

The Director of TR Cleaning Limited (here in termed the Director) has a duty to achieve the highest standards of health and safety within the workplace and through its undertakings for its employees, non-employees, customers and members of the public.

The Director recognizes and accepts that health and safety is an integral part of the day-to-day operation of the workplace and shall receive the same managerial commitment as any other corporate function.

The Directors will so far as is reasonably practicable:

- Ensure that all plant, equipment and systems of work are safe and without risk to health and safety,
- Ensure the safety and absence of risk to health in connection with the handling, storage and transport of articles and substances,
- Provide adequate health and safety information, instruction, training and supervision to enable appropriate standards of competence from managers and employees alike,
- Take all reasonably practicable measures to eliminate, reduce, isolate or control risks to the health and safety of its employees, non-employees, customers and members of the public and
- Ensure that provision is made available for the maintenance of the workplace and the environment there in for employees, non-employees, customers and members of the public so as to ensure they are safe, without risk to health and are provided with adequate facilities for their welfare.

Objectives for the implementation of this policy:

The Director will take all reasonable steps to meet his responsibilities for health and safety by paying particular attention to the following:

- Compliance with the requirements of The Health and Safety at Work Act 1974 and any associated legislation enabled under Section 16 of the Act and any subsequently approved Codes of Practice,
- Providing a safe place of work, including access and egress and
- Carrying out risk assessments and introduce appropriate preventative and protective measure to eliminate or significantly reduce workplace hazards.
- Provide adequate financial provision to meet the requirements of Approved Codes of Practice and other relevant legislation,
- Provide adequate financial provision to implement preventative and protective measures as identified from risk assessments,
- Investigate accidents, hazardous incidents and near miss occurrences involving or likely to involve loss, damage, injury or illness,

- Keep and maintain adequate records of near miss occurrences, accidents and incidents of verbal abuse or violence. Furthermore, the Director will provide appropriate management reports to identify potential improvements in order to reduce or eliminate such,
- Carry out or delegate regular safety inspections and implement any appropriate measures to rectify identified hazards and
- Measure his own performance by applying a process of self-audit through continuous monitoring and review of work processes, to ensure continuous improvement.

A policy of this importance cannot be effective without the full commitment, co-operation and consultation of every member of the workplace. Therefore, every member of staff has a responsibility to familiarise themselves with and abide by the contents of this policy.

NAME OF DIRECTOR:	Tim Robertshaw
COMPANY NAME:	TR Cleaning Limited

*Tim Robertshaw*

Date: 20/01/2019

This section of the policy details the means, which will be utilised to ensure the success of the policy, and includes our Risk Assessments, Welfare Facilities, Policies and Procedures.

## SAFE PLANT AND EQUIPMENT

All equipment requiring routine maintenance will be identified and effective maintenance procedures drawn up and implemented by:

NAME:	Tim Robertshaw
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New plant and equipment purchased will meet current health and safety requirements and this policy will be implemented by:

NAME:	Tim Robertshaw
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Any faults or concerns regarding plant and equipment should be reported to:

NAME:	James Driver
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- 1 All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.
- 2 All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. This will take into consideration how the equipment is constructed and the environment in which it is used. Where appropriate portable appliance testing will be carried out at an appropriate schedule.
- 3 An assessment will be undertaken before new equipment is introduced into the working environment in order to ascertain that the equipment is suitable for its intended use.
- 4 No employee will use work equipment for which they have not received specific training.
- 5 No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.
- 6 All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies.
- 7 The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.
- 8 Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.
- 9 If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- 1 Appropriate PPE will be issued free of charge to employees as and when necessary for work activities.
- 2 Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue.
- 3 Written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.
- 4 Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.
- 5 To whom any defects or malfunction of PPE must be reported

**CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

All substances requiring a COSHH Assessment will be identified by:

NAME:	Tim Robertshaw
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All COSHH Assessments, Data Sheets etc. will be completed, monitored and reviewed by:

NAME:	Tim Robertshaw
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All actions identified by COSHH Assessments will be implemented and monitored by:

NAME:	Tim Robertshaw
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All employees will be informed and trained regarding any significant finding as identified by COSHH Assessments, this training will be carried out by:

NAME:	Tim Robertshaw
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Where necessary Health Surveillance will be arranged by:

NAME:	Tim Robertshaw
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- 1 Alternative less harmful substances will be used wherever possible.
- 2 Assessments will consider storage, handling, how the substance is used, the quantity used, the routes and level of exposure, PPE requirements, workers health, and emergency actions.
- 3 Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.
- 4 An inventory of all substances and materials hazardous to health is held at head office.
- 5 Health surveillance will be provided when determined as appropriate in the COSHH assessment.

## INFORMATION, INSTRUCTION, TRAINING & SUPERVISION

The Health and Safety Poster is displayed within the:

LOCATION:	Main Entrance, Dry Drayton.
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Health and Safety advice is available from:

1. NAME:	Tim Robertshaw
2. NAME:	James Driver

Induction Training will be arranged and provided by:

1. NAME:	Tim Robertshaw
2. NAME:	James Driver

Training requirements will be identified, arranged and monitored by:

NAME:	James Driver
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Training records will be maintained by (1) and kept at (2):

1. NAME:	Tim Robertshaw
2. LOCATION:	Administration Office, Dry Drayton

Job specific training is provided by:

1. NAME:	Tim Robertshaw
2. NAME:	James Driver

## RISK ASSESSMENTS

Risk Assessments for current activities will be undertaken by:

NAME:	Tim Robertshaw
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Risk Assessments for new work processes will be undertaken by:

NAME:	Tim Robertshaw
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The responsibility for ensuring any significant findings and/or actions required following the completion of Risk Assessments is that of:

NAME:	Tim Robertshaw
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All Risk Assessments will be monitored and periodically reviewed by:

NAME:	Tim Robertshaw
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**EMERGENCY PROCEDURES, FIRE SAFETY AND EVACUATION**

Information, Instruction and Training for Emergency Procedures, Fire Safety and Evacuation will be arranged and provided by:

NAME:	Tim Robertshaw
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Training records will be maintained by (1) and kept at (2):

1. NAME:	Tim Robertshaw
2. LOCATION:	Administration Office, Dry Drayton

All Escape Routes will be checked daily by:

NAME:	James Driver
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Fire Extinguishers are tested annually by:

NAME:	James Driver
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Emergency Evacuations will be carried out by (1) every (2):

1. NAME:	Tim Robertshaw
2. PERIOD:	Bi-annually

Emergency Procedures, Fire Safety and Evacuation procedures will be monitored and periodically reviewed by (1) every (2):

1. NAME:	Tim Robertshaw
2. PERIOD:	Bi-annually



## EMERGENCY PROCEDURES, FIRE SAFETY AND EVACUATION

- 1 The Company take account of fire hazards in the workplace and undertake a fire risk assessment.
- 2 All employees have a duty to conduct their operations in such a way as to minimise the risk of fire, including complying with the Company's no smoking policy.
- 3 The Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.
- 4 Combustible materials are to be kept separate from sources of ignition and not allowed to build up.
- 5 Actions to be taken upon discovering a fire.
  - Shout FIRE
  - Raise alarm by breaking the glass on a RED fire alarm call point
  - DIAL 999.
  - Do not return to your work area to collect personal belongings.
  - Leave the building by the nearest available fire escape route.
  - Go to the assembly point and await instruction Do NOT Re-Enter the Building!
- 6 Actions to be taken upon hearing the fire alarm.
  - Leave the building by the nearest available fire escape route.
  - DIAL 999 to advise them of the fire alarm, do not assume someone else has done it.
  - DO NOT delay your escape but if you can turn off equipment/close doors and windows as you leave then do so.
  - Go to the assembly point and await instruction Do NOT Re-Enter the Building!

## MANUAL HANDLING

1. Manual handling operations will be assessed to determine risk to those engaged in the activity.
2. Suitable control measures for the management of manual handling risk.
3. Sufficient training will be given to staff.
4. The Company will endeavour to eliminate manual handling operations where practicable by using mechanical means.
5. Any remaining risks for activities that must be manually handled will be controlled by;
  - Reducing weights
  - Reducing the frequency of manual handling
  - The use of additional manpower
  - Through the provision of suitable equipment to assist in the operation
  - That the selection of appropriate persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.



## FIRST AID, ACCIDENTS AND WORK RELATED ILL HEALTH

The appointed person/s, first aider/s are:

1. NAME:	Sam Ackford
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All incidents of near miss, accidents and cases of work related ill health will be recorded by (1) and records kept at (2):

1. NAME:	Tim Robertshaw
2. LOCATION:	Administration Office, Dry Drayton

Where suitable first aid boxes can be obtained, either from the registered office address, within company vehicle or on location during office hours.

## ACCIDENT REPORTING AND INVESTIGATION

- 1 All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the Health and Safety Co-ordinator / Representative as soon as possible after the incident.
- 2 The Company intends to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by reporting the following:
  - Deaths
  - Specified injuries
  - Injuries which have caused over seven day's incapacitation (not counting the day on which the accident happened)
- 3 Kevin Andrews will be responsible for forwarding notification to the enforcing authorities via:
  - The web at <http://www.hse.gov.uk/riddor/report.htm>
  - Telephone 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).
- 4 Kevin Andrews will be responsible for investigating the causes of an accident in order to:
  - To determine the cause(s) with a view to preventing a recurrence
  - To gather information for use in any criminal or civil proceedings
  - To confirm or refute a claim for industrial injury benefit
  - To prepare notification to be made to the Health and Safety Executive
- 5 The aim of the investigation will be to seek to answer the following questions:
  - WHAT caused the accident?
  - WHO was involved?
  - WHEN did it occur?
  - WHY did it occur?
  - HOW could it have been prevented?
  - HOW can a recurrence be prevented?

This section of the policy defines the names, positions, responsibilities and duties of persons from within the company, who have a responsibility for health and safety. It may also include any outside organisation or agency who may be nominated by the Director to assist him achieve the aims and objectives of the policy.

**EMPLOYER RESPONSIBILITIES:**

Person with overall and final responsibility for health and safety in the organisation:

NAME:	Tim Robertshaw
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Person responsible for health and safety policies:

NAME:	Tim Robertshaw
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Person responsible for the daily management of health and safety:

NAME:	James Driver
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To ensure the safety standards are maintained and improved, the following list details the team of persons who are responsible for individual areas:

1. NAME:	Tim Robertshaw
2. NAME:	James Driver

PERSON RESPONSIBLE FOR ACCIDENT INVESTIGATION	PERSON RESPONSIBLE FOR ACCIDENT, DANGEROUS OCCURANCES AND DISEASES
Tim Robertshaw	Tim Robertshaw
PERSON RESPONSIBLE FOR SICKNESS/ABSENSE INVESTIGATION	PERSON RESPONSIBLE FOR EMPLOYEE HEALTH AND SAFETY CONSULTATION
Tim Robertshaw	Tim Robertshaw

## EMPLOYEE RESPONSIBILITIES:

All employees have a responsibility for both their own and others health and safety whilst in the workplace; and as such they shall:

- Co-operate with the Director, Managers and Supervisors on matters of health and safety,
- Not interfere with anything provided in the interest of health and safety,
- Take care of their own health and safety and that of other persons who may be affected by their acts and or omissions,
- Report all health and safety concerns to an appropriate person and
- Not use equipment for which suitable and adequate training has not been received.