

# **Health and Safety Policy Statement**

Health and Safety at Work etc Act 1974

**This is the Health and Safety Policy Statement of:**

Henderson Biomedical Ltd

**Our statement of general policy is:**

- 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

## **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 Health and Safety Officer

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

The MSE General Manager (MSE offices)

The Production Controller (production of components and equipment)

The Henderson Biomedical Workshop Manager (workshop)

The Store Controller (warehouse)

**All employees have to:**

- 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 own health and safety.
- Report all health and safety concerns to the appropriate person (as detailed in this policy statement).

## **Health and safety risks arising from our work activities**

**Risk assessments will be undertaken by:**

The Health and Safety Officer

**The findings of the risk assessments will be reported to:**

The Directors

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

The Health and Safety Officer

**Person responsible for ensuring the action required is implemented:**

The Health and Safety Officer

**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 plant and equipment**

**Person responsible for identifying all equipment/plant needing maintenance:**

The Henderson Biomedical Workshop Manager

**Person responsible for ensuring effective maintenance procedures are drawn up:**

The Henderson Biomedical Workshop Manager

**Person responsible for ensuring that all identified maintenance is implemented:**

The Health and Safety Officer

**Any problems found with plant/equipment should be reported to:**

The Health and Safety Officer

**Persons responsible for checking new plant and equipment meets current health and safety standards before it is purchased:**

The MSE General Manager

The Henderson Biomedical Workshop Manager

## **Safe handling and use of substances**

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

The MSE General Manager  
The Henderson Biomedical Workshop Manager

### **Person responsible for undertaking COSHH assessments:**

The Health and Safety Officer

### **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:**

The Health and Safety Officer

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

The MSE General Manager  
The Henderson Biomedical Workshop 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:**

HSE Infoline- 0845 345 0055 or [www.hse.gov.uk](http://www.hse.gov.uk)

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

The Human Resources Officer

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

The Health and Safety Officer

## **Competency for tasks and training**

**Induction training will be provided for all employees by:**

The Health and Safety Officer

**Job-specific training will be provided by:**

The relevant member of staff or subcontracted trainer

**Specific jobs requiring special training are:**

The MSE Store Controller

The MSE Production Engineer

The MSE Production Controller

The Henderson Biomedical Workshop Manager

The Henderson Biomedical Field Engineers

**Training records are kept by:**

The Directors

**Training will be identified, arranged and monitored by:**

The Human Resources Officer

## **Accidents, first aid and work-related ill health**

### **The first aid boxes are kept in:**

The Henderson Biomedical Office and lobby between the reception and the workshop

### **The appointed person as first aider is:**

The Health and Safety Officer

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

Next to the downstairs first aid box

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

The Health and Safety Officer

## **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:**

The Health and Safety Officer

**Persons responsible for investigating work related causes of sickness absences:**

The Health and Safety Officer in conjunction with the Human Resources Officer

**Person responsible for acting on investigation findings to prevent recurrence:**

The Health and Safety Officer

## **Emergency procedures- fire and evacuation**

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

The Health and Safety Officer

**Escape routes are checked by/every:**

All staff on a continuous basis

**Smoke alarms are tested by/every:**

The Health and Safety Officer, once a month

**Emergency evacuation will be tested every:**

Year