



## **Health, Safety and Environment Policy**

### **General Statement of Intent**

#### **Organisation**

- ? Managing Director**
- ? Operations Manager**
- ? Managers will: Safety Practitioner**
- ? Managers will: Employees/Clients/Learners/Customers**

#### **Principal Arrangements**

- ? Information, Instruction and Training**
- ? Accidents and Dangerous Occurrences**
- ? First Aid Facilities**
- ? Emergency Procedures**
- ? Fire Safety**
- ? Health Surveillance**
- ? Information and Communication**
- ? Enforcing Authorities**
- ? Contractors**
- ? Approved Contractors**
- ? General Risk Assessments**
- ? Safe system of Work**
- ? Visitors**

#### **Specific Policies**

- ? The Construction (Design and Management) (CDM) Regulations 2020**
- ? Asbestos Policy**
- ? Display Screen Equipment (DSE) Policy**
- ? Personal Safety Policy**
- ? AIDS/HIV Policy**
- ? Stress**
- ? New or Expectant Mothers**
- ? Young Persons & Persons with Disabilities and or Learning Difficulties**
- ? Accident Incident and Ill Health Investigation and Reporting**
- ? Road Safety**

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## **Appendices**

**Appendix 1 – The Management of Health and Safety at Work Regulations 1999 (and Northern Ireland equivalent).**

**Appendix 2 – The Manual Handling Operations Regulations 1992 (and Northern Ireland equivalent).**

**Appendix 3 – The Provision and Use of Work Equipment Regulations 1998 (and Northern Ireland equivalent).**

**Appendix 4 – The Workplace (Health, Safety and Welfare) Regulations 1992 (and Northern Ireland equivalent).**

**Appendix 5 – The Control of Substance Hazardous to Health Regulations 2002 (COSHH) (and Northern Ireland equivalent).**

**Appendix 6 – The Health and Safety (First Aid) Regulations 2013 (and Northern Ireland equivalent).**

**Appendix 7 – The Electricity at Work Regulations 1989 (and Northern Ireland equivalent).**

**Appendix 8 – Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (and Northern Ireland equivalent).**

**Appendix 9 – Environmental Guidance.**

**Appendix 10 – Regulatory Reform (Fire Safety) Order 2005 (the Order).**

**Appendix 11 – Accident/Incident Reporting Procedure.**

**Appendix 12 – Notification Procedure (Accidents).**



## General Statement of Intent

Medex Group is committed to promoting high levels of Occupational Health, Safety and Environmental Management throughout its organisation. It is the company's intention that its activities are carried out in accordance with relevant statutory provisions. All reasonably practicable measures are taken to avoid risk to its employees and others; in particular vulnerable individuals (young persons, disabled individuals, new and expectant mothers), and the natural environment that may be affected by its activities.

The successful implementation of this statement requires total commitment from all employees and each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of others who may be affected by his or her own acts or omissions. The organisation also acknowledges its obligations of the possible effects of the adjacent community, together with protecting the natural environment.

Information, instruction and training necessary to enable the safe performance of our work activities will be available to all employees and others who may be affected by company operations.

The company management team will ensure that all processes and systems of work are designed to take account of H&S and that staff are adequately supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist the company in meeting its statutory duties including, where appropriate, specialists from outside the organisation.

All employees must co-operate with the company to enable its statutory duties to be complied with.

Full details of the organisation and arrangements for health, safety and environment are set out in separate documents, which are available on request.

The company will review this statement and regularly monitor it to ensure that its objectives are still valid, being achieved, and where necessary, will be revised to take into account legislative or organisational changes.

This statement of intent will apply to all companies, premises and operations for which Medex has responsibility. Suitable and sufficient management systems will be in place to ensure this commitment.

Medex will not allow any of the participants above to become exposed to any unnecessary risk. All participants are expected to observe their Duty of Care to themselves, their colleagues and co-operate with Medex to ensure that their Health, Safety and Welfare is maintained.

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## **Organisation**

In order to ensure that the H, S & E Policy is successfully managed within the organisation the following responsibilities have been allocated:

### **CEO**

The Chief Executive has responsibility on behalf of the company for all matters pertaining to H, S & E and will ensure that staff are kept duly informed.

### **Operations Manager**

The Operations Manager is responsible to the CEO for ensuring that the company H, S & E Policy is observed and that all facilities, resources and requirements necessary for effective compliance with the policy are provided for.

They will give support and encouragement to managers and other members of staff to enable them to fulfil the duties imposed upon them.

They will also ensure that all H, S & E correspondence and reports are forwarded to their respective offices and departments for information and where necessary action.

The Operations Manager will satisfy themselves as to the competence of the supervisory staff.

The Operations Manager will be responsible for ensuring that the H, S & E Policy is implemented within the office and any other areas of control.

They will monitor the workplace to ensure that safe conditions are maintained.

They will be responsible for reviewing and updating the company policies and procedures relating to Health and Safety and Health and Safety Guidance Notes. They will also monitor, review and update risk assessments.

Duties will include (through the company's managers) monitoring legal documents, statutory registers and insurance certificates that are kept on the premises and ensuring that the necessary Statutory Abstract notices are displayed.

They will ensure that all accidents and dangerous occurrences are properly recorded, reported and investigated and that all employees, contractors and visitors are made aware of safety procedures.

They will ensure that wherever possible waste consumable materials are recycled or disposed of in a manner suitable to reduce any impact on the environment.

As the responsible person for fire safety they will ensure that all requirements of The Regulatory Reform (Fire Safety) Order 2005 (and Northern Ireland equivalent) are maintained, and that all firefighting equipment is adequately serviced.

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They will ensure that equipment, plant and substances that are used are suitable for the task and are maintained in good working condition, including the regular maintenance and servicing of equipment, and where possible purchase and supply consumable products and materials which are environmentally friendly.

They will provide or arrange adequate training, information, instruction and supervision for all staff including temporary personnel in order to ensure that work is conducted safely.

Further, immediate and appropriate steps will be taken to investigate and rectify any risks to H, S & E arising from the work activity.

They will ensure that managers dealing with particular topic areas are advised of any specific H, S & E duties.

**Managers will:**

Ensure that the company H, S & E Policy is implemented along with any other safety requirements.

Monitor the workplace under their control to ensure that safe conditions are maintained.

Assess the competence of staff under their control with the support of the H&S Department.

Inform the Operations Manager verbally and in writing of any H, S & E issues that require attention.

Ensure that information, instruction and training is given to all employees.

Attend H, S & E training courses when requested.

Ensure that there is an adequate supply of materials, welfare facilities and equipment to meet statutory requirements.

They will ensure that wherever possible, waste consumable materials are recycled or disposed of in a manner suitable to reduce any impact on the environment. In line with the National Strategy for Environmental managements.

They will where possible purchase and supply consumable products and materials which are environmentally friendly. In accordance with the Purchasing Policy.

Monitor legal documents, statutory registers and insurance certificates that are kept on the premises and ensure that the necessary Statutory Abstract Notices are displayed (Law Poster etc).

Give support and encouragement to other members of staff.

Action safety reports and correspondence concerning operations under their supervision.

Instigate disciplinary procedures (in compliance with the company disciplinary rules) where failure to achieve the safety regulations, company safety policy and good safety practice is evident.



## **Safety Practitioner**

Advisers are generally responsible for promoting and supervising the employer's H, S & E systems for all premises occupied and all activities undertaken, including all matters pertaining to general H, S & E and administration. This includes premise inspections, safety training courses, and advice on the purchasing of safety equipment, safety and environment literature and the supervision of premise safety.

### **Duties will include:**

Periodic inspections of activities, offices and other company premises.

Assisting in the design and implementation of company safety plans.

Advising management and supervisory staff as to general performance and compliance with statutory obligations and the company H, S & E Policy.

Monitoring and advising of fire and emergency procedures.

Undertaking accident investigations and providing remedial recommendations. A record of all such accidents/incidents and near misses will be maintained and will ensure that steps are taken to prevent recurrences.

Monitoring the maintenance of statutory records, reports and notification procedures.

Preparing statistical information.

Assessing and advising on H, S & E training needs.

Organising safety courses.

Liaising with the relevant enforcing authorities.

Promoting and participating in safety committee activities.

Monitoring contractor safety procedures and policies.

Monitor use of substances/design systems to reduce risk to health and environment when using hazardous substances.

### **Employees/Clients/Learners/Customers**

All employees/clients/learners and customers must:

Take reasonable care of their own health and safety.

Consider the safety of other people and vulnerable individuals who may be affected by their acts or omissions.

Work in accordance with information and training that has been provided.

Co-operate at all times with respect to H, S & E matters.

Refrain from intentionally misusing or recklessly interfering with anything that has been provided for H, S & E reasons.

Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person (i.e. their line manager, or H, S & E Practitioner) without delay.

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Not undertake any task for which authorisation and/or training has not been given.

### **Information, Instruction and Training**

The H, S & E Practitioner will monitor information brought to its notice concerning H, S & E. If relevant to the company operations, the appropriate advice and/or instructions will be circulated to staff and any additional control measures considered necessary will be introduced.

Training needs will be reviewed periodically, and the company safety training programme will use both in-house and external organisations for specific courses.

It is essential that all staff understand fully their responsibilities, especially regarding H, S & E duties, and if appropriate they will receive the appropriate training.

### **Accidents and Dangerous Occurrences**

The company procedures for reporting injury, accidents and dangerous occurrences are designed to ensure statutory compliance. Relevant legislation includes the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR 2013) and any other statutory duties governing the notification, recording and provision for adequate investigation and inquiry in order to establish the measures which may be necessary to prevent a recurrence. In addition to the statutory compliance there may be a requirement to notify funding bodies.

The Accidents and RIDDOR procedures are detailed in the guidance note accompanying this policy.

### **First Aid Facilities**

The company will ensure that a suitable number of First Aid trained personnel are available to deal with minor accidents and emergencies at the workplace. These people will have received appropriate training and hold qualifications so as to ensure compliance with statutory requirements. If there are no First Aid trained personnel available there will be in place an appointed person to take charge of the first aid arrangements and that would include calling the emergency services when required.

Identities of first aiders and the location of First Aid boxes will be displayed throughout the workplaces and offices.

### **Emergency Procedures**

Emergency procedures that are designed to give warning of imminent danger and to allow personnel to move to a place of safety are in place at the company premises.

Each subsidiary director and manager is responsible for ensuring that employees and visitors within their area of control are informed of, and are fully conversant with, emergency procedures.

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## **Fire Safety**

### **General Statement**

So far as is reasonably practicable, all steps shall be taken by the company to prevent or minimise the probability of all causes of fire.

The company acknowledges that despite these measures it cannot be assumed that fire will never break out. Systems will be set in place to deal with this eventuality, and these will be regularly scrutinised to ensure their adequacy. These include a suitable and sufficient fire risk assessment, fire evacuation drills, inspection of means of escape and regular maintenance of fire warning systems and firefighting equipment.

Employees will be given suitable instruction in basic fire prevention measures through attendance of the in-house Fire Marshal training course. Employees involved in processes or activities exposing them to special fire hazards shall be given appropriate training in fire avoidance.

Employees should report any concerns they have concerning fire hazards to a responsible person, so that the company can take the appropriate measures to eliminate the problem.

### **Arrangements for Securing the Health and Safety of Workers**

Periodic inspections will be carried out to identify fire risks and to ensure that appropriate precautions are in place.

The company will ensure that housekeeping standards minimise the risk and development of fire.

Effective security precautions shall be taken to minimise the risk of arson within the building.

The company will also exercise suitable control over contractors' operations and associated fire risks. All contractors working on company premises shall be bound, under the terms of their contract, to comply with its conditions for contractors.

With the exception of specific hazards associated with industrial processes, most fires in non-domestic premises are caused by electrical appliances, wiring, cigarettes, matches or arson. The company fire prevention measures will therefore focus on these five causes of fire.

The company will, in consultation with employees and any representatives, implement the necessary fire prevention measures.

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## **Electrical safety**

Much can be done to prevent fires of electrical origin simply by routine inspection and maintenance of equipment. The company will, therefore, if appropriate:

Arrange testing and inspection of fixed electrical installations and portable appliances (consideration should be given to the use of residual current devices, which detect earth leakage and automatically isolate the associated circuit).

Arrange for all portable electrical appliances to be inspected and at regular intervals.

Arrange for employees' personal electrical equipment intended for use on company premises to be inspected and tested by a competent person before use, and at regular intervals thereafter.

Arrange for any portable heaters provided by the company to be inspected and tested by a competent person before use. Such equipment will be sited so as to avoid risk of ignition of combustible materials and returned to store after use. The use of radiant bar electrical fires is expressly prohibited.

## **Smoking**

Smoking is prohibited in all company premises as:

There is new smoking legislation.

Discarded smokers' materials are likely to act as a source of ignition.

A fire could develop unnoticed.

Even a small fire could result in a significant threat to staff safety or financial loss.

## **Health Surveillance**

The company will ensure that health surveillance of individuals is provided where required under statutory provisions, or where this would be of reasonably practicable benefit to the maintenance of health, safety and welfare.

## **Information and Communication**

The company will ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to staff and non-employees.

Statutory notices will be displayed throughout the work areas.

## **Enforcing Authorities**

The company will maintain a close liaison with enforcing authorities and will ensure that matters giving rise to criticism or enforcement action receive immediate attention.

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### **Contractors**

As site occupiers, the company will plan, co-ordinate, control and monitor the activities of contractors to minimise risks presented to employees and other persons on site. It will ensure that contractors act in a responsible manner towards the environment.

### **Approved Contractors**

The company will only use contractors who have proved they are able to discharge their primary responsibility to safeguard their employees and other persons who may be affected by their undertakings. This will be achieved using an approved list of contractors that will describe contractor capabilities and limitations. The list will be annually reviewed, and sanctions will be taken following poor H, S & E performance (to include written warnings, financial penalties and removal from the approved list).

### **Safety Rules and Procedures**

Premise safety rules will be issued to all contractors and will be prominent in contractual arrangements (together with any special H, S & E requirements likely to affect cost or timescales).

### **Coordination**

A competent named individual appointed by the contractor will co-ordinate each contract, including at least daily site visits and out of normal hour's communications. This individual will be expected to encourage and develop the right safety culture amongst contractors.

### **Reporting**

All employees will be expected to report danger (within their capabilities to recognise unsafe practices) to their manager or supervisor, who will be expected to either:

Stop the work if serious or imminent danger to persons or property other than the contractor's employees is foreseen, and/or notify the H&S Department or individual responsible for co-ordinating the work by telephone or in writing, depending on the circumstances.

### **Supervision**

The company, as occupier, recognises its duty to plan, co-ordinate and monitor contractors, but the primary responsibility to supervise the contractor's work and workforce rests with the contractor. Provision of adequate supervision will therefore be a major element in contractor assessment.

### **General Risk Assessments**

#### **General Statement**

The company accepts that some of its operations may, unless properly controlled, create risks to members of staff, and others, and will take all reasonably practicable measures to reduce such risks to an acceptable level.

The company will take all reasonable steps to ensure that risk assessments are carried out to identify any necessary remedial actions. Employees who discover a hazard during working operations should report it to management so that necessary remedial action can be taken.

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### **Procedures for Dealing with H, S & E Issues**

Any concerns raised by employees resulting from risk assessments may be brought to the attention of senior management.

The company has identified the Operations Director as the senior manager with special responsibility for the implementation and operation of the risk assessment process.

The above manager will be provided with the necessary knowledge, information and resources to ensure the proper operation of this process.

### **Planning and Organisation**

The company will make the necessary arrangements for a formalised approach to the assessment process in consultation with employees. This will involve initial discussion on a system for rating and prioritising risks found during the assessments.

The risk assessment process should form part of normal working for purposes of employee working conditions and will be recorded in the appropriate format.

### **Control and Monitoring**

The purpose of risk assessment is to formulate a system of control for hazards associated with daily working environment and practices.

To achieve this, a system has been developed to deal with hazards identified. Both senior management and employees will discuss and prioritise hazards arising from risk assessments within one working day.

The Operations Manager will have responsibility for implementing necessary changes. He will decide which members of the team will be responsible for overseeing implementation of the recommended controls, checking their efficiency and making any additional recommendations.

### **Information and Training**

Members of the team will, where necessary, be given:

Training to improve their knowledge of the risk assessment process (H&S Rep/Fire Marshal Training).

Additional relevant detailed knowledge about how to assess risks within the working environment for which they will be responsible.



### **Liaison with Non-Employees**

The Operations Manager is responsible for ensuring that all personnel who need it are given necessary information on the range of hazards identified before starting work with the company.

This will include:

All direct and non-direct contractors.

Personnel from relevant statutory authorities who require access to the company working environment.

Any other person who may lawfully enter company premises.

Liaison will also be maintained with neighbouring companies, to ensure that co-operation is achieved in responding to any hazard.

### **Safe System of Work**

Risk assessments must identify all hazards within the company operations. These could occur in the following areas:

Both direct and non-direct employees (such as contractors, agency and part-time operators).

Equipment presently used or planned to be hired or purchased in the future.

Materials used within the working environment (COSHH will only have covered the use of chemical aspects).

The working environment for employees and others.

Current operations (i.e. whether they create a problem which could affect the quality of production or services).

Once a hazard has been identified, its risk will be assessed to determine how and whether it should be controlled. Systems and management standards will need to be produced and implemented, having included input from all levels of management. Co-operation is vital in this area if these standards are to be achieved. Whilst trivial risks may require no action, the assessment will need to indicate the criteria used to determine this.

### **Visitors**

The company accepts responsibility to ensure the Health and Safety of all people who come directly or indirectly into contact with it and to anticipate the consequences of its activities. The following arrangements have been put in place. The Operations Manager has responsibility for implementing these practices.

### **Information and Communication**

Any special arrangements required by visitors must be ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances onto site or providing facilities for disabled people or those with language difficulties. On arrival, visitors must complete the register/visitors' book. Visitors will be informed of those risks to which they may be exposed whilst on the premises, and of the emergency arrangements, including the location of assembly points. Visitors must sign out before leaving the premises and company property must be returned immediately. Any problems encountered by visitors, or by employees regarding visitors should be reported to a responsible person so that appropriate action may be taken.

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### **Security Arrangements and High-risk Areas**

Security arrangements must be adhered to when visitors enter company premises. Particular care must be taken of visitors entering areas of high risk and all systems of work that are in operation must be fully complied with. Where a visitor is required to enter an area where limited access applies, access must be authorised and monitored by a responsible person. All hazardous areas must be suitably controlled by locking or guarding at all times, so as to prevent all unauthorised personnel from gaining access. Particular consideration must be given to security when premises are unoccupied. Warning signs that comply with The Safety Signs and Signals Regulations 1996 must be clearly displayed where hazards are present.

### **Supervision**

Adequate supervision must be maintained while visitors remain on site. This includes ensuring the safe handling, transport and use of any articles and substances. Supervision must also ensure that visitors do not stray into hazardous areas exposing themselves to danger. Relevant details regarding arrangements for these, where applicable, must be ascertained and approved before entry is permitted. A responsible person must accompany children at all times.

### **Emergency Procedures**

Full details of emergency procedures must be clearly indicated to visitors. Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are taken to a place of safety and that they comply with company procedures. Visitors must be accounted for during emergencies and evacuation drills.

### **Accidents to Visitors**

Accidents and near-miss incidents that occur to visitors must be reported and followed up, in accordance with the company accident reporting policy. Whilst the employer of a visitor (where applicable) is responsible for First Aid provision, company policy will be to allow visitors the same access to First Aid as company employees. Where an incident results in a visitor's admittance to hospital, a responsible person must accompany him or her. Records of follow-up action and any subsequent communication between the visitor and the company must be kept and forwarded to the Operations Director.

### **Duties of CEO and Managers**

The CEO and Managers have overall responsibility for visitors who enter their areas of authority. It is management's responsibility to ensure that this policy is fully complied with. Any problems should be adequately resolved at the earliest opportunity, before visitors are permitted to proceed with their intended activity.

### **Duties of Employees**

Employees must seek approval from a responsible person before arranging for a visitor to come onto company premises. Employees must take responsibility for visitors in their care and should ensure that the requirements of this policy are adhered to at all times.

### **Children and People with Disabilities**

Additional care and attention must be taken where children or people with disabilities enter company premises.

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## **The Construction (Design and Management) (CDM) Regulations 2007 Policy**

The company is committed to ensure that any construction work carried out on its behalf is done without risk to the H, S & E of its employees and others.

To this end it will appoint, at the appropriate time, a CDM Coordinator and principal contractor for each project where required (HSE notifiable). This will ensure that those appointed are competent and have adequate resources available to carry out their duties competently. No such appointments will be made until the company is reasonably satisfied that this is the case.

The company will ensure that the CDM Coordinator is provided (as soon as is reasonably practicable, but in any case before the commencement of the work to which it relates) with all information about the condition of any premises under its control at or upon which construction work is or is intended to be carried out.

The company will ensure that such work is planned in accordance with relevant standards and/or statutory provisions. Further, that employees are provided with the necessary information relating to any risks arising out of the work, the preventative or protective measures to be taken, and the procedures required in the event of serious or imminent danger.

It will ensure that no construction work commences until an adequate Construction Phase Plan covering the work has been prepared.

It will ensure that any Health and Safety file, prepared in relation to any project, is kept readily available for inspection. When any such file is handed over to a third party, necessary steps will be taken by the company to ensure that the party understands the purpose and the nature of the file.

The company will provide necessary information and training for all persons representing the company in such operations.



## **Asbestos Policy**

### **Declaration**

In accordance with the company main statement of H, S & E Policy, it declares its commitment towards providing adequate precautions against the hazards of asbestos. In view of this, the company adopts the following policy:

### **Set Objectives**

The use of asbestos will be prohibited, and suitable alternative materials used.

Reduce, as far as reasonably practicable, any exposure of persons to any form of asbestos, arising from company activities and/or undertakings.

To identify in company premises, plant and equipment where any asbestos containing materials may exist, and situation where asbestos capable of releasing asbestos fibres.

Once identified, to assess the H, S & E risks of the asbestos and to take the appropriate action.

To use only company-nominated analytical services for asbestos sampling, measurement, and identification and for reporting the results accordingly. All such agencies must demonstrate compliance with EN45001.

Where specialist asbestos contractors are used they will be licensed by the HSE, carry out their work in accordance with the law, and satisfy the standards laid down from time to time by the company.

Where company employees may be exposed to asbestos, this will be in accordance with legislation in force at the time, and appropriate training, instruction, supervision and safe systems of work will be adopted.

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## Display Screen Equipment (DSE) Policy

This policy statement contains the arrangements for securing the Health and Safety of workers in connection with the use and operation of display screen equipment. So far as is reasonably practicable, the company will, in consultation with staff and their representatives:

Carry out an assessment of each workstation taking into account the display screen equipment, the furniture and the work environment. Each user must carry out a self-assessment, using the appropriate form. (HSE VDU workstation checklist).

***These assessments are to be reviewed when there has been a significant change in working condition e.g. movement of staff, or introduction of new equipment.***

Take all necessary measures to remedy risks found as a result of any assessment.

Take steps to incorporate changes to tasks within the working day, to prevent intensive periods of on-screen activity.

Review software to ensure that it is suitable for the task and is not unnecessarily complicated.

Provide on request free provision of eye tests, and at regular intervals thereafter where particular visual problems are identified.

Contribute to the supply of any special corrective appliances, where these are required specifically for working with display screen equipment.

Advise employees working with display screen equipment of the risks to health and how these may be avoided.

Ensure that line managers responsible for the management of staff and/or the organisation of work are aware of their responsibilities.

Investigate H, S & E matters in relation to display screen equipment, take and monitor corrective action if necessary and to record issues and actions taken.

## Information and Training

The company will give sufficient information and training to ensure the Health and Safety of staff who use display screen equipment. This provision will also apply to those people not in direct employment such as temporary staff.

Managers responsible for users of display screen equipment will be given detailed information about working with this equipment. It is the responsibility of managers to ensure that everyone is aware of company policy and familiar with all information relevant to the safe working of display screens. Additional information and advice is available from the Operations Manager.

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## **Breaks**

It is important that staff working for long periods with display screen equipment take regular breaks. The purpose of the break is to prevent the onset of fatigue and any possible damage that could be caused. During the break employees can undertake other tasks to promote changes in posture and reduce eye fatigue. A company guideline for breaks from display screen work involves a five-minute break every half-hour. Any employee who believes their workload does not permit adequate breaks should bring this to the attention of their manager.

## **Work Related Upper Limb Disorders**

It is the policy of the company to provide and maintain a safe and healthy working environment for all its employees. The company recognises and accepts its responsibilities under the Health and Safety at Work etc Act 1974 (and Northern Ireland equivalent). The company recognises conditions known as Work Related Upper Limb Disorders (WRULD).

The company approaches these conditions with seriousness and has introduced a number of measures to ensure that staff are fully trained, the work they carry out is well designed and that the working environment is safe.

Managers are informed of Health and Safety matters including WRULD prevention and use their knowledge to design and monitor activities appropriately. They are responsible for ensuring that all personnel are aware of the company position on these conditions.

VDU Safety Management is assessed and monitored by the Operations Director. He is responsible for ensuring that work undertaken does not put unnecessary strain on any employee.

Workstations are assessed in line with the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 (and Northern Ireland equivalent).

Equipment can be provided, if specifically recommended by the workstation assessment or the employee's doctor.

The aim of these measures is to reduce the risk of cases of WRULD occurring. However, should an employee suffer from one of these conditions the company will respond sympathetically. Staff have a duty to report any symptoms they may have to their manager. Their case will be investigated and monitored, medical information sought, and appropriate action taken. If practicable, the employee will be given alternative duties until such time as the employee is free from pain and medical opinion indicates the individual may return to the original or amended duties. A rehabilitation program will be agreed between the employee and the company.

## **Pregnancy**

There has been considerable public concern about reports of higher levels of miscarriage and birth defects among some groups of display screen workers, in particular due to electromagnetic radiation. Many scientific studies have been carried out but taken as a whole their results do not demonstrate any link between miscarriages or birth defects and working with display screen equipment. In the light of this evidence, pregnant women do not need to refrain from working with display screen equipment. However, employees who are concerned regarding this aspect will receive sympathetic consideration from the company and should consult the Operations Director.

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## Procedures

Where a problem arises in the use of display screen equipment, the following procedure must be adopted:

The employee must inform their manager immediately.

The manager will record the nature of the problem and seek advice from the Operations Director, who will work in conjunction with the employee and the manager to remedy any problems identified.



## **Personal Safety Policy**

### **Safety Policy**

Staff may find themselves in potentially difficult situations whilst on company business. The following section is intended to minimise that risk to the individual concerned.

Prevention of violence to employees is of concern and local provision should be made to ensure that all necessary measures to protect staff, both during the working day and outside normal hours, have been taken.

Risks at work do not exist just in the workplace - there may be risks in travelling to and from work in connection with work; in work that might have to be carried out on someone else's premises; or in car parks, lifts, corridors, entranceways, etc.

Personal safety is a shared responsibility between employer and employee. Whilst certain measures can be implemented to protect the occupants of a centre, such as intercom systems to control access, employees should be aware of the following, key to personal safety:

### **Office Security**

Staff should only allow visitors to access secure office areas after they have been given a visitor's card by reception. Where callers are seen without an appointment they should only be seen in reception or in adjacent interview or meeting facilities.

Where staff are dealing with an individual but feel uneasy about being alone with him or her, they should request the presence of other staff.

With the exception of main entrance doors, all doors at ground floor level leading to office space should be kept locked shut when not in use. If it is necessary to prop open a door, for example to receive a delivery, staff must ensure that someone is there to prevent access by unauthorised people until the door can be shut again.

Staff should challenge people in its offices without a company identification card or visitor's/contractor's pass issued by Reception. Access into the offices to unauthorised people or those not known should not be permitted.

Staff should raise specific office security problems or concerns directly with the Operations Manager.

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### **Develop confidence.**

- ❑ Learn how to deal with difficult situations - develop communication skills and assertiveness.
- ❑ Look confident.
- ❑ Never assume that it won't happen to you - be aware of your surroundings and potential hazards.
- ❑ Trust your intuition - if you feel threatened or uneasy, act on it straightaway!

### **Avoid risk.**

- ❑ Avoid confrontation - do all you can to defuse a potentially violent situation.
- ❑ When away from the office, inform others of your movements and when you expect to return.
- ❑ Advise or telephone with any change of plans.
- ❑ Know where you are going and how you are going to get there.
- ❑ Assess risky situations, especially when travelling (consider the time of day, weather, location of appointment, etc).  
What actions can be taken to reduce the risks?
- ❑ Avoid being placed in a situation at clients' premises, which could give rise to accusation of wrong doing, e.g. being left alone in stockrooms etc.
- ❑ Avoid where possible all client, learner or customer visits to their home or allow them to visit yours.

### **Communicate**

- ❑ Effective communication can greatly reduce the risk of aggressive or potentially violent situations developing.
- ❑ Remember that communication is not just verbal - up to 90% of communication is non-verbal.
- ❑ If a client, learner, customer or colleague focuses their aggression on you, work to placate rather than provoke them.
- ❑ Talk your way out of problems.
- ❑ Practice tension control techniques - obvious stress and/or fear may increase the other person's aggression.

### **Precautions whilst away from the Normal Workplace on Medex business**

If staff are going to be away from the office on business they should inform colleagues:

- ❑ Where they will be.
- ❑ How long they expect to be away.
- ❑ How they may be contacted.

If, in the course of a visit away from the office, staff plans change significantly, someone in the office should be told as soon as possible.



### **Safety whilst Holding or Carrying Money or Valuables for the Company**

Where staff are required to carry money for the company they should be accompanied by another member of staff if carrying sums in excess of £500.

Large amounts of cash, over and above petty cash, are not to be kept on its premises.

Visits to the bank should not occur at a regular time or follow a predictable route.

Under no circumstances should staff put themselves at risk on account of company property or valuables. If money is demanded with threats, it should be handed over.

### **Reporting and Recording**

All incidents of aggression or violence should be recorded in the incident book and to the line manager. In cases such as robbery, mugging or actual bodily harm, staff must report the incident to the police.

The company has a responsibility to provide a safe working environment. Staff should identify and report any current or potential situations at work, which are a threat to personal safety. Talking about fear and other problems related to aggression or harassment is not a sign of failure but of good safety practice. A serious incident, even if it results in no physical harm, can cause feelings of fear, panic or despair, which can continue long after the incident occurs. The company recognises this problem and aims to provide appropriate support.

### **AIDS/HIV Policy**

There has been a great deal of concern about the spread of the Human Immune-deficiency Virus (HIV) that leads to AIDS (Acquired Immune Deficiency Syndrome).

The company will encourage employees who have been diagnosed as HIV positive to obtain counselling advice and support from an appropriately qualified person. Disclosure of such information will be treated in the utmost confidence and employment rights will not be affected.

The company will take all suitable precautions to secure the safety of such personnel whilst at work and of those working in close contact with the infected person.

Existing research suggests that there is little, if any, risk of employees becoming infected with the virus through contact with an infected employee. However, the company recognises that there is a residual risk from exposure to blood spillage's arising from accidents or from exposure to contaminated syringes.

The company intention is therefore to ensure that such risks are kept to a minimum.



## **Stress**

The effect of stress on performance is well established and in the interests of both the employees and efficiency, it should be minimised.

Employees are encouraged to seek assistance from their line manager if they believe that they have a problem with stress.

Confidential stress counselling is available for assisting in resolving stressful work situations but is not intended to be a substitute for solving the situations.

## ***New or Expectant Mothers***

The Management of Health and Safety at Work Regulations 1999 (and Northern Ireland equivalent) apply to any of our employees who are pregnant, breast feeding or who have given birth within the last six months. The Workplace (Health, Safety and Welfare) Regulations 1992 (and Northern Ireland equivalent) require us to provide rest facilities for new or expectant mothers.

Our risk assessments cover new and expectant mothers. Female workers will be informed of any additional risks they may face if they become pregnant or are breast feeding.

We recognise the extra vulnerability of pregnant and nursing mothers and additional risk assessments will be made when a woman notifies her manager that she is pregnant. Additional measures will be applied for six months after the birth.

We are only required by law to take extra precautions for pregnant or nursing mothers if we are notified of their conditions. If pregnant employees do not provide confirmation from their medical practitioner, we will request medical confirmation.

Our display screen equipment workstations, e.g. computer terminals, are properly assessed and controlled and there is no additional risk to pregnant women or nursing mothers.

Additional risks to pregnant women and nursing mothers will be minimised, but in some cases this will not be reasonably practicable, and in any case, a risk assessment must be completed fully on each individual new and expectant mother.

## **Young Persons & Persons with Disabilities and or Learning Difficulties.**

We will carry out a suitable and sufficient risk assessment for all work involving young persons and persons with disabilities prior to their employment and will communicate the result of this to them on their commencement of work.

Risk assessments for work involving young persons will be modified with the following considerations relating to their:

- ❑ Physical and psychological capacity to carry out the work effectively.
- ❑ Potential exposure to toxic or harmful substances or agents (including radiation).
- ❑ Inexperience in the recognition of potentially hazardous situations, or lack of training.
- ❑ Potential exposure to extremes of heat or cold, noise or vibration.

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Where young persons or school age children (on work or other experience schemes) may be exposed to risk, their parent or guardian will be advised of the identified risks.

Risk assessments for work involving persons with disabilities and or learning difficulties will be modified with the following considerations relating to their:

- ? Physical and psychological capacity to carry out the work effectively.
- ? Potential exposure to toxic or harmful substances or agents (including radiation).
- ? Inability to recognise potentially hazardous situations, or lack of training.
- ? Potential exposure to extremes of heat or cold, noise or vibration.

### **Accident incident and ill health investigation and reporting**

#### **Investigation and reporting procedures.**

The procedure followed will depend on whether an accident involves:

1. A Medex Group employee at any location, or a visitor to Medex/Training premises.
2. A Medex Group client/learner/customer at any location including a public place.

#### **Accidents involving Medex employees or visitors.**

The Medex Group office will maintain an accident book, which will be kept on the premises at all times.

All accidents suffered by persons on Medex Group premises, or by Medex Group staff in the course of their duties outside Medex Group premises, must be reported as soon as possible to the relevant manager, who will make the appropriate entry in the accident book. The appropriate manager or deputy will investigate all such accidents and ensure that steps are taken, appropriate to the circumstances, to prevent recurrence.

The appropriate line manager or deputy will report the accident to the Operations Manager. The form to be used for this is the "Accident / Incident Investigation Report (HS001) or relevant contractual document.

All incidents of ill health to employees/clients/learners/customers must be reported in the same manner.

#### **RIDDOR reportable accidents**

In the event of an accident, which is reportable under the terms of RIDDOR 95, the appropriate manager or deputy will comply with the reporting requirements of the regulations. A copy of the HSE document "A Guide to RIDDOR" can be found on the company shared drive under Quality Assurance: Policies. The Health and Safety Practitioner will assist with this procedure on request. In addition the Post Incident Report form must also be completed and sent to the Operations Director.

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**Near Misses**

Near misses should also be investigated and controls put in place to prevent a more serious accident occurring and details recorded.

**Head Offices**

Staff operating in the Medex office must report all accidents in the first instance to the CEO. In the event of an accident, which prevents an employee from reporting the details personally, the relevant line manager must report to the Operations Manager.

In the absence of the Operations Manager, the employee or manager must enter the details in the accident book, which is located at reception. The Operations Manager will investigate all accidents occurring at Medex office and take any necessary follow up action.

If an accident (or incident of illness) is reportable under the terms of RIDDOR 95, the Operations Director will complete and submit the necessary form to the Health and Safety Executive (HSE).





## Accidents involving Medex Clients/Learners/Customers

### **On Medex premises.**

In the event of an accident to Medex clients or customers on Medex premises, the Operations Manager will follow the procedures as detailed for Medex employees. In addition, the reporting procedure stipulated by the relevant funding body must be complied with. The Operations Manager and managers will ensure that they are familiar with the requirements of all the funding bodies with whom the centre has contracts.

### **At Employer premises during training/assessment activities.**

In the event of an accident or incident of work related illness involving Medex clients/learners/customers during training activities at an employer's premises:

1. The incident must be reported to the Medex office as soon as possible, by the trainer or assessor at the employer premises.
2. The incident must be recorded in the employer or placement accident book. This is the responsibility of the employer, but Medex staff should ensure so far as reasonably practical that it is done.

The Medex manager will follow the procedure as for Medex employees, reporting to the Operations Director using the Accident / Incident Investigation Report (HS001) or relevant contractual document.

3. The appropriate director, manager or deputy will ensure that funding procedures are complied with.

Whenever an accident occurs involving a learner, there are always potential implications that:

The standard of supervision is inadequate.

On-the-job training is inadequate.

Induction training has not been carried out or is inadequate.

Monitoring of client/learner/customer Health and Safety by Medex staff is inadequate.

Any investigation and report of a participant accident must demonstrate that these points have been addressed, and that adequate steps are taken to prevent recurrence.

In the event of a query relating to this procedure or if assistance is required please consult Medex CEO directly.

Guidance notes are available for completion of the Accident / Incident Investigation Report.

### **Mobile Telephone**

The use of mobile telephones is commonplace amongst Medex personnel.

Whilst these devices help to contribute to the efficient running of a business, and in some cases enhance the security of individuals, this equipment also has negative features associated with issues.

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### **Long term health risk**

There is currently much debate covering the health risk associated with the use of mobile phones.

Until the facts on this subject become clear, it would be prudent to observe some basic precautions to minimise any possible risk to health:

Do not use the mobile phone when the normal telephone is available.

If an incoming call is received from the office, keep the call as short as possible or arrange to call back when it is safe to do so.

Leave a gap between the phone and the ear.

Use an earpiece/microphone.

Please do not ignore this advice - remember, asbestos was once thought to be harmless!

### **Mobile phones - driving safety.**

The more obvious danger associated with mobile phones is their use in the car.

Many road traffic accidents, some fatal, have been attributable to lack of attention caused by the use of hand held telephones whilst driving. The use of hand held phones whilst driving is illegal and can result in 6 points penalty points and a £200 fine, you will lose your licence if you passed your driving test in the last 2 years. You must have hands free access and any mobile equipment must not block the view of the road. There can never be any excuse for compromising your safety or that of others for the sake of a phone call.

Therefore, the following advice is offered, in addition to that contained in the Highway Code, and is to be regarded as Medex policy:-

Never use the phone in hand held mode whilst driving and the vehicle is in motion.

If you need to initiate a call do so only when the vehicle is stationary.

Do not answer a call, even hands free, if engaged in a particularly demanding manoeuvre.

When answering hands free, keep the call as short as possible.

Do not engage in conversation requiring undue concentration.

Make the caller aware that you are driving.

Avoid making calls from the office to a person you know is driving.

If made aware that your contact is driving, arrange to call back unless the business can be dealt with very briefly.

Remember that safety on the road demands a high degree of concentration, and anything that distracts from the task of driving is to be avoided. For your own sake and that of others, please follow the above advice.

Guidance notes are available on the use of mobile phones while driving.



## **Road safety**

Driving is probably the most hazardous activity in which Medex employees engage in the course of their duties. Many of us cover a high mileage using company or private cars, which means that the risk of injury on the roads is significant.

Whilst on the road the car becomes the place of work, and just as we are expected to have due regard to Health and Safety in the office, so the safety of personnel on the road needs to be considered. The very nature of jobs requiring the use of a car makes the imposition of hard and fast rules impractical, nevertheless it is appropriate to minimise the risk to drivers by following sensible guidelines.

The following will help drivers to complete journeys safely, as well as making them more effective on arriving at their destinations.

### **Managing Director and Operations Manager**

It is the responsibility of the Managing Director and Managers to avoid imposing schedules on their staff which are likely to encourage excessive driving hours.

This should be taken into account when carrying out risk assessments.

In the event of a serious accident to which such a schedule proved to be a contributory factor, Medex and the individual manager could be held accountable in legal proceedings, both civil and criminal. Directors and Managers will conduct checks on employee's driving licences, insurance and MOT certificate (if applicable) annually. Employees should inform their line managers of any changes which may affect the validity of these documents.



## Appendices

### ***Appendix 1***

#### **The Management of Health and Safety at Work Regulations 1999 (and Northern Ireland equivalent).**

The company will assess the risk to the Health and Safety of its employees and others who may be affected by its activities. Any preventative or protective measures required will be implemented.

Health surveillance will be carried out where necessary.

To assist the company to design and apply the requirements of the regulations it will appoint competent persons who will be suitably trained to carry out this duty.

The company has set up emergency systems and will ensure that the instructions for such will be brought to the attention of all employees who may need to be informed.

Emergency systems will be tested at regular intervals and the results will be recorded in relevant registers.

Employees will be given information, instruction and training on all H, S & E matters pertinent to their work.

Where other people share the workplace the company will cooperate with other employers to ensure the safety of all persons at risk.

Temporary workers will be treated as employees for these purposes of the regulations.

Employees should note that they have a legal duty to follow H, S & E instructions and to report any hazard or danger to their employer.

### ***Appendix 2***

#### **The Manual Handling Operations Regulations 1992 (and Northern Ireland equivalent).**

The company will do all that is reasonably practicable to reduce the risk of injury from manual handling operations. This will be achieved by avoiding, wherever possible, the need to carry out work that is hazardous or might place employees at risk of injury.

Assessments will be carried out on all hazardous operations. The findings will be examined and, where necessary, remedial action identified will be taken.

Where training needs are identified by such assessments, the relevant courses will be provided by the company.



### **Appendix 3**

#### **The Provision and Use of Work Equipment Regulations 1998 (and Northern Ireland equivalent).**

The company will ensure that when purchasing equipment, it takes into account the working conditions and hazards within the workplace. The equipment chosen will be suitable for its intended use and properly maintained. Information, instruction and training will be provided for its employees to ensure that they are familiar with such equipment.

Particular attention will be paid to machinery guarding, lighting, control systems and the stability of equipment, as well as ensuring that warning notices and isolation of equipment procedures are, where necessary, in place.

### **Appendix 4**

#### **The Workplace (Health, Safety and Welfare) Regulations 1992 (and Northern Ireland equivalent).**

The company will, where reasonably practicable, ensure that all workplaces and equipment are maintained in an efficient state and in good working order. Workplaces will be adequately ventilated and the indoor temperature during working hours shall be kept at a reasonable level. All workplaces and access routes will have sufficient lighting to enable people to work and use facilities and to be able to move from place to place safely.

All furnishings, fittings, floors, walls and ceilings will be kept in a clean state and waste material will not be permitted to accumulate in the workplace except in suitable containers. All floors in the workplace shall be kept in a clean and tidy condition, and in good repair. Adequate toilet and washing facilities will be provided. Facilities will be provided where required for pregnant women and nursing mothers to rest and to lie down.

### **Appendix 5**

#### **The Control of Substances Hazardous to Health Regulations 2002 (COSHH) (and Northern Ireland equivalent).**

In order to comply with the above regulations, the company will carry out assessments, the objective of which is to:

Identify the existing processes in which substances hazardous to health are used or produced.

Identify employees or group of employees who are likely to be affected by the process.

Collate existing information on substances employed or produced and the results of any environmental testing which has been carried out in work areas.

Utilise existing information on control measures used to control substances used or produced.

Assess likely exposures to substances hazardous to the health of employees affected by the process or operations.

Identify actions, which are required either to reduce the exposure or to obtain further information upon which a better assessment of the hazard can be based.

It should be noted that manufacturers and suppliers have a legal duty under Section 6 of the Health and Safety at Work etc Act 1974 to provide adequate Health and Safety information of all their products if there is a known hazard or risk when used, handled, stored or transported.

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## **Appendix 6**

### **The Health and Safety (First Aid) Regulations 2013 (and Northern Ireland equivalent).**

The above regulations place a general duty on employers to make (or ensure there are made), adequate and appropriate first aid provisions for their employees.

The Approved Code of Practice and Guidance sets standards for compliance, and the company complies with the same. An appropriate number of trained first aiders will be provided at all company premises dependent always upon the size and nature of the undertaking. Extra first aid training will be provided as and when required.

The company will ensure that an adequate number of appointed persons trained in emergency first aid will be readily available across all areas of company activities and will ensure that all staff are made aware of those first aiders names and contact numbers.

#### **First Aid Boxes**

Except where employees work alone, or in small groups, or on work of short duration, all workplaces and offices will be provided with at least one first aid box.

First aid boxes will be provided in all Medex offices, in plain view and easily accessible at all times.

First aid boxes should contain sufficient quantities of first aid materials and nothing else.

## **Appendix 7**

### **The Electricity at Work Regulations 1989 (and Northern Ireland equivalent).**

The above regulations came into effect on 1 April 1990.

Persons having duties under the regulations are as follows:

- ☐ the employer (the company).
- ☐ the employees of the company.
- ☐ any self-employed people engaged to work for the company.
- ☐ any contractor/sub-contractor engaged by the company.
- ☐ The Regulations will therefore affect all people employed by the company at its premises. The company as the employer and its employees have a duty of responsibility **AT ANY PLACE OF WORK.**



### Essential requirements of the Regulations :

To create and maintain an electrically-safe working environment.

To ensure that proper precautions are taken to protect against risk of death or personal injury from electricity at work or in related activities.

The company has a responsibility to provide and maintain an electrically-safe working environment for its employees by:

- ☐ Ensuring that all electrical systems, appliances, apparatus and accessories are tested and inspected, in accordance with the requirements of the Regulations.
- ☐ Informing all employees of their responsibilities under the Regulations.
- ☐ Notifying all contractors and suppliers of these Regulations and requiring them to comply when engaged at a place where the safety of people is the company responsibility, (this will include placing cautionary notes in all conditions of supply and contract).
- ☐ Ensuring that ALL work is carried out on existing electrical systems and the installation of new electrical systems by competent and authorised personnel only.

All employees have the following responsibilities:

To take precautions where there is any doubt concerning electrical safety.

To report to his/her immediate supervisor any occurrence, or observation, which gives rise to concern about any aspect of safety relating to electrical systems.

NOT to work on ANY part of an electrical system, which he or she is not, qualified to do, or interfere in any way with any part of an electrical system, appliance or apparatus without proper authority to do so.

***If any person, knowing that he or she is not competent or qualified, works on, or interferes with, any electrical system, appliance or apparatus, then they do so unlawfully. Lack of knowledge will not be an admissible defence in the event of an accident or injury.***



## **Appendix 8**

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (and Northern Ireland equivalent).**

#### **F2508 Report of an Injury or Dangerous Occurrence**

##### Major Injuries from Schedule 1 of the Regulations

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye, or any penetrating injury to the eye.
6. Any injury resulting from an electrical shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness, requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury:-
  - Leading to hypothermia, heat-induced illness or to unconsciousness
  - Requiring resuscitation, or
  - Requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia, or by exposure to a harmful substance or biological agent.
9. Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:-
  - Acute illness requiring medical treatment, or
  - Loss of consciousness.
10. Acute illness which requires medical treatment where believed to have resulted from exposure to a biological agent or its toxins or infected material.

## **Appendix 9**

### **Environmental Guidance:**

By saving energy it pays off. Energy for lighting, heating and ventilation is expensive so using energy wisely can reduce cost and pollution.

You can do this by:

Switching off non-essential lights, equipment and appliances when not in use. Practice good housekeeping and keep windows and light fixtures clean.

Keep windows and doors closed when the heating or air conditioning is on. Where possible turn down the thermostat and report any broken or faulty meters or thermostats.

Take advantage of any energy audits offered by suppliers, you may consider using energy saving bulbs and timers.

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### **What can I do to use resources more efficiently?**

Resources wasted are resources lost. By reducing, reusing and recycling materials it will reduce cost.

If sending parcels out try to reduce the amount of packaging used.

Try to recycle paper, plastics, photocopier toner etc. If you take time to do the job right - you will create less waste.

Use water wisely. Turn off taps and have leaks repaired.

Don't over order supplies, and where possible, use products which have already been recycled.

Reduce the amount of paper used if possible.

Contact local charities, recycling companies or your local authority to find out about recycling schemes available in your area. Most councils already have schemes in place, such as collections of waste paper, and also offer advice on contributing positively to the environment.

### **How can I contribute to reducing pollution?**

You can use your car effectively by planning your route or sharing with a colleague.

Check tyre pressures regularly and turn your engine off whilst loading/unloading. By driving smoothly and safely and keeping your vehicle serviced you will be able to play your part in reducing pollution.

Any products you use could affect the environment. Use carefully, dispose of and clean up spillages correctly and safely.



## **Appendix 10**

### **Regulatory Reform (Fire Safety) Order 2005 (the Order) (and Northern Ireland equivalent).**

The above act is in place to ensure:

The term 'fire precautions' includes matters which are the subject of legal requirements under specific fire precautions legislation. These include the Regulatory Reform (Fire Safety) Order 2005 (in Northern Ireland the Fire Services (Northern Ireland) Order 1984 (as amended)) and, more generally, under health and safety legislation including the Health and Safety at Work etc Act 1974 and regulations made under that Act.

The Regulatory Reform (Fire Safety) Order (and Northern Ireland equivalent) are the responsibility of the Home Departments and are enforced by the fire authorities. However, for Crown-occupied and Crown-owned premises enforcement is carried out by the Fire Service inspectorates of the Home Departments (in Northern Ireland by the Department of Economic Development).

Fire precautions legislation deals with general fire precautions. These include:

***means of detection and giving warning in case of fire; the provision of means of escape;  
means of fighting fire; and the training of staff in fire safety.***

The Fire Order also includes a requirement to undertake an assessment of the fire risks. (In this guide, the term fire risk' collectively describes both the risk of fire occurring and the risk to people in the event of fire.)

The Health and Safety at Work etc Act 1974 and Regulations made under it cover the provision of process fire precautions which are intended to prevent the outbreak of a fire or minimise the consequences should one occur. Matters falling within the scope of the Act include the storage of flammable materials, the control of flammable vapours, standards of housekeeping, safe systems of work, the control of sources of ignition and the provision of appropriate training. These precautions are enforced by inspectors from the Health and Safety Executive (HSE) or the local authority.

Between them, the Regulatory Fire Reform Order and the Management of Health and Safety at Work Regulations 1992 (as amended) require you to:

- ❑ carry out a fire risk assessment of your workplace (you must consider all your employees and, all other people who may be affected by a fire in the workplace and you are required to make adequate provision for any disabled people with special needs who use or may be present at your premises);
- ❑ identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded if you employ more than five people);
- ❑ provide and maintain such fire precautions as are necessary to safeguard those who use your workplace; and provide information, instruction and training to your employees about the fire precautions in your workplace.

The risk assessment will help you decide the nature and extent of the general fire precautions which you need to provide.



There are additional legal duties you need to know: Where it is necessary to safeguard the safety of your employees, you must nominate competent persons to undertake any special roles which are required under your emergency plan.

You must consult your employees (or their elected representatives or appointed trade union safety representatives) about the nomination of people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.

Inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.

You must inform other employers who also have workplaces in the building of any significant risks you found which might affect the safety of their employees - and co-operate with them about the measures proposed to reduce/control those risks. If you are not an employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Regulatory Fire Order are complied with in those parts you have control over. You must establish a suitable means of contacting the emergency services and ensure that they can be called easily.

Consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.

The law requires your employees to co-operate with you to ensure the workplace is safe from fire and its effects, and not to do anything which will place themselves or other people at risk.

## ***Appendix 11 Accident / Incident Reporting Procedure***

### **11.1 The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013 (RIDDOR)**

The above Regulations sometimes referred to as RIDDOR lay down requirements to notify the enforcing authorities of certain types of incident/accidents. The company has therefore implemented the following reporting system, which will ensure compliance with the Regulations.

All accidents and specified dangerous occurrences must be reported on the Internal Accident / Incident Investigation Report. This form should be forwarded immediately on completion to the Operations Director.

Where an accident becomes notifiable (notification procedure below) the Manager or person in charge must notify the appropriate key safety personnel.

At the end of each month a Monthly Accident / Incident Return Form will be forwarded by the Health and Safety Manager to the Chief Executive. This form must be forwarded even where there is a nil figure in the requisite columns. The Health and Safety Manager will complete the F2508/F2508a notification forms when required. It is important to ensure that accurate details of all accidents are recorded.

#### **Dangerous Occurrences at Work Notification Procedures**

Specified dangerous occurrence – see Appendix 9.

Notify relevant key safety personnel immediately (see list above).

The Local Manager is to complete F2508/F2508a and send to Health and Safety Executive within 10 days. Record of Dangerous Occurrences to be kept for 3 years.

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Accident causing injury arising out of company activity and involving



**Appendix 13**

Company employee/trainee or self-employed/sub-contractor working on company premises resulting in:

Any other person including member of the public who was on company premises (or involved) and who suffered:

Incapacity for more than 3 days, complete Internal Accident Report Form (Contract Specific) and forward to Operations Director

Fatal or other specified major injury condition

Other injury less serious

Fatal or other specified major injury condition

Notify Operations Manager as soon as practicable, complete Internal Accident Report and forward to CEO without delay.

Notify relevant key safety personnel immediately (see page 5) by telephone. Operations Manager will then notify CEO as soon as practicable and will notify Health and Safety Executive immediately by telephone.

The Local Manager will send F2508 / F2508a form within 7 days of accident.

Personnel Department will keep details of accident (photocopy of F2508/F2508a form will suffice) for 3 years.