

Health and Safety Policy

February 2013



The Medical Room Ltd

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Health and Safety Policy Statement

It is the policy of The Medical Room Ltd to provide and maintain safe and health working conditions, equipment and systems of work for all our employees, and to provide such information and training as they need for this purpose.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of work-related hazards and assessment of the risks related to them. It is also the policy of The Medical Room Ltd to ensure that its business is conducted in a manner so as to reduce the risks to members of the public. The Medical Room Ltd may require its employees to attend such training and/or induction programmes in order to meet the aims of the Company.

The Medical Room Ltd accepts its responsibility for health and safety of other persons who may be affected by the Company's activities.

The allocation of duties for safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associated health and safety documented records.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

Company's responsibility

It is the duty of management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to health;
- Ensuring safety and absence of risks to health in connection with handling, storage and transport;
- Providing information, instruction, training and supervision;
- Maintaining all places of work in a safe condition;
- Providing and maintaining a safe working environment.

Employees and Contractors responsibility

All employees and workers have a duty in law to act responsibly and to take reasonable care for the health and safety at work of both themselves and their colleagues. This duty can be carried out by:

- Working safely and efficiently;
- Using any protective equipment provided and meeting statutory obligations;
- Reporting incidents that have lead to injury or damage;
- All such incidents must be recorded and copied to The Medical Room Ltd using their internal report form. Any failure to adhere to The Medical Room Ltd's Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal;
- Adhering to The Medical Room Ltd's procedures for securing a safe workplace. Individuals will be nominated to undertake health and safety duties as required.

Full details of The Medical Room's responsibilities for health and safety can be obtained on request from the above address.



Health and Safety – A Contractor's Guide

It is the policy of The Medical Room Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its contractors and the health and safety of other persons who may be affected by their activities. The Medical Room Ltd will take steps to ensure that its statutory duties are met at all times.

The Medical Room takes Health and Safety at Work very seriously and, although all contractors whilst working in offices or on site will be under the direction and supervision of the clients staff, there are some basic guidelines which should be followed.

General Information

Working Practices

- You must not operate any item of equipment unless trained, and authorised to do so.
- You must not remove any guarding from equipment used or deviate from your authorised usage of the equipment
- You must report immediately any equipment defect, and never attempt repair.
- You must undertake all duties as instructed and never deviate.

Hazard/Warning Signs & Notices

- You must comply with all hazard/warning signs and notices displayed on the premises.

Working Conditions/Environment

- You must make proper use of all equipment and facilities provided to control working conditions/environment.
- You must ensure you keep your work areas clear/tidy.
- You must dispose of waste/scrap in the appropriate receptacles.

Protective Clothing & Equipment

- You must wear protective equipment where required.
- You must never obstruct any fire escape route, fire equipment or doors.

Accidents

- You must see the first-aider for any injury you may receive, irrespective of how minor, and ensure details are entered into the accident book.
- You must report any incident in which damage is caused to property.

Health

- You must report any medical condition that could affect the safety of yourself or others.
- You must not become involved with horseplay, or practical jokes.
- You must follow all rules pertaining to no smoking areas.



Local Site Information

1. Health and Safety Induction: The Medical Room will advise you if the client has notified us of an induction course. If no induction is held then you should speak to your supervisor about the points below.
2. You will be under the direct supervision of the client and you must follow the safety procedures that they set down. Failure to do so could result in you being asked to leave the office/site.
3. Ensure that you know:
 - the Safety Officer.
 - what happens in case of fire. What is the 'fire drill'? Where are the exits and meeting points?
 - that your working place is safe eg are access and exit points free of obstructions?
 - that equipment and machinery is safe to use. Particularly, ensure that you have been properly trained to use equipment and machinery.
 - the staff facilities that are available and the location, eg. rest rooms, canteens.
 - the site smoking policy., Is it allowed: in a specific area? not at all?
4. If you are in doubt about safety issues you should voice your concerns to your supervisor. You should also notify your consultant at The Medical Room.
5. If you see anyone breaking the safety rules you should report them to your supervisor and also notify your consultant at The Medical Room.
6. If you have an accident on site, report it immediately to your supervisor and enter it into the accident book. You should also notify your consultant at The Medical Room.
7. Construction Sites – you must provide and wear all personal protection equipment as required at all times whilst on site.
8. Alcohol and Drugs – any staff contracted to The Medical Room reporting for, or at, work under the influence of alcohol or drugs will have their contract instantly terminated and will not receive payment for that day.

Remember: You should take all reasonable steps to safeguard your own safety and that of any person who may be affected by your actions. Health and Safety at Work is everyone's responsibility, especially yours.