

Acculabs Diagnostics Health and Safety Policy

Statement of Intent

Acculabs Diagnostics UK Ltd has established this Health and Safety Policy to ensure the Health, Safety and Welfare at work of all employees and others who may be affected by its activities.

It is the policy of Acculabs Diagnostics UK Ltd to comply with the obligations under the Health and Safety at Work Act 1974.

This policy will be implemented in all premises owned or controlled by the company and is applicable to all staff and visitors at our sites. This policy also applies to our staff working away from company sites.

In pursuance of this policy, the Company will take action to:

- Identify, assess, and manage the health and safety risks arising from our work activities.
- Consult with our employees and seek their cooperation on matters affecting their health and safety.
- Provide and maintain safe fixtures and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction, and supervision for employees.
- Ensure all employees are competent to do their tasks and to give them adequate training.
- Prevent accidents and cases of work-related ill health, so far as is reasonably practicable; maintain safe and healthy working conditions.
- Oversee the implementation and monitor and review this policy on an annual basis.
- Take disciplinary action for any breach of Company safety law.

Signed: *D. Banks*

Debbie Banks
Deputy Chief Executive Officer

Date: 01/10/2024

Review due: 01/10/2025

Acculabs Diagnostics Health and Safety Policy

Responsibilities

- Overall and final responsibility for health and safety rests with Debbie Banks – Deputy Chief Executive Officer
- Day to day responsibility for ensuring this policy is put into practise rests with Jayne Harwood – Operations Manager.
- To ensure health and safety standards are maintained/improved, the following members of staff have responsibility in the following areas:

Name	Responsibility
Peter Taylor	Risk assessments, COSHH assessments, accident and incident investigation, emergency first aid, health & safety audits, development of safe systems of work, reporting of incidents under RIDDOR
Connor Bashford	Lead Fire Warden, fire evacuation, fire alarm weekly testing, emergency light monthly testing, annual evacuation drill, ensuring all fire equipment is maintained and serviced regularly
Ashley Finn	Fire Warden
Morgan Metcalfe Sophie Rogers	Emergency first aid at work

Line Management Responsibility

All line managers and supervisors must ensure that this policy is followed, and that staff are managed and supervised in accordance with it. Breaches of Company safety rules and procedures will be subject to disciplinary action.

All employees are required to:

- Co-operate with managers and supervisors 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
- Take reasonable care for the health and safety of others such as visitors, and
- Report all health and safety concerns to an appropriate person (as detailed in this policy document)

Health and Safety Risks arising from Work Activities

- Risk assessments will be undertaken by Peter Taylor.

- The findings of the risk assessments will be reported to Courtney Magee, Quality Assurance Officer and Jayne Harwood, Operations Manager
- Action required to remove/control risks will be approved by Debbie Banks, DCEO.
- Courtney Magee, Quality Assurance Officer, will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every year or when the work activity changes, whichever is the soonest.

Safe Fixtures and Lab Equipment

- Jayne Harwood, Operations Manager, will check that new fixtures and lab equipment meets health and safety standards before it is purchased.
- Jayne Harwood will be responsible for identifying all lab equipment/fixtures needing maintenance.
- Courtney Magee will be responsible for ensuring effective maintenance procedures are drawn up.
- Jayne Harwood will be responsible for ensuring that all identified maintenance is implemented..
- Any problems found with Fixtures/lab equipment should be reported to Jayne Harwood

Safe Handling and Use of Substances

- Jayne Harwood will be responsible for identifying all substances which need a COSHH assessment.
- Jayne Harwood will be responsible for ensuring that all environmental issues are dealt with as part of this policy.
- Peter Taylor will be responsible for undertaking COSHH assessments.
- Jayne Harwood will be responsible for ensuring that all actions identified in the assessments are implemented.
- Jayne Harwood be responsible for ensuring that all relevant employees are informed about COSHH assessments.
- Jayne Harwood will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every year or when the work activity changes, whichever is the sooner.

Information, Instruction and Supervision

- The Health and Safety Law poster is displayed at the main entrance to Unit 11, 12, and 14.
- Health and safety advice is available from Jayne Harwood, Operations Manager and Croner External Consultancy,
- Supervision of young workers/trainees will be arranged/undertaken/monitored by the relevant Line Manager.
- The General Manager and Head of Laboratory Services is responsible for ensuring that employees working at locations under the control of other employers are given relevant health and safety information.

Competency for Tasks and Training

- Induction training will be provided for all employees by their line manager.
- Job specific training will be provided by their line manager.
- Training records are kept at Unit 14, Wynyard Business Park for the Laboratory and Unit 11, Wynyard Business Park for Logistics.
- Training will be identified, arranged, and monitored by Debbie Banks, Deputy CEO

Accidents, First aid and Work-related health

- The first aid boxes are kept at Unit 14 in the storeroom.

The appointed first aiders are:
Morgan Metcalfe
Sophie Rogers

- All accidents are to be recorded on one of the accident sheets in the silver folder. The folder is kept at Unit 14. When the accident sheet is completed, it should be handed to Jayne Harwood, who is responsible for reporting accidents, diseases, and dangerous occurrences (RIDDOR) to the enforcing authority.

Personal Protective Equipment

Personal protective equipment will be provided to all staff free of charge. Such equipment must only be used in accordance with manufacturer's guidance and Company risk assessment. Failure to wear appropriate equipment is dangerous and will lead to disciplinary action.

Monitoring

- To check working conditions and ensure safe working practices are being followed we will perform regular inspections.
- Jayne Harwood is responsible for investigating accidents.

- Faye Hynd, HR is responsible for investigating work-related causes of sickness absence.

Emergency Procedures – Fire and Evacuation

- The Lead Fire Warden is Connor Bashford.
- Connor Bashford is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes and emergency lighting are checked by Connor Bashford every month.
- Fire extinguishers are maintained and checked by a suitable contractor every year.
- Alarms are tested by a trained Fire Warden every week.
- Emergency evacuation will be tested every 12 months.