



DOMESTIC AND COMMERCIAL CLEANING SERVICES

## **Health and Safety**

### **Policy Statement**

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of:

Extra-Fresh Domestic & Commercial Cleaning Services

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate Training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy as necessary at regular intervals

Signed,

Shane Few

**Managing Director**

**Extra-Fresh Domestic & Commercial Cleaning Services**

**Date: 12<sup>th</sup> April 2013**

**Review date: 12<sup>th</sup> April 2014**



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## **1.0 Responsibilities**

- 1.1 Overall and final responsibility for health and safety is that of The Managing Director.
- 1.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Managing Director.
- 1.3 To ensure health and safety standards are maintained/ improved, all directors, managers and supervisors have a general responsibility for all Health and Safety matters within their contract areas.
- 1.4 All employees have to:
  - co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## **2.0 Health and safety risks arising from our work activities**

- 2.1 Risk assessments will be undertaken by The Managing Director and suitably qualified managers
- 2.2 The findings of the risk assessments will be notified to all employees who may be affected by the assessed activity.
- 2.3 Action required to remove/control risks will be approved by The Managing Director
- 2.4 Regional Directors and their line managers will be responsible for ensuring the action required is implemented.
- 2.5 The person responsible for carrying out the risk assessment will check that the implemented actions have removed/reduced the risks to an acceptable level.
- 2.6 Assessments will be reviewed every 12 months or should the work activity change; whichever is soonest.

## **3.0 Consultation with employees**

- 3.1 Consultation with employees is provided by the contract management team.

## **4.0 Safe plant and equipment**

- 4.1 The Managing Director will be responsible for identifying all equipment/plant needing maintenance.
- 4.2 The Managing Director will be responsible for ensuring effective maintenance procedures are drawn up.
- 4.3 The Managing Director will be responsible for ensuring maintenance is implemented.
- 4.4 Any problems found with plant/equipment should be reported through the appropriate line manager to the Stores Officer.
- 4.5 The Managing Director will check that new plant and equipment meets health and safety standards before it is purchased.



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## **5.0 Safe handling and use of substances**

- 5.1 The Managing Director will be responsible for identifying all substances which need a COSHH assessment.
- 5.2 The Managing Director will be responsible for undertaking COSHH assessments.
- 5.3 Line Managers will be responsible for ensuring that all actions identified in the assessments are implemented.
- 5.4 Line Managers and supervisors will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- 5.5 The Managing Director will check that new substances can be used safely before they are purchased.
- 5.6 Assessments will be reviewed every 12 months or when the work activity changes; whichever is soonest.

## **6.0 Information, instruction and supervision**

- 6.1 The Health and Safety Law poster is displayed at each worksite, where practicable. Leaflets informing employees of the legislation are available from The Managing Director
- 6.2 Health and safety advice is available from The Managing Director.
- 6.3 Young workers/trainees are not employed by The Company.
- 6.4 Directors and Senior Managers are responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

## **7.0 Competency for tasks and training**

- 7.1 Induction training will be provided for all employees by a member of the contract management team.
- 7.2 Job specific training will be provided by the designated responsible person.
- 7.3 Specific jobs requiring special training are to be notified to the Managing Director.
- 7.4 Training records are kept at contract locations or as separately arranged by the appropriate manager.
- 7.5 Training will be identified, arranged and monitored by contract management team in association with the Managing Director.

## **8.0 Accidents, first aid and work-related ill health**

- 8.1 Health surveillance may be required for employees when the risk assessment identifies a particular health risk that cannot be adequately eliminated or controlled by normal measures.
- 8.2 Health surveillance will be arranged by The Managing Director
- 8.3 Health surveillance records will be kept in the employees personal records.
- 8.4 First aid box(es) is/are kept in accordance with local arrangements.
- 8.5 Contract and location specific appointed person(s)/first aider(s) is/are to be notified to all employees.
- 8.6 All accidents and cases of work-related ill health are to be recorded in the site specific accident book.



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8.7 The Managing Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

**9.0 Monitoring**

9.1 To check our working conditions, and ensure our safe working practices are being followed, we will regularly conduct visits and audits of all sites and record our findings.

9.2 The Managing Director is responsible for investigating accidents or for nominating persons to carry out the investigation on his behalf.

9.3 The appropriate line manager is responsible for investigating work-related causes of sickness absences and is responsible for acting on investigation findings to prevent a recurrence.

**10.0 Emergency procedures – fire and evacuation**

10.1 The Managing Director is responsible for ensuring the fire risk assessment is undertaken and implemented at Company owned/rented properties.

10.2 Fire extinguishers are maintained and checked every 12 months.

10.3 Alarms are tested in accordance with the landlords' instructions.

10.4 Emergency evacuation will be practiced/tested in accordance with the landlords' instructions.