		<b>HEALTH &amp; SAFETY POLICY</b>		
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<b>Document owner:</b>	<b>Approved by:</b>		<b>Approved by:</b>	
Andrew Littlewood Finance Director	Jenny Murray Managing Director		Dominic Wallace Operations Manager	

Life Science Group Ltd (LSG) has an obligation under the Health and Safety at Work Act 1974 <http://www.hse.gov.uk/legislation/hswa.htm>, to ensure the Health, Safety and Welfare of their employees. The Management of Health and Safety at Work Regulations (MHSWR) 1999 <http://www.legislation.gov.uk/uksi/1999/3242/contents/made>, places a duty on employers, to identify significant risks within the organisation and implement suitable risk treatments, to reduce those risks so far as is reasonably practicable.

## Management systems

The management of assumes ultimate responsibility for HS&E policy and for monitoring its implementation, while executives and line managers are directly responsible for HS&E matters in the operations under their control. A reporting system is in place to collect, collate and report on key performance indicators.

Dominic Wallace (Operations Manager) is the nominated Health and Safety Manager for LSG.

Refer to signs posted throughout the building for the First Aiders and Fire Marshalls in each area of the site. These individuals should be your primary contact in case of an incident.

## Reach

The European regulation for the Registration, Evaluation, Authorisation and Restriction of Chemicals (*REACH*, <http://www.hse.gov.uk/reach/> ) is thought to have implications for LSG. REACH requires the registration of some 30,000 chemicals as it shifts the burden of proving chemical safety to industry, affecting the availability, cost and conditions of use of many substances. LSG is working closely with industry members and regulators consultants to educate and foster collaboration on methods for compliance.

## Lone working

A lone worker is anyone who works in isolation from their colleagues without close or direct supervision.

In the event of emergency, the immediate Line Manager is contacted.

There are two main types of lone worker:

### People in premises where:

- The person is in the building on their own;
- The person works separately from others in the same building;
- The person works outside normal hours.

### People who work away from their fixed base:

- Visiting clients and customers;
- The person works from home;
- The person works in remote areas.

**Employees should:**

- Identify any activity they carry out which involves working alone for more than 1 hour.
- Comply with any precautionary measures including guidelines laid down by managers.
- Report to managers any unsafe or potentially unsafe situations and report incidents.
- Take reasonable care for their own safety and not take any unnecessary risk.
- Use tools and other equipment properly, in accordance with relevant safety instructions and any training they have been given.
- Not misuse equipment provided for their health and safety.
- Attend any training provided.

**Precautions****Precautions - Blood and Body Fluids**

- All blood and body fluids are potentially contaminated.
- All cuts and abrasions must be covered with waterproof dressings.
- All spillages of blood products and body fluids must be decontaminated appropriately,
- Always wash hands before preparing or eating food.
- Disposable gloves should be used at all times when dealing with any products.

**Precautions – Dry Ice**

- Avoid working with dry-ice unsupervised or alone.
- Always store dry ice in a properly designed container and keep the container lid closed when not in use.
- Always secure the container lid open before reaching in to unload the product.
- Avoid leaning into the container for longer than necessary.
- Ensure there is adequate low-level ventilation wherever dry ice is stored or being used.
- Wear insulated gloves and eye protection whenever handling dry ice.
- Avoid breathing in the dry ice “smoke”.

**Precautions – Walk-In Freezer**

- Avoid working in the walk-In freezers unsupervised or alone.
- Ensure you put the light on as you enter the freezer.
- Ensure you know how to operate the emergency door release from inside the freezer if the door accidentally closes.
- Ensure you know where the alarm is inside the freezers.
- Keep your mobile phone on your person and switched on.
- If going into the freezer to stock-take or work for longer than a minute wear additional warm clothing.
- Avoid working inside the freezer for longer than 10 minutes at any one period.

### Risk assessment

Risk assessments will be carried out identifying work activities that may expose employees to risks associated with lone working. Risk assessments are to be done on an individual basis and should take into account:

- The individual's capabilities.
- Foreseeable emergency situations.
- Training required for emergencies or unusual situations, e.g., fire.
- Provision of special equipment, e.g., Mobile phone etc.
- Inclusion of potential exposure to hazardous substances. As necessary, separate CoSHH assessments will be completed.

Risk assessments should be reviewed regularly and updated accordingly.

Where risks are identified, adequate safety procedures and control measures will be developed to protect individuals. Procedures are to be monitored to ensure their effectiveness and reviewed as required.

Adequate information, instruction and training will be given to staff who may be exposed to risks associated with lone working.

Where personnel are alone within a building, they should lock all entry doors where possible, although they should ensure that they still have a means of escape in the event of a fire.

Staff undertaking certain tasks may require personal protective equipment (PPE). Its issue will depend on the findings and recommendations contained within the risk assessments carried out on the work activity and may include such items as high visibility clothing, warm clothing, foul weather clothing, safety footwear, personal attack alarms or torches etc.

Employees should ensure that the equipment issued is kept in good condition and suitable for the task. The procedures to obtain replacements as necessary are clear, so employees must ensure that equipment is renewed/repared as soon as it does not perform correctly. They should also ensure equipment and/or chemicals are stored appropriately.

Risk assessments must consider any medical conditions which may increase the risk to a person who is working alone.

It is important to consider the work routine and any foreseeable challenges, which may impose additional physical and/or mental burdens on the individual.

Lone workers must understand fully the risks involved with their work activity and the precautions required ensuring their health and safety.

Where contractors are on site, or where there is a need for suppliers to be on site, they will be notified of the existence and location of any hazardous substances and provided with the appropriate PPE where necessary.

### Specific procedures

There are First Aid Boxes and Eye wash Stations located as follows:

- |  |                                 |
|--|---------------------------------|
| • Ground Floor QC Laboratory           | First Aid Box, Eye Wash Station |
| • Ground Floor Cell Culture Laboratory | Eye Wash Station                |
| • Ground Floor PCR Laboratory          | Eye Wash Station                |
| • Ground Floor Despatch Office         | First Aid Box                   |



- Ground Floor Kitchen First Aid Box
- First Floor Main Office First Aid Box
- There is a list of Emergency Medical Numbers inside each First Aid Box.

In case of an emergency such as a fire, flood, or hazardous spillage you must invoke the Emergency and Business Continuity Plan.

In the case of a security emergency the alarm can be raised by contacting the Security Monitoring Service using the number on the Emergency Contact List and by referring to Business Continuity Plan. The key holders are all identified on the Emergency Contact List.

### Workplace

LSG's success depends on retaining the commitment of the people who work within it. The Company strives to ensure that employees have a safe environment in which to work and that employment practices are fair and equitable.

### Personal Health

LSG acknowledges that there are many factors both work related and personal that may contribute to staff ill health. And consequently, LSG will ensure appropriate steps are taken to ensure that all employees personal health, including mental health is considered in all actions.

Employee health insurance has been provided through AXA, which includes mental health provision.

LSG will follow the principles of the HSE guidance "Managing the causes of work-related stress" HSG 218 and locally manage staff health issues:

- Employees are advised that it is their responsibility to inform their line manager or another member of the senior management team of their health issues
- An appropriate senior member of staff will meet and discuss the ill health issues with the employee and consider what actions should be taken to support the staff member and where appropriate assist with reducing stress levels
- The member of staff will be offered a referral to a health professional for advice and support via the AXA health scheme provider e.g. counselling, etc.
- A series of regular review meetings will be scheduled to monitor ill health and stress levels where they have been identified
- If it is identified that there is a high occurrence of staff ill health or stress, the Managing Director will actively seek support to undertake an holistic assessment to identify what the possible root cause may be and implement a plan to improve the situation.

During the induction process, new employees are encouraged to inform their line manager of any known health issues and allergies (e.g., physical ailments, EpiPen requirements, etc.). This are recorded to the individual's personnel file and may be considered when carrying out risk assessments. Employees with allergies are also encouraged to inform their colleagues.

### Incident Monitoring

All incidents should be reported to your Line Manager and recorded in the Accident Book, located in the kitchen. Near-misses should also be reported to Line Manager to implement corrective action.

The Management Team will review health and safety as part of the weekly Management Team meetings and the monthly management meeting, including a review of any incidents or near-misses.

Where appropriate, incidents will be escalated and investigated following the P-05-01 Non-conformance procedure.

### Safety

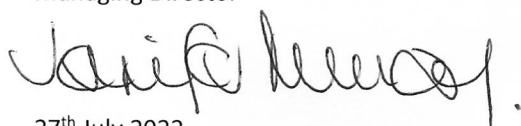
LSG's goal is zero work-related injuries and illness. To achieve this, an initiative has been implemented to improve safety performance, with a particular focus on applying sound risk assessments and ergonomic principles.

### Management Declaration

Name: Jennifer Murray

Job Title: Managing Director

Signature



Date 27<sup>th</sup> July 2022

### Contact Details

Life Science Group Ltd.

Antibody Product Services and Life Science Production are Divisions of Life Science Group.

Address: The Science Center, 1 Blaydon Road, Sandy, Bedfordshire, SG19 1RZ

Tel: +44 (0) 1234 889180

Email: [sales@lifesciencegroup.co.uk](mailto:sales@lifesciencegroup.co.uk)

Web: [www.lifesciencegroup.co.uk](http://www.lifesciencegroup.co.uk)

### Document history

Created / reviewed	Version	Main changes	Responsible
31.12.2020	01	First version under this number. Previously Policy ID 659	Andrew Littlewood
27 Jul 2022	02	Update to LSG address and locations of first-aid kits for Sandy site. Review of policies throughout.	Andrew Littlewood