

Num	QP05		
Rev	04	Name	Health and Safety Policy

**HEALTH AND SAFETY POLICY**

**Purpose of policy**

- 1. Clinisciences Group, (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
- 2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

**Who is responsible for workplace health and safety?**

- 3. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

**Employer responsibilities**

- 4. The Employer is responsible for:
  - a. taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises
  - b. identifying health and safety risks and finding ways to manage or overcome them
  - c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency situation

Num	QP05		
Rev	04	Name	Health and Safety Policy

- d. providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing
  - e. providing safe arrangements for the use, handling, storage and transport of articles and substances
  - f. providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions, if you are unsure about how to safely carry out your work
  - g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively
  - h. providing a health and safety induction and appropriate safety training to your role, including a manual handling
  - i. promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety
  - j. if an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organization of business operations and steps to be taken to minimize the risk of infection; and
  - k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to the attention of all staff
5. Any concerns about health and safety matters should be notified to the Health and Safety Officer of the CliniSciences Group.

## **Responsibilities of all staff**

### *General staff responsibilities*

6. All staff must:

Num	QP05		
Rev	04	Name	Health and Safety Policy

- a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions
- b. co-operate with the Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements
- c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment
- d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions
- e. keep the workplace tidy and hazard-free
- f. report all health and safety concerns to the Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem; and
- g. co-operate in the Health and Safety Officer and Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion

### *Staff responsibilities relating to equipment*

7. All staff must:
  - a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training
  - b. report any fault with damage to or concern about any equipment (including health and safety equipment) or its use to the Health and Safety Officer.
  - c. ensure that health and safety equipment is not interfered with; and
  - d. not attempt to repair equipment unless suitably trained and authorized

Num	QP05		
Rev	04	Name	Health and Safety Policy

## *Staff responsibilities relating to accidents and first aid*

8. All staff must:
  - a. promptly report any accident at work involving personal injury, however trivial, to the Health and Safety Officer so that details can be recorded and cooperate in any associated investigation
  - b. familiarize themselves with the details of first aid facilities and trained first aiders, which are available from the Health and Safety Officer
  - c. if an accident occurs, dial phone number to define and ask for the duty first aider, giving name, location, and brief details of the problem
  - d. the Health and Safety Officer is responsible for investigating any repeated injuries or work-related disease, and for submitting reports under the Law or Regulations, where required

## *Staff responsibilities relating to infectious situation (such as Coronavirus (COVID-19))*

9. Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow the government guidelines to ensure maximum safety and minimize the risk of infection. The Health and Safety Officer will review these guidelines regularly to ensure they are kept up-to-date with government guidance.
10. All staff must work from home when required by the government guidelines.
11. Where you are required to return to the physical office or work location, staff will be required to maintain social distancing wherever possible. To achieve this, staff must stay 2 metres away from other individuals, while at work and when travelling between sites (example: from different office locations).
12. In line with government guidance, during a pandemic episode, staff must use PPE to protect themselves and other colleagues from the infectious agents.
13. Safety measures will apply in order to manage the infectious situation. The Employer will take into account the impact of any safety measures on individuals

Num	QP05		
Rev	04	Name	Health and Safety Policy

with protected characteristics as defined by the Equality Act 2010. This means we will ensure our measures do not adversely affect one group over another.

14. During a pandemic situation, meetings should be restricted to a maximum of 2 participants, or only those who are strictly necessary.
15. The Employer takes the health of staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, it is strongly encouraged to speak to a line manager or a colleague regarding any concerns or issues you may have.

*Staff responsibilities relating to emergency evacuation and fire*

16. All staff must:
  - a. familiarize themselves with the instructions about what to do if there is a fire which are available from the Health and Safety Officer
  - b. ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency
  - c. comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios)
  - d. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 24 months
  - e. ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time
  - f. notify the Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you
17. On discovering a fire, all staff must:
  - a. immediately trigger the nearest fire alarm and, if time permits, notify the location of the fire; and

Num	QP05		
Rev	04	Name	Health and Safety Policy

b. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers

18. On hearing the fire alarm, all staff must:

- a. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens
- b. leave without stopping to collect personal belongings
- c. stay out of any lifts; and
- d. remain out of the building until notified by a fire warden that it is safe to re-enter

The Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

**Risk assessments, display screen equipment and manual handling**

19. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimize any risk. The Health and Safety Officer will carry out general workplace risk assessments when required or as reasonably requested by staff. Employer must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented. The Health and Safety Officer is responsible for keeping record of workplace risk assessments and supervising the implementation of any measures to control risks.

20. Staff who uses a computer for prolonged periods of time should try, where possible to organize short breaks every few hours away from the computer screen. The Health and Safety Officer could provide you with guidance on the use of display screen equipment.

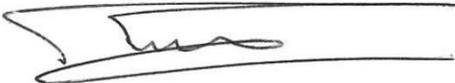
21. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Health and Safety Officer and where necessary training will

Num	QP05		
Rev	04	Name	Health and Safety Policy

be provided by the Employer, but the Employer will try to minimize or avoid the need for manual handling where there is a risk of injury.

**Non-compliance with health and safety rules**

22. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.



Tushendan RASIAH

CEO of CliniSciences Group