



Henderson Biomedical Ltd

Health and Safety Policy

Health and Safety at Work etc Act 1974

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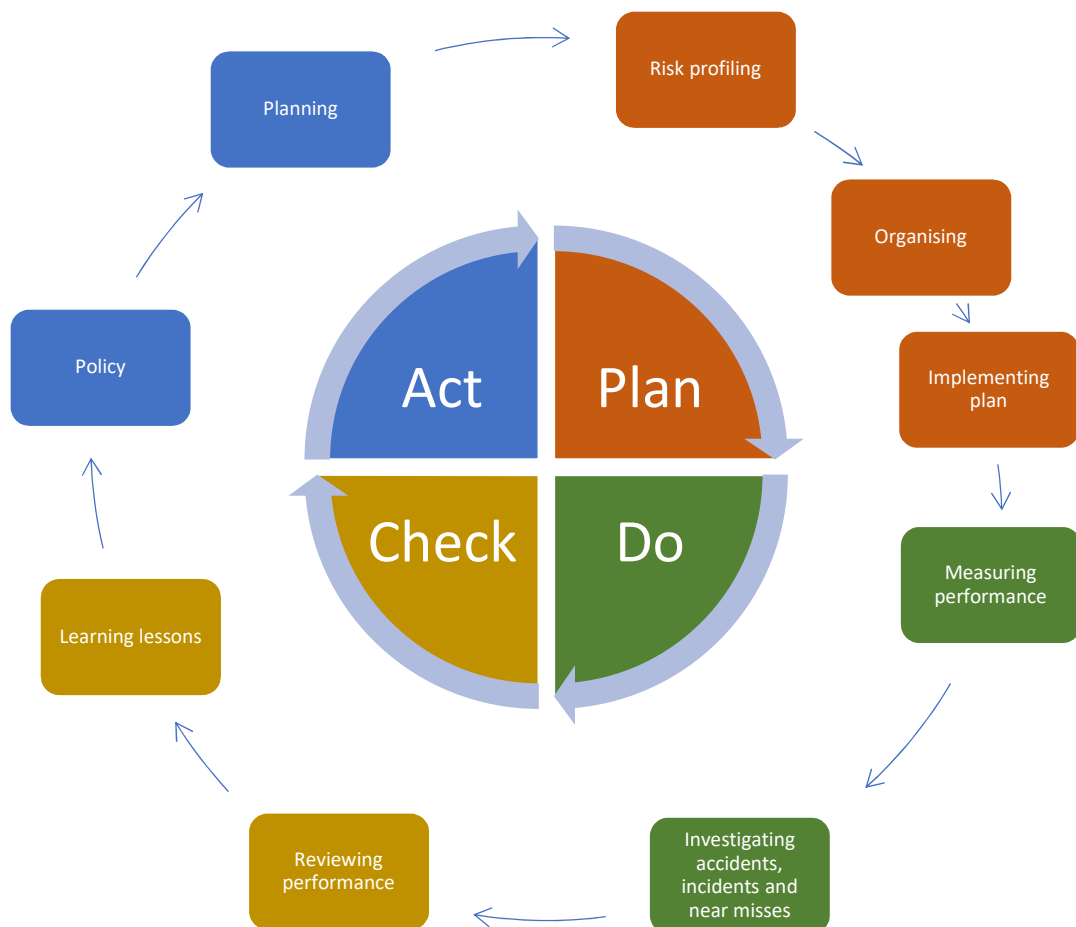
Document Control

Date	Version	Revision/ Amendment Details and Reason	Author
15/5/2017	2.0	Introduction of new H & S policy	AH
Aug 17	2.1	Creation of facilities	AH
Aug 18	2.2	Adjustment of key people	AH

Background

This Health and Safety Policy has been developed in line with the Managing for Health and Safety (formerly known as HSG 65) guide from the Health and Safety Executive and is managed through our ISO 9001 Quality Management System. It is designed to be detailed and relevant to the function of the business.

The methodology implemented in this Policy can be traced back to a Plan, Do, Check, Act approach to health and safety.



Purpose

- To provide adequate control of health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for employees
- To ensure all employees are competent to do their tasks and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Key People and Functions

Alex Henderson (Managing Director and Shareholder)

Nerissa Henderson (Finance Director and Shareholder)

Tony Cooper (Business Development Manager)

Giles Mahon (Quality, Compliance and Health and Safety Manager)

Andy Simner (Technical Manager)

Luke Gibson-McGowan (Service and Repair Co-ordinator)

Heather Partridge (Contracts Manager)

Responsibilities

Overall and final responsibility for health and safety is that of the Directors

Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Senior Health & Safety Manager.

To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Person	Responsibility
Service and Repair Co-ordinator	Engineers on customer site
Technical Manager	Workshop and Stores
Managing Director	Office areas

All employees must:

- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their health and safety.
- Report all health and safety concerns to the appropriate person (as detailed in this policy statement).

Communication

The Company will communicate with all employees, by the most appropriate method available, on subjects such as:

- The contents of this policy
- New equipment and technology
- Significant changes to the law and accepted best practises

The Company will communicate with field engineers regarding any rules specific to a customer site or job

The Senior Health and Safety Manager is responsible in ensuring that this communication takes place when needed.

Health and safety risks arising from our work activities

Risk assessments will be undertaken by:

Quality, Compliance and Health and Safety Manager

The findings of the risk assessments will be reported to:

Quality, Compliance and Health and Safety Manager

Action required to remove/control risks will be approved by:

Quality, Compliance and Health and Safety Manager

Person responsible for ensuring the action required is implemented:

Quality, Compliance and Health and Safety Manager

Person responsible for checking the implemented actions have removed/reduced the risks:

The Directors

Assessments will be reviewed every:

Year, or when the work activity changes, whichever is the soonest.

Safe handling and use of substances

Persons responsible for identifying all substances which need a COSHH assessment:

Quality, Compliance and Health and Safety Manager

Person responsible for undertaking COSHH assessments:

Quality, Compliance and Health and Safety Manager

Person responsible for ensuring that all actions identified in the assessments are implemented:

The Directors

Person responsible for ensuring that all relevant employees are informed about the COSHH assessments:

Quality, Compliance and Health and Safety Manager

Persons responsible for checking new substances can be used safely before they are purchased:

The Technical Manager

Assessments will be reviewed every:

Year, or when the work activity changes, whichever is the soonest.

Information, instruction and supervision

The Health and Safety Law poster is displayed in:

The workshop

Health and safety advice is available from:

Health and Safety Executive (HSE): 0151 951 4000 or www.hse.gov.uk

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

The Managing Director

Person responsible for ensuring that all employees are given the relevant health and safety information:

Quality, Compliance and Health and Safety Manager

Competency for tasks and training

Induction training will be provided for all employees by:

Quality, Compliance and Health and Safety Manager

Job-specific training will be provided by:

The relevant member of staff or subcontracted trainer

Specific jobs requiring special training are:

The Field Service Engineers

Training records are kept by:

The Directors

Training will be identified, arranged and monitored by:

Managing Director

Health & Safety during visits to customer sites

Any member of staff visiting a customer site will:

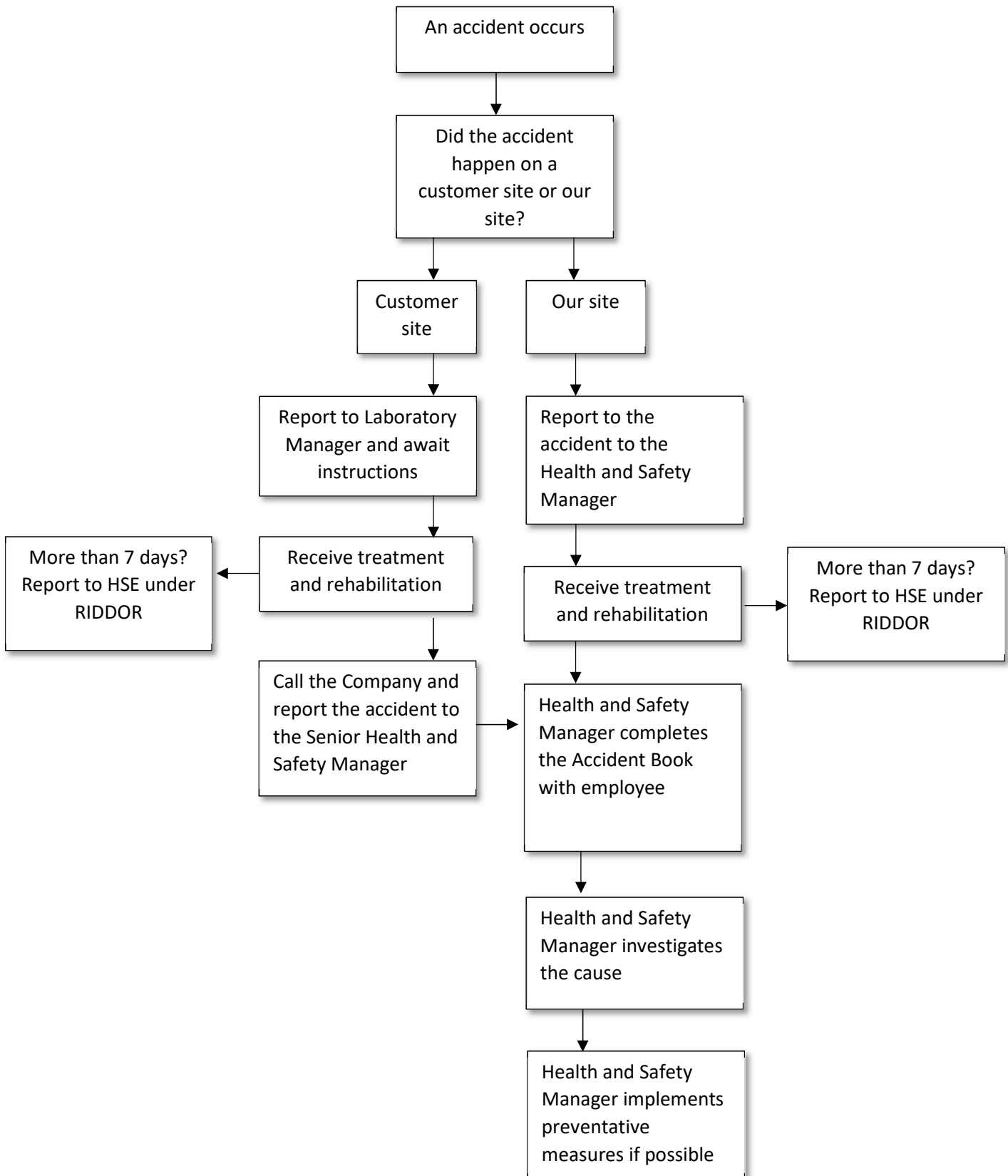
- ✓ Adhere to the health and safety practices of the customer site at all times
- ✓ Request a completed decontamination certificate before working on an instrument
- ✓ Undergo an introduction to health and safety practices on site if required
- ✓ Wear correct PPE provided by the Company and customer site
- ✓ Use hand tools and electronic equipment safely
- ✓ Report any accidents on site to the Senior Health and Safety Manager at the earliest convenient time
- ✓ Ensure that any device worked on has been properly PAT tested for electrical safety

The Company will:

- ✓ Offer a hepatitis B vaccination free of charge to all staff working with instruments that come into contact with blood
- ✓ Provide appropriate PPE free of charge to staff
- ✓ Give annual health and safety training to staff
- ✓ Regularly review health and safety practices
- ✓ Ensure that any sub-contractors will adhere to this Health and Safety Policy

Accidents, first aid and work-related ill health

All staff should follow the procedure below with regards to accidents:



The first aid boxes are kept in:

The workshop

The appointed person as first aider is:

Managing Director and the Finance Director

All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept:

Next to the first aid box and eye wash station

Person responsible for reporting and investigating accidents, diseases and dangerous occurrences to the enforcing authority:

Quality, Compliance and Health and Safety Manager

Staff Welfare

As a minimum, the following requirements will be adhered to:

- Toilet and washing facilities accessible on site
- Eating and rest facilities accessible on site

The provision of these facilities at our premises and at customer sites will be monitored by the Senior Health and Safety Manager

Wellness Program

The Company operates a Wellness Program which includes (but is not limited to):

- Information and guidance on occupational health and wellbeing
- Allocation of 'de-stress' zones in the building
- Use of ergonomic work stations
- Promotion of light exercise such as walking or cycling
- Employee Assistance Programs (counselling and professional advice)
- A buddy system to help create a route map for wellness and better health

Full details on the Company's Wellness Program can be found by contacting the Managing Director

Monitoring

To check our working conditions and ensure our safe working practices are being followed, we will:

Carry out quarterly health and safety reviews

Person responsible for investigating accidents:

Quality, Compliance and Health and Safety Manager

Persons responsible for investigating work related causes of sickness absences:

Human Resources Manager

Person responsible for acting on investigation findings to prevent recurrence:

Quality, Compliance and Health and Safety Manager

Policy review

This policy will be reviewed at least every 18 months or sooner as needed to ensure that it remains up to date and in line with changes to the company, our business and the law.

The policy will be reviewed by the Quality, Compliance and Health and Safety Manager.

This policy will be read every year by all staff members.

Fire and evacuation procedure

Please refer to Health and Safety Manual for details of fire and evacuation procedures.

Person responsible for ensuring the fire risk assessment is undertaken and implemented:

Quality, Compliance and Health and Safety Manager

Escape routes are checked by/every:

All staff on a continuous basis

Smoke alarms are tested by/every:

The Quality, Compliance and Health and Safety Manager, once a month

Emergency evacuation will be tested every:

Month



Signed

Dated

18th May 2018

Next review

17/05/2019 or earlier if required.

This Health and Safety Policy is to be read annually by all staff

Declaration

I acknowledge that I have read and understood the contents of this Health and Safety Policy.

Full Name	Job Title	Signature	Date
Alex Henderson	M.D.		
Jackie Henderson	Chairperson		
Nerissa Henderson	Finance Director		
Giles Mahon	Quality, Compliance and H/S Manager		
Luke Gibson McGowan	Service & Repair Co-ordinator		
Heather Partridge	SMA Manager		
Tony Cooper	Business Development Manager		
Andrew Luton	Heat Sealer Engineer		
David Okeleke	Heat Sealer Administrator		
Dominic Howard	Field Service Engineer		
Simon Relph	Field Service Engineer		
Kevin Vinton	Field Service Engineer		
Nick Naylor	Field Service Engineer		
Andy Simner	Technical Manager		
Olivia Henderson-Downing	Sales Administrator		