

# Health & Safety at Work Act 1974

## Health and Safety Policy Statement of:

### P & P Cleaning Services Ltd

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements, which 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, the policy and the way in which it has operated will be reviewed every year when a Health and Safety audit is carried out by two safety supervisors listed below.

Signed: *N. Barlow*

Date: 7<sup>th</sup> January 2016

### Responsibilities

Overall and final responsibility for health and safety in our company is that of:

Lyndon Crossley (Director)

The following supervisors are responsible for safety in the particular areas:

Nichola Barlow	Director / Office Manager	Health and Safety in the Office
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John Barlow	Director / Site Manager / Driver	Health and Safety on Site
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All employees have the responsibility to cooperate with supervisors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health and safety problem, which they are not able to put right, they must straightaway tell the appropriate person named above.

Nichola Barlow, Office Manager, provides consultation between management and employees.

Responsibilities of:

Safety Training: Lyndon Crossley

Carrying out Safety Inspections: John Barlow

Investigating Accidents: Nichola Barlow

Monitoring Maintenance of equipment: Lyndon Crossley

## **General Arrangements**

### **Communication**

All employees review the content of this policy upon starting each job. Employees present their views on health and safety issues at each job. If the management feel a health and safety meeting is needed then one is arranged within 10 days.

### **Implementation of procedures**

All employees are aware that implementing company health and safety procedures are a condition of their contract of employment. Failure to comply with such procedures consequence in dismissal under the grounds of gross misconduct. We carry out spot checks on a weekly basis to ensure employees carry out company procedures.

### **Accidents**

See Accident Monitoring System

First Aid Boxes are located in the office and in the each vehicle

Trained / qualified first aiders are:

Lyndon Crossley 07956 178 293

Nichola Barlow 07958 293 971

Appointed person responsible for First Aid Boxes: Nichola Barlow

Person Responsible for reporting incidents: Nichola Barlow

Accident Log Spreadsheet is located on the Acer PC.

### **General Fire Safety**

Escape Route is the nearest exit. Nichola Barlow is responsible for checking the exits are clearly marked and keep clear on a daily basis. Any problems with fire exits report to Nichola Barlow on 07958 293 971.

There are red fire extinguishers on each floor of the office building and they are checked and maintained every year by Oakes Fire Protection Ltd. There is also a red fire extinguisher in each vehicle and a green fire extinguisher in the office. Nichola Barlow is responsible for checking the fire extinguishers are checked and maintained every year.

There are fire alarms on every floor of the office building. There is a fire drill once a year to test all fire alarms. Nichola Barlow is responsible for arranging the fire drill and making sure all alarms are in good working order.

## **Advice and Consultancy**

Health and Safety Executive, St Hughs House, Stanley Precinct, Bootle L20 3QY

HSE Information Centre, Broad Lane, Sheffield, S3 7HQ Tel: 08701 545 500

Our Local Health and Safety Inspectors Office, Grove House, Skerton Road, Manchester M16 0RB  
Tel: 0161 952 8200

## **Training**

Employees are given training appropriate to their responsibilities. Training is specifically provided for manual handling, emergency first aid and IOSH Working safely.

Additional training that is required for new jobs or equipment will be provided when needed.

Lyndon Crossley is responsible for training all our employees to ensure that they are able to do their jobs safely. Contact Lyndon Crossley on 07956 178 293

## **Hazards**

Our Risk Assessments and Method Statements are kept in our company manual and are updated and checked regularly by Nichola Barlow. They are shown to all our employees and are on show for all our visitors.

All our employees use our risk assessments and method statements continuously as part of their everyday routine.

Hazards are monitored to minimise the potential risks throughout the working day by all employees. Any employee without sufficient knowledge of a hazard will take further instructions from the Health and Safety personnel on site. The owner (sole trader) of the business ensures all employees are provided with full instructions and training on risk assessments and method statements.

The office electrical equipment is checked or replaced every year. The office is regularly monitored for Health and Safety hazards listed in the Risk Assessment. Nichola Barlow is responsible for all Health and Safety issues in the office.

All ladders and other equipment are checked every month and replaced where necessary. Lyndon Crossley is responsible for Health and Safety issues regarding on site equipment. John Barlow is his deputy in these matters.

The Safety Data sheet for Fairy Liquid and the possible hazards when using Fairy Liquid are monitored and reviewed every year by Nichola Barlow.

No employee should ever work alone on site or in the office

## **Method Statements**

Method statements will be prepared in writing where there is a particularly high risk.

## **Emergencies**

In case of emergencies, the appointed Health and Safety personnel on site is informed. All employees familiarize themselves with Health and Safety procedures when first attending a site. Employees cooperate fully in fire drills or any other health and safety checks we may have on site.

## **Welfare**

Welfare arrangements are established at each job, utilizing facilities whenever possible.

## **Equipment**

All equipment is checked each month and replaced where necessary. These factors are considered:

Type of equipment

Amount of use

Consequences of failure

## **Personal Protective Equipment**

Not applicable – No protective equipment or clothing is required

## **Hazardous Substances**

Fairy Liquid is the only substance we use and all our employees have read the safety data sheet regarding this substance. Our employees come into contact with this substance only when diluted and this has a very low risk factor.

## **First Aid and accident reporting**

See Accident Monitoring System and Accident Log Spreadsheet

Arrangements are made with each site to use their first aid facilities. Also a first aid box is carried by our employees and assistance will be sought from the emergency services if required.

## **Manual Handling**

Manual handling risks are considered daily at each job. The method of work is changed to minimise manual handling risks. Our employees are instructed to not man handle loads which they feel incapable of moving safely.

## **Sub-Contractors**

We do not have sub-contractors and therefore do not provide health and safety procedures in this topic.

## **Public Safety**

The safety of the general public is considered at all times and appropriate safety action is taken. Method statement and risk assessments are carried out to assess public and employee safety. Safety equipment, such as cones and signs are used to minimise any possible risks.