

Health & Safety Policy



Crown Oil
Fuels and Lubricants

Policy Statement

The Crown Group recognises that in pursuit of a sustainable business, success is only attainable by consistently achieving high standards of health and safety. We are committed to achieving and maintaining the highest reasonably practicable standards of occupational health and safety. Our aim is the elimination of accidents, injury and ill-health to employees, contractors and others who may be affected by our activities. We have set objectives and targets, and we monitor performance, to enable continual improvement of the management system.

In pursuit of our aims, the Crown Group will:

- Identify hazards, assess risks and, where reasonably practicable, eliminate or reduce risks to an acceptable level by implementing improvements within the business.
- Provide such information, instruction, training, and supervision as is necessary to enable the safe performance of work activities and protection of the environment.
- Provide and maintain a safe working environment, safe systems of work, plant, and equipment.
- Provide and maintain means of access and egress, which are safe and without risk.
- Ensure the safety, and the absence of risks to health, whilst using, handling, storing, and transporting articles and substances.
- Provide suitable and sufficient welfare for employees.
- Appoint competent persons to assist in meeting statutory duties. Where appropriate, this may include the appointment of specialists from outside of the organisation.
- Commit to the prevention of injury and ill health.
- Monitor, inspect and audit our systems and procedures to ensure continuous improvement.
- Allocate adequate resources to ensure full compliance with this Policy and future requirements.
- Ensure that, as a minimum, all operations and activities undertaken will be carried out in accordance with current legislation, codes of practice or other relevant guidance.
- Ensure that our management team affords health and safety matters equal priority to other management functions.
- Provide adequate facilities and arrangements to enable employees to raise issues relative to this Policy and the Company's operations.
- The establishment of an effective organisational structure to implement in full this Policy, which will be regularly monitored, reviewed, and revised.
- Provide an environment in which everyone can work without fear of intimidation, harassment, violence, or undue stress.
- Commit to ensure that all matters concerning health and safety are implemented only after consultation with workers, in which we encourage full participation.
- Seek the co-operation of all employees in the operation of this Policy.

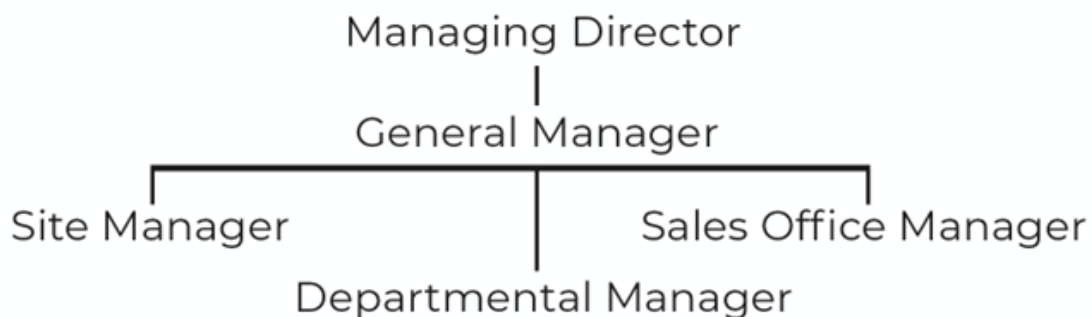
Organisation & Responsibility

The Managing Director has overall responsibility for all aspects of health, safety and welfare of his employees, he is also responsible for ensuring that this policy is implemented and maintained throughout the Crown Group. The Managing Director will in turn delegate responsibility and authority for the implementation of this policy to all Directors and Senior Managers, according to their function.

All employees are responsible for attaining the requirements and objectives of this policy. The Crown Group will supply appropriate instruction and training to enable the employees to perform their allotted task with the requirements of the Health & Safety at Work etc. Act 1974.

Implementation

The Managing Director, Senior Manager's, Site Manager's and Sales Office Managers at each site will have responsibility for making necessary arrangements for the implementation of this policy. Such arrangements will ensure that there is a clear line of authority for solving and dealing with health and safety matters that arise.



At each operational site the designated manager will be responsible for:

- Implementation of the policy.
- Ensuring that appropriate procedures and arrangements that need to be established are monitored and maintained.
- Communication of the policy and ensuring that any training or information required by employees is obtained and recorded with the training manager.
- The performance of the health and safety system is monitored and reviewed when required.

Arrangements

Communication

Ensure that there is adequate communication channels maintained so that information concerning health and safety matters which may affect any or all employees is communicated to them. Also to ensure that any health and safety matter which are raised either with the employees immediate manager or supervisor, or through the health and safety representative, is resolved initially at local level with the safety representative and the site manager, and then reported at the next health & safety meeting.

Safe System of Work

Crown Group management are responsible for ensuring that safe systems of work are agreed and implemented in conjunction with the appropriate manager and employee, so that work is carried out in accordance with statutory regulations, codes and procedures, and within the company rules.

Training

The appropriate General Manager, Manager or Supervisor are responsible for ensuring that employees receive the correct health and safety training to enable them to perform their allotted task safely and with no risk to health and safety to themselves or their colleagues.

Planning

When there are site changes or modifications within a building it is important that the health and safety manager is informed to ensure that all health and safety considerations can be explored and any potential problems can be solved before they exist.

Financial Planning

It is the joint responsibility of the Managing Director to ensure that there is sufficient finance, materials, and equipment, to meet the health and safety requirements of the organisation.

Safety Equipment

It is the policy of the Crown Group to ensure that managers, supervisors and employees, are adequately instructed in the use of any safety equipment, its location, the storage and where necessary any maintenance, this includes any personal protective equipment, firefighting equipment and first aid facilities.

First Aid Facilities

Each trained and currently registered first aider is issued with a complete first aid box, legislation states that no first aider is permitted to issue or prescribe drugs, medicines or creams, this includes paracetamol, if any employee needs any medication they must either consult their Doctor or purchase the medicine or tablets themselves.

Accidents

It is the responsibility of employees who get injured at work, however slight, to report the facts to their immediate supervisor or manager, then to one of the trained first aiders who maintains an accident register. If required the manager will complete a RIDDOR report and pass a copy of them when complete to the health and safety manager.

Fire Safety

All fire safety equipment will be tested regularly, including alarms and each call points. These will be checked weekly to ensure that the system continues to function correctly. Emergency lighting needs also to be checked regularly and records of the check will

be maintained by the fire marshal conducting the check. A complete evacuation of each premises is required at least once per year. The firefighting equipment installed at each site will be inspected and maintained by competent contractors on a regular basis.

COSHH Regulations

These regulations are imposed to ensure that employees who are exposed to, or work with or near to substances which are hazardous to health, receive sufficient protection to ensure their health and safety at work, and the health and safety of others.

When an employee points out to their manager that a hazardous substance may be used in a process, which could affect them and/or other employees, the manager responsible for the process will perform a risk assessment of the process.

A record of the risk assessment will be maintained by the manager and a copy sent to the health and safety manager, the assessment will be reviewed whenever an accident occurs, or there is any significant change in process or workplace.

Visitors

All visitors, and this includes contractors, will have a designated contact at all Crown Group sites. It is the responsibility of the person bringing visitors onto Crown Group premises, to ensure that their visitors follow our health and safety rules, and will not put any Crown Group employee at risk due to their acts or omissions.

Co-ordinating and Monitoring

The General Manager, Manager and Supervisor are responsible for co-ordinating and monitoring the day to day health and safety requirements of their employees. The health and safety manager is responsible for analysing any accident reports, risk assessments, and ensure any corrective action required is reported to the Managing Director to implement. The Health and Safety Manager will then monitor to ensure effectiveness and keep records.

Risk Assessment

This task is performed by a competent person within a specific department, or area at any site with Crown Group. The management of health and safety is improved by adopting a pro-active approach to risk assessment instead of reactive, if you first identify the hazards that exist within a process, area or a task, and then decide what the risks are of that hazard being realised, a programme can be drawn up to eliminate or reduce those risks. The risk assessments performed within the Crown Group organisation are suitable and sufficient, are recorded and maintained by the person performing the assessment.

Display Screen Equipment

These regulations apply to approximately 80% of the work within Crown Group organisation. The main requirement of the regulations is that a risk assessment of each workplace is performed, and a record of the assessment is maintained. The type of risk assessment performed in these areas is a 'self-assessment' and has proved to be suitable and sufficient.

Manual Handling

This method of handling goods is used throughout Crown Group. The need for training to prevent injury during this operation is the responsibility of the appropriate Manager and General Manager to identify. Wherever possible the need for manual handling should be eliminated and mechanical means used or the method of handling should be investigated and possibly replaced with a more safety conscious type operation.

Permits to Work

The nature of the work within Crown Group is so varied that we do not use a permit to work system generally. Where it is necessary to prevent accidental use of electricity, pressure, a 'lock off' system is used, or if it is necessary for a person to enter a confined space, a management awareness system is used to monitor the person.

Noise at Work

The areas within Crown Group applicable to these regulations is clearly marked with the appropriate mandatory sign and employees are issued with the necessary ear defenders to prevent any damage to their hearing, it is the manager's, supervisor's and employees responsibility to ensure that they wear the ear protection, and to ensure that there is a safe place for storage of the equipment, and it is maintained in good state of repair.

When requested by the departmental manager or an employee, a noise survey will be performed and the findings of the survey will be passed to the manager or employee requested the survey.

Electricity at Work

These regulations apply to all of the sites within Crown Group and refer to places where work is done, whether by working on, near or actually with electricity. One of the main requirements of this legislation is that the person who is working with electricity must be a competent person no one who has not had sufficient training in electrical work **WILL BE PERMITTED TO INTERFERE OR WORK WITH ELECTRICITY**. All portable electric appliances are checked for their compliance to legislation, and a report is supplied stating the result of the test.

CDM Regulations

These regulations are applicable to operations within Crown Group. They relate to construction and installation type projects, and they ensure that when followed correctly all employees will work safely and there will be no risk to themselves or others who may be working in the vicinity.

Confined Spaces

When it is necessary for employees of Crown Group to enter a confined space, provision is made for a member of management to be aware that any employee is in the confined space and someone must visit the location at predetermined periods to ensure the safety of the person(s) in the space. Wherever possible the work or as much as possible, will be done from the outside, only as a last resort will employees enter the confined space.

General Food Hygiene

The staff canteens within Crown Group are covered by these regulations, the responsibility for ensuring that the facilities are kept clean, free from waste, rests with the General Manager, manager and employees.

Working Time Regulations

These regulations cover all of the sites within Crown Group, and specify that employees will not work more than an average of 48 hours per week over a 17 week period. If any employee is exceeding the 48 hours, it is necessary to seek the workers agreement to exceed or continue to exceed that limit.

National Health Alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be reerred to your line manager in the first instance who will seek guidance if necessary, from the Human Resources Department.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.



Matthew Greensmith
Managing Director, Crown Oil Group, May 2022