

POLICY STATEMENT: The prevention of all accidents involving personal injury or property damage is essential to the efficient operation of the McSence Group. It is the policy of McSence Group that its operations are executed always in such a way as to ensure it fulfils its obligations to meet the requirements of the Health & Safety at Work (HSATW) etc. Act 1974 which is the primary piece of legislation covering occupational health and safety in Great Britain. It is sometimes referred to as HSWA, the HSW Act, the 1974 Act or HASAWA. It sets out the general duties which employers have towards employees and members of the public; employees have to themselves and to each other; certain self-employed have towards themselves and others. From 1 October 2013 the revised Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) come into force. RIDDOR is the law that requires employers, and other people in charge of work premises, to report and keep records of: work-related accidents which cause deaths; work-related accidents which cause certain serious injuries (reportable injuries); diagnosed cases of certain industrial diseases; and certain 'dangerous occurrences' (incidents with the potential to cause harm).

The Chief Executive is responsible for the Group's Safety Policy including the co-ordination and monitoring of the policy and for effective safety communications within the company; all other relevant Health & Safety legislation and protect, so far as reasonably practicable, the health, safety, and welfare of all its employees and all persons likely to be affected by its activities. He will ensure that Health Safety and Environmental considerations are given equal priority to other business objectives. In addition, the Company employs a competent external Safety Adviser on a consulting basis and in this policy, the term 'safety' is defined to mean:

- ✚ The prevention of all injuries
- ✚ The promotion of occupational health and hygiene
- ✚ The control of all situations likely to cause damages to property and equipment

Purpose: The purpose of this policy is to outline what biohazards are, the illnesses they can cause, and why it's important to protect all McSence colleagues while they're using them. A biohazard is a biological substance that can damage your health and can be found in a range of environments. Biohazard injuries are preventable by following health and safety procedures to keep risk to a minimum.

Who Does This Policy Apply To?

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- ✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- ✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

What is a biohazard? Biohazard is short for 'biological hazard.' A biohazard is a biological substance that can damage your health, such as bird droppings and sewage. Depending on the industry worked in, you may come across different types of biohazards:

- ✚ Care worker may be more concerned with blood-borne viruses or bodily fluids
- ✚ Construction trades need to be aware of building materials that could contain mould or needlestick concerns.
- ✚ Cleaning colleagues should take care around allergens used in the cleaning environment.

What are the types of biohazards? There are different types of biohazards with the main as follows:

- ✚ **Solid Biohazards:** This could be an item that has been in contact with blood or other bodily fluids, such as PPE or towels. The solid category does not include surgical equipment like needles as they are classified as sharp.
- ✚ **Liquid Biohazards:** As the name suggests, liquid biohazards are the blood or fluids themselves which may contain viruses or bacteria.
- ✚ **Sharp Biohazards:** Needles and scalpels will fall into this category. While they are often seen in healthcare settings, construction workers should also be aware of sharp biohazards, as there may be needles left from recreational drug users within old buildings they are working on.
- ✚ **Microbiological Biohazards:** Most often found in laboratories, microbiological hazards could come from tools such as petri dishes. There could be infectious substances within them that pose a risk to the people handling them.
- ✚ **Pathological Biohazards:** Somebody could be infected by a pathological biohazard if they were performing an autopsy or dealing with human and animal organs in another capacity.

How are they classified? Biohazards are classified into four main groups to help you differentiate between those which are less likely to cause harm, and those which can cause severe damage. The higher the group number, the more the substance should be handled with care to prevent any harm to your team while they are handling them.

- ✚ **Group 1:** is not likely to hurt you
- ✚ **Group 2:** can cause disease but can be treated and is not likely to spread further into the community e.g. Legionella and Salmonella
- ✚ **Group 3:** can cause severe illness, and is more likely to spread to the community but can be treated e.g. E-coli
- ✚ **Group 4:** can cause severe illness, is likely to spread to the community, and there is limited treatment available

Potential Damage: Biohazards can cause serious damage to the human body and should not be taken lightly as they can cause allergies, infections, ill-health and potentially cancer.

Risk Assessment(s): A risk assessment should help identify the dangers associated with them. Biohazards are classified into four groups to differentiate between those which are less likely to cause harm, and those which can cause severe damage. Biohazards can be found in a range of environments, and a risk assessment should help to identify the dangers associated with them. A thorough risk assessment should show what biohazards to look out for, and how to protect employees from harm in the short-term and the long-term.

Managing & Preventing Biohazard Injuries in the Workplace: Biohazard injuries are preventable by following health and safety procedures to keep risk to a minimum including but not limited to:

- ✚ Once a risk assessment is completed this will have identified the potential damages and hazards.
- ✚ Training of colleagues are aware of how to dispose of biohazards correctly to avoid contamination.
- ✚ Wearing the correct PPE
- ✚ Disposal using the correct disposal bins
- ✚ Good hygiene and washing facilities can all help to minimise the chances of a staff member becoming ill.
- ✚ Access to a sink which allows hand washings and forearms, if the risk is lower, and full showers if the odds are much higher.

Keep Biohazard Injuries at Bay: When dealing with any type of risk, it is better to be on the safe side, and make sure colleagues are well equipped to handle biohazards to help them remain and continue to be healthy at work, and for a long time afterwards.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:
David Maxwell | Chief Executive

Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.

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POLICY