

Health and Safety Policy Statement

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of:

MSE (UK) Ltd and 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

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