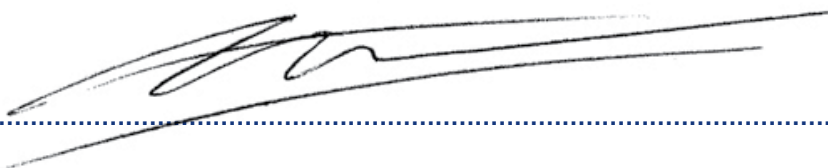


# Health & Safety Policy Statement of All Clean

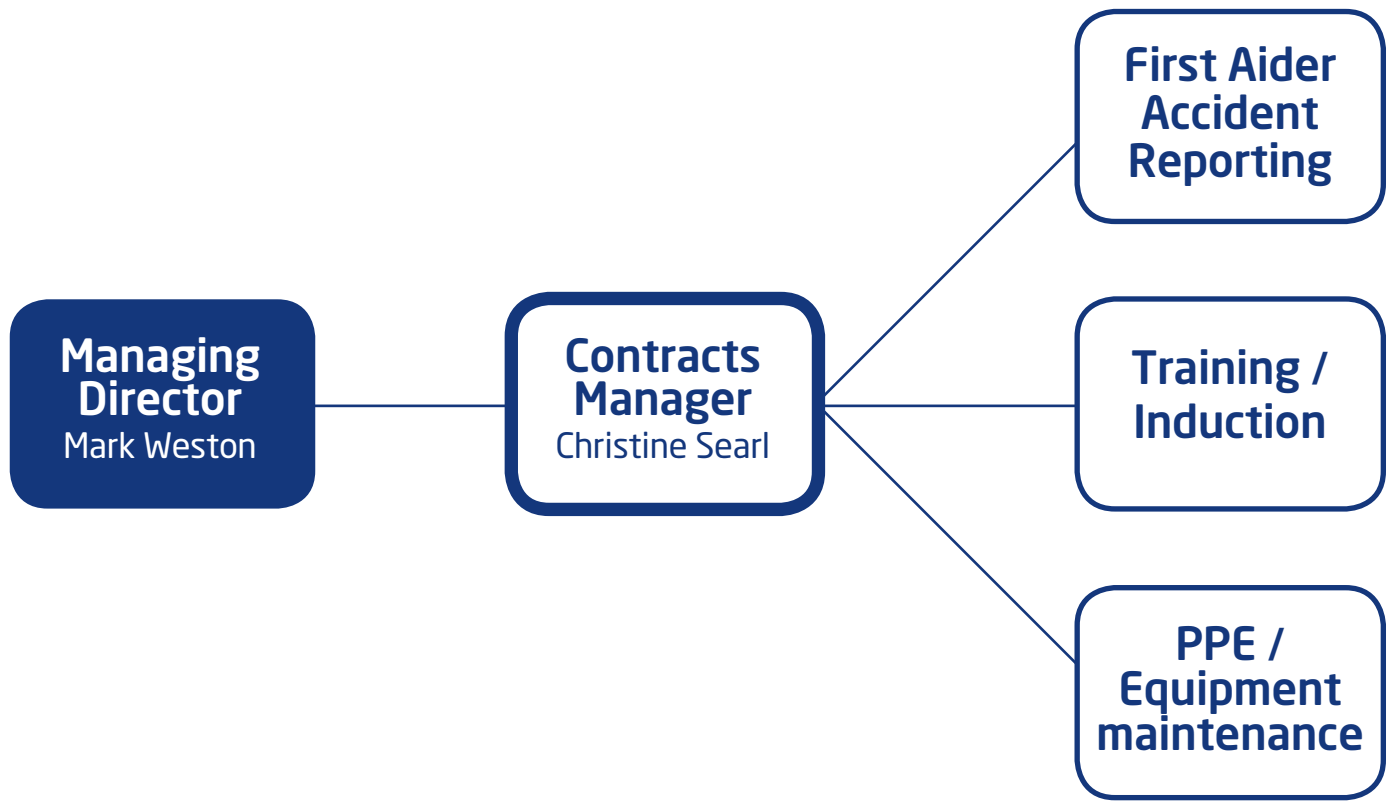
Our policy is to provide and maintain safe and healthy, environment, working conditions, equipment, and systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our of work activities. We will ensure safe handling and use of substances. We will also provide such information, training, and supervision, as is needed for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities. It is also our policy is to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health. In general, this policy is to ensure, as far as is reasonably practicable, the health, safety and welfare of employees of the Company, contractors and members of the public. It also covers the statutory requirements as laid down in the **Health and Safety at Work Act 1974; Management of Health and Safety at Work Regulations 1999 and the Corporate Manslaughter and Corporate Homicide Act 2007.**

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

Signed:  ..... (Managing Director)

Date: 30th January 2010      Review Date: 30th January 2011

Example Responsibility Hierarchy:



## Statement of intent

### Responsibilities:

- **Mark Weston** (Managing Director), has overall responsibility for health and safety in the Organisation.
- He is responsible for ensuring that all matters relating to health and safety are addressed within the Organisation and that the policy is kept up to date and reviewed regularly. He is also responsible for the implementation of the Health and Safety Policy, the co-ordination of the undertaking of risk assessments, and the implementation and monitoring of any controls which are imposed as a result of the risk assessments.
- **Christine Searl** (Contracts Manager) has day-to-day responsibility for ensuring that the health and safety policy is put in to practice. The Contracts Manager and her supervisors ensure that controls are put into practice and maintained.
- **All employees** have the responsibility to co-operate with All Clean Ltd to achieve a safe and healthy workplace and to take reasonable care of themselves and others and not to interfere with anything provided to safeguard their health and safety. An employee has a responsibility to inform their supervisors if there is a matter relating to health and safety that requires action.
- **Workable Management Solutions Ltd** are advisors to the Company on all matters relating to health and safety and are available to give advice and guidance on specific health and safety issues.

## Implementation of Policy:

The **Managing Director or Contracts Manager** will ensure that all employees have access to the Health and Safety Policy that is located on each site. All employees will be given a copy of the policy (which is contained in the Employee Handbook) at the commencement of his or her employment. The **Contracts Manager** will ensure that all employees are given a copy of the Health and Safety Policy and will keep and maintain records which confirm receipt of the Policy.

## Consultation with Employees:

Consultation with employees is achieved by two approaches, direct and indirect. This process is the responsibility of the **Contracts Manager and supervisors** who ensure that discussions take place at site team meetings and also conduct regular walkabouts on site where employees are encouraged to talk about any safety or organisational issues. There are also toolbox talks on relevant or new safety issues. In addition employees receive information from Head Office and relevant safety instruction information is put on notice boards. There are also four Safety Committee meetings each year (or when required) which are chaired by **Mark Weston**. The Committee reviews accident and incident reports, discusses operational and strategic health and safety matters and agrees points for action. **Workable Management Solutions Ltd** is present at all of these meetings.

## Risk Assessments:

Risk assessments will be undertaken for all employees, work activities and systems annually. The results of the risk assessments will be recorded in writing with safety procedures produced and implemented to ensure adequate levels of health safety and welfare are maintained. Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. They will also be reviewed when a new employee is employed, new equipment is installed, when a new system of work set up or when the business or organisation changes premises.

The Managing Director and the Contracts Manager shall be responsible for undertaking risk assessments as required by the **Management of Health and Safety at Work Regulations 1999**. The results of any risk assessment shall be recorded and kept at Head Office, and the sites that they relate to, in the **black safety folder**.

The findings of the risk assessments will be reported to the Managing Director and the Contracts Manager. Action required to remove or control the risks identified will be approved by the Managing Director, and the Contracts Manager will be responsible for ensuring that any required action is implemented. **Workable Management Solutions Ltd** will check that the implemented actions have removed or reduced the risks and then the appropriate changes can be inserted into the **black safety folder**.

## Accidents, First Aid, Ill Health and Near Misses:

### The First Aid Boxes are kept at:

Head Office (Worcester) and on each site if the client does not have one. There is also a first aid box in each of the company vehicles.

### The Appointed Person is:

**Christine Searl**, the Contracts Manager, is responsible for ensuring that the First Aid Boxes are kept fully stocked and equipped.

All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the Accident Book.

### The Accident Book is kept at:

All Clean Ltd Head Office, Worcester

**Mark Weston** (Managing Director) is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority. He is also responsible (along with **Workable Management Solutions Ltd**) for investigating any incidents, injuries or dangerous occurrences and for implementing any measures that need to be put in place to minimise the risk of any incidents reoccurring. **Mark Weston** is responsible for acting on the findings of investigations to prevent a recurrence.

## Emergency Procedures – Fire and Evacuation:

**Mark Weston** and **Christine Searl**, along with **Workable Management Solutions Ltd**, are responsible for ensuring that the Fire Risk Assessment is undertaken and implemented. Escape routes are checked by Mark Weston and Christine Searl every month. They are also responsible for obtaining copies of Fire Risk Assessments, alarms and escape routes on the client's premises. Fire extinguishers on **All Clean Ltd** premises are maintained and checked by **External Contractors** every year. Alarms are tested and emergency evacuations are held every 6 months as **directed by the Landlords**.

## Safe Plant and Equipment:

The **Contract Manager and Area Supervisors** are responsible for identifying all equipment / plant needing maintenance. **Mark Weston** is responsible for ensuring effective maintenance procedures are drawn up; for ensuring that all identified maintenance is implemented and that records of any inspection, servicing or maintenance of equipment / plant is recorded and that records are maintained.

Any problems found with plant / equipment should be reported to the **Contract Manager/supervisors and Mark Weston** will check that new plant and equipment meets the required health and safety standards before it is purchased.

**Christine Searl, the Contracts Manager**, is responsible for ensuring that employees are given adequate information, instruction and training in relation to the use of plant / equipment. She is also responsible for ensuring that records of any information, instruction and training are kept and maintained where necessary.

## Safe Handling and Use of Substances:

**Mark Weston** will be responsible for identifying all substances that need a COSHH assessment. **Workable Management Solutions Ltd** will be responsible for undertaking COSHH assessments and for ensuring that records are kept and maintained where necessary. **Mark Weston** will be responsible for ensuring that all actions identified in the assessments are implemented.

**Christine Searl** will be responsible on a day-to-day basis for ensuring that all relevant employees are informed about the COSHH assessments.

**Workable Management Solutions Ltd** will check that new substances can be used safely before they are purchased. They will also ensure that assessments are reviewed every year or when the work activity changes, whichever occurs sooner.

## Personal Protective Equipment (PPE):

**Mark Weston** will be responsible for ensuring that, where the need for PPE is identified, that it is suitable and sufficient for the activity for which it is required and that it is suitable for the individual using it. PPE is stored at Head Office

**Christine Searl** will be responsible for ensuring that PPE is kept clean, maintained and replaced when necessary. **Supervisors** will be responsible for ensuring that PPE is suitably stored when it is not being used. **Christine Searl** will be responsible for giving training, information and instruction to employees on the use of PPE and how to look after it. She will also be responsible for keeping and maintaining records of the training, information and instruction given to employees.

## Display Screen Equipment:

**Mark Weston** will be responsible for ensuring that display screen equipment workstations are assessed and will ensure that records of the assessments are kept and maintained and ensuring that any required action is implemented. **Workable Management Solutions Ltd** will check that the implemented actions have removed or reduced the risks.

Assessments will be reviewed every year or when the work activity changes or whenever the location changes; whichever is sooner. **Mark Weston** will be responsible for providing training and information for display screen equipment users and will keep records of any training and information that is provided.

It is **All Clean Ltd** policy to ensure that anyone using a display screen as a significant part of their everyday work is entitled to have appropriate eye and eyesight tests from an optician or doctor, and glasses if they are needed for work, if requested by the employee. **All Clean Ltd** will be responsible for the payment of eye and eyesight tests if requested by staff. **Mark Weston** will be responsible for approving expenses and for keeping and maintaining records of any such requests.

## Electrical Equipment:

It is the **All Clean Ltd** policy to ensure that any electrical system at work is safe to use and properly maintained, in accordance with legislation.

**Mark Weston** will be responsible for ensuring that all electrical installations and electrical equipment are regularly examined by an Approved Electrical Contractor. They will be examined as recommended by supplier(s), or the Approved Contractor. The maintenance records will be kept at **All Clean Ltd** (Head Office, Worcester) and all renewal or interim maintenance will be inserted into the **Black Site Safety Folder**.

Faulty equipment should be reported immediately to **Contracts Manager/site supervisors**, labelled faulty and not used until it has been repaired. The **Contracts Manager/site supervisors** will be responsible for ensuring that employees are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe.

**Mark Weston** will be responsible for ensuring that faulty equipment or faults with any electrical system are repaired; and will be responsible for keeping and maintaining records to show that any faults have been rectified.

## Welfare:

It is the policy of **All Clean Ltd** to provide enough clean, suitably ventilated toilets and washbasins with hot and cold running water, soap and drying facilities for those expected to use them. They will provide drinking water and ensure that it is free from contamination, accessible by all employees, ensure that cups or a drinking fountain is provided and that taps and containers are clearly and correctly labelled as drinking water.

**All Clean Ltd** shall ensure that there is a suitable seating area for workers to use during breaks, that it is kept clean and stored where food will not get contaminated. Any issues regarding toilet facilities, drinking water or other welfare facilities should be reported to the **Contracts Manager, Christine Searl**.

**Employees** should take precautions to control the risks of slips and trips in the workplace. Any spill or contamination on floors should be notified immediately to their manager, supervisor or client to be dealt with quickly, but employees should not put their own health and safety at risk in doing so.

The **Contracts manager/supervisors and employees** are all required to take reasonable steps to ensure that a place of work is kept free from foreseeable hazards. In particular, access and egress routes must be kept clear of obstructions. This includes ensuring fire exits and access routes are kept clear, cables do not trail across pedestrian routes and that obstacles are quickly removed. In addition, safety provisions such as fire doors should not be propped open or fire extinguishers obstructed.

## Driving at Work:

It is the policy of **All Clean Ltd** to ensure that employees who are required to drive as part of their work activities are competent to drive. **Mark Weston** will be responsible for ensuring that employees who are required to drive are competent to do so and will keep and maintain records on checks carried out on their driving licenses. All company vehicle accidents are to be reported **Mark Weston**.

## Lone Workers:

**All Clean Ltd** aim to ensure that employees do not work by themselves or without close or direct supervision. However if a situation arises where workers are required to work alone, we have a rigorous risk assessment process that should be followed. **Christine Searl or the supervisor** will be responsible for ensuring that appropriate and effective control measures are put into place to reduce the risk to the lone worker. There is a specific monitoring form and process to be used and this is situated in the **Site Safety Black Folder**.

## Information, Instruction and Supervision:

The Health and Safety Law Poster is displayed at **All Clean Ltd** Head Office and appropriate leaflets are issued by the **Contract Manager**. A Copy of the Organisation's Certificate of Employers Liability Insurance is displayed at Head Office and inserted into all **Site Safety Black Folders**.

Health and Safety advice is available from Head Office or the **Contract Manager and supervisors**. The supervision of young workers will be arranged and monitored by the **Contract Manager**. Induction training will be provided for all employees by the **Contracts Manager/Supervisors** and a record of any training will be kept and maintained by **Mark Weston**.