

## About this Policy

It is the policy of Tunstall Healthcare (UK) Ltd, including all and any trading names connected with them, to pursue and promote at all levels of employment within our workforce measures which shall aim to ensure and protect the health and safety of all employees and any other persons connected with our operations including:

- any members of the public, or any other persons who may visit sites and locations where we carry out its business operations, is protected so far as is reasonably practicable.

This policy applies to all our employees and all: CONSULTANTS AND AGENCY WORKERS.

## Status of this Policy

The following trade unions are formally recognised by us and have been consulted in respect of the creation and implementation of this policy: UNITE THE UNION, 55 CALL LANE, LEEDS, LS1 7BW.

## Our Health and Safety Standards

The implementation of this policy will fulfil all and any legislative requirements which we are subject to through ensuring:

- That all reasonable and practical steps and measures are taken to safeguard the health, safety, and welfare of all Staff Members while at work.
- That the safety and health of any members of the public, or any other persons who may visit sites and locations where we carry out its business operations, is protected so far as is reasonably practicable.
- That sufficient measures are implemented by us to prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.
- Provision of clear and adequate information, instructions, and training to all Staff Members to ensure that they are competent to carry out their work in a responsible and safe manner.
- Our engagement with and consultation of Staff Members on a regular and appropriate basis in relation to the health and safety conditions of their work for us.
- Implementation of emergency procedures in case of significant events, such as fires etc, which threaten the health and safety of Staff Members and others.
- That we maintain safe and healthy working conditions, provides, and maintains all necessary equipment, plant, machinery, and any other tools necessary for Staff Members to carry out the duties of their role with us.

- We shall ensure safe storage and handling of any and all substances and products which may cause harm to Staff Members who are required to use them during the course of their work.

### **Health and Safety Information**

#### **Health and Safety Officer:**

The person who has the overall responsibility for overseeing our health and safety duties is HEAD OF QARA.

#### **Risk Assessments:**

Relevant risk assessments shall be completed and actions arising out of those assessments shall be implemented where necessary. Where working habits or conditions change risk assessments shall be reviewed. This shall be the responsibility of: DEPARTMENT MANAGER.

#### **Training:**

Staff Members shall be given necessary health and safety inductions and provided with appropriate training and personal protective equipment where necessary. Training provided to Staff Members includes but is not limited to:

- Manual Handling,
- Risk Assessment,
- COSHH Assessments

We will ensure that suitable arrangements are in place to cover Staff Member engaged in work that is remote from our main site.

This shall be the responsibility of: DEPARTMENT MANAGER OR REPRESENTATIVE.

#### **Fire Safety:**

All Staff Members and any other persons to whom this policy applies should ensure that they familiarise themselves with our fire safety procedures (including the location of all fire exits and fire equipment). Our fire safety procedures are displayed on: HEALTH & SAFETY BOARDS, LEARNING MANAGEMENT SYSTEM and eQMS.

We shall ensure that all Staff Members receive adequate training to ensure that they are aware of all procedures which must be followed in the event of a fire. Fire drills will take place every: 6 MONTHS.

All relevant and necessary signage and fire equipment for the protection and safety of Staff Members and any other persons entering and present on our premises will be displayed clearly and

updated/maintained as necessary. Escape routes shall be well signed and kept clear at all times. Evacuation plans and procedures will be tested from time to time and updated as necessary. We shall ensure that our fire safety risk assessment is kept up to date regularly.

The person with overall responsibility for fire safety: SITE SERVICE MANAGER.

**First-Aid and Accidents:**

We shall ensure that any work-related injuries or accidents are dealt with properly and investigated as appropriate. We shall ensure that full records are kept of any accidents and that these are reported to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) database as appropriate.

Our accident book is located in: MEDICAL ROOM

First-aid boxes can be located at: MEDICAL ROOM, LINK STAIRWELL, FIRST AIDERS.

Our first-aid notice contains relevant information in relation to first aid. The first-aid notice is located: MEDICAL ROOM

The person who has been appointed with the responsibility of all first-aid arrangements is: HEAD OF QARA

All accidents or workplace injuries should be reported to the above-named person as soon as is reasonably practicable and followed up in accordance with INCIDENT MANAGEMENT SHE- PRO-034.

**Public Health Emergencies and Infectious Diseases:**

We shall always ensure that our working environment and spaces which are accessible to the public are kept clean and properly ventilated.

Staff Members are reminded to regularly wash hands and maintain good standards of hygiene in order to minimise the spread of infectious diseases.

In the event of any public health emergency, we shall adjust working conditions accordingly and shall consult all applicable government advice.

Our Covid-19 Risk Assessment can be located withing eQMS (Q Pulse) under SHE-RA-112

All matters relating to the prevention of infectious diseases any public health emergency shall be the responsibility of: HEAD OF QARA

### Screens and Computers:

All Staff Members who use computer screens and other forms of screens as a significant part of their role:

- Are encouraged to take regular breaks.
- Shall receive training and information to reduce the risks posed by regular use of screens.
- Are entitled to a workstation assessment (Display Screen Equipment) in order to reduce any risks which may be present. This may be required from the person listed below.
- Shall be entitled to eyesight tests at our expense.

All issues relating to the use of screens is the responsibility of: DEPARTMENT MANAGER OR REPRESENTATIVE.

### Well Fair Facilities:

All relevant facilities such as: Cafeteria, Toilets, Changing Rooms, Washroom, Welfare Room, etc. shall be provided and maintained by us. We shall ensure that these facilities are always safe to use through a system of routine inspection and cleaning and will take appropriate action where any defects are found. This shall be the responsibility of: SITE SERVICE MANAGER.

### Equipment and Machinery:

Implementation of systematic inspections and testing of our equipment and machinery and ensuring that any necessary action is carried out promptly and efficiently where problems or defects are uncovered. All faults should be reported to the person listed below as soon as they are discovered.

The person responsible for the safe and proper functioning of equipment and machinery is DEPARTMENT MANAGER OR REPRESENTATIVE.

### Control of Contractors:

It is the responsibility of the Field Operations Director to select suitably competent contractors who can comply with all the relevant statutory provisions.

Contractors will need to complete a Pre-Qualification Questionnaire prior to being accepted as an Approved Contractor working on behalf of Tunstall.

Tunstall will request the following information to assist in the selection of contractors:

- Health and Safety Policy

- Environmental Policy
- Public Liability Certificate
- Work Method Statements, including contingency plans based on the risk assessment.
- Project Risk Assessments.

### **Construction, Design and Management (CDM Regulations)**

It is the responsibility of the Field Operations Director to ensure that the CDM Regulations are complied with whilst working on any construction site.

The C.D.M Regulations 2015 place duties on clients, designers, planning supervisors and contractors to, plan, co-operate and manage health & safety throughout all stages of a construction project.

The client is required to prepare a pre-tender health & safety plan before work commences on the project. The client will ensure he has appointed a planning supervisor who is responsible for producing the pre-tender health and safety plan. The plan is then submitted to the contractor tendering for the work, who will plan to control factors identified in the plan, by developing a Construction Phase Plan, Method Statement, Supported by Risk Assessment for the project.

Principal contractor will develop a health and safety plan for the construction phase based on information provided by the client and planning supervisor.

This will include:

- Ensuring the health and safety of all who may be affected by the construction work.
- Monitoring of compliance with regards to health and safety law.
- Information about welfare arrangements.
- Principal contractor during the construction phase will carry out inspections of the site and monitor performance.

Under C.D.M. Regulations employees will benefit by being better informed and will play a more active role in health & safety.

Employees are:

- Entitled to information about health & safety during the construction phase.
- Able to express their views about health & safety to the principal contractor.

- The principal contractor must check that the employees have been provided with adequate information and training.

#### **Duties of Staff Members:**

All Staff Members have a duty to cooperate in the implementation of this policy and to assist in ensuring that we maintain a safe working environment. All Staff Members have a duty to:

- Work and conduct themselves in a manner that promotes and ensures their own safety and the safety of others.
- Follow and obey procedures and practices that have been designed and implemented by us to ensure safe and healthy working conditions.
- Use any machinery, equipment, plant, machinery and any other tools and safety devices in accordance with the relevant product instructions and in accordance with any specific training which has been issued.
- Handle or use any substance in accordance with the relevant product instructions and in accordance with any specific training which has been issued in relation to that substance.
- Report any accident, injury, or any other working condition which they believe to be unsafe or of immediate danger to the appropriate person (as described above).
- Assist with any necessary investigations of accidents with the aim of introducing new measures to prevent reoccurrence.
- Use any personal protective equipment that has been provided by us for the personal safety reasons under the requirements of the law. All staff members should ensure that they follow the relevant training, signage or wearing of personal protective equipment.

We pledge that we are committed to ensuring that all Staff Members are able to raise any health and concerns with the relevant person and that all concerns raised shall be treated seriously.

#### **General Health and Safety Information:**

The approved health and safety poster is displayed at:

Whitely Lodge: 1<sup>st</sup> floor, Canteen, and Manufacturing area

Ascot House: Canteen area

### Consultation of Employees Regulations:

Tunstall will ensure lines of communication between Employer and Employees are maintained, holding meetings at regular intervals to comply with The Health & Safety (Consultation with Employees) Regulations 1996 and The Safety representatives and Safety Committees regulation 1977.

To achieve and maintain high standards by involving personnel at all levels ensuring that effective communication exists from top to bottom and vice versa. Health & Safety meetings will be held monthly at company level, all of which will have safety representative involvement. Other forms of consultation arrangements may also run-in unison with the above as appropriate, such as Toolbox Talks, Company Briefings etc.

### Updates to this Policy:

This policy shall be reviewed annually and shall be updated where appropriate. The review process shall be undertaken in consultation with the appropriate trade union.

Approver	Name/Title	Signature	Date
Author	Lynda McConaghy, Head of QARA	 <small>Lynda McConaghy (Mar 10, 2023 11:57 GMT)</small>	10 Mar 2023
Reviewer	Mick Shores, Site Service Manager	 <small>mick shores (Mar 10, 2023 12:29 GMT)</small>	10 Mar 2023
Reviewer	Ian Price, Field Operations Director	 <small>I C Price (Mar 10, 2023 12:58 GMT)</small>	10 Mar 2023
Reviewer	Gavin Bashar, Managing Director UK & Ireland		10 Mar 2023
Reviewer	Elaine Quinn, Group Operations Director		10 Mar 2023
Reviewer	Emil Peters, Chief Executive Officer		10 Mar 2023

## 1 DOCUMENT REVISION HISTORY

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# Health and Safety Policy\_POL-06 Rev 7\_

Final Audit Report

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