



HEALTH & SAFETY POLICY

JANUARY 2014

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1. Foreword by Managing Director

The Policy of Cromwell Clean Ltd is to provide and maintain safe and healthy working conditions, equipment and systems of work for all of its employees. To this end, information, training and guidance are provided as necessary. Responsibility is also recognised for the health and safety of other people who may be affected by the Company's activities.

This Health and Safety policy provides an overview of the organization, systems, and procedures by which Cromwell Clean Ltd intends to achieve its health and safety objectives. The company will make reasonable resources, both of time and money, available for implementation of its policy. The allocation of safety related duties, the particular arrangements made to implement the policy, and the way in which the policy is monitored is set out in this document.

A copy of this policy will be made available to all members of staff

This Health and Safety Policy gives you all the essential guidance required. Many of the actions recommended are required by law and must be observed, but in any case, they are mostly common sense.

Study this policy now - it will be too late once an accident or ill health has occurred.

D. Soares

Managing Director

2. Health and Safety Policy Statement

The management of Health and Safety is regarded as being of the utmost importance for all employees of Cromwell Clean Ltd. Therefore the company recognises and accepts its responsibility to set standards at least as high as that required by the Health and Safety at Work Act 1974 and supporting regulation, and so far as is reasonably practicable, to achieve zero work related fatalities, as well as an incident and injury free environment. Cromwell Clean Ltd will accomplish this target, in so far as is reasonably practicable, through adopting an approach to continuous improvement through:

- Providing and maintaining equipment and systems of work that are safe and without risks to health;
- Making arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees;
- Maintaining any place of work under the company's control in a condition that is safe and without risks to health and to provide and maintain means of access to and egress from it that are safe and without such risks;
- The provision and maintenance of a working environment for employees that is safe and without risks to health and is adequate as regards to facilities and arrangements for their welfare at work;
- Providing such protective equipment as is necessary for the Health and Safety at work of employees;
- Striving to monitor the effectiveness of health and safety provisions within the company.
- Keeping the Health and Safety Policy under at least annual review in order to support our policy of continuous improvement and to duly publish any amendments.

Signature

Position: Managing Director **Date:** 28th Feb 2014

3. Organisation

Although Health and Safety within the company is a collective responsibility this policy recognises the responsibility that effective and efficient management has towards achieving the company's safety objectives. The Managing Director Mr. D Soares is responsible for the overall management of Health and safety matters within the company. This section outlines the responsibility that each element within the company has towards the health, safety and welfare of those connected with the company.

3.1 The Managing Director

The Managing Director has an overall responsibility for the application of this policy.

The main functions are:

- a)** Overall management of all health and safety matters in the company in accordance with the Health and Safety Policy;
- b)** Ensuring risk assessments are carried out;
- c)** Communication of information received on Health and Safety matters to appropriate people;
- d)** Review of accident investigations;
- e)** Identifying Staff Health and Safety training needs;
- f)** Maintain contact with outside agencies that are able to offer expert Health and Safety advice;
- g)** Ensure that accidents and hazards are recorded and reported as appropriate;
- h)** Review annually
- i)** Provisions of First Aid arrangements
- j)** Emergency procedures
- k)** Safety procedures

3.2 Employees

Employees are expected to:

- a)** Understand and exercise personal responsibility for safety of themselves and others;
- b)** Observe standards of dress consistent with safety and hygiene;
- c)** Understand and observe the safety rules of the company;
- d)** Use, and not deliberately misuse, neglect or interfere with items provided for safety.

4. Arrangements

5. Introduction

This section will offer guidance on how the safety arrangements will be carried out in order to achieve the policy objectives.

6. Health and Safety Consultation

Health and safety may be discussed at any time by employees. The Company has an open door policy for any member of staff who wishes to highlight Health and Safety concerns. Should the need arise for Health and Safety discussion for matters affecting staff as a whole, The Company Managing Director will address the issues within a staff meeting. Information regarding Health and Safety will be delivered either in person or by email, letter, depending on what is best suitable for the employee, and feedback welcomed. **REMEMBER** - Good Health and Safety cultures rely on two way feedback so let your Operations Manager know if there is a safety concern or you have an initiative that may help make the workplace safer.

7. Accident Reporting

Accidents or injuries to any person, including contractors, no matter how minor, **MUST** be reported to your Manager by those persons involved in the accident. The accident will be recorded in the accident report book, which is held at our Main Office. If deemed necessary, by the Managing Director, or Operations Manager, an accident investigation will be conducted. An outside Health & Safety agency may be contacted if deemed necessary in order to establish accident causation and to assist with recommendations.

All major injuries to employees and hospital attendance by members of the public as a result of an accident also require immediate telephone notification to the Managing Director so that they can be reported under RIDDOR guidelines.

Major injuries requiring telephone notification include:

Any fracture; amputation; dislocation of the shoulder, hip, knee or spine; serious eye injury; serious burn; loss of consciousness; acute illness from Cleaning Solutions; or any other injury requiring immediate Hospital attendance.

8. Accident Investigation

The Managing Director or the Operations Manager, when necessary, should initiate an investigation following an accident or near miss situation in order that causes may be identified and measures taken to prevent a recurrence. Investigations such as these are essential in order that accidents, damage to equipment and property, and losses are kept to a minimum. Further advice relating to investigations may be obtained from an Health & Safety agency who will liaise with the Managing Director or Operations Manager when an investigation is required. Findings from all investigations should be recorded on the accident report form and presented to the Managing Director.

9. First Aid

Only qualified persons should carry out first aid treatment. To this end training will be provided to ensure that staff are able to carry out basic first aid in the event of an emergency situation.

Serious cases of injury should receive qualified medical attention by calling the emergency services on 999 or 112.

10. Fire Safety

Due to the nature of Cromwell Clean Ltd scope of work, staff do not operate from a central location. Therefore staff are to ensure that they are familiar with the emergency arrangements for each premises that they deploy to. If a fire drill occurs whilst they are on another company premises, then staff members are to comply with the drill.

If during the course of staff duties they become aware of a fire, then the staff member must follow the procedure as laid down by the host company. All Cromwell Clean Ltd Staff will become aware of the host company emergency procedures during the induction process.

11. Risk Assessments

Risk assessments provide the backbone of any safe system of work and therefore all activities must be assessed for hazard and evaluated for risk. An assessment that identifies a significant hazard should be recorded in writing and the steps needed to control the risk to health and safety should be listed as control measures.

For on-going activities the risk assessment should be reviewed if the circumstances that surround that activity change. Otherwise it is company policy to review risk assessments on an annual basis.

12. Electrical Safety

The following arrangements for electrical safety apply to all company electrical equipment in use, including personal items.

- a)** All portable appliances will be regularly inspected and, where necessary, subject to electrical test. Employees should check that their electrical appliances are not damaged and that there are no obvious signs of misuses such as damaged or discoloured plug tops and worn cables.
- b)** Any item that becomes faulty should be taken out of service and immediately reported to the Operations Manager.
- c)** Cables and trailing leads will always be arranged so as not to cause a trip hazard to other persons. Warning signs **MUST** be posted to notify personnel of a trip hazard if appropriate
- d)** Socket adapters should not be used. Only those with their own fused plug and cable (4-way trailing sockets) are permitted.
- e)** Equipment installed with 2 fused plugs and cable **MUST** at all times be connected to a double separate socket.
- f)** Electrical equipment that does not require continuous operation should be switched off when not in use and the plug removed from the socket.

13. Safety Training

Training and instruction in routine matters will be given, as required.

Those employees who require an induction will receive an induction by the Operations Manager. Induction records will be held centrally by the Main Office.

The Operations Manager will also give a copy of this policy to new members of staff on their first day and ask them to read it and sign to confirm it has been read and understood.

The need for specialist training will be identified by the operations Manager and the managing Director then arranged as necessary to ensure that employees are trained in relevant safety matters.

14. Control of Substances Hazardous to Health (COSHH)

The Control of Substances Hazardous to Health Regulations 2002, often known as the “**COSHH**” Regulations, require the company to ensure that substances (including purchased proprietary cleaning solutions and non-proprietary substances such as effluents and by-products of processes) which can harm employees and others are stored, moved and used or handled in a manner which is safe and without risk to anyone’s health. The company will do this by:

- a)** Identifying hazardous substances, assessing the nature of their hazards and the associated likelihood and severity of harm.
- b)** Providing suitable precautions to protect persons against the hazards.
- c)** Giving adequate written and verbal information about the hazardous substances to all the persons who may be harmed by them. Guidance should be sought from the Safety Data Sheets provided with the substances, That must be carried on sites and Company vehicles at all times.
- d)** Storing hazardous substances in correctly labelled containers that have been deemed as adequate for the held substance. Such substances should be stored in appropriate secure facilities.

15. Safe Place of Work, safe Access and Egress and Safe Environment

The legal standards required by the Health and Safety at Work act 1974 (HASAWA) and detailed in the Workplace (health, Safety & Welfare) Regulations and any other relevant Regulations made under HASAWA will be the minimum requirement for all places of work. Cromwell Clean Ltd will undertake to meet the requirements of these acts and regulations to ensure a safe place of work, safe access/egress and safe environment.

The Operations Manager and nominated personnel shall carry out an initial inspection of the employee’s delegated workplace to ensure compliance with the above stated acts and regulations. Further inspections will be conducted as deemed necessary. Concerns on the safety of a place of work must be reported to the Operations Manager by the employee.

16. Company Transport

Driving company vehicles is a potentially high-risk activity. Although the risks can never be totally eliminated, the company will minimise them as far as possible by the use of well-maintained and roadworthy vehicles and ensuring that only competent persons drive them. Employees may only drive the Company’s vehicles if authorised by the Managing Director.

17. Manual Handling

Cromwell Clean Ltd will undertake to comply with the legal requirements of the Manual Handling Operations Regulations.

Manual Handling Operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, load, the working environment and the capability of the individual(s) concerned, and a hierarchy of control measures employed to reduce the likelihood of injury.

Following each assessment, measures will be determined and implemented to reduce the risks of injury to the lowest level reasonably practicable.

Manual Handling assessments will be regularly reviewed and findings communicated to all affected employees.

18. Violence to Staff

Violence - as defined by the HSE comprises any incident in which a person is verbally abused, threatened or assaulted in circumstances relating to their work. The company is committed to protecting employee from violence from any party, as far as possible.

Should employees be subjected to violence, they should inform the Operations Manager. The circumstances will be treated confidentially and support measures will be provided, if required, to assist in recovering from an incident.

19. Stress

Stress is acknowledged as being a significant health issue at work. The company advises any employee who feels under an unacceptable amount of pressure to raise the issues and concerns with the Managing Director in complete confidence, so that if possible some early action may be taken.

20. Personal Protective Equipment PPE

Where risk assessments identify Personal Protective Equipment (PPE) as a control measure, this will be provided by the company in accordance with the requirements of the Personal Protective Equipment Regulations.

All PPE supplied will be suitable, appropriate for the risks involved, fit the wearer correctly and will so far as is to practicable be effective to control the risks.

Prior to supplying the PPE, an assessment will be carried out to ensure that it is effective against the identified risks.

All PPE supplied will be maintained in an efficient state, in effective working order,, in good repair and will be kept in appropriate accommodation when not in use. All employees are required to use PPE in accordance with information, instruction and training received.

21. Machinery and Equipment

Employees involved with the use of company machinery and equipment have a duty to ensure that it is used correctly, safely and that any defects or unsafe practices are reported to the Operations Manager. Employees are to ensure that any shortfalls are reported and the machinery or equipment is removed or put out of bounds, and adequately labelled as so immediately.

22. Housekeeping

All workplaces must be kept clean and tidy with rubbish or discarded material disposed of responsibly in appropriate receptacles. Care must be taken to ensure that the work place is kept free from hazards either to other employees or members of the public.

23. Ladder Safety

Where tasks require a need to gain height for a short duration, step ladders provided by the host site **SHOULD NOT BE USED**. If staff need to gain height in order to carry specific work they must notify the Operations Manager. Training and suitable equipment will then be provided in order to complete the task. Under no circumstances should staff seek to wrk at height by using items of furniture to gain the necessary height.

24. Drug and Alcohol Abuse

The company has a **ZERO** tolerance to alcohol and substance misuse. Any employee or contractor found to be under the influence of alcohol or substance misuse whilst employed by Cromwell Clean Ltd will face disciplinary action. It should be noted that the company reserves the right to suspend an employee during investigation and does not infer guilt or dismissal or termination of contract. Suspension will be on full pay. The company reserves the right to carry out random drug/alcohol tests.

25. Working at Heights

No member of staff is to conduct work at height alone and unless a risk assessment has been completed. Where existing assessments are in place, the employee is to review the information before commencing the task.

26. Monitoring the Policy

Monitoring the effectiveness of the company Policy on health and safety commences as a responsibility in which the Managing Director plays a key role. Monitoring includes ensuring that workplace inspections are taking place so that the hazards and risks of activities carried out within the company are being adequately recognised and controlled. Monitoring also makes sure that any deficiencies in health and safety performance are identified and that remedial action is recommended and pursued. The provision of information, instruction and training to all employees are matters that should also fall within the monitoring exercise.

Monitoring of any accidents, incidents and instances of occupational ill health is particularly important so that remedial action can be taken to prevent any recurrence. The Managing Director will monitor all reported accidents, incidents and occupational ill-health in order to determine those events that are legally reportable and those which require further investigation and to set in train appropriate remedial action.

27. Reviewing The Policy

The Implementation of this policy will be overseen by the Managing Director and will be reviewed at least on an annual basis by the company competent Health and Safety advisors. If there are reasonable changes to the structure and major personalities of the company, the review by be conducted at an earlier period than the agreed annual date and changes implemented.