to work on Company premises, by:
 - Notifying them of the Company's Health and Safety Policy – in particular the rules by which contractors are required to operate.
 - Vetting the safety policies of contractors and imposing changes where necessary.

Responsibilities of all Staff

Staff and Contractors or persons acting in that capacity, are required to accept responsibility for Health and Safety as part of their daily duties. More specifically, they have responsibility for:

1. The day-to-day overseeing of safe working conditions and operations as part of their routine duties.
2. Maintaining safety discipline.
3. Identifying any risks arising out of the work under their control and to ensure that the Director Responsible is informed immediately as required.
4. Ensuring that those staff under their control receive adequate supervision, training, Information and clear instructions thus enabling them to work safely and thereby Protecting themselves, their colleagues and others and Company property.
5. Taking proper preventative action to ensure that the possibility of accidents is significantly reduced.
6. Immediately reporting any accident or incident to the Director responsible for Health and Safety.
7. Ensuring the provision, use and maintenance of any Personal Protective Equipment, that is required in those areas of work under their control.

Additional Responsibilities of all Employees

The Health and Safety at Work Act makes it the duty of everyone at work to take reasonable care for their own health and safety and for that of others. As a consequence of this legal requirement, employees are required to:

1. Co-operate with management to ensure healthy and safe working practices, by working to any safety rules that may apply and any instructions that may be given.
2. Promptly report any defective equipment, hazardous situation and dangerous activity to the supervisor, or other person acting in that capacity.
3. Make full and proper use of any personal or other safety equipment that may be issued. It is a requirement that such equipment must be worn irrespective of personal preferences.
4. Avoid the misuse or interference with anything to do with health and safety.
5. Act responsibly at all times in the interests of health and safety and not to engage in any form of horseplay, practical joking or to indulge in alcohol or recreational drugs while at work.
6. To observe and comply with all appropriate Company policies.

Code of Personal Safety

Introduction

The Health and safety at Work Act requires employees to take care of themselves and not to endanger others through their acts or omissions.

Irrespective of the law, individuals have a personal responsibility not to endanger themselves or others through lack of care. Therefore, it is in everyone's interest to follow this code.

The Code

Much of what you need to know about health and safety will be covered in your induction and Initial training. However, where your own personal safety is

concerned, you should also confirm that you have been instructed correctly and fully. Therefore, do ensure that you:

1. Find out who the key people are, e.g. the Director Responsible for Health and Safety, the nearest First Aid box and trained staff member, etc, and where and how you can locate them.
2. Familiarise yourself with the location of fire exits, fire extinguishers and equipment.
3. Read all relevant safety instructions, e.g. fire and emergency evacuation procedures, safety Instructions etc.
4. Recognise that all equipment can be dangerous if not used properly. Ask for help if you are unsure how to handle equipment safely.
5. Check with management if you have doubts concerning the safety of equipment.
6. Watch out for unsafe practices, such as:
 - Drawers and Fire Doors being left open.
 - Trailing wires and cables.
 - Poor lighting.
 - Blocked gangways, corridors and exits.
7. Watch out for potential hazards, such as:
 - Faulty electrical equipment.
 - Damaged furniture.
 - Equipment in general
 - Loose paper on floors.
 - Worn carpets.
 - Spilt drinks.
 - Broken glass.
8. Report any hazards to the responsible person, or to those who may be acting in that capacity.

Safe Working Conditions

While it is the responsibility of the Company to provide safe working conditions for all employees, it is equally the employee's responsibility to maintain those safe-working conditions. Furthermore, it is the duty of everyone to co-operate with management in helping the Company to meet its statutory obligations.

There are a number of hazardous situations on the site that you must be aware of. You will be given training in all of these areas as and when you start to work in those areas, but you must be aware at all times, that serious accidents could occur if basic rules are ignored. Site specific risk assessments and method statements exist and all staff will be briefed on the content before commencing work on sites. In addition all staff must be aware of local site safety rules and comply with all client instructions relating to Health and Safety practices and policies whilst working at the clients site.

Machinery

At the start of your employment you will be shown how to operate any machinery you will be expected to use in the course of your job. Written copies of the relevant risk assessments and instructions for particular machines are available and staff will be briefed as to their content. In some cases, protective clothing may be necessary and this will then be issued to you.

The law requires moving parts of the machine to be guarded, it also requires the operator not to interfere with anything to do with the safety and, therefore, you must use the guards. This is for your protection, so please do not remove them.

Training and Supervision

You will be issued with a copy of the Company's Health and Safety Policy, Organisation and Arrangements and Personal Code of Safety at your induction. It is the responsibility of management to ensure that you read and fully understand it and you will be expected to sign to this effect.

You will also be given training in various aspects including the handling of dangerous substances or manual handling and protective equipment, as required. Any changes in Health and Safety Regulations and Laws will also be conveyed to you and further training given if necessary to implement those changes.

Protective Clothing and Equipment

Working at Customers Premises can be hazardous, therefore to reduce the risk of an incident occurring, please dress sensibly particularly where footwear is concerned.

It is the duty of every employer to take all responsible measures to enforce the requirement that, where necessary, employees wear suitable protective clothing and equipment in designated areas or for work done during specified activities.

It is the responsibility of the employer to assess the requirement for protective clothing and equipment and to provide their employees with such equipment free of charge and also to ensure it is maintained and replaced when necessary. It is your responsibility to use it– therefore; you must ensure that you wear protective clothing and equipment when it is provided to you.

Manual Handling

It is in your own interest to ensure that you always lift and carry in the correct way. The most common injury through incorrect handling is to the back. While you will receive information in Manual Handling Techniques, it your responsibility to ensure that you do not take unnecessary risks. Unfortunately, many handling injuries result in a lifelong weakness that can reappear at any time and they very often end up as permanent disability.

Play your Part

Think before you undertake any lifting or carrying job. Assess the load and ask yourself the following questions:

- Is it too heavy, or bulky, or unstable, or awkward?
- The task – does it involve twisting, stooping, reaching up, leaning or lowering – if so, how far?
- The environment – are there even floors, soft ground, is it wet or dry?
- Am I capable of lifting or carrying the load as it is, or can it be split?
- How can I make it easier and reduce the risk of injury, can I use a barrow, trolley or fork lift truck?
- Do I need help?

Finally, make sure you have a clear route, free of debris or obstructions.

Remember, it is your responsibility to:

- Know your own limitations.
- Think before you lift.

Use of Display Screen Equipment

Those employees, who use computers and other visual display units on a regular basis, i.e. every day for more than 4 hours per day without a break, are defined as “Users” for the purposes of the Display Screen Equipment Regulations.

“Users” of Display Screen Equipment have the right to request an eyesight test and the Company will meet the cost of such tests. Those who are tested will have an eyesight test on an annual basis.

A Self Assessment of your Workstation must be carried out using the checklist provided.

Health and Safety Arrangements

Reporting Arrangements

In the event of a potentially hazardous situation or dangerous occurrence arising, this must be reported to the immediate Supervisor or, in their absence, to any other senior member of staff present. They will immediately take steps to rectify the incident and, at least, ensure that is made safe until such time as an effective repair can be made or a suitable solution can be found.

All such occurrences must be reported to the Director Responsible for Health and Safety. Failure to report any such danger is a criminal offence.

General Advice and Assistance

Where necessary, help and guidance may be sought from the Director Responsible for Health and Safety.

Regular spot checks and audits will be carried out in order to ensure that safety systems and procedures are being operated effectively.

Safety Training

All new members of staff joining the Company will undergo an Induction within the first week of employment. This will include the company's Health and Safety Policies and procedures, Emergency and fire Procedures, First aid provision and general Health and Safety aspects.

Where appropriate, information and specific training will also be given.

Emergency Procedures

It will be the responsibility of the Director Responsible for Health and Safety to regularly review the Emergency Procedures in order to ensure that any risk is minimised. This will include evacuation procedures, escape routes, assembly areas and role calls.

In the case of a medical emergency, the person identifying such a situation will immediately call the Ambulance Service and inform the duty First Aid staff member who will, in turn, report it to the Director Responsible for Health and Safety.

In the event of a fire or any other similar incident that constitutes an emergency, it may be necessary to evacuate the building in the quickest and safest manner. The evacuation procedures are displayed at strategic points in the building and must be followed exactly.

Fire exits are clearly signed. In the event of a fire, please leave quickly and quietly by the nearest and available exit and assemble as directed in the Fire Procedures.

On discovering a fire or similar incident, the alarm must be raised immediately and the emergency services informed.

Designated site Fire Marshals are responsible to ensure that all persons under their jurisdiction are accounted for and are led along the designated escape

route to assembly point. A role call will be made and the responsibility for this will rest with the Director Responsible or, in his absence, the senior manager present.

On no account must the building be re-entered until the all clear is given by the emergency services and management that it is safe to do so.

Should it be possible to contain any fire with portable fire extinguishers of the correct type, then persons may do so provided they do not place themselves at risk.

It must be clearly understood that no person shall expose themselves to any unnecessary risk in fulfilling the requirements of "emergency procedures". If there is any doubt of any kind, this must be communicated to the management and emergency services immediately.

Inspections and Risk Assessments

It is the responsibility of the Management to conduct Risk Assessments as and when required. Where fundamental changes occur, e.g. the installation and/ or use of equipment brought on site or introduced into the office, or unusual site based operations etc., further Risk Assessments will be required.

To conform with the Control of Substances Hazardous to Health Regulations (COSHH), Assessments shall be carried out by the Director Responsible for Health and Safety who will keep records of these in the Employees Handbook. Copies of Manufacturers Safety Data Sheets will be held and referred as necessary.

Portable Electrical Appliances

It will be the responsibility of the Director Responsible for Health and Safety to ensure that all new electrical appliances conform to Regulations. They should also ensure that visual inspections are carried out on a regular basis. All other equipment shall be tested at intervals prescribed by the relevant Regulations. Such tests shall be conducted by a qualified electrician.

Maintenance

The maintenance of plant and equipment is the responsibility of the Director Responsible for Health and Safety to ensure that:

1. Equipment is safe and, where appropriate, that test certificates and safe operating instructions are complied with.
2. The installation, repair and maintenance of all equipment and buildings are carried out in accordance with approved practice, safety regulations and manufacturers or supplier's recommendations and instructions.
3. Contractors, working within Company premises and surrounds, are made aware of the Company's Health and Safety policy and that they meet their own statutory duties and responsibilities.
4. Work and storage areas are kept in a safe and secure condition.

First Aid

Trained First Aid staff are available throughout the day either at Alchemize Offices or the Customers own trained staff. The names of First Aid staff are posted at strategic points. Specified members of staff are responsible for the care and maintenance of First-Aid boxes.

If a medical emergency should occur when a trained First Aid staff member is not on duty, then the emergency services should be called, e.g. doctor, ambulance etc.

Reporting of Accidents

All accidents, no matter how minor, must be reported to the Director Responsible, who will ensure that they are properly recorded. All accidents, no matter how trivial, are to be entered into the Accident Book.

Major injuries, or specified Dangerous Occurrences, or Accidents resulting in absence from work of three or more days, must be reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. The Director Responsible will notify the appropriate authority and report such incidents on Form 2508 Dangerous Occurrences or Form 2508a Diseases and forward it to the Authorities.

Smoking

Smoking is not allowed in any part of our premises or the Customers Premises.

Housekeeping

All employees have a responsibility to ensure good housekeeping at all times. Neat and tidy work practices not only reduce accidents, but also make for a more pleasant and productive working environment.

Clients Premises

Waste Disposal is the responsibility of the Company and arrangements are made for the safe and legal disposal of waste on a regular basis. It will be the responsibility of the client to instruct staff of site specific safety precautions, safety rules, policies and procedures. In some circumstances Alchemize will produce specific site based risk assessments and method statements which will be submitted to the client for approval.

Storage and Safe Stacking

The storage of material and dangerous substances will be confined to designated areas where stacking and storing must be carried out in a safe manner.

Gangways/Corridors/Walkways

All gangways etc, emergency escape routes and fire exits must be kept clear at all times.

Safety Instructions

Following Risk Assessments, staff may be issued with appropriate Safety Instructions for that particular area. It is most important that those Instructions are implemented fully at all times. The wilful ignoring of any Safety Instruction will result in disciplinary action being taken, which could lead to dismissal.

Statutory Notices and general safety posters/ signs must be displayed at the entrance of designated areas as required by the Safety Signs Regulations.

Health and Safety Policy, Organisation and Arrangements

The Director Responsible for Health and Safety will regularly review the policy, organisation and arrangements for Health and Safety and inform staff of any necessary changes.

If any member of staff has any suggestions for improving health and safety, those suggestions will be most welcome. If appropriate, they will be incorporated into the working practices of the organisation.

POLICY REVIEWED BY

CLIVE EDMONDS

SIGNATURE

A handwritten signature in blue ink, appearing to read 'Clive Edmonds', written over a horizontal line.

DATE

7 November 2014