



The M-method™

Aesthetics

Health and Safety Policy

Adopted from Save Face

HEALTH AND SAFETY POLICY

The M-method™ Aesthetics Ltd Health and Safety Policy Statement

PART 1 - STATEMENT OF GENERAL POLICY

The M-method™ Aesthetics Ltd is committed to achieving high standards of health and safety. To achieve this aim we will ensure the health and safety of all people directly or indirectly involved with our activities by:

- Maintaining an effective health and safety management system
- Ensuring that adequate resources are provided for health and safety matters
- Managing risks to health and safety through the process of risk assessment and risk control
- Ensuring peoples' responsibilities are clear
- Ensuring that safe systems of work are provided
- Ensuring that the correct work equipment is provided and maintained
- Ensuring that any accidents, incidents or dangerous occurrences are fully investigated and any necessary corrective actions are implemented
- Ensuring that the working environment is without risks to health and safety.
- Ensuring that staff have appropriate training
- Ensuring that there are effective health and safety communications
- Striving for continual improvement of our performance through inspection, audit and review.

Signed:



Dr Mandy Mak

Director

Date: 26/10/23

PART 2 – HEALTH AND SAFETY RESPONSIBILITIES

This section outlines the health and safety responsibilities for those employees who have additional specific health and safety responsibilities other than their day to day responsibilities.

All employees have a day to day health and safety responsibility which is outlined in their job descriptions. A hard copy of this information is provided for all new employees as part of their induction information.

The health and safety responsibilities of The M-method Aesthetics are devolved according to the following organisational responsibilities:

Dr Mandy Mak, The Director

The Director have:

- Overall responsibility for health and safety within The M-method Aesthetics.
- A responsibility to ensure that the actions stated in The M-method Aesthetics General Policy Statement are implemented.
- Sets a personal example with regard to health and safety

Employees

All employees have the following general health and safety responsibilities:

- To adhere to the Company health and safety policy
- To carry out their duties in a safe manner in accordance with Company policy, procedures and safe working practices
- To be alert to hazards in the workplace and report all defects to their Line Manager and to make suggestions for safer work procedures
- To commit themselves to training in order to ensure that they are competent to perform their role.
- To cooperate with managers and other employees in fulfilling the employees aims and statutory duties
- To ensure that accidents are reported to the Director.
- To ensure that work equipment including vehicles, DSE, PPE etc. are kept in good condition and safely stored.

PART 3– HEALTH AND SAFETY ARRANGEMENTS

Risk assessments

The risk assessments and the accompanying Safe Systems of Work will be available to all employees. This information will be disseminated through induction training documentation, work manuals, training manuals. This information will be regarded as controlled documentation. The responsibility for maintaining the latest versions of this information will be through the Director.

Whenever new risks are identified, these will be assessed and control measures put in to place through a Safe System of Work.

Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

All health and safety information, including risk assessments will be audited according to a pre-arranged, agreed audit programme.

Consultation with employees

Employees are consulted on health and safety matters through The M-method Aesthetics employees' will be consulted on:

- Any change which may substantially affect their health and safety at work
- The planning of health and safety training
- The health and safety consequences of introducing new technology.

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by the purchasing department in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on

manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and then this is reported to the employee's Line Manager.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to your supervisor.

Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Product Area Safety Representative. This should be in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, and aspects of use, exposure, PPE requirements, workers health, and emergency actions. Line Managers' will brief staff on any hazard or substance precautions, with written records being kept.

COSHH assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

The HSE Health and Safety poster will be displayed in an appropriate location.

Training

- Health and Safety induction training will be provided for all new employees by the Director.
- A training matrix for each employee will be set up, recorded and monitored by the Director.

Staff Welfare

As a minimum the following requirements will be adhered to:

- Toilet/washing facilities
- Eating/rest facilities

Accidents, first aid and work-related ill health

First aid

First aid boxes will be kept at the clinic (114 New Cavendish Street) and a notice will be placed to indicate:

- i. Where the first aid boxes are located.
- ii. Who the trained first aiders are.

Accidents

All work-related accidents are reported to the Director for review and action will be taken where necessary.

Accidents that require reporting to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are automatically reported by the Director.

Responsibilities towards visitors and third parties

The M-method Aesthetics has a responsibility towards visitors and any other third parties who may be affected by its work activities.

Risk Assessments under the following titles:

- Work by Contractors
- Visitor Safety

Emergency procedures

Fire and evacuation

A fire risk assessment is undertaken and implemented for all staff at The M-method Aesthetics. Escape routes are checked daily by the Responsible Person at each office. Fire extinguishers are maintained and checked by the approved contractors every 12 months.

Alarms are tested at the following frequencies:

- Emergency evacuation will be tested every six months by the Director.

Health and Safety Management System

The Director. Health and safety management programme has been set up and is monitored according the recommendations of the HSE publication ‘Successful Health and Safety Management (HS(G)65)’. Its successful implementation will minimise the health and safety risks of all The M-method Aesthetics employees and those that might be indirectly affected by their activities.