

Health & Safety Policy

New Era Fuels aims to ensure, as far as is reasonably practicable, the health, safety, and welfare of our employees and of others who may be affected by our employees or undertakings. We aim to be compliant with all relevant legislation.

To ensure the principles of Health and Safety (H&S) are clearly understood throughout the organisation, we will have the objectives and be committed to:

- Ensuring that arrangements are in place for the effective planning, development, and review of H&S policies regarding employees, customers, and the public.
- Ensuring that appropriate systems are developed and maintained for the effective communication of H&S matters throughout the Company.
- Protecting the H&S of all employees by preventing work-related injuries, ill health, disease, and incidents.
- Complying with relevant H&S laws and regulations, voluntary programmes, collective agreements on H&S and any other requirements to which the Company subscribes.
- Ensuring that employees and/or their representatives are consulted and encouraged to participate actively in all elements of H&S management.
- Continually improving H&S performance by monitoring, auditing and corrective actions to improve systems.
- Providing the necessary information, instruction and training to employees, agency employees and contractors to ensure their competence with respect to H&S.
- Devoting the necessary finance, equipment, personnel, and time to ensure the H&S of employees.
- Seeking expert support where the necessary skills are not available within the Company.
- Liaising and working with all necessary persons to ensure H&S.
- Ensuring that adequate arrangements are in place for the H&S of visitors.
- The ultimate responsibility for H&S sitting with the Managing Director – James Hunt.
- The overall expert responsibility for H&S sitting with the Transport Director – Brett Jacobs.
- Day-to-day responsibility for H&S sitting with the H&S Compliance Officer – Jon Lockwood.
- Reviewing the H&S policy annually and being signed to confirm continued suitability.
- Putting the reviewed H&S Policy on Breathe HR and noticeboards.

We recognise that safety is the responsibility of everyone and is not just a function of management. Employees will have specific duties and responsibilities to comply with the letter and spirit of the policy. Employees have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with their employer to achieve the standards required.

The Company will ensure that the H&S policy is:

- Specific to the Company and appropriate to the nature of our activities.
- Concise, clearly written, dated, and approved by the signature of a director of the business.
- Communicated and readily accessible to all employees at their place of work.
- Reviewed regularly for continuing suitability.
- Made available to relevant external interested parties, as appropriate.

We will work to prevent accidents and cases of work-related ill-health. All reported accidents and incidents are reviewed and where required fully investigated with improvement actions recorded and completed.

We manage H&S risks by completing risk assessments, with agreed improvement actions.

This area is managed by Jon Lockwood.

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We will provide clear instructions, information, and adequate training to ensure that employees work competently (including manual handling and COSHH).

All employees and contractors complete an H&S induction and are provided with appropriate training and personal protective equipment (PPE).

Suitable arrangements are in place for employees who work remotely from the main company site.

Jon Lockwood is responsible for managing this area.

We engage and consult with our employees on day-to-day H&S conditions.

Employees are consulted on H&S matters as they arise, there is a periodic employee H&S update and employees are consulted in the monthly H&S audits.

Jon Lockwood is responsible for managing this area.

We have implemented emergency procedures such as the evacuation procedure in case of fire or other incidents.

All escape routes are well signed and kept clear. Evacuation plans are tested periodically and updated, as necessary.

Jon Lockwood is responsible for managing this area.

We maintain safe and healthy working conditions.

We provide and maintain plant, equipment, and machinery.

We ensure safe storage and use of substances.

We provide toilets, washing facilities and drinking water.

We have put in systems for the routine inspection and testing of equipment and machinery which includes taking prompt action to address any defects.

Brett Jacobs is responsible for managing this area.

The Health & Safety Law poster is displayed in the Office kitchen, and on the Warehouse and depot noticeboards.

First aid boxes are available in Reception, both kitchens, the Warehouse, depots and in company vehicles.

Accidents and ill-health at work are reported in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Signed:



Ben Leworthy

Position: Compliance & Contracts Director