

Universal Instrument Services Ltd

14 Rose Way, Blaby, Leicester, LE8 4BY
Tel: 0116 275 0123

email: sales@uiscal.co.uk
www.uiscal.org



HEALTH AND SAFETY POLICY

Policy Statement

We are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.

This policy sets out our arrangements in relation to:

- assessment and control of health and safety risks arising from work activities
- preventing accidents and work-related ill health
- consultation with employees on matters affecting their health and safety
- provision and maintenance of a safe workplace and equipment
- information, instruction, training and supervision in safe working methods and procedures
- emergency procedures in cases of fire or other major incidents

Scope

This policy applies to anyone working for and with us. This includes employees, contractors, interns and apprentices.

Responsibility for health and safety matters

The Managing Director has overall responsibility for health and safety and the operation of this policy. The Principal Health and Safety Officer has day-to-day responsibility for health and safety matters.

Your responsibilities

All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

You should report any health and safety concerns immediately to your line manager or a senior member of the management team and must co-operate with the company on health and safety matters, including the investigation of any incident. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

Information and consultation

We are committed to providing information, instruction and supervision on health and safety matters for all staff as well as consulting with them regarding arrangements for health and safety management.

Training

We will ensure that you are given adequate training and supervision to perform your work competently and safely. New Staff will be given a health and safety induction and provided with appropriate safety training, whenever required.

Equipment

All staff must use equipment in accordance with operating instructions, instructions given by managers and any relevant training. Any fault, damage to or concern about any equipment or its use must be reported to the Principal Health and Safety Officer immediately.

Employees must ensure that health and safety equipment is not interfered with and that any damage is immediately reported.

No member of staff should attempt to repair equipment unless trained and designated to do so. Failure to report damage to or a fault with equipment or failure to use it as directed may result in action under our disciplinary procedure.

Accidents and first aid

Details of first aid facilities and the names of trained first aiders are displayed on noticeboards.

Any accident at work involving personal injury should be reported to the Principal Health and Safety Officer so that details can be recorded. All staff must cooperate with any resulting investigation.

The company is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports to the relevant authorities if required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

If you suffer an accident at work you, (or someone on your behalf), must report that fact as soon as possible. All accidents should be reported, however trivial they may seem. The accident must be recorded on the accident/incident report which can be found on the BMS.

National health alerts

In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to Senior Management.

It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

Risk Assessments and Manual Handling

General workplace risk assessments are conducted annually or as reasonably requested by members of staff or management. Management are responsible for ensuring that any necessary risk assessments are undertaken and that recommended changes to the workplace and working practices are implemented.

Information on the regulation of manual handling can be obtained from the Principal Health and Safety Officer.

Computers and Display Screen Equipment

If you habitually use a computer screen or other display screen equipment (DSE) as a significant part of your work:

- you should try and organise your activity so that you take frequent short breaks from looking at the screen
- you are entitled to a workstation assessment, these are carried out annually.

Review of the Policy

The Principal Health and Safety Officer and the Managing Director will ensure that this policy is reviewed on an schedule basis. Recommendations for any amendments should be reported to the Principal Health and Safety Officer.

We will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.

Issue date 13 July 2024

Hazel Horn (MD) Signed:.....

Date:.....