

VIAMED LTD

Company Personnel Manual

Section 25. Health & Safety Policy

1. Policy statement

Viamed Ltd is committed to protecting the health, safety and welfare at work of all employees, whether working on Company premises or carrying out Company business elsewhere. We also recognise that a duty of care extends to other persons (including visitors, contractors, customers and delivery personnel) whilst they are on Company premises.

Viamed Ltd will, so far as is reasonably practicable, provide and maintain:

- A safe place of work with safe access and egress.
- Safe equipment, materials, work methods and protective measures that do not present unnecessary risks to health.
- Safe handling, storage and transport of materials and equipment.
- Information, instruction, training and supervision necessary to protect health and safety.
- Accident and near-miss investigation to prevent recurrence.
- Effective first-aid and fire safety arrangements, including maintained fire-fighting equipment and emergency evacuation procedures.
- A workplace where contractors and visitors are made aware of and comply with site safety standards and rules.

This policy must be read alongside Viamed's local safety arrangements, risk assessments and safe systems of work.

2. Scope

This policy applies to:

- All employees, temporary staff and contractors working for or on behalf of Viamed Ltd.
- All work activities at Viamed premises and during off-site work (e.g., deliveries, customer visits, site meetings, exhibitions, service/support activities), and remote/home working.
- Visitors and contractors while on Viamed premises.

Company location (registered office): 15 Station Road, Cross Hills, Keighley, BD20 7DT, United Kingdom.

3. Responsibilities

3.1 Directors / Senior management

- The Managing Director has ultimate authority and responsibility for health and safety.
- Ensure resources are provided to implement this policy and maintain safe working conditions.
- Ensure risk assessments, controls, and reviews are completed and acted upon.
- Ensure reportable incidents are managed appropriately and lessons learned are implemented.

3.2 Managers / Supervisors

Everyone responsible for other people has a primary duty to safeguard their welfare, health and safety whilst at work.

Managers/supervisors will:

- Implement local safety arrangements and safe systems of work.
- Ensure staff are trained/competent for their tasks and appropriately supervised.
- Ensure accidents, incidents and near misses are recorded, investigated, and corrective actions implemented.
- Ensure housekeeping standards are maintained and access/egress routes remain clear.

3.3 Employees

Each employee is expected to follow Company policy and recognise their responsibility in law for their own safety and that of colleagues, and to help achieve safe, hazard-free working areas and operations.

Employees must:

- Use all precautions, protective clothing and equipment as required.
- Only use equipment/vehicles where trained and authorised, and only when safe/guarding is in place.
- Keep work areas, storage areas, gangways and facilities clean and tidy; keep emergency exits and routes clear.
- Leave equipment, machinery and materials in a safe condition when unattended.
- Report any dangerous incident, injury or near miss promptly to a Manager and ensure it is recorded in the accident/treatment book.
- Not misuse or interfere with anything provided for health and safety (treated as serious misconduct).
- Avoid horseplay or reckless behaviour that could endanger others.
- While working away from the office, comply with local site safety rules and procedures.

4. Arrangements (how we control risk)

4.1 Risk assessment and safe systems of work

- Viamed identifies hazards and assesses risks for its activities (office work, warehousing, packing/shipping, handling of products and cylinders where applicable, displays/exhibitions, off-site work and homeworking).
- Controls are implemented using a hierarchy of control (eliminate, substitute, engineer, administrate, PPE).
- Risk assessments are reviewed at least annually and whenever there is a significant change.

4.2 Training, information and supervision

- Staff receive induction and task-specific training appropriate to role (e.g., manual handling, DSE, fire safety, incident reporting, safe use of equipment).
- Only trained/authorised persons operate specialist equipment.

4.3 Accident / incident / near-miss reporting and investigation

- All accidents and near misses are reported promptly, recorded, investigated, and corrective actions tracked to completion.
- Where legally required, incidents will be reported via the appropriate statutory route (e.g., RIDDOR where applicable).

4.4 Fire safety and emergency arrangements

- Fire risk controls, alarm systems (where fitted), extinguishers, emergency lighting (where fitted) and evacuation routes are maintained and reviewed.
- Fire precautions and evacuation procedures are regularly examined and improved where necessary.

4.5 First aid

- First aid provision is maintained appropriate to the workplace and activities, and arrangements are reviewed periodically.

4.6 Display Screen Equipment (DSE) and workstation safety

- Workstations are set up to reduce musculoskeletal risk.
- DSE assessments are completed for relevant staff, with adjustments provided where needed.

4.7 Manual handling

- Manual handling risks are reduced through good handling methods, use of trolleys/handling aids where appropriate, and training.

4.8 Hazardous substances (COSHH) and compressed/bottled gases (where applicable)

- Where any substances require COSHH control, assessments are in place and controls implemented.
- Any bottled/compressed gases used in operational activity are stored, secured, handled and used in accordance with supplier guidance and risk assessment.

4.9 Contractors and visitors

- Contractors and visitors are informed of relevant site rules and are required to comply with Viamed safety standards while on site.
- Contractors must operate safely, provide appropriate risk assessments/method statements where needed, and ensure competence for the work undertaken.

4.10 Driving, work travel and off-site working

- Staff undertaking work away from site must plan travel safely, manage fatigue, and follow any host site rules.
- Any lone working is risk assessed and controlled (check-in arrangements where appropriate).

4.11 Wellbeing and work-related stress

- Viamed aims to maintain a supportive working environment; staff are encouraged to raise concerns early with their manager.

4.12 Homeworking and remote working (hybrid working)

Viamed Ltd recognises that some employees may work remotely from home for part or all of their working time. The Company's duty of care for health and safety applies to remote work as it does to work in the **office and warehouse**, so far as is reasonably practicable.

Employer responsibilities (remote work)

Viamed Ltd will, so far as is reasonably practicable:

- Provide information, instruction and guidance to help staff set up and maintain a safe homeworking environment.
- Ensure relevant staff complete an appropriate homeworking/DSE self-assessment, and review any issues raised.
- Support staff to address reasonable ergonomic and safety needs (for example, chair/desk setup, screen position, breaks, lighting).
- Maintain clear arrangements for incident reporting, including accidents/near misses that occur while working at home.
- Ensure remote workers know how to access support for safety and wellbeing concerns.

Employee responsibilities (remote work)

Employees working from home or remotely must:

- Take reasonable care of their own health and safety and that of others who may be affected by their work activities.
- Maintain a safe working area, including:
 - Adequate lighting and ventilation
 - A tidy workspace with trailing cables managed
 - Safe use of electrical equipment (no damaged leads/plugs)
- Follow good **Display Screen Equipment (DSE)** practice:
 - Set up screen/keyboard/mouse to reduce strain
 - Take regular breaks and change posture to reduce fatigue
- Report promptly any work-related injury, near miss, hazard, or wellbeing concern to their Manager, in line with Company reporting arrangements.
- Inform their Manager if their home environment changes in a way that may introduce risk (e.g., unsuitable workspace, persistent pain/discomfort linked to work setup).

Working time, wellbeing and lone working

- Remote workers should manage working hours and breaks to reduce fatigue and stress.
- Where staff work remotely alone, appropriate check-in/communication arrangements should be followed, and any concerns raised early.

Data, equipment and safe use

- Company equipment issued for home use must be used as intended and kept in safe condition.
- Employees must not attempt repairs to electrical equipment and should report faults promptly.

5. Monitoring, audit and review

- Management will periodically check compliance with statutory requirements, codes of practice and company standards, taking steps to remove hazards.
- This policy is reviewed as often as appropriate and at least annually, or after significant change or incident.

6. Document control

- Document title: Viamed Ltd – Health & Safety Policy
- Review frequency: Annual (or sooner if changes occur)
- Approved by: Managing Director / Directors (Viamed Ltd)