

Health and Safety at Work etc, Act 1974

Kemtron is committed to the prevention of injury and ill health in its workplaces and to the continual improvement of its OHAS management system.

To ensure the health safety and welfare of its employees and protect visitors, contractors and others visiting its premises we will:

- meet all Health and Safety regulations and any other requirements relevant to our organisation and its activities
- provide adequate control of the health and safety risks arising from our work activities
- manage the risk encountered by employees when they use the road as part of their duties for the company
- provide adequate and appropriate resources to implement this policy
- consult with our employees on matters affecting their health and safety
- provide and maintain safe plant and equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for employees
- ensure all employees are competent to do their tasks and to give them adequate training
- prevent accidents and cases of work related ill-health
- raise awareness and encourage cooperation of employees in Health and Safety matters
- seek to improve on our level of Health and Safety performance by setting objectives which focus on these key areas
- and review these as necessary at regular intervals.

This policy will be reviewed at regular intervals to ensure it continues to reflect the activities of the organisation.

Copies of both the Policy Manual and Procedures Manual are available for interested parties to read at any time when requested.

Signed (V Tsoi)



Title: Managing Director
Date: 27 January 2016
On behalf of Kemtron Ltd

Signed (S Halls)



Title: Technical Director

Responsibilities

- Overall and final responsibility for health and safety is that of -
- Day to day responsibility for ensuring this policy is put into effect is delegated to -

Stephen Halls
Peter Hedgecock

All employees have to:

- co-operate with management on health and safety matters
 - not interfere with anything provided to safeguard their health and safety
 - take reasonable care of their own health and safety and that of others
- Report all health and safety concerns to an appropriate person, as identified in this policy statement.

Addressing Risks

- risk assessments will be undertaken by -
- findings of risk assessments will be reported to -
- action required to remove/control risks will be approved by -
- responsibility for ensuring action required is implemented and that actions have removed/reduced the risks is that of -
- assessments will be reviewed Annually or when the work activity changes whichever the sooner.

John Cook
Stephen Halls
Stephen Halls
Stephen Halls

Consultation

In the absence of trade union representation management will arrange for staff to be consulted directly on health and safety issues.

Safe Plant and Equipment

Responsibility for:

- identifying plant and equipment needing maintenance, ensuring effective maintenance procedures are drawn up and ensuring that all identified
- maintenance is implemented is that of -
- ensuring that new plant/equipment meets health and safety standards before purchase is that of -
- to whom any problems found with plant/equipment should be reported.

John Cook
Stephen Halls

Safe Handling of Substances

Responsibility for:

- identifying all substances which need a COSHH assessment and undertaking COSHH assessments is that of -
- responsibility for ensuring all actions identified in the assessments are implemented is that of -
- responsibility for ensuring that all relevant employees as appropriate, are informed about the COSHH assessments is that of -
- Responsibility for checking that new substances can be used safely before they are purchased is that of -
- assessments will be reviewed on an ongoing basis as and when manufacturers MSDS are revised and /or legislation changes.

John Cook
Peter Hedgecock
Peter Hedgecock / Supervisor
Stephen Halls

Information, Instruction and Supervision

- the Health and Safety Law posters are displayed at -
 - 15 Finch Drive, ground floor factory area.
 - 19 Finch Drive, ground floor entrance lobby.
 - 21 Finch Drive, ground floor factory area.
- health and safety advice is available from the appropriate Line Manager/Supervisor.
- supervision of young workers/trainees will be arranged / undertaken / monitored by the appropriate Line Manager / Supervisor.

Competency for Tasks and Training

- initial interview and offer of employment - Senior Management
- induction training will be provided for all employees by - Margaret McBennett
- job specific training will be provided by - Supervisor
- jobs requiring special training will be provided by - Supervisor
- training records are kept by - Peter Hedgecock
- training needs will be identified, arranged, monitored by - Senior Management

Accidents, first aid, and work related ill health

- the first aid boxes are kept at -
 - 15 Finch Drive Ground Floor factory area
 - 19 Finch Drive Mezzanine floor outside office area
 - 21 Finch Drive Ground floor factory area
- the appointed person/first aiders are - Margaret Fox (Snr.) / Kevin Critchlow
- ill accidents and cases of work related ill health are to be recorded. Records are kept by - Margaret McBennett / John Cook
- responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing agency is that of - Victoria Tsoi

Monitoring

To check our working conditions and ensure our safe working Practices are being followed we will:

- carry out regular spot checks on working practices
- investigate accidents and 'near misses'
- responsibility for carrying out spot checks and investigating accidents and near misses and for ensuring action is taken to prevent recurrence is that of - Senior Management

Emergency procedures, fire and evacuation

- responsibility for ensuring the fire risk assessment is undertaken and implemented is that of - Peter Hedgecock
- escape routes are checked by - John Cook
- fire extinguishers are maintained and checked by - Contractor annually
- alarms are tested by - Staff weekly
- emergency evacuation will be tested - Annually

This Policy should be read in conjunction with the Driving for Work Policy, Fire Safety Policy and the Health and Safety General Guidance Notes.