

Allclean - Health and Safety Policy

General Statement of Intent

Allclean Ltd believe that excellence in the management of Health and Safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, Allclean Ltd believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial considerations. Profit and safety are not in competition.


On the contrary, safety is good business.

From a legal perspective, Allclean is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

Allclean is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- ✓ 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 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 at regular intervals.

Signed 

Position**Managing Director**

Date:..... Review Date:.....

Organisation.

Overall and final responsibility for Health and Safety is that of:

Mark Weston

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Managers/ Area Supervisors

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Nicholas O’Sullivan

Employees Duties

All employees are required to:

- ✓ Co-operate with the Directors on health and safety matters;
- ✓ Not interfere with anything provided to safeguard their health and safety;
- ✓ Take reasonable care of the health and safety of themselves and others; and
- ✓ Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety Executive guidance and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our work activity;
2. Decide who might be harmed and how;
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done;
4. Record the significant findings of the assessment;
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

Nicholas O’Sullivan with the appropriate Manager/ Area Supervisors

Approval for the required action to remove or control risks will be given by:

Mark Weston

Consultation with Employees

The Company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees over Health and Safety matters will be provided by: Emails, memo's, regular Health and Safety Group meetings, Health and Safety Group Minutes, direct consultation.

Safe Handling and Use of Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of:

Nicholas O'Sullivan

COSHH external assessments will be carried out by:

Nicholas O'Sullivan

Approval for the required action to remove or control risks will be given by:

Mark Weston

Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance is that of:

Managers/ Area Supervisors

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

Mark Weston

All Clean Limited

Responsibility for ensuring that all identified maintenance is implemented is that of:

Mark Weston

Any problems with plant or equipment should be reported to:

The relevant Manager/ Area Supervisors, Mark Weston - Nicholas O'Sullivan

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:

Nicholas O'Sullivan

Training and Competency

Induction training for all new employees is the responsibility of:

Mark Weston with Stuart HR Consultancy

Job specific training will be provided by:

On site(s) by the relevant Supervisor

Training records will be kept at/by:

Head Office

Training will be identified, arranged and monitored by:

From the Supervisor, from Head Office and arranged by Mark Weston with Stuart HR Consultancy

Accidents, First Aid and Work Related Ill-Health

First Aid boxes are kept at:

One each site, at Head Office, in each Company vehicle

The First Aider(s) and/or Appointed person(s) are:

Head Office – Gemma Gormley, Sarah Mallinson and Nicholas O'Sullivan. Carley Brookes, Craig Ellis and Christine Searl as Area Supervisors.

All Accidents and work related ill-health are recorded in the Accident book, which is kept by/at:

Mark Weston/Nicholas O’Sullivan – Head Office

Responsibility for reporting accidents, diseases and dangerous occurrences under the RIDDOR regulations to the enforcing authorities is that of:

Mark Weston/Nicholas O’Sullivan

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

Office – conduct regular Safety Audits + inspection these will be regularly reviewed and action taken where necessary

Sites – conduct regular Safety Audits + inspection these will be regularly reviewed and action taken where necessary

Responsibility for investigating accidents is that of:

Office – Mark Weston/ Nicholas O’Sullivan

Sites – Mark Weston/ Nicholas O’Sullivan

Responsibility for investigating work-related causes of sickness absence is that of:

Office – Mark Weston/ Kirstie Stuart

Sites - Mark Weston/ Kirstie Stuart

Responsibility for acting on investigation findings to prevent a reoccurrence is that of:

Office – Mark Weston/ Nicholas O’Sullivan

Sites – Mark Weston/ Nicholas O’Sullivan

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Nicholas O’Sullivan – for Head Office – for Sites to obtain copy of their Fire Risk Assessment

All Clean Limited

Escape routes are checked by/ every:

Head Office – Mark Weston / Weekly – Sites – Supervisor/ Weekly

Fire Extinguishers are maintained and checked by/every:

External Contractors/ Annually

Emergency evacuation will be tested every:

6 months as directed by Landlords