



HEALTH AND SAFETY POLICY

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Date	Issue	Page Reviewed/Changed	Reason for change
13/06/2016	1		First issue of new health and safety policy covering NI and ROI legislation.
12/01/2017	2	13	To reflect the correct RIDDOR regulations (RIDDOR 13)
12/11/2017	3		General Review – no amendments made
30/05/2018	4	27	The Control of Asbestos Regulations 2012
25/11/2018	5		General Review – no amendments made
10/05/2019	6		General Review – no amendments made
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02/01/2020	8		General Review – no amendments made
01/04/2020	9		Covid Policy
12/12/2020	10		Update to Covid Policy
12/12/2021	11		General Review – no amendments made
12/12/2022	12		General Review – no amendments made
21/12/2024	15		General Review – no amendments made

HEALTH AND SAFETY POLICY

POLICY STATEMENT

SECTION 1

1.0 Health and Safety Policy Statement

The Company accept our responsibility under the Health and Safety at Work Order (NI) 1978 / Safety Health and The Safety, Health and Welfare Act 2005 / all that is reasonably practicable to ensure the Health Safety and Welfare of employees whilst at work, customers and those who may be affected by the company activities.

Our objectives are to:

- To provide adequate control of the 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 to employees;
- To ensure that 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; and

We are confident that the importance of these objectives will be recognised by all employees and others concerned and that each and every individual will co-operate responsibly in the sustained efforts necessary to attain them. We will provide sufficient resources both time and finance to achieve the objectives.

The policy will be kept up to date particularly as the business changes in nature and size. To ensure this the policy and the way in which it is operated will be reviewed each year.

Signature:



Date: 16/12/2024

Graham Martin
Director

Signature:



Date: 16/12/2024

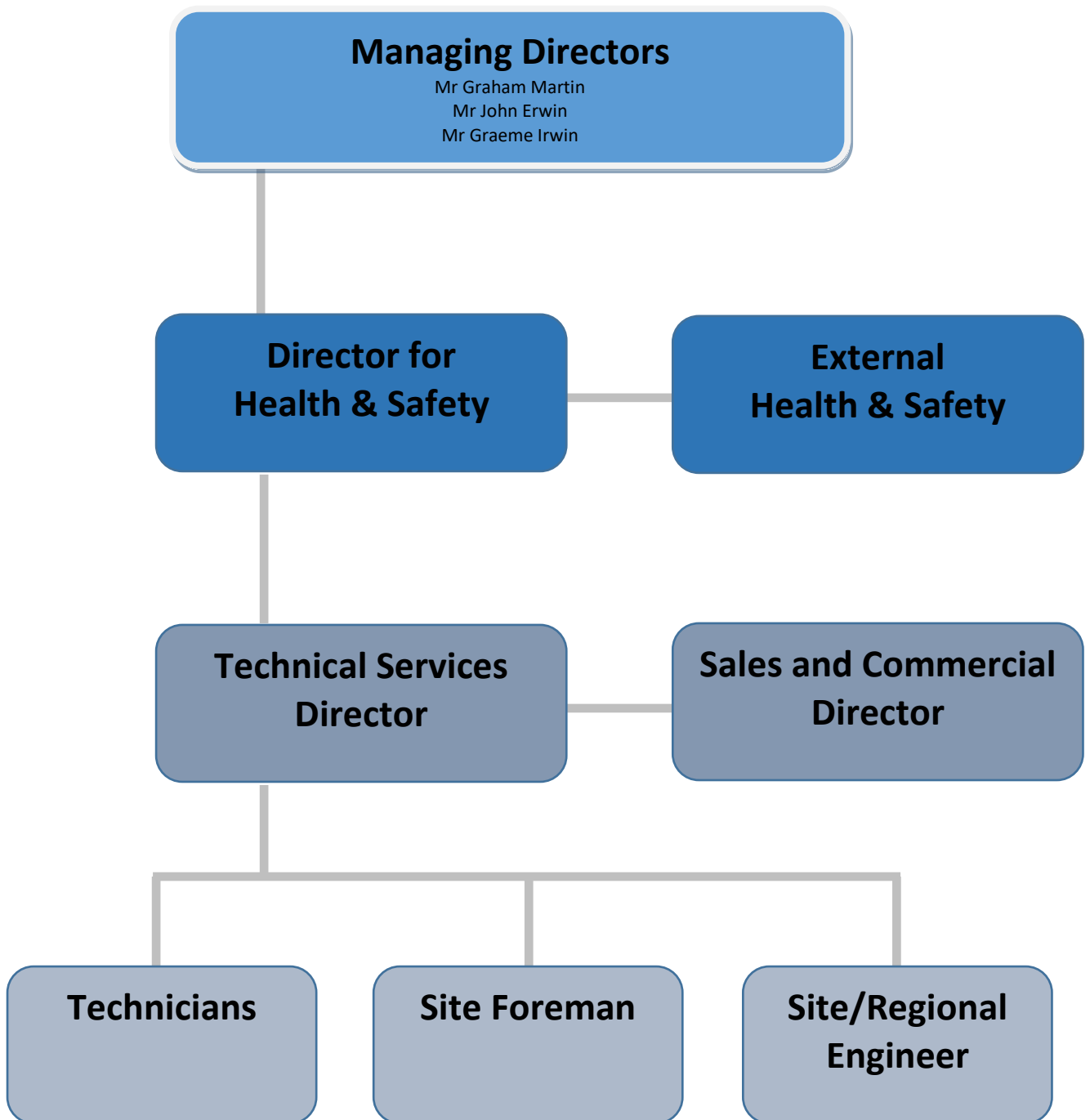
John Erwin
Director

HEALTH AND SAFETY POLICY

ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY

SECTION 2

2.0 Organisational Chart for Management of Health and Safety



2.1 General Health and Safety Responsibilities.

2.2 Directors

The Directors are committed to the implementation of the company Health & Safety Policy and has ultimate responsibility for Health and Safety within the company. They will ensure that procedures are in place to provide for health, safety and welfare affairs to be adequately assigned and researched and to ensure that accountability is understood and accepted at all appropriate levels.

In fulfilling his responsibility they will ensure that:

- ✓ The Health and Safety Policy and Risk Assessment are reviewed on an annual basis or as required by changes in work activities or practices and regular appraisal of performance on Health and Safety management.
- ✓ Adequate Insurance cover is provided for both statutory and company needs and ensure that adequate resources are directed towards Health and Safety issues.
- ✓ Demonstrates a personal commitment to the development of a positive safety culture.
- ✓ Relevant legislation, approved codes of practice and company standards have been identified and that the authority and responsibility for their implementation is delegated to the appropriate management level. This will include the performance of statutory inspections.
- ✓ Appropriate measures have been taken in order to eliminate or control known hazards and to safeguard against the introduction of new risks wherever possible, including the performance of risk assessment.
- ✓ Provision is made for the information, instruction and training of all personnel in the safe practices associated with their job function.
- ✓ There is adequate communication channels with employee's on issues affecting Health, Safety and Welfare.
- ✓ There are adequate arrangements for the management of first aid requirements and ensuring that all employees are aware of the arrangements.
- ✓ That adequate arrangements are in place to evacuate the premises in case of emergency and that all employees and visitors are aware of the arrangements.
- ✓ Suitable health and safety standards are maintained within the offices, workshops, stores and yard environments, including emergency procedures

and arrangements and the safe use of office equipment e.g. Display Screen Equipment.

- ✓ Accidents are promptly and properly investigated and that suitable preventive control measures are put in place. This will include the reporting of accidents and incidents to the Insurance Company and to the Enforcing Authority where required by The Reporting of Injuries and Dangerous Occurrences Regulations/ Safety, Health and Welfare at Work (General Application) Regulations.

2.3 Site Foremen

Site foremen will liaise with the Directors and will manage health and safety matters on site. They will ensure that:

- ✓ The Company's Health and Safety Policy is implemented.
- ✓ Only suitably trained, instructed and supervised employees are allocated to the required tasks.
- ✓ Safe systems of work are applied at all times and that failure to do so is reported and that where necessary unsafe operations are terminated immediately.
- ✓ The correct PPE is available and worn at all times.
- ✓ All staff, company or visiting vehicles operate in a safe and controlled manner while moving on site.
- ✓ The method statement is suitable for the job in hand and that the content of the method statement is communicated to the relevant personnel and implemented on site. This will include where necessary liaising and co-ordinating with other contractors on site.

2.4 Employees

All employees have a duty to look after their own safety and the safety of others as well as co-operating with Management on all areas regarding health and safety at work. This duty can be discharged by:

- ✓ Complying with the Health and Safety Policy.
- ✓ Fully observing the safety rules and safe systems of work.
- ✓ Reporting any safety hazard within their work area or malfunction of any item of equipment to their supervisors / management.

- ✓ Fully conforming to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- ✓ Conducting themselves in an orderly manner in the work place and refraining from any form of horseplay.
- ✓ Putting forward ideas/suggestions, which could improve standards of health and safety.
- ✓ Using all safety equipment and/or protective clothing as may be provided.
- ✓ Encouraging a positive attitude to health and safety matters and setting a good personal example to others.
- ✓ Maintaining all implements and equipment in good condition and reporting any defects to Management when they occur.
- ✓ Reporting all incidents or dangerous occurrences, which may cause personal injury or damage to plant vehicles or machinery.
- ✓ Observing all laid down procedures concerning processes, materials and substances used.
- ✓ Observing the fire and emergency evacuation procedures and the position of all fire equipment and exit routes.
- ✓ Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- ✓ Co-operating with Management to enable the employer to carry out his legal duties or any requirements as may be imposed.
- ✓ Not intentionally or recklessly interfering with or misusing any item provided in the interests of Health, Safety and Welfare.
- ✓ Every employee must use machines, equipment, dangerous substances, transport equipment, means of production or safety device provided by the employer, in accordance with the training and instructions received, (whether this be written or verbal).
- ✓ Every employee must inform the employer or any other employee with specific health and safety responsibilities for fellow employees about any work situation where it is considered that the training and instruction received by themselves or a fellow employee, could represent a serious and imminent danger to their health and safety and of any matter where it is considered that the training and instruction received by themselves or a fellow employee, could present a failure in the employers protection arrangements for their health and safety, even where no immediate danger exists.

2.5 Health and Safety Consultant

They have a number of roles as regards health and safety issues such as

- ✓ An annual review of health and safety policies and procedures.
- ✓ Ensuring management are aware of new or upcoming legislation and best practice.
- ✓ Attendance at health and safety management meetings.

HEALTH AND SAFETY AT WORK POLICY

MANAGEMENT ARRANGEMENTS FOR HEALTH AND SAFETY

SECTION 3

3.0 Arrangements for Risk Assessment

MET Healthcare Ltd has conducted risk assessments aimed at identifying all practical risks associated with their activities. The significant findings of the risk assessment have been documented and used to identify and introduce risk control measures aimed at reducing the risk to the lowest practicable level.

MET Healthcare Ltd will check that these actions have been effective in controlling the identified risks.

The risk assessments will be reviewed on at least an annual basis or as deemed necessary by accidents, unsafe incidents or changes in processes and equipment.

3.1 Accident/Incident Investigation, Reporting and Recording

All accidents must be reported immediately to the Foreman and subsequently to the Directors. The nominated first aider (if one is at the location) will then arrange for any necessary first aid treatment to be provided, this may include the transportation of an injured party to hospital. He will also ensure that the accident details are entered in the Accident Book. All accidents must be recorded in the Accident Book that is held at the main office.

It is important that all incidents, accidents and near misses, no matter how minor, are reported and investigated so that a recurrence can be prevented. This is necessary whether or not an injury occurred. 'Near misses' can easily become accidents involving injuries. Accidents/Incidents will normally be investigated by the Director and where necessary health and safety consultants will be employed to assist investigate accidents. Following the investigation the relevant risk assessment will be reviewed and where necessary updated.

All accidents, cases of ill health and dangerous occurrences which are notifiable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013/Safety, Health and Welfare at Work (General Application) Regulations 1993/ The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 must be reported to the appropriate enforcing authority.

Injuries involving over three days incapacity will be reported to the appropriate Enforcing Authority using form NI2508/IR 1/F2508 within 10 days of the incident.

All cases of ill health must be reported to the Director and he will decide if further investigation is necessary and on the necessary course of action.

The following points should be treated as a guide for investigation of any accident, incident and ill health and should be included in the investigation report:

- ✓ Name and address of the injured person, including where necessary members of the public and contractors.
- ✓ Accurate date and time of the incident.

- ✓ Precise location of the incident with a diagram and/or photograph if necessary.
- ✓ What the injured person was doing at the time of the accident.
- ✓ Details of witnesses and their accounts of the incident.
- ✓ Details of the equipment involved.
- ✓ Nature of injury and location on the body.
- ✓ Treatment.

The Directors are responsible for monitoring and investigating accidents, incidents, diseases, dangerous occurrences and cases of work-related sickness or absence in their department. They are also responsible for acting on the findings of subsequent investigations and implementing actions to prevent reoccurrence.

First aid kits are located in each department and also head office; names of first aiders are displayed and also made known to employees during induction.

The relevant first aiders are responsible for checking the contents of the first aid kits on a monthly basis and for arranging replenishment as necessary.

3.2 Work Equipment

The Provision and Use of Work Equipment Regulations (NI)/Safety, Health and Welfare at Work (General Applications) Regulations 2007/ The Provision and Use of Work Equipment Regulations 1998 require MET Healthcare Ltd to ensure that work equipment provided and used by us does not result in health and safety risks, regardless of its age, condition or origin.

When work equipment is provided it has to conform to standards that cover its supply as a new or second hand piece of equipment and its use in the workplace. Employers have to provide safe equipment of the correct type, ensure that it is correctly used; and maintain it in a safe condition, and provide information, instruction and training to operate safely.

When buying new equipment the 'user' has to check that the equipment complies with all the 'supply' law that is relevant, especially CE marking

The user must ensure that the equipment is safe before it is used, they have received training on its safe use and all guards are in place

➡ Lighting

Due consideration will be given to lighting and preferably this should be provided at low voltage.

➡ Employee Responsibilities

The employee must use all safety equipment and conform to safety procedures when using equipment. An employee who has not been trained on specific operations must receive training before commencing work.

Defects must be reported, and no equipment must be used for any operation for which it has not been approved or designated.

3.3 Lifting equipment

The Lifting Operations and Lifting Equipment Regulations (LOLER) (NI) 1999 and the Safety, Health and Welfare at Work (General Applications) Regulations 2007/ The Lifting Operations and Lifting Equipment Regulations 1998 require MET Healthcare Ltd to ensure that Lifting Operations carried out and Lifting Equipment provided and used do not result in health and safety risks.

Lifting equipment must be of adequate strength, stability and marked to indicate safe working loads and suitable for the purpose for which it is used or provided.

The operation must be planned and supervised by a competent person, and carried out in a safe manner.

Specific attentions must be given to stresses at the mounting or fixing points

Equipment for lifting people must prevent, so far as is reasonably practicable:

- Crushing
- Trapping
- Being struck by an object
- Falling from the equipment

And must include:

- Devices to stop the 'load' from falling
- And/or safety ropes, chains inspected daily and before use by a competent person
- Be such that a person trapped in any carrier is not thereby exposed to any danger and can be freed.

Equipment must be sited: -

- Safely so to minimise risk of it's load striking a person or it's load drifting, falling freely or being unintentionally released.
- Safe working loads clearly marked.
- Safe working loads of alternative configurations must be clearly marked.
- Lifting equipment for people must be identified and equipment which could be mistakenly used for lifting people must be marked.
- Lifting – the operation must be planned by a competent person

3.4 Hazardous Substances

MET Healthcare Ltd will ensure that all hazardous substances which are used by employees, or substances to which they are likely to be exposed, are assessed in accordance with the Control of Substances Hazardous to Health Regulations (NI) 2003 (COSHH) and Safety Health and Welfare at Work (Chemical Agents) Regulations 2001/ Control of Substances Hazardous to Health Regulations 2002.

The Director is responsible for ensuring that substances are identified and controlled and that a COSHH assessment is carried out. He will also ensure that all necessary control measures are introduced and that all relevant employees are informed about the results of COSHH assessments and are trained in the safe use, handling and storage of substances. He will also check that any new substances can be used safely before they are purchased. COSHH assessments will be reviewed on at least an annual basis or as work activity or processes change.

Look at the labels – All hazardous substances now have safety labels on their supply containers. These labels briefly describe any hazard associated with the substance and safe working methods to be used to avoid them

Some people are especially sensitive to certain substances and in some cases existing health conditions can be worsened by substances used at work. Should you have any condition which you may think may be related to, or affected by, your work, report it to your supervisor.

Do not transport unauthorised substances in company vehicles.

A register of all substances is maintained and together with the supplies data sheets are freely available to all.

3.5 Health and Safety Training

Induction training will be carried out as soon as possible after an employee commences employment, ideally on arrival. The objective is to ensure that new employees are familiar with all aspects of health and safety, which relate to their employment. Records of such training will be maintained by the logged against employee training records. Health and Safety induction will be co-ordinated by the Director.

Induction Health and Safety training will cover:

- ✓ Health and Safety Policy.
- ✓ Risk assessment findings.
- ✓ Emergency procedures, including fire and accident/first aid.
- ✓ Locations of exits/escape routes as part of an introductory site tour.

- ✓ Medical emergency, first aid/injury reporting procedures, location of first aid equipment and names of first aid appointed/trained persons.
- ✓ Instruction on any prohibition areas (i.e. no smoking) and prohibited activities.
- ✓ Issue of protective clothing and instruction on how to use and store it.
- ✓ All company safe systems of work.
- ✓ Manual handling.
- ✓ Welfare facilities and good hygiene practices.
- ✓ Hazardous substances.

3.6 Arrangements for the Management of Emergencies

Equipment Checks

The following checks will be carried out on a regular basis.

- ✓ Emergency lighting (working)
- ✓ Fire evacuation signs (in position)
- ✓ Fire alarm (working)
- ✓ Fire alarm points and signs (undamaged and legible)
- ✓ Fire extinguishers (undamaged and in position).

The following inspection/tests will be carried out by competent contractors on an annual basis and certificates retained. A test label will be attached to each extinguisher showing date of test.

- ✓ Fire alarms/detectors/emergency lights
- ✓ Fire extinguishers

Fire Evacuation Plan

The Director will ensure that a fire evacuation plan for the company premises is drawn up to cover:

- Fire prevention guidelines
- Finding a fire
- Evacuation procedure
- Tackling a fire
- Calling the fire brigade
- Fire instruction and drills
- Fire fighting equipment

The plan will be reviewed annually.

On sites the Site Foreman is in charge will be responsible for ensuring that emergency arrangements on site are confirmed and communicated to all staff.

Fire Drills

The Directors will arrange the holding of fire drills at intervals of not more than six months, records of which will be maintained.

Fire Extinguishers

Training will be given to selected staff in the use of fire extinguishers.

Fire Prevention Guidelines

The following are recommendations for the prevention of fires:

- ✓ Keep all fire exits clear at all times.
- ✓ Keep storerooms locked when not in immediate use.
- ✓ Keep rubbish in bins in an orderly fashion, flammable waste in lidded metal bins.
- ✓ Always check that fire doors are closed.
- ✓ Always check that doors on fire escape routes are unlocked.
- ✓ Always report any defective equipment and damage immediately.
- ✓ Always report any spillages of flammable material immediately.
- ✓ Ensure electrical equipment is turned off at the end of work.

Instructions to all Employees on discovering a Fire

- ✓ Raise the alarm by shouting activating the fire alarm or where an alarm is not available shout **Fire**. Contact the relevant fire marshal who will then arrange for the evacuation of the premises and will establish contact with the emergency services.
- ✓ Commence evacuation of the premises by escorting persons in your charge from the premises using the nearest fire/emergency escape route ensuring that all doors through which you pass are closed after you, where possible. Reassure those in your care.
- ✓ Escort the persons in your charge to the assembly point using the nearest usable exit: The assembly point for the office is at the gate of the site.
- ✓ Do not re-enter the area until you are told it is safe to do so by a member of the Fire Brigade.
- ✓ DO NOT TAKE PERSONAL RISK.
- ✓ A fire should be tackled only if there is no immediate personal danger.

- ✓ Switch off the power supply in electrical fires where it is possible and safe to do so.
- ✓ Try to avoid fighting a fire on your own. If this is not possible always keep yourself between the fire and your escape route (i.e. the door).
- ✓ Ensure the fire is completely extinguished and not likely to re-ignite.
- ✓ Fire extinguishers are for small fires only. Do not continue to fight a fire which is getting out of your control.
- ✓ If you have to withdraw, close windows and doors behind you if possible.

Fire Fighting Equipment

The following fire fighting equipment is present at the company for use in small controllable fire ONLY.

Fire Extinguishers

Training will be given to selected staff in the use of fire extinguishers.

In the event of a small fire you should be aware of the location of fire extinguishers and how to use them providing you do not put yourself in danger.

There are a number of different types of fire extinguishers; these should be used in accordance with the training provided.

All extinguishers should be periodically tested and examined by a competent person. This should be at least once every 12 months and a test label showing the date of examination should be fixed to the extinguisher.

3.7 Arrangements for the Management of Contractors

MET Healthcare Ltd will select contractors carefully, ensuring that their submission contains reasonable provision for carrying out the work safely and so that we are confident that they have the skills they claim.

MET Healthcare Ltd will review any areas of overlap and any additional precautions that are required between MET Healthcare Ltd and the contractor.

For work at the carried out at the company premises or on a company controlled site MET Healthcare Ltd will arrange a contact person who will brief each contractor on the work requirements, precautions etc. following the receipt/carrying out of risk assessments. The contractor's staff will be given a copy of the 'Safety Rules for Contractors'.

Where work is complex or potentially high risk, a work method statement must be agreed in advance of that particular element of the work starting.

Contractors must provide all their own tools and equipment for their task and items owned by MET Healthcare Ltd will not be used by sub contractor's staff without express permission of a Director.

The contact person will check the work at intervals to ensure that the agreed programme and precautions are being complied with.

3.8 Electricity

The Company will ensure its electrical apparatus is installed, operated and maintained in accordance with the Electricity at Work Regulations {NI} 1991/ Electricity at Work Regulations 1989 and The Safety, Health and Welfare at Work (General Application) Regulations 2007.

All fixed electrical wiring and equipment will be maintained by a competent electrician and tested every 5 years in accordance with a test certificate available. The relevant supervisor will arrange the maintenance and periodic testing.

All company portable (anything with a plug) electrical equipment will be PAT tested annually and display an individual test certificate. This will be arranged by the relevant Supervisor. Portable appliance testing is carried out to a specified plan which is based upon a risk assessment, dependant upon type of equipment, frequency of usage, type of operational environment of equipment in accordance with regulations or site requirements

Any company electric hand tools used on client's sites will either be battery operated or 110v centre tapped to earth powered and fitted with industrial plugs. Electrical hand tools and reels will be visually examined before each use by the employee using it.

3.9 Personal Protective Equipment

The Personal Protective Equipment at Work Regulations {NI} 1993 and The Safety, Health and Welfare at Work (General Application) Regulations 2007/ requires the Company to perform suitable and sufficient assessments to identify where PPE should be used.

All employees will be issued with suitable personal protective equipment free of charge. This will include:

- ✓ Safety footwear – to be worn at all times
- ✓ Hard hat – to be worn at all times whilst on site.
- ✓ Eye protection – to be worn where there is a risk of eye injury.
- ✓ Respiratory protection – dust masks and other respiratory protection will be issued as deemed necessary by the environment
- ✓ Gloves – to be worn where there is a risk of hand injury e.g. lifting and handling and sharp edges

- ✓ Ear protection – to be worn where there is a risk of noise – e.g. working near other trades or in generally noisy environments
- ✓ High visibility vest – to be worn where necessary

Defects are to be reported to your immediate supervisor.

3.10 Manual Handling

MET Healthcare Ltd will take all reasonable steps to reduce the amount of manual handling carried out by its employees. Where manual handling is unavoidable MET Healthcare Ltd will take all reasonable precautions to reduce the risk of injury.

All significant manual handling tasks will be assessed in accordance with the Manual Handling Regulations (NI) 1992/The Safety, Health and Welfare at Work (General Applications) Regulations 2007/ Manual Handling Operations Regulations 1992.

Manual handling is any operation involving lifting, carrying, holding/supporting, pulling, pushing or placing.

- ➡ Employees must comply with the policy and the Company will support the improvement of the working environment, training and equipment will be provided.
- ➡ Employees are not expected to lift outside H&S guidelines.
- ➡ Weights of items to be lifted must be known.
- ➡ The type of loads being moved must be taken into account as well as the environment.
- ➡ Twisting, stooping and stretching whilst supporting the load must be avoided.

Whilst it is recognised that training alone does not constitute a safe environment, manual handling and ergonomic training will be given to all relevant staff.

3.11 Display Screen Equipment

The company undertakes display screen risk assessments and uses the findings of these assessments to define and introduce the necessary control measures. This includes the provision of eye test screening and full eye test if required.

3.12 No Smoking

Employees are not designated to smoke in any enclosed or substantially enclosed premises that are open to the public or are workplaces with more than one employee.

- ➡ Employees are not permitted to smoke in the any company vehicle.

- Smoking in any designated “No Smoking” area.
- Smoking whilst handling flammable substances

3.13 Mobile Phones

While driving mobile phone is not to be answered until the vehicle has been parked safely, this should be done within a reasonable timescale. There are no exceptions to this rule. If a call is missed it must be returned when the vehicle is parked safely.

If you use a mobile phone whilst driving, be aware of the requirements of the Road Traffic Acts. If used wrongly, a mobile phone can distract you from driving and contribute to an accident.

- Your attention is drawn to the restrictions on using mobile phones or radios to communicate whilst driving.
- If your equipment does not have “hands-free” capability, do not use it when you are driving.
- Even if you have “hands-free” capability, only answer a call when it is safe for you to do so.
- Never make notes or try to read documents whilst you are driving. If your phone conversation becomes complex or you need to refer to a document or make notes, stop the vehicle in a safe place before proceeding. If you cannot do this, ask the caller to wait and ring back when you have stopped.
- If you wish to make calls, stop your vehicle to do so.

3.14 Lone Working

No one is permitted to use machinery or take part in dangerous work alone, unless it has been risk assessed and authorised by the Director. It is the company policy to ensure that all health and safety risks that maybe encountered during work activities are eliminated or reduced as far as practicable to the lowest practical level.

3.15 Young People, New and Expectant Mothers

It is company policy to co-operate with young persons and new and expectant mothers and to minimize any risks and ensure the welfare of those concerned.

Female staff have been instructed to report pregnancy immediately to allow specific risk assessments to be carried out and work tasks adjusted to take account of advancing pregnancy

A specific risk assessment is carried out in the event that there is a new or expectant mother.

In the event of an Under 18 starting work experience or starting employment, a specific Young Persons risk assessment is carried out.

Young staff are given a mentor to guide and supervise them in the workplace

3.16 Stress

Stress may arise as a result of work related issues or may be caused by other external factors. In attempting to minimize stress levels, the following will be used:

- ✓ Effective management of change – communicating the nature of the change, reasons for it and likely impact, programming the change, giving and receiving feedback, offering reassurances where possible
- ✓ Role clarity – ensuring all staff have a clear understanding of their roles and responsibilities
- ✓ Time Management – adequate workloads, sufficient daily and weekly rest breaks
- ✓ Supervision and Support – from the proprietor, where appropriate

3.17 Bullying / Harassment / Equal Opportunities

Each Employee of MET Healthcare must be free to perform his/her work without harassment from another employee or any other source on the grounds of sex, race, national origin, sexual orientation or disability. As an equal opportunity employer, MET Healthcare will not accept any behaviour such as unwelcome comments, remarks, jokes or physical contact that might be considered objectionable, offensive or stressful under any of the above headings, and this also applies with regard to customers.

Those who breach the guidelines on harassment will be dealt with under the company's Disciplinary Procedure. The company acknowledges the need to deal with issues of harassment from customers directed at employees. In addition, the company will take a very serious view of behaviour, which is proven to be offensive – verbally, physically or in gesture – to a customer or their representative during or outside working hours.

Sexual harassment can be defined as conduct towards another person, which sexual in nature, or has sexual harassment dimension, and is unwelcomed to the recipient.

3.18 Work at Height

The Company will apply the following Hierarchy when considering or planning work at Height in accordance with the 'The Work at Height Regulations NI 2005/ The Safety, Health and Welfare at Work (General Applications) Regulations 2007

- Avoid Height where possible.

- Use work equipment or other measures to prevent falls where we cannot avoid work at height.
- Where we cannot eliminate risk of falls to use work equipment or other measures to minimise the distance or consequences if a fall should occur.

The Company will ensure as far as reasonably practicable:

- That all work at height is properly planned and organised including risk assessment, supervision and emergency rescue provision.
- All work at height takes account of weather conditions and accordingly all supervisors are authorised to suspend work during inclement weather.
- That all involved in work at height are properly trained and competent including equipment maintenance, on how to avoid falling and to minimise injury should they fall.
- The place where the work is done and the access to it are safe.
- The risks from falling objects are controlled including preventing items being stored, falling or being thrown in a way likely to injure anyone.
- Indicate or barrier areas where there is a risk of injury from items falling.

3.19 Safety Rules

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. MET Healthcare Ltd recognises that it is not possible to prepare in written form every possible safety rule as circumstances may vary depending upon the nature of work. However, our employees are expected to act in a sensible manner and adhere to verbal instruction given by Management.

Rules Covering Health and Safety at Work

Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised to do so.
- Employees must make full and proper use of all equipment guarding.
- Employees must report to Management immediately any fault, damage, defect or malfunction in any item of plant, equipment, implement or utensil.
- Employees under the age of 18 years must not operate any item of plant or equipment.

- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use and at the end of the working period.
- Employees must not stack or store goods in an unsafe manner.

Hazard/Warning Signs and Notices

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

Working Conditions/Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all rubbish, scrap and waste within the working area, using the facilities provided.
- Employees must use the correct methods when removing any articles of waste for disposal.
- Employees must clear up spillage's or liquids within the work area in the prescribed manner.
- Employees must deposit all waste chemicals and other substances at the correct disposal points and in the prescribed manner.
- Employees must not pollute watercourses, sewers or drains with chemicals, or substances.

Protective Clothing and Equipment

- Employees must use all items of protective clothing, equipment & respiratory protective equipment provided as instructed.
- Employees must store and maintain protective clothing, equipment & respiratory protective equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their supervisor.

Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.

Rules Governing Gross Misconduct

An employee will be liable to disciplinary procedures if he/she is found to have acted in any of the following ways:

- A serious or wilful breach of safety rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or Welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Misuse of chemicals, inflammable, hazardous or toxic substances.
- Smoking in any designated "No Smoking" area.
- Smoking whilst handling flammable substances.
- Horseplay or practical jokes which could cause accidents, injury or damage.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting, fixture, vehicle, or electrical equipment.
- Driving or using any company vehicle or equipment while unfit due to drink or drugs including medicinal items.
- Refusing to adhere to / cooperate with MET Healthcare Ltd instructions.

3.20 The Control of Asbestos Regulations 2012

The duty to manage asbestos is contained in regulation 4 of the Control of Asbestos

Regulations 2012. The Company understands this duty and in as far as it is in control of the premises, it will:

- take reasonable steps to find out if there are materials containing asbestos in non-domestic premises, and if so, its amount, where it is and what condition it is in;
- presume materials contain asbestos unless there is strong evidence that they do not;
- make and keep an up to date record of the location and condition of the asbestos containing materials (ACM's) or presumed ACMs in the premises;
- assess the risk of the likelihood of anyone being exposed to fibres from these materials;
- prepare a plan setting out how the risks from the materials are to be managed;
- take the necessary steps to put the plan into action, review and monitor the plan periodically; and provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.
- Provide asbestos awareness training for all employees carrying out intrusive work.

The Company will;

- Check that the current arrangements for the management of asbestos within the premises are effective and are being applied properly.
- Request a copy of the asbestos register for the site.
- Adopt a precautionary approach to maintenance work.
- Carry out an initial inspection of the premises to look for serious damage and disturbance of Assume, until confirmed by analysis, that any suspect material may contain asbestos and will adopt the standards set out in 'Asbestos Essentials'.
- **Work must never be carried out on or near damaged asbestos. Where the presence of asbestos is suspected, work must cease immediately, and the relevant Contracts Manager / Health and Safety Manager contacted for advice.**

The Company's compliance strategy.

This will include:

- A decision on the type of inspection/survey required.
- Identification of who should carry out the work.
- Determine priorities in terms of which areas / buildings first.
- Details of how information is to be recorded / retrieved.
- Consideration on how maintenance will be controlled.

3.21 Covid 19

COVID-19

Information about the virus

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

The incubation period of COVID-19 is between 2 to 10 days. This means that if a person remains well 10 days after contact with someone with confirmed coronavirus, they have not been infected.

Signs and symptoms of COVID-19

The following symptoms may develop in the 10 days after exposure to someone who has COVID-19 infection:

- cough
- difficulty in breathing
- fever
- change in taste or smell

Staff should not attend work if they show any of these symptoms or anyone in their household shows symptoms. This must be reported to a director immediately. They should arrange a CV19 test and await results.

On receipt of a negative test result staff may return to work.

If the result is positive this must be communicated to a director and staff must remain at home for a minimum of 7 days.

Preventing spread of infection

Public Health England (PHE) and the Public Health Agency (PHA) recommends that the following general cold and flu precautions are taken to help prevent people from catching and spreading COVID-19:

- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Catch it, Bin it, Kill it
- put used tissues in the bin straight away
- wash your hands often with soap and water often - use hand sanitiser gel if soap and water are not available.
- try to avoid close contact with people who are unwell
- clean and disinfect frequently touched objects and surfaces
- do not touch your eyes, nose or mouth if your hands are not clean.

In view of these current health concerns we have implemented extra measures to ensure all staff remain as safe as possible.

We will supply all staff with bacterial wipes and hand sanitiser for personal use. Use hospital available facilities and products where possible.

Site Works including service will be monitored closely. We will be in continual contact with sites to ensure your visit is as safe as possible.

Employees should wipe down tools and personal containers where possible and ensure their vans are kept clean at all times. Van cab interiors should be wiped down and all rubbish removed daily

Hospital Estates Department Requirements

You must adhere to the following rules:

- Before commencement of all planned works within a Hospital/ Site, The current condition on site will be verified by our service team by obtaining the latest status of Covid-19, from the relevant contacts within the site. Should there be any lack of committed information being received then our service team will contact the sites Infection Control department to get final guidance before scheduling any works.
- Where local screening is in place, all employees must be screened as per hospitals protocol

- All staff must sign in with Estates and provide accurate details for where they plan to work within the Hospital Trust. At this point all MET staff should ascertain the up to date condition of their proposed place of work in relation to CV-19 and adhere to local guidance/ instruction issued. As this is an ever changing situation, up to date local guidance/ instruction will always take priority. The service team in the office should be kept abreast of all work related issues immediately
- Maintain personal hygiene and handwashing as detailed above