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# HEALTH AND SAFETY POLICY

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**Change/Review Notes:**

Date of Issue/Review	Issue:	Revision No:	Details of Revision
March 2020	1	0	First Issue
September 2020	1	1	Template rebrand and reg no
March 2021	1	2	Change of Management Structure

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## HEALTH AND SAFETY POLICY

ML Doctors Ltd recognises its duty to comply with the Health and Safety at Work Act 1974 and the Senior Management Team are committed to ensuring compliance with all relevant legislation, safety standards and safe working conditions and requirements. The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, and other interested parties affected by ML Doctors Ltd activities, through the prevention of work-related injury, ill health or near miss incidents.

ML Doctors recognises and accepts the general duties imposed upon the Company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation and as such the Directors of ML Doctors Ltd will as far as practicable:

- Provide adequate resources to maintain health and safety
- Carry out risk assessments to reduce risks and eliminate potential hazards that may cause injury or ill-health and review them on a regular basis to ensure they remain current and applicable to the work tasks that are required.
- Provide and maintain safe systems of work which are without risk to health
- Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions.
- Carry out health surveillance where required.
- Promote a culture where positive safety behaviours are reinforced, and near-miss reporting is encouraged.
- Ensure that all equipment supplied is maintained in a safe condition.
- Make adequate provision and arrangements for welfare facilities at work and provide a working environment, supported by relevant information, which promotes a work-life balance and supports all ML Doctors employees with respective good health and well-being.
- Monitor safety performance to maintain agreed standards.

The duties of the employees are to:

- Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work.
- Co-operate with others in the Company to fulfil ML Doctors Ltd statutory duties.
- Not interfere with, misuse or wilfully damage anything provided in the interests of health and safety.
- Report any accidents or near misses however minor to the Managing Director.
- Co-operate with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

### Contractors

All contractors working for the Company are required to comply with the appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring the work are carried out in a safe manner.

### Consultation and Training

The Managing Director is committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. Much of

this will be carried out during the Company induction training and thereafter any changes in Health and Safety will be notified to the employees either in person or by e-mail.

The Company will carry out further training when required in such areas as the use of PPE, Safety Equipment, Manual Handling or machinery as required.

### **Risk Assessments**

The Health and Safety Representative will carry out and record formal risk assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have enough knowledge about a specific hazard, they will take further advice from the Health and Safety Representative if required.

### **Work Equipment**

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded.

The record shall specify the location or holder of the equipment and the frequency and type of service. Evidence that service has been conducted shall be held in the file record. For Company vehicles, the manufacturer's maintenance handbook shall be used to record the regular maintenance of the vehicle.

Any employee who is in control of Company equipment that is lost, mislaid, is damaged or fails to operate, shall advise the IT Director. An Equipment Fault Report shall be raised by the IT Director specifying and confirming the corrective action. Immediate action shall be taken by the Managing Director if the reported problem applies to health and safety related equipment.

All equipment requiring regular maintenance and/or whose location is required to be known shall be logged.

### **Personal Protective Equipment (P.P.E.)**

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to the Managing Director.

### **First Aid & Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall always be suitably marked and be easily accessible to all employees when they are at work.

Head Office – a first aid box is located in the Central Office administration area

All accidents MUST be reported to the Managing Director and the details recorded in the accident book (held at Head Office).

It is our policy to report all accidents, industrial diseases and dangerous occurrences to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 and ML Doctors Ltd will also record all injuries in the appropriate accident book.

The Managing Director is responsible for reporting all notifiable accidents to the enforcing authority. Employees must report all injuries to the Managing Director immediately after treatment. The accident report must be fully completed for all injuries incurred at work, however minor. If, because of their injury, employees are incapable of making an immediate entry, then that entry must be made by the Managing Director first-aider or nominated person.

Following any accident of any severity that require treatment, the employee will notify the Managing Director who will

- Complete an accident investigation report
- Notify the enforcing authority, if the accident is reportable

Following any accident of any severity that requires treatment, the employee's Managing Director will take statements and retain any other documents related to the accident.

If the injury is of a serious nature or if there is any doubt, the injured person will be sent to the nearest hospital for treatment. Although it is not its legal duty, ML Doctors Ltd will notify the enforcing authority of injuries to a non-employee, e.g. Contractors, if the injury takes place on ML Doctor's premises and ML Doctors Ltd become aware of it. Accidents and injuries that are reportable to the enforcing authority will also be reported to our employer's liability insurer.

### **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):**

Certain accidents are reportable to the HSE's Incident Contact Centre. The Managing Director must be notified as soon as practicable after incidents causing the following injuries:

- any work-related injury that leads to an employee being absent from work for more than 7 consecutive days
- fracture other than to fingers, thumbs or toes.
- amputation.
- dislocation of the shoulder, hip, knee or spine.
- loss of sight (temporary or permanent).
- chemical or hot metal burn to the eye or any penetrating injury to the eye.
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

### **Accident Investigation**

It is ML Doctor's policy to investigate

- All accidents resulting in any reportable injury or losses of any assets
- All accidents, however minor
- All near misses

Employees should be aware that health and safety enforcement officers can enter premises without appointment, at any reasonable time, to ascertain if the requirements of the law are being met. If they have reason to believe that a situation exists or may arise in which there is potential for serious injury or death, they may enter work premises at any time and ML Doctors Ltd will extend to them full co-operation.

## Hazardous Substances

It is important for a staff member to understand the signs that are used on vehicles and containers giving information about hazardous contents. These are known as Hazchem signs.

The labels give the following information:

- An emergency code for the substance – this tells the Emergency Services what action should be taken in cases of emergency.
- A V.N. identifies number for the product, unique to that product.
- A hazard warning symbol may appear with different colours, backgrounds, borders, and supplemental information in order to specify the type of hazard and the level of threat (for example, toxicity classes ).hazardous properties of the contents e.g. oxidising, toxic, corrosive.
- A contact telephone number for further specific information.

The hazard may be biological, chemical or physical, including fire or explosion. Should deliveries of this sort be made to your site, the Assignment Instructions should provide you with information which will include the appropriate data sheets that will contain detailed information on the substance. The same applies to storage of these products on site

The driver of the vehicle must carry with him, in writing, details of: -

- The substance
- The hazard
- The precautions to take in an emergency

## Leaks & Spillages

If hazardous products are stored on site, they may be in an exclusion zone. If they are not and a staff member finds traces of leaking substances; a few very basic rules should be followed:

- Avoid physical contact
- Check labels for instructions, taking care not to step into spillage
- Inform Line Management
- Contact Emergency Services if necessary

## Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials

In the event of the fire alarm being activated, or in any other emergency (e.g. bomb scare), all employees must leave the site by the nearest available exit and assemble at the designated assembly point.

## Manual Handling

The Manual Handling Operations Regulations 1992 apply to work activities.

In consideration to their special needs, ML Doctors Ltd will take additional measures to secure the safety of pregnant or nursing mothers, including modifying our manual handling risk assessments.

Manual handling operations will be assessed for all activities for any loads other than those, which are clearly not significant. Manual handling operations in areas or under conditions that may alter the risk will be assessed.

## Review

To ensure this policy is effective, ML Doctors Ltd will:

- Review it annually or upon any significant changes to our business.
- Make any such changes known to our employees.
- Maintain procedures for communication and consultation between all levels of staff and other interested parties on matters of health, safety and welfare.

**Belinda Bishop**

**Managing Director  
ML Doctors Ltd**

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