

Microscope Wizards Ltd - Health & Safety Policy



Part 1: Statement of Intent

Microscope Wizards Ltd take the safety of their staff and customers seriously. Microscope Wizards Ltd staff have a responsibility to act in a manner which considers the safety of themselves, and others, in accordance with The Health and Safety at Work etc. Act, 1974. Whilst no activities can be entirely risk-free, the Microscope Wizards Ltd Health & Safety Policy is to:

- Prevent accidents/incidents and cases of work-related ill health.
- Manage health and safety risks in the workplace and on customer's sites.
- Provide clear instructions and information, along with adequate training, to ensure that employees are competent to complete tasks unsupervised.
- Provide personal protective equipment (PPE) to all employees, which includes but is not limited to work uniform, lab coat, eye protection, disposable gloves, face masks, safety boots and high visibility clothing (as applicable).
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain a safe working environment and equipment.
- Ensure safe handling and use of substances.
- Maintain safe and healthy working conditions.
- Implement emergency procedures, including evacuation in case of fire or other significant incident.
- Review and revise this policy and other safety documentation (risk assessments, COSHH & method statements) annually, or upon significant change.

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Part 2: Responsibilities for Health & Safety

1. Overall and final responsibility for health and safety:	Alan J Monk (Director)
2. Day-to-day responsibility for ensuring this policy is put into practice:	Hayley Monk (Office Manager) Christine Monk (Microscope Engineer)
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the areas specified:	Alan J Monk & Hayley Monk – safety, risk assessments, COSHH, consulting employees, accident / ill health investigation. Alan J Monk – instruction, information, supervision & training. Christine Monk - maintaining equipment, accidents, monitoring, emergency procedures, first aid and work-related ill health.
4. All employees should:	<ul style="list-style-type: none">• Cooperate with supervisors and managers on health and safety matters.• Read and follow risk assessments and undertake relevant safety training.• Take reasonable care of their own health and safety and the safety of others in the surrounding area.• Report all health and safety concerns to an appropriate responsible person (as detailed above), including reporting of accidents and near-miss events occurring in the workplace or whilst undertaking Microscope Wizards Ltd business on a customer's site.

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Part 3: Arrangements for Health & Safety

Risk Assessment

- Microscope Wizards Ltd will complete relevant risk assessments (including COSHH) and take appropriate action.
- Microscope Wizards Ltd will review risk assessments annually, or when working habits or conditions change.
- Microscope Wizards Ltd engineers will perform dynamic risk assessment when working at a customer's site and will not proceed if they are not satisfied that there are safe systems of work in place and measures cannot be taken to immediately create a safe working environment.

Training

- Microscope Wizards Ltd will give new staff a safety induction and provide appropriate training.
- Microscope Wizards Ltd will provide all staff with the PPE required to undertake their duties safely.
- Microscope Wizards Ltd will ensure that suitable arrangements are in place for staff working remotely (including on a customer's site).

Consultation

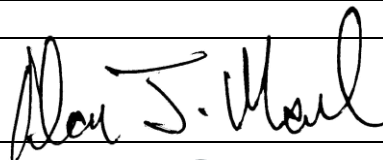

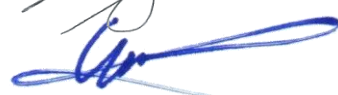
- Microscope Wizards Ltd will consult staff routinely on health and safety matters as they arise, and formally upon annual review of health and safety and associated documents.

Evacuation

- Microscope Wizards Ltd will ensure that escape routes are well-signed and kept clear.
- Evacuation plans are tested periodically and updated as necessary.

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For the avoidance of doubt, this policy is for Microscope Wizards Ltd staff only. This may include work undertaken whilst present on a customer's site, where any local safety procedures must also be observed.

Responsible Persons			
Name (printed): Alan J Monk	Position: Director	Signature: 	Date: 06/01/2025
Name (printed): Hayley Monk	Position: Office Manager	Signature: 	Date: 06/01/2025
Name (printed): Christine Monk	Position: Microscope Engineer	Signature: 	Date: 06/01/2025