

Health and Safety Policy Statement

This is the Health and Safety Policy Statement of Evergreen, The Cleaning Co, Ltd

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.
- to ensure current legislation and recommendations are complied with by checking HSE updates.

Signed

Date

Managing Director contact direct- 01438 748818
Review date- every 12 months or sooner if activity changes

Responsibilities

Overall and final responsibility for health and safety is that of;

Stephen King- Managing Director.

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

Barry King- Contract Manager

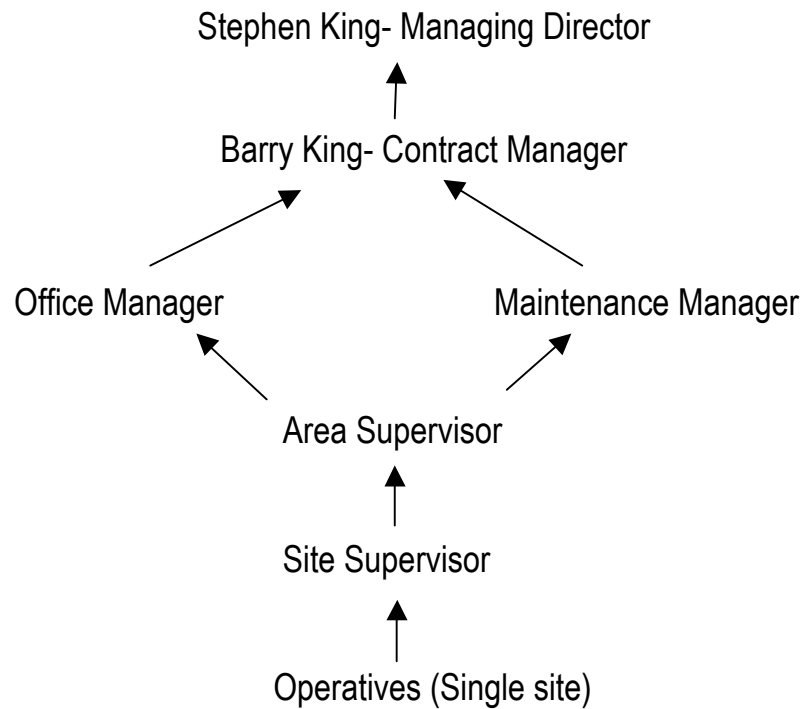
To ensure health and safety standards are met, maintained and improved, the following people have responsibility in the following areas.

<u>Name</u>	<u>Responsibility</u>
Managing Director	Risk assessments, COSHH assessments, Accident investigation, Machinery, Equipment and Product Purchasing.
Contracts Manager	Risk, COSHH assessments and implementation, Safe work practises, Consultation with staff, Ensuring health and safety documentation is on site. Oversee training, Accident prevention and First Aid Coordination. General Monitoring. Lone Working Policy. Emergency Procedures. Machinery.
Office Manager	Maintenance of training records.
Maintenance Manager	Machinery, Electrical testing including recording and documenting findings, ensure all machinery is safe for purpose.
Area Supervisors/Site Supervisor	Safety training, induction and instruction, staff consultation and Implementation. 1 st aid coordination, risk assessment implementation. Safe Plant and Equipment. Site Documentation. Machinery. Emergency Procedures.

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).
- Observe general safety rules within Terms and Conditions of Employment, contained within the Site File.

Reporting structure



Site Documentation (Site File)

A site file will be provided to all sites where employees are based on customer premises and kept accessible to all employees within their storage cupboards. The site file contains this policy including risk assessment and coshh policy, accident book, record of incidents/accidents, unsafe premises reporting and BICS training manual. Site plan and specification, signing in record, client communication (day to day). Terms and Conditions of Employment. Lone Worker Policy. Maintenance of this file is highlighted within specific job responsibilities.

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Stephen King – Managing Director

The Managing Director has overall and final responsibility for health and safety. The Managing Director will ensure all staff are aware of this policy, understand and comply with it. The Managing Director will review this policy annually and make any necessary changes. The Managing Director is responsible for the following:

Health and Safety Risks

- To make occasional visits to each site, to ensure compliance with policy.
- To undertake risk assessment and identify any risks.
- To approve any action required to remove/control risks.

Consultation with employees

- To ensure that Managers are making regular site visits and inspections relating to Health and Safety and recorded accordingly.
- To check monthly audit sheets are being fully complied with.

Safe Plant and Equipment

- To ensure that new equipment meets health and safety standards before it is purchased.
- To ensure effective maintenance records are kept by the Maintenance Manager.
- To initiate safety procedures and the use of safety equipment and clothing.

Safe handling and use of substances

- To identify all substances which need a COSHH assessment.
- To check that new substances can be used safely before they are purchased.
- To ensure assessments are reviewed every twelve months or when the work activity changes, whichever is soonest.

Information, instruction and supervision

- To be available for all staff and clients if and when required.
- To ensure that all Managers and all their subordinates are acting in the interests of Health and Safety for the benefit of all our employees and to pass this information down the reporting structure.
- To ensure that all current legislation and recommendations are being complied with and advised down the reporting structure.

Competency for tasks and training

- To ensure all staff adopt a sensible and responsible attitude to Health and Safety matters.
- To ensure that all Managers are maintaining adequate and up to date training records.

Accidents, first aid and work-related ill health

- To ensure that accidents, diseases and dangerous occurrences are reported to the enforcing authority.

Monitoring

- To investigate all accidents.
- To be responsible for investigating work-related causes of sickness absences.
- To ensure that all steps are taken to prevent reoccurrence.

Emergency procedures – fire and evacuation

- To ensure the fire risk assessment is undertaken and implemented.

Barry King – Contracts Manager

Site Documentation (Site File)

- To ensure each contract has a full and updated site file, and to review its contents monthly and take any appropriate action.

Health and Safety Risks

- To undertake risk assessment and identify any risks.
- To approve any action required to remove/control risks.
- To ensure that the action required is implemented and Managers, Area Supervisors and Site Supervisors are advised.
- To check that the implemented actions have removed/reduced the risks and Managers, Area Supervisors and Site Supervisors are advised accordingly.
- To visit sites with or without Area and Site Supervisors to ensure compliance with this policy.
- To check with client's that no asbestos is onsite.
- If suspected asbestos is onsite, report to the client and stop our employees cleaning and accessing the related area.
- To reduce the risk of Legionnaire's Disease by strict adherence to risk assessment.

Consultation with employees

- To hold consultation meetings with Area and Site Supervisors.
- To record and action any Health and Safety issues identified during the monthly quality audit, record and report to the Managing Director.
- To ensure all actions have been carried out.

Safe Plant and Equipment

- To ensure that all sites have available safety equipment and/or clothing if required.
- To ensure the Maintenance Manager is maintaining all machinery and equipment in a safe condition.
- To ensure Maintenance Manager is keeping the necessary records.
- To ensure all necessary machinery and equipment is available on site.
- To ensure all employees are trained accordingly with machinery and equipment.

Safe handling and use of substances

- To ensure all employees use new products safely and correctly.
- To ensure assessments are reviewed every twelve months or when the work activity changes, whichever is soonest.
- To ensure COSHH policies are up to date and available in the site file.
- To ensure all subordinate staff are aware and comply with the COSHH policy.

Information, instruction and supervision

- To induct all Supervisors at Evergreen Office.
- To ensure all Supervisors attend annual training seminar.
- To ensure all Supervisors are given site and safety instructions.
- To ensure Supervisors understand and maintain site documentation (site file).
- To provide Supervisors with handbook.
- To ensure that all Area and Site Supervisors understand and comply with this policy.
- To ensure that Area and Site Supervisors advise all employees of the policy and make sure they understand it.
- To be responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information and to pass this information down the reporting structure.
- To be available for all Supervisors and clients if and when required.
- To ensure all current legislation and recommendations are being complied with and advised down the reporting structure.

Competency for tasks and training

- To identify, arrange and monitor training for all members of staff.
- To ensure all staff adopt a sensible and responsible attitude to Health and Safety matters.
- To be readily available to check and discuss Health and Safety arrangements with the Managing Director, other Managers, Area and Site Supervisors, all employees and Clients.
- To ensure all Supervisors are maintaining adequate training records.

Accidents, first aid and work-related ill health:

- To ensure Evergreens Head Office has the Healthy and Safety Law Poster clearly displayed.
- To arrange Health surveillance if it is required.
- To ensure all accidents are reported to the Managing Director who will act accordingly.
- To ensure First Aid Boxes are known at locations within clients' premises and reception at Evergreen's Office.

Monitoring:

- To check working conditions, and ensure safe working practices are being followed and investigate all accidents or ill health. Supervisors will monitor safe working practises whilst carrying out daily checks and notify Barry King if there are any concerns.
- To be responsible for acting on investigation findings to prevent a recurrence.
- To make recommendations to the Managing Director regarding the improvement of Health and Safety arrangements for the protection of all staff and others.
- To keep adequate records to provide an adequate history of Health and Safety arrangements.

Lone Worker Policy

- To identify and make suitable arrangements as lay down within the Lone Worker Policy.

Emergency procedures – fire and evacuation

- To check Escape routes annually and make all employees aware of the routes out of the building.
- Clients meeting points will be used in an event of an evacuation, as displayed throughout premises.

- To ensure all employees are aware of evacuation notices.
 - Emergency evacuation will be tested every twelve months.
 - To make sure all employees are aware that Fire extinguishers are maintained and checked by the client and not for our staffs use.
 - To ensure all staff are aware of precautions and required actions in the event of fire on the premises.
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Office Manager – Natalie King

Competency for tasks and training:

- To keep Training records and make sure they are up to date and reviewed yearly.
- To ensure Supervisors carry out Induction and Training.

Consultation with employees

- Review duties for risk reduction for new and expectant mothers and advise Supervisors to action.
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Maintenance Manager

Safe plant and equipment:

- To identify all equipment needing maintenance.
 - To ensure that all identified maintenance is implemented and recorded in the Site File.
 - Inventory to be kept in site file.
 - To record any problems found with equipment and send copy to Office Manager.
 - To take out of use any unsafe machinery until removed from site.
 - To undertake regular on site inspections to ensure all staff are using equipment and machinery correctly.
 - To PAT Test equipment on a yearly basis and label with review date.
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Area and Site Supervisors

Site Documentation (Site File)

- To ensure the Site File is kept orderly and available to all employees and stored in the Cleaning Cupboards.

Health and safety risks arising from our work activities

- To visit sites with Contracts Manager to ensure that all subordinate staff are aware of, and comply with the policy.
- To ensure the action required is implemented to remove/control risks, following guidance from the upper reporting structure.
- To checks that the implemented actions have removed/reduced the risks, following guidance from the upper reporting structure.
- To annually review Assessments or when the work activity changes, whichever is soonest.
- To receive guidance from annual assessments or when work activity changes, whichever is soonest.
- To report to the Client if suspected Asbestos and stop our employees cleaning and accessing the related area.
- To reduce the risk of Legionnaire's Disease by strict adherence to risk assessment.

Consultation with employees

- To be available for all employees and clients if and when required.
- To consult with employees, record any concerns within the site file and report to the Contracts Manager.
- To consult with Contracts Manager following visits and inspections relating to Health and Safety.

- To consult with new and expectant mothers regarding changes to duties and make aware of risks to Hepatitis B and bodily fluids whilst cleaning washrooms and toilets.
- To ensure new and expectant mothers complete check list form and send to Office Manager.

Safe Plant and Equipment

- To ensure that all sites have available safety equipment and/or clothing if required.
- To report to the Maintenance Manager if machinery or equipment is faulty or unsafe.
- Maintenance is to be performed only by the Maintenance Manager. Any defects to be reported.
- To ensure all employees use equipment and machinery correctly as identified in training.
- To ensure that cleaning cupboards are kept clean and tidy, with machinery, equipment and chemicals are being stored safely and correctly.

Safe handling and use of substances

- To ensure that all actions identified in the assessments by the upper reporting structure are implemented and all employees informed.
- To ensure that all relevant employees are informed about the COSHH assessments.
- To report any faulty or dangerous equipment and machinery, or misuse of chemicals and non compliance of laid down procedures to the Managers.
- To ensure all staff are using machinery or equipment in the correct way.

Information, instruction and supervision

- To ensure all staff understand and compile with this policy.
- To ensure adherence to the Supervisors Handbook.
- To arrange, undertake and monitor young workers/trainees.
- To undertake regular site inspections and report findings to Managers. Records to be completed and filed in site file and also sent to Office Manager.
- To advise Managers of any unsafe premises, whether or not they result in injury to staff or others.
- To attend annual training seminars.
- To ensure all employees are acting in the interests of Health and Safety for the benefit of themselves/others and advise down the reporting structures.
- To ensure all new legislation recommendations are being complied with and advised down the reporting structure.

Competency for tasks and training

- To provide Induction training for all employees.
- To provide Job-specific training for all employees.
- To provide training for Specific jobs: Sealing of floor surfaces, Shampooing carpets.
- To keep training records up to date, signed by employees and stored in the site file and send copy to Office Manager.
- To ensure annual training is provided and recorded accordingly.
- To actively encourage all employees to adopt a responsible attitude towards Health and Safety.
- To ensure all Supervisors are given site and safety instructions.
- To ensure all employees understand and maintain site documentation (site file).

Accidents, first aid and work-related ill health

- To recognise that they are the appointed first aid coordinators.
- To ensure location of First Aid Boxes are known by all employees.
- To record all accidents and cases of work-related ill health in the accident book. The book is kept by the Supervisor in cleaning cupboards.
- To ensure accident reports are sent to the Managing Director at Evergreen's Office.

Monitoring:

- To monitor safe working practises whilst carrying out daily checks and notify Contracts Manager if there are any concerns.
- To be responsible for acting on investigation findings to prevent a recurrence.
- To make recommendations to the Managing Director regarding the improvement of Health and Safety arrangements for the protection of all staff and others.
- To keep adequate records to provide an adequate history of Health and Safety arrangements.

Lone Worker Policy

- To identify and make suitable arrangements as lay down within the Lone Worker Policy.

Emergency procedures – fire and evacuation

- To check Escape routes annually and make all employees aware of the routes out of the building.
 - Clients meeting points will be used in an event of an evacuation, as displayed throughout premises.
 - To ensure all employees are aware of evacuation notices.
 - To make sure all employees are aware that Fire extinguishers are maintained and checked by the client and not for our staffs use.
 - To ensure all staff are aware of precautions and required actions in the event of fire on the premises.
 - In the event of a fire, raise alarm by using Client's alarm pads and evacuate premises.
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Operatives (Single Site)

Site Documentation (Site File)

- To ensure the Site File is kept orderly and available to all employees and stored in the Cleaning Cupboards.

Health and safety risks arising from our work activities

- All employees must ensure they understand and are compliance with the policy. If unsure then please discuss further with the upper reporting structure.
- To take all steps and precautions to ensure the safety of themselves and others.
- To report to the Client if suspected Asbestos and stop our employees cleaning and accessing that area.
- To reduce the risk of Legionnaire's Disease by strict adherence to risk assessment.

Consultation with Management

- To meet with next line Manager regularly in order to discuss any Health and Safety issues.
- To take all steps and precautions to ensure safety of themselves and others.

Safe Plant and Equipment

- Maintenance is to be performed only by the Maintenance Manager. Any defects to be reported.
- To ensure that all sites have available safety equipment and/or clothing if required.
- To report to the Maintenance if machinery or equipment is faulty or unsafe.
- To ensure that cleaning cupboards are kept clean and tidy, with machinery, equipment and chemicals are being stored safely and correctly.
- To ensure employees and others use equipment, machinery and products correctly as identified in training.
- To ensure they understand new legislation and recommendations are guided by Supervisors and Managers.

Safe handling and use of substances

- To ensure themselves and others have received the necessary training before using old and new products and follow COSHH.
- To report any faulty or dangerous equipment and machinery, or misuse of chemicals and non compliance of laid down procedures to Site or Area Supervisors/
- To ensure themselves and others are using machinery or equipment in the correct way.

Information, instruction and supervision

- To ensure they received the necessary induction and review training from Site and Area Supervisors.
- To advise Site or Area Supervisors of any unsafe premises, whether or not they result in injury to staff or others.
- To ensure they are acting in the interests of Health and Safety for themselves and all other staff on the premises.

Competency for tasks and training

- To receive Induction training.
- To receive Job-specific training.
- To receive training for Specific jobs: Sealing of floor surfaces, Shampooing carpets.
- To receive annual training.
- To actively encourage all employees to adopt a responsible attitude towards Health and Safety.

Accidents, first aid and work-related ill health

- To be aware that the Area and Site Supervisors are first aid coordinator.
- To report all accidents and cases of work-related ill health in the accident book. The book is kept by the Supervisor in cleaning cupboards.
- To ensure location of First Aid Boxes are known by themselves and others.
- To report all accidents to the Managing Director.

Monitoring:

- To monitor safe working practises whilst carrying out daily checks and notify Contracts Manager if there are any concerns.

Lone Worker Policy

- To ensure, understand and comply with the Lone Worker Policy.

Emergency procedures – fire and evacuation

- To be aware of Escape routes and make all other employees aware of the routes out of the building.
- To be aware that that Fire extinguishers are maintained and checked by the client and not for our staffs use.
- To be aware of precautions and required actions in the event of fire/emergencies on the premises.
- To be aware of evacuation notices.
- Clients meeting points will be used in an event of an evacuation, as displayed throughout premises.
- To make sure all employees are aware that Fire extinguishers are maintained and checked by the client and not for our staffs use.