



SAFETY MANUAL

Section A

Health and Safety Policy

**Originated by:
(H&S Manager)**

Hewson
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1. Statement of Intent

The health, safety, and wellbeing of staff at Onyx Scientific is our main priority. No task or operation is so urgent or so important that a safe way of carrying it out cannot be found. Whether the task is routine or a one-off: whatever is done, whenever, wherever and however it is done, time should be taken to think about how it can be done safely so that nobody is put at risk by what is done, including staff who are trained to respond to emergencies, who would not be able to fulfil their duties if they are hurt in the process.

Onyx Scientific are committed to ensuring the health, safety, and wellbeing of every employee and others who may be affected by the work we carry out. The aim of Onyx Scientific is to provide a safe and healthy working environment where everyone works safely, with the right work equipment and in a workplace that is safe to be in so that no employee, contractor, customer, visitor, or member of the public suffers from accidents, injury, or ill health as a result of our work activities.

All staff should always pay proper attention to health and safety when making decisions and demonstrate a commitment to good standards.

At all times, it remains the responsibility of Onyx Scientific to comply with current legislation, follow relevant valid standards and be fully committed to continual improvement so that all assets, equipment, and property is safe to use and is safely used. It is the aim of Onyx Scientific to make sure that Safety First is Second Nature.

To make sure that the necessary high standards are met, Onyx Scientific will:

- Ensure that there is an effective management system to enable, promote and support effective planning, control, monitoring, measurement and review of health and safety measures.
- Train and develop staff, promote working standards and practices so that risks of injury or ill health are minimised.
- Assess and manage the risks to health and safety of all employees and other who operations may affect.
- Consult with all employees on all matters relating to health and safety performance to make sure that all staff are properly informed of health and safety issues and that all staff have ways to raise and resolve health and safety concerns.
- Ensure there is an effective process for all near misses, incidents, and accidents to be investigated and any lessons learned are implemented.
- Ensure effective health and safety processes are in place to enable risk assessments and operational procedures to be reviewed and updated at regular intervals and especially following any changes in legislation, after adverse events or with the introduction of new people, practices, or equipment.
- Only engage contractors and other third parties who have been checked to make sure they have the competence, resource, and experience to work with or do work for Onyx Scientific.
- Ensure that sufficient resources are available to enable all activities to be undertaken safely and efficiently.

The health and safety performance will be reviewed regularly and reported at the general safety meeting, and the policy and objectives will be reviewed annually.

A signed copy of this statement is located in Unit 97 at the Silverbriar site, and in the entrance area at the Wayfarer site.

2. Responsibilities

The R&D Director has overall and final responsibility for health and safety. They will ensure that:

- the company is fully compliant with the Health and Safety at Work etc. Act 1974
- an up-to-date health and safety policy statement is prepared and brought to the attention of all staff.
- This policy is effectively implemented and maintained across the Company.

The Health and Safety Manager (the named safety person) has the day-to-day responsibility for ensuring this policy is put into practice. This includes:

- The general safety within the laboratories and offices.
- Coordinating the Safety Committee Meetings. These should take place every 2 to 3 months and may be attended by all employees.
- Approving all health and safety procedures.
- Ensuring all staff are trained, where necessary, in health and safety matters.

All employees at Onyx have the responsibility to:

- Take reasonable and responsible care of themselves and others
- Ensure that all activities are conducted safely
- Carry out risk assessments appropriate to their work and ensure operations are run in a manner acceptable to the local community (its employees, customers and public)
- cooperate with supervisors and managers on health and safety matters to achieve a healthy and safe workplace
- Report all health and safety concerns to their line manager or the appropriate person (as listed in this procedure).

Furthermore, Onyx will, in particular:

- Comply with the relevant laws and regulations and take any additional measures considered necessary.
- Require every member of staff to exercise personal responsibility in preventing harm to themselves, others and the environment and enable them to contribute to every aspect of safety, health and environmental protection.
- Provide regular health checks to monitor staff wellbeing.
- Provide appropriate training in health, safety and environmental impact to staff, contractors, and others who work with us, handle our products or operate our technologies.
- Monitor and record safety implementations as well as recording all training given.
- Seek to develop new or modified products or processes that assist in conserving the environment.
- Follow advice promulgated by the UK Health Protection Agency in the event of a contagious disease outbreak. Such advice may include, but is not limited to:
 - a) Working from home
 - b) Social distancing
 - c) Wearing of additional PPE

The Health and Safety Organogram is listed in Section F, Appendix B.

2.1. Additional Safety Responsibilities

A list of qualified first aiders, qualified fire wardens, and staff responsible for the maintenance of First aid and Fire checks is listed in Section F, Appendix C.

3. General Arrangements for Health and Safety

Although every day is different, there are a number of issues central to the way Onyx manage health, safety and welfare. For these, it is essential to plan in advance and develop arrangements for the control of the risks that arise. These arrangements are set out in the following paragraphs. Staff are made aware of them at induction or during team and individual briefings.

Onyx will monitor and review the operation of these arrangements from time to time making changes to the procedures identified as necessary. This will support one of our key objectives – to work continuously to prevent work related injury and ill-health to our employees and other people. All our workers are required to follow documented safe working procedures (where these have been adopted) and to report hazards.

3.1. Risk Assessment

Risk assessments of all identified hazards related to work are undertaken by staff and these risks are eliminated wherever possible. Where this cannot be achieved, Onyx will implement suitable and sufficient control measures, based on these assessments, to reduce and manage, so far as is reasonably practicable, the risks to staff, visitors, contractors, and others. Any new work activities are risk assessed, as above.

Activities undertaken by our employees that are likely to carry significant risk have been identified and the risk from each of these activities has been considered and assessed as to whether the control measures are adequate or whether further action is necessary. The results of all significant and completed risk assessments are made known to our employees and are available for their reference.

Risk assessments are reviewed periodically and updated as required. They are also reviewed whenever circumstances have changed and following the investigation of any accidents or incidents that may occur.

3.2. Consultation

Onyx has a duty to consult with our workforce on matters affecting their health, safety and welfare whilst at work. To meet this obligation, a process for managers to consult with employees about work-related health, safety and welfare issues has been established. This system is used to deliver simple safety messages and rules through meetings, briefings, and short training periods.

3.3. Reporting of Defects

To ensure that the workplace is maintained in a safe state, regular inspections are carried out. Employees are encouraged to report, through their managers or representatives, any concerns regarding health and safety at work. Any defective equipment must never be used. Any defective equipment must immediately be removed for use and be reported.

3.4. Display Screen Equipment (DSE)

Some employees are users of display screen equipment. Onyx provide standard equipment and all users are given information about the correct adjustment of the workstation and the correct posture for using it. All display screen users complete a Self-Assessment Questionnaire. Where a questionnaire identifies any issues or necessary provision, steps

will be taken to resolve them or seek further advice. Onyx recognises our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

3.5. Lone Working

As part of their duties, staff may have to work alone for all or part of the working day. Onyx identifies the risks to which these employees are exposed with the aim of eliminating these risks, wherever reasonably practicable, and reducing lone working activities to a minimum. Where lone working does take place, systems have been identified and implemented to ensure that safe working and communication exists between the lone worker and their management. Affected workers have been notified of our arrangements for the management of lone working activities and that they are required to notify management of their concerns in this area so that improvements can be made to make work operations safer for them.

3.6. Manual Handling

Onyx recognises that all employees will have to manually handle loads, and in such cases the risks to their health from this type of work have been assessed. Where possible, the need for manual handling has been eliminated by providing mechanical handling equipment or by introducing alternative measures. All staff are provided training and instruction in manual handling techniques and are instructed not to attempt to lift items beyond their capabilities.

3.7. Work at Height

Arrangements have been made to protect the health, safety and welfare of employees and others against the risks involved in working at height. Wherever possible, staff are instructed to avoid work at height. When it cannot be avoided, the risks to staff are considered and they are trained and instructed to adequately plan, organise, and carry out the work in a safe manner.

3.8. Young Persons

When young people (under 18 years old) are employed, a checklist is used to assess and guide the measures we need to take to ensure their health and safety at work. Young people are closely supervised whilst at work. Where children under 16 take part in work experience programmes we will prepare a specific job description and risk assessment in agreement with the local Education Authority.

3.9. New and Expectant Mothers

Should any of our employees become a new or expectant mother we will take steps to ensure their continued health and safety at work. They should inform the personnel manager and health and safety manager at the earliest opportunity so that an appropriate risk assessment can be completed. Further information can be found in Section B (6.8.2)

3.10. First Aid & Wellbeing

Onyx has taken action to provide suitable physical first aid and mental health first aid arrangements for our employees whilst at work and visitors who may be affected by our activities. First aid is defined as a case 'where a person will need help from a medical

practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained', and the 'treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse'.

As required by the health and Safety (First Aid) Regulations 1981, the reasonable level of first aid provision required for our business has been assessed and the appropriate arrangements have been made. A list of trained physical first aiders, mental health first aiders, and the location of first aid resources, is on display on both sites.

3.11. Accidents, Accident Reporting and Investigation

Staff are instructed to report all personal injury accidents and near miss incidents that happen in the course of their work. All accidents are recorded and investigated, and where possible additional control measures or a safer system of work are implemented. Onyx understands that there is a duty to report incidents under statutory regulations within the appropriate timescales. Details are set out in the Accident Book.

3.12. Training

For our business to operate efficiently and effectively, it is necessary to have a trained and competent workforce. Staff are recruited with the specific skills and qualifications appropriate for their job. All new employees to Onyx will undergo a Health and Safety Induction. This will be dependent on the experience of the employee concerned but everyone will be taken through the Onyx Scientific Health, Safety and Environment Policy, which describe persons responsible, and the basic health and safety standards operated at Onyx, which all employees are expected to follow.

The induction will also identify, with regards to health and safety, immediate training needs of each individual. This will be particularly important in the case of young, inexperienced staff who have little knowledge of handling hazardous chemicals. It will be expected that chemists of Ph.D. standard should be aware of the hazards of chemicals and the responsibility is largely put upon them to identify their personal needs in this area.

Line Managers and other senior members of staff will monitor all new employees' progress for the first 6 months to identify possible training requirements, including safety.

On commencing employment at Onyx all employees will be allocated a training file to keep track of the procedures in which they are trained, including all health and safety procedures.

Visitors to Onyx may require a basic Health and Safety induction. This is done by means of the *Visitor Welcome Card* which is to be read by visitors as they are signed into the site.

3.13. Equipment

Onyx endeavour to ensure that all equipment used in the course of our business is maintained in good condition, serviced to manufacturer's schedules and is safe to use. Staff are provided with suitable and sufficient information and training to enable them to use work equipment safely. Equipment must not be operated by staff unless they have been properly trained in its use, including any safety related devices and guarding. Staff are responsible for ensuring that equipment issued to or used by them is maintained in good order and have been told to report any defects or problems to their manager. It is our policy that defective equipment will be withdrawn from use until repaired or replaced. Where equipment, such as pressure vessels (including hydrogenation vessels) and lifting equipment, is used which requires statutory examination at specified frequencies, the required arrangements are made. Copies of inspections and maintenance records for all equipment used are held.

3.14. Purchasing

When new work equipment and materials are purchased or hired, the health and safety implications of its use are considered. Whenever possible, the safest available equipment and substances are obtained. Safety Data Sheets (SDSs) for substances and similarly, technical data and instructions for work equipment are always obtained. All hazard and risk data that is provided is considered, and staff are informed and trained as necessary.

3.15. Hazardous Substances and Occupational Health

Due to the nature of the work conducted at Onyx, it will be necessary for staff to use a number of potentially hazardous substances. Some are used in such small quantities that they present no risk to health unless deliberately misused. All of the chemicals and substances that are used are listed and their risks assessed by means of completing a COSHH Assessment. Where potential risks are identified, suitable control measures are implemented, and clear instruction and information is provided to staff.

3.16. Personal Protective Equipment

The majority of work undertaken at Onyx requires use of personal protective equipment (PPE). Appropriate PPE is provided, with storage facilities and replacements free of charge. It is expected that staff use any PPE identified as necessary. Staff are responsible for the day to day care of the PPE issued to them, to report damage and to request replacements.

3.17. Contractors

From time to time it will be necessary to employ contractors to work for Onyx or to do work on behalf of the company. Contractors are expected to comply with existing health and safety procedures and to have their own arrangements for safe and healthy working. Before a contractor is employed, they will be asked to provide copies of their health and safety policy, insurance and risk assessments so that their ability to work safely and without risk to our staff and visitors can be assessed. Contractors are made aware of and are expected to follow our site rules. When arriving on site all contractors must sign in and whilst working on the premises, their adherence to our site rules is frequently monitored.

3.18. Stress

Onyx recognises that there is a duty to take action to reduce, and where reasonably practicable to eliminate, ill health which is caused by work related stress. Where it is believed that an employee is showing signs of work-related stress, arrangements for mental health first aid provision will be assessed and enacted where necessary. Where appropriate, the necessary occupational health assistance and counselling programmes will be provided where required.

3.19. Emergency Action

In the event of the fire alarm being activated the fire alarm will be transmitted via a 24 hour call centre to the fire brigade (a second confirmation call from Onyx is required during 8am - 6pm) and to the site security service (Silverbriar – SEP; Wayfarer – Asset Watch) who have a set of keys to allow access to the premises. In addition, if it is outside normal working hours site security will notify key personnel.

If the burglar alarm is activated, the site security is immediately alerted. They will view the outside of the building by CCTV and will send the security officer to check the premises and if appropriate alert police and contact key personnel.

3.20. Emergency Telephone Numbers

A list of telephone numbers for accident and emergencies (including out of hours) and staff to be contacted in emergencies is listed in Section F, Appendix A.

4. Premises Management Arrangements

4.1. Premises

The premises at Onyx are managed to provide a safe place of work. Onyx maintain the means of access and egress, the fabric of the building, ensure good house-keeping and provide suitable welfare arrangements that include adequate hot and cold water, drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation and heat, light and ventilation. The workplace is regularly cleaned, maintained, adequately lit and ventilated.

4.2. Electricity

The fixed electrical systems used in the premises have been inspected, tested and certificated by a competent electrical contractor. Staff are instructed to make a visual safety check of portable electrical equipment each time that it is used. Defects must be reported to us for repair or replacement. More thorough inspection and electrical tests of portable electrical equipment are conducted regularly. An inventory of equipment and records of these inspections is kept.

4.3. Gas

Gas appliances and supply pipes are subject to an annual safety check by a GasSafe™ registered engineer. The main isolating controls are clearly marked and accessible so that the supply can be quickly isolated in an emergency.

4.4. Asbestos

All areas of the premises under the control of Onyx have been surveyed to establish the location and condition of any asbestos containing materials. Both sites have been confirmed as having no asbestos on the premises.

4.5. Plant and Equipment

All plant and equipment within premises under our control such as HVAC, lightning conductors, pressure vessels, passenger and goods lifts are inspected and maintained and records are kept.

4.6. Legionella

Onyx have a duty to protect the health of our workforce and others affected by our activities from the risk of infection by Legionella Pneumophila from our hot water and cooling systems. The risk of infection is assessed and attempts to eliminate that risk, or other suitable control

measures, will be implemented. The control measures are reviewed at least every 12 months and the risk assessment every 2 years.

4.7. Waste

Suitable arrangements are in place for the collection and disposal of our waste. Further detail about waste management is outlined in the Safety Manual Section B (6.14).

4.8. Permits to Work

To protect staff and others from risks to their health and safety, a permit to work system has been developed and implemented for all high risk work activities such as:

- hot work on plant that has contained flammable or hazardous substances.
- hot work anywhere on the premises because of the fire risk
- work on electrical distribution systems and high voltage installations.

4.9. Construction

Onyx recognise that as a client for construction work (including building maintenance, refurbishment and demolition) we have specific responsibilities under the Construction (Design and Management) Regulations. Arrangements are made to comply with our legal responsibilities by ensuring that a competent person takes responsibility for managing each specific CDM project.