

09 - THE IMT MEDICAL TRANSPORT LIMITED

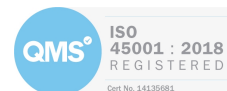
HEALTH & SAFETY POLICY (V5)

Prepared by: John Hood – john.hood@imtmedical.co.uk
Date: Reviewed: APRIL AND OCTOBER ANNUALLY
Policy Authorisation: IMT Medical Board

POLICY STATEMENT: At IMT Medical, we are committed to promoting equality and diversity across and in all aspects of our business. We aspire to promote a diverse, inclusive and representative working environment in which everyone is treated with dignity and respect. Our aim is to support our staff and to promote with our clients, to achieve progress towards a truly diverse workforce. We operate inclusive, open-minded, non-discriminatory practices. We will work with all sections of the community to ensure that there is neither discouragement nor discrimination against anyone. As an employer we are committed to equality and diversity in all of our practices and we recognise that groups and individuals will not be discriminated against on the basis of age, gender, ethnic origin, race, nationality, colour of skin, sexuality, impairment (physical, sensory or learning), physical appearance, marital or another life status, religious or political belief and other differences that cannot be justified.

POLICY PURPOSE: The purpose of this policy is to ensure that as a Company, IMT Medical complies with the Health and Safety Act and all relevant other legislation. It provides guidelines for establishing and implementing programs that will reduce workplace hazards, protect lives and promote employee health.

This Policy is part of our ISO 45001 documentation and supports our framework and accreditation.



Telephone: +44 (0)151 449 3710 Website: www.imtmedical.co.uk E-mail: info@imtmedical.co.uk

IMT Medical Transport Limited a company registered in England under registration number 10713061

Version Control

Document Location.

The latest version of this document can be found with the HR department or on-line in our website staff page.

Document Usage.

If using a printed version of this document ensure it is the latest published version.

VERSION	DATE	AUTHOR/S	REASON	REMARKS
1.0	01 October 2017	John Hood	NEWCO Establishment	
2.0	28 April 2018	John Hood	Policy Review	
3.0	14 October 2018	John Hood	Policy Review	ISO notes
4.0	04 April 2019	John Hood	Policy Review	
5.0	29 April 2019	John Hood	ISO Audit	Adoption of Trello cards
6.0				

Quick Reference Guide

For quick reference, this page summarises the actions required by this policy. This does not negate the need to be aware of and to follow the further detail provided in this policy.

IMT Medical staff and those working or training under other arrangements are expected to:

1. Understand our equality objectives (i) better health outcomes for all; (ii) improved client and patient experience; (iii) empower, engage and support staff; (iv) inclusive leadership at all levels.
2. Ensure that anyone who works for or on behalf of our Company fully understands the implications and needs of H&S at work.
3. Ensure that anyone who works for or on behalf of our Company fully understands the roles and responsibilities we apply.
4. Ensure that anyone who works for or on behalf of our Company fully understands the arrangements for attaining health, safety and welfare.
5. Ensure that anyone who works for or on behalf of our Company fully understands the arrangements for the delivery of our H&S policy.
6. Ensure that anyone who works for or on behalf of our Company fully understands our statement of intention in regards to H&S.
7. Ensure that IMT Medical takes an objective assessment of a person's abilities, skills, experiences and qualifications in understanding this policy and its requirements.

CONTENTS PAGE

Cover Page		Page 1
Version Control Page		Page 2
Content Page		Page 3
1.0	Statement of Intent	Page 4
2.0	Introduction	Page 4
3.0	Scope	Page 4
4.0	Roles and Responsibilities	Pages 5 – 6
5.0	Arrangements to deliver this policy	Pages 6 -7
6.0	Distribution	Page 7
7.0	Monitoring	Page 7
8.0	The arrangements for attaining Health, Safety and Welfare	Pages 7 – 8
9.0	Employee Induction and Training	Page 8
10.0	Assessment of Risk	Page 8
11.0	Safe System of Work / Company Rules	Page 8
12.0	Manual Handling	Page 9
13.0	Display Screen Equipment	Page 9
14.0	Prevention of Slips, Trips and Falls	Page 9
15.0	Personal Protective Equipment (PPE (Including Uniform))	Page 9
16.0	The provision of First Aid	Pages 9 – 10
17.0	Accident Prevention, Investigation & Reporting	Page 10
18.0	Visitors and Contractors	Page 10
19.0	Working away	Page 10
20.0	Waste Control and Environmental Care	Page 11
SCHEDULE 1	RIDDOR	Pages 12 - 14
SCHEDULE 2	Accident Reporting Form	Page 15
APPENDIX 1	Equality Impact Assessment Tool	Pages 16 - 17

1.0 Statement of Intent.

1.1 Our aim is excellence in health and safety and we will accomplish this by continually seeking to improve our health and safety management system so that it meets with our vision, values and the expectations of those affected by what we do. We will ensure that our responsibilities for health and safety are clearly allocated, understood, monitored, fulfilled and that legal requirements will be regarded as the minimum standard to be achieved.

1.2 IMT Medical recognises that complying with The Health and Safety at Work etc. Act 1974 and pertaining regulation is a legal requirement, not a matter of choice. We will act positively to minimise the incidence of all workplace risks and all activities will be carried out with the highest regard for the health, safety and welfare of our staff, contractors, visitors and the public at large.

1.3 We are committed to providing the financial and physical resources necessary to ensure that a high standard of health, safety and welfare is achieved. We will empower our staff by providing high quality information, instruction, training and supervision to enable them to work safely and effectively and to ensure they are competent and confident in the work they carry out.

1.4 IMT Medical will carry out and regularly review risk assessments to identify hazards and existing control measures; it will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level. IMT Medical will also ensure that the premises we occupy and the equipment we provide meet with the minimum legal requirement.

1.5 We will actively consult with our workforce and nurture an open attitude to health and safety issues, encouraging staff to identify and report hazards and suggest innovative solutions so that we can all contribute to creating and maintaining a safe working environment.

1.6 This policy reflects our commitment to ensuring that health and safety at work is paramount to IMT Medical and that effective health and safety actively contributes to our on-going success. The successful implementation of this policy requires total commitment from all members of staff.

1.7 This policy will be reviewed every 6-months or in the light of legislative or organisational change.

2.0 Introduction.

2.1 IMT Medical is striving to create a positive and inclusive working environment and culture, providing the conditions for individuals and teams to thrive and achieve the highest standard of performance and service, where contributions are fully recognised and valued by all.

2.2 IMT Medical is committed to supporting its employees, be this via learning and development or through more informal mechanisms such as the development of a productive and positive workplace culture.

2.3 IMT Medical believes that all employees should have rewarding and worthwhile jobs, with the freedom and confidence to be empowered to raise health and safety concerns where appropriate. To do this, employees need to be trusted, empowered and actively listened to by those with whom they work and interact. Employees must be treated with respect at work, and be given the tools, training and support to work safely with opportunities to develop and progress.

2.4 IMT Medical policies support the values set out by the Company.

3.0 Scope.

This policy applies to all IMT Medical staff, students, clients or suppliers working on our premises or in our vehicles / transport or other work related tools of our trade.

4.0 Roles and Responsibilities.

4.1 All employees are reminded of their legal duty to:

- Take reasonable care of their own health and safety and that of other people who may be affected by their work under the Health and Safety at Work, etc. Act 1974.
- Inform their employer of any danger to health and safety posed by a work activity under The Management of Health and Safety at Work Regulations 1999 (MHSWR).
- Inform their employer of any shortcomings in the employer's protection arrangements under MHSWR and;
- Co-operate with their employer's health and safety arrangements under the MHSWR.

4.2 Managing Director.

The Managing Director has overall responsibility for health and safety within IMT Medical.

4.3 Health & Safety Manager.

The Health and Safety Manager has the delegated responsibility for implementation of this policy and ensuring that IMT Medical's Board is kept fully informed on health and safety issues that arise as and when appropriate.

In addition, The Health and Safety Manager within the role fulfils the statutory duty to appoint one or more competent person(s) to assist the Company in undertaking the measures needed to comply with the requirements and prohibitions imposed by or under relevant statutory provisions. This role is responsible for:

- Co-ordination of the health and safety management system and monitoring its overarching effectiveness to meet the Company's needs.
- The provision of health and safety advice and the implication of the law.
- Guidance to the MD for the production and maintenance of this policy and associated health and safety procedures, protocols and guidance.
- Assisting in the identification and implementation of health and safety training needs.
- Acting as IMT Medical's formal link with The Health and Safety Executive, Local Authority enforcement teams and other external agencies for health and safety matters.
- Providing recommendations and reports as and when required.

4.4 Directors and Managers.

Directors and local managers have delegated responsibility from the MD and H&S Manager to ensure this policy and associated procedures, protocols, guidance and management systems are fully understood, applied and resourced within their respective areas of responsibility. They should also provide leadership by example and proactively promote responsible attitudes towards health and safety by:

- Ensuring that suitable and sufficient risk assessments are undertaken, records made as required and significant risks reduced to an appropriate level.
- Ensuring the requirements of the health and safety management system are fully embedded within their teams.

- Ensuring health and safety is always considered at the planning stage when making any changes that may affect the health, safety or welfare of staff or clients.
- Ensuring the reporting and investigation of all accidents/incidents to identify learning or improvements needed to improve safety.
- Monitoring the effectiveness of the health and safety system in their area of responsibility.
- Ensuring that line managers are accountable for health and safety in areas of their control and compliance is reviewed at annual appraisal.

4.5 Clients and Suppliers.

It is the Company's duty where applicable and reasonably practicable to examine and enforce measures to secure the health, safety and welfare of persons other than our employees who could be adversely affected by the company's activities. Those potentially at risk include contractors, clients, visitors and members of the general public.

Contractors working on company premises will be expected to present detail of how they intend to manage their own health and safety whilst carrying out their contracted duties. This may include providing copy of their health, safety and welfare policy, associated risk assessments, safe systems of work and record of appropriate training.

Contractors and Clients (including patients) will also be expected to comply with our health, safety and welfare policy and associated procedures, including the duty to report accidents / incidents occurring whilst working at our premises in accordance with our recording procedures.

A breach of the above could result in the contractor being dismissed from site.

4.6 Visitors.

Visitors will also be required to comply with our health, safety and welfare policy and associated procedures, whilst attending our premises. This includes signing their attendance in the book provided at reception and to in the event of an accidents / incidents occurring at our premises, to report this in accordance with our recording procedures.

Whilst attending our premises, the host should accompany visitors. In the event of a fire alarm sounding and the need to evacuate the building, the host shall remain with their guest/s and secure a safe exit.

5.0 Arrangements to deliver this policy.

This policy will be delivered by:

- The development of procedures, protocols and guidance that meet the requirements of health and safety law as applicable to IMT Medical, which will be made available via our training cycle delivery and our Company Staff Page on the website.
- Ensuring that management conduct suitable and sufficient risk assessments and controls for their areas of responsibility.
- The provision of appropriate health and safety training such as Health and Safety Awareness, Driving, Display Screen Equipment Assessment etc.
- The promotion of health, safety and welfare of all colleagues through campaigns, communications, seminars and questionnaires.

- Engaging our recognised trade union colleagues (where appropriate) in effective consultation and actively supporting Company safety representatives in the fulfilment of their role.

6.0 Distribution.

Employees will be made aware of this Policy by:

- Displays in public office areas.
- At Induction.
- On the Company staff pages of the Internet.
- Publications (**which include newsletters**).
- Training and Development.

7.0 Monitoring.

Guidance on the monitoring of this policy are provided on the document usage page, the Company Internet pages (staff area), as directed by H&S law and as follows:

Q1. Element to be monitored i.e. measurable policy objective
Company wide policy. Monitored by measuring compliance with the Health and Safety Management System.
Q2. Position responsible for monitoring
Health and Safety Committee
Q3. Method
ISO H&S, Audits, Inspections, Active Monitoring.
Q4. Frequency
Quarterly meetings.
Q5. Reporting arrangements – Committee/Group that monitoring is reported to, including responsibility for action plans
Annual Health and Safety Report to the IMT Medical Board of Directors. Monitoring arrangements and roles and responsibilities for action plans are outlined in this policy.

8.0 The arrangements for attaining Health, Safety and Welfare.

The Management of Health and Safety at Work Regulations 1999 require employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing health and safety measures. These arrangements have been incorporated into the following section of our health, safety and welfare policy.

8.1 The Provision and Maintenance of a Safe Place of Work (which includes ambulances and or other vehicles).

The Company recognises its duty to provide a safe place of work and will do all that is reasonable and practicable to accomplish this.

The Company also recognises its duty as an occupier to ensure the property and associated site is safe in respect of our duty of care towards members of the general public, contractors and visitors.

The measures, which will be taken to achieve the above, include:

- Provide work premises, leased or purchased, that are suitable for the purposes for which they will be used.

- Provide adequate resources for the maintenance and repair of office accommodation, fixings and fittings.
- Inform the landlord of leased office accommodation of any maintenance or repair requirements where the responsibility rests with them.
- Provide suitable and adequate office equipment.
- Provide adequate resources for the maintenance and repair of office equipment.
- Confirm that emergency facilities, extinguishers, escape routes etc. are provided, serviced and maintained free from obstruction.

9.0 Employee Induction and Training.

It is the Company's responsibility to provide our employees with suitable information, instruction, equipment and training such that they may carry out their duties in a safe and efficient manner.

For the company to carry out its statutory duty, all new employees are requested to complete an employment medical questionnaire. This information is considered as being strictly private and confidential with authorised access only. Once completed this form should be retained on the employee's personal file.

New employees are to be given a corporate induction including; fire safety procedures, accident / incident reporting and recording, company rules and procedures and copy of or reference to this health, safety and welfare policy.

Young and/or inexperienced employees or trainees (17 years and below), must be afforded additional supervision based upon specific young persons risk assessments. Where young persons are to be employed, including those of school age attending on work experience, the Human Resources Department should be informed and assist in the preparation of risk assessments.

Health and safety training should be repeated as often as is necessary in order to promote a clear understanding of corporate objectives. IMT Medical has 5 phases of learning and development within H&S.

A record of health and safety training should be made within an individual's training and development file.

10.0 Assessment of Risk.

The Company is responsible for the identification of key work related hazards and assessment of the associated risk exposure in relation to Regulations made under the Act.

Our aim once a potential hazard has been identified is to implement control procedures, which seek to reduce the risk to as low as is reasonably practicable.

Our significant findings will be recorded, in a manner, which can be easily understood by those who may be affected and these findings will be brought to their attention through instruction, information and training.

Our assessment of risk will be subject to periodic review so as to promote the adequacy and accuracy of the implemented control regime.

11.0 Safe System of Work / Company Rules.

Where applicable 'Safe Systems of Work' / company rules will be produced in conjunction with our risk assessments in order to provide further guidance and advice to those who may be affected by that work.

12.0 Manual Handling.

It is the Company's policy, so far as is reasonably practicable, to avoid the need for employees to undertake

manual handling operations at work which could involve the risk of injury. Where this is not reasonably practical to achieve, a suitable and sufficient assessment will be made and appropriate steps taken to reduce the risk of injury.

The assessment will take into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. If lifting operations can be avoided by for example using equipment or changes in work practices then this is the preferable hierarchy of control.

No person is to attempt to manually lift or handle any item that is obviously too heavy for them.

13.0 Display Screen Equipment.

It is Company's policy is to conduct risk assessments of all Display Screen Equipment (DSE) workstations staffed by employees who habitually use these as a significant part of their work.

Our aim is to reduce the risk to as low as is reasonably practicable. Free eyesight tests are offered to all DSE users and provided upon request.

14.0 Prevention of Slips, Trips and Falls.

It is Company's policy is to provide and maintain a safe place of work. This brings with it numerous benefits regarding health and safety, the prevention of slips, trips and falls is one of the more significant benefits.

It is our aim to:

- Reduce the risk to as low as is reasonably practicable;
- To restrict the use of trailing cables;
- Provide and maintain floor surface to a safe standard;
- Report defects as they arise and to take decisive remedial action.

15.0 Personal Protective Equipment (PPE (Including Uniform)).

The requirement to provide and maintain PPE where necessary will be carried out in accordance with our risk assessment procedure as indicated above.

Where individual PPE has been issued, the recipient is responsible for wearing it when and how required, maintaining it when not in use and requesting a replacement when it becomes worn, damaged or otherwise defective.

Contractors are required to provide their own PPE, appropriate for the task and to the approved standards.

16.0 The Provision of First Aid.

The Company will secure the provision of appropriate First Aid equipment and services.

All vehicles within the fleet are maintained under separate policy in regard to medical items and contents; however, each office shall make provision for the following;

- A box containing First Aid equipment. The contents of which shall be checked against a contents list periodically and replenished as necessary.
- A trained and authorised First Aider; or make suitable arrangements with their neighbour to have access to and share a trained First Aider or

- Be within close proximity to suitable emergency services where casualties can be quickly and easily transferred, or in the case of more serious accident, where they can be summoned to and attend site in order to deliver appropriate treatment.

17.0 Accident Prevention, Investigation & Reporting.

Employers have a statutory duty to record and in certain circumstances report workplace accidents (in accordance with the RIDDOR Regulations 2013). Our arrangements include:

- An accident book is provided at each office and should be used to record **all accidents**. This should include accidents to clients (patients) members of the public, contractors and visitors to our premises.
- All accidents of a serious nature (those resulting in time lost from work or hospital attendance) will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in depth investigation will be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR.
- Accidents and instances of ill health and dangerous occurrences which are notifiable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013) should be notified to and reported by the MD in accordance with the appended schedule 1.

A guide to the reporting classifications under RIDDOR and accident investigation report forms is also provided in schedule 1.

18.0 Visitors and Contractors.

Refer to relevant sections respectfully.

19.0 Working Away.

- Anyone working away on third party premises must always familiarise themselves with and observe any site safety rules as supplied to them. Where required items of PPE should be worn as instructed.
- All company vehicle drivers will comply with the legal requirements of the Road Traffic Act and must be in possession of a current motor vehicle license for the type of vehicle being driven.
- Any defects or faults which affect the safety of the vehicle or other road users must be repaired immediately before the vehicle is allowed on the public highway.
- Drivers under or who appear to be under the influence of alcohol or drugs are not allowed to drive company vehicles.
- Employees are instructed to report to the T&D Manager immediately any illness or injury that could affect their driving capability. It may prove necessary to suspend them from driving the vehicle until further investigations have been undertaken and they have been given the all clear to drive again.

20.0 Waste Control and Environmental Care.

The Company recognises that its activities may have an impact on the environment and therefore pursues a policy designed to minimise environmental damage. The Company policy in relation to environmental issues is also to be adhered to support our ISO 14001 accreditation. You should ensure that:

- The creation of waste is minimised where ever possible;

- Waste recycling is encouraged;
- Dispose of office waste is into appropriate bins for later transfer into waste skip;
- Waste skips are collected and the contents appropriately disposed of through licensed waste carriers.

Should anyone fail to understand any of their imposed duties as described within this health, safety & welfare policy, then they should seek clarification / guidance from the H&S Manager or their advisors.

No one should undertake any work related activity until they have been made fully aware of the associated hazards and the risk control measures to prevent damage, danger or injury to themselves or others.

If in doubt ask!

SCHEDULE 1.

Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR)

Classifications.

1. Injury / Illness Notifications

Where a person as a result of an accident arising out of or in connection with work, dies or suffers any of the following injuries or conditions as specified below, the responsible person representing the Company shall:

- Forthwith notify the enforcing authority by the quickest practicable means, and
- Within 10 days send a written report (F2508 notification form) to the local enforcing authority offices (detail of local offices is included on your 'Health & Safety Law' poster).

Reporting Procedure

To improve the efficiency and accuracy of the RIDDOR reporting system, the government have recently established an Incident Contact Centre. By calling the number below, employers can lodge an immediate notification.

The call centre assistant will ask pertinent questions and complete the statutory form (F2508) on your behalf. Copy will be later forward to the notifying company and copy will be electronically dispatched to the local enforcing authority office on the Company's behalf.

This revised system is provided as an easier alternative to the former paper based system but does not entirely replace it. Companies that prefer to continue using the original system must continue to fulfil the requirements as detailed in a) and b) above.

In short employers are required to report accidents and incidents using one or the other. Not both.

Incident Contact Centre - 0845 3009923 - Mon - Fri 08:30-17:00 and Online at www.hse.gov.uk/riddor

Out of hours for reporting of Work Related Death Serious Injuries with multiple casualties and any incident which has caused serious disruption such as evacuation of people, road closures and large numbers going to hospital – **0151 922 9235 (This is not an emergency contact number)**

In the event of a reportable accident occurring to an employee of the Company, further advice on the reporting procedure can be obtained from the H&S Manager or via our control centre.

Notification for Loss of time from Work due to a Work related Injury or Illness.

Where a person at work is incapacitated for work of any kind, which he might reasonably be expected to do under his normal terms and conditions of employment for more than 3 consecutive days (excluding the day of the accident but including any days in between i.e. at weekends).

Any injury that results in the person injured being admitted immediately into hospital where they are detained for more than 24-hours.

If there is an accident connected with work and a member of the public is killed or taken to hospital

Specific Injuries Requiring Notification

DEATHS

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

SPECIFIED INJURIES TO WORKERS

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- A fracture, other than to fingers, thumbs and toes.
- Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- Permanent loss of sight or reduction of sight.
- Crush injuries leading to internal organ damage.
- Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- Scalping (separation of skin from the head) which require hospital treatment.
- Unconsciousness caused by head injury or asphyxia.
- Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

OVER-SEVEN-DAY INJURIES TO WORKERS

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

INJURIES TO NON-WORKERS

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury. There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Reporting of Dangerous Occurrences

The following are dangerous occurrences, which are required to be notified in the same manner as in the paragraph above:

- The collapse of, the overturning of, or failure of any load bearing part of a lift, hoist, crane, derrick or mobile powered access platform, excavator or any pile driving frame above 7m in height. These regulations do not apply to a winch, pulley, block, gin wheel, transporter or runway.

- A failure of a passenger carrying amusement device resulting in a failure of any load bearing part designed to allow passengers to move or ride on it or inside of it, or a failure of any safety arrangement connected with such a device.
- Pressure vessels — any failure resulting in an explosion, collapse or bursting of any closed vessel including a boiler or boiler tube, operating at above atmospheric pressure.
- Electrical short circuit — Any electrical short circuit or overload attended by fire or explosion resulting in the stoppage of plant for over 24-hours or taking into account the circumstances, might have caused the death or injury to persons.
- Explosion or Fire — An explosion or fire resulting in the stoppage of the plant or suspension of normal work activities for more than 24-hours where the explosion or fire was as a result of the ignition of process materials or the finished product.
- Escape of flammable substances — The sudden uncontrolled release of one tonne or more of highly flammable liquid from any system, plant or pipeline.
- Collapse of scaffolding — a total or partial collapse of any scaffolding, resulting in a substantial part of the scaffolding falling / over-turning (including any suspended or slung scaffolding or their suspension arrangements) which is more than 5m in height. Or as a result of the falling causes a working platform or cradle to fall more than 5m.
- An unintended collapse or partial collapse of a building or structure involving more than 5-tonnes of material. Or any floor, wall or building being used as a place of work.
- Escape of a substance or pathogen — the uncontrolled release or accidental release or the escape of any substance or pathogen, which by its very nature may cause the hard or death to any person.
- Explosives — An unintentional ignition of any explosive.
- Freight Containers - Failure of any freight container or load bearing part thereof whilst it is being raised, lowered or suspended.
- Pipe Lines — The bursting, explosion or collapse of a pipeline or any part thereof. Or an unintentional ignition of anything within or immediately exiting from a pipeline.
- Conveyance or Dangerous Substances by Road — An incident involving the overturning of a road tanker carrying dangerous substances or suffers serious damage to the tank. An escape or uncontrolled release or fire resulting from any of the above. An uncontrolled release of a package or container of the dangerous substance being conveyed.
- Breathing Apparatus — Any incident where the BA malfunctions during use exposing the wearer to the surrounding atmosphere and possible danger.
- Overhead electric lines — Any incident in which plant or equipment comes into to contact with the overhead lines where the voltage exceeds 200v or causes an electrical discharge.
- Locomotives — Any accidental collision between a locomotive or train and any other vehicle.

Further trade specific incidents or particular circumstances, which are required to be reported under RIDDOR, are detailed within Schedule 1 of the 2013 Regulations.

SCHEDULE 2

IMT Medical Transport Limited Accident Prevention Policy & Reporting Procedure

2a Initial Notification Report

Depot:		Place of accident:	
Major Injury	Dangerous Occurrence	Time Loss	First Aid
Name:		Employee Address:	
Age:		Occupation at time:	
Date of accident:		Time of accident (am/pm):	
Brief description of accident/incident:			
Apparent nature of injury: (and part of body injured, state 'left' or 'right' etc. where appropriate)			
Nature of First Aid:			
Sources sought – Ambulance / Fire / Rescue etc.			
Rendered By:			
Witness(es)	Employee No:	Name:	
	Employee No:	Name:	
Did casualty resume work on day of accident?			
If 'Yes' time of resumption:		If 'No' time of finishing:	
Was the injured party wearing any Personal Protective Equipment? If yes, give details			
Prepared and Signed by:		Acknowledged by:	
Job Title:		Title:	
Date:		Date:	
Accident Investigation required?		Yes / No	
			Serial No

Appendix 1: Equality Impact Assessment Tool

Policy Title: 09 - Health and Safety Policy V5	Human Resources
Name of person/s auditing/developing/authoring: John Hood	
Aims/Objectives of policy/service: The overall aim is to provide a consistent, fair and equitable approach whilst supporting the Company in achieving its goals.	

1. Check for DIRECT discrimination against any group of SERVICE USERS:							
Question: Does our policy/service contain any statements/functions which may exclude people from using the services who otherwise meet the criteria under the grounds of:		Response		Action required		Resource implication	
		Yes	No	Yes	No	Yes	No
1.1	Age?		✓		✓		✓
1.2	Gender (Male, Female and Transsexual)?		✓		✓		✓
1.3	Disability?		✓		✓		✓
1.4	Race or Ethnicity?		✓		✓		✓
1.5	Religious, Spiritual belief (including other belief)?		✓		✓		✓
1.6	Sexual Orientation?		✓		✓		✓
1.7	Human Rights: Freedom of Information/Data Protection		✓		✓		✓
If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.							
2. Check for INDIRECT discrimination against any group of SERVICE USERS:							
Question: Does our policy/service contain any statements/functions which may exclude employees from operating the under the grounds of:		Response		Action required		Resource implication	
		Yes	No	Yes	No	Yes	No
2.1	Age?		✓		✓		✓
2.2	Gender (Male, Female and Transsexual)?		✓		✓		✓
2.3	Disability?		✓		✓		✓
2.4	Race or Ethnicity?		✓		✓		✓
2.5	Religious, Spiritual belief (including other belief)?		✓		✓		✓
2.6	Sexual Orientation?		✓		✓		✓
2.7	Human Rights: Freedom of Information/Data Protection		✓		✓		✓
If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.							
TOTAL NUMBER OF ITEMS ANSWERED 'YES' INDICATING DIRECT DISCRIMINATION = 0							
3. Check for DIRECT discrimination against any group relating to EMPLOYEES:							
Question: Does our policy/service contain any		Response		Action required		Resource implication	

conditions or requirements which are applied equally to everyone, but disadvantage particular persons' because they cannot comply due to:		Yes	No	Yes	No	Yes	No
3.1	Age?		✓		✓		✓
3.2	Gender (Male, Female and Transsexual)?		✓		✓		✓
3.3	Disability?		✓		✓		✓
3.4	Race or Ethnicity?		✓		✓		✓
3.5	Religious, Spiritual belief (including other belief)?		✓		✓		✓
3.6	Sexual Orientation?		✓		✓		✓
3.7	Human Rights: Freedom of Information/Data Protection		✓		✓		✓

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

4. Check for INDIRECT discrimination against any group relating to EMPLOYEES:

Question: Does our policy/service contain any statements which may exclude employees from operating under the grounds of:	Response		Action required		Resource implication		
	Yes	No	Yes	No	Yes	No	
4.1	Age?		✓		✓		✓
4.2	Gender (Male, Female and Transsexual)?		✓		✓		✓
4.3	Disability?		✓		✓		✓
4.4	Race or Ethnicity?		✓		✓		✓
4.5	Religious, Spiritual belief (including other belief)?		✓		✓		✓
4.6	Sexual Orientation?		✓		✓		✓
4.7	Human Rights: Freedom of Information/Data Protection		✓		✓		✓

If yes is answered to any of the above items the policy/service may be considered discriminatory and requires review and further work to ensure compliance with legislation.

TOTAL NUMBER OF ITEMS ANSWERED 'YES' INDICATING INDIRECT DISCRIMINATION = 0

Signature of auditor: *John Hood*

Original date of signing: 1 October 2017