



HEALTH & SAFETY POLICY 2009

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SECTION A: General Statement of Health, Safety & Welfare policy

This general statement of health, safety and Welfare Policy is the commitment of this company to comply with current Health and Safety Legislations.

As a responsible employer, **G&G Cleaning Contractors Limited** seek through this document to carry out all statutory duties under the Health and Safety at Work etc. Act 1974, to prepare and keep revised a written statement of Health & Safety Policy and bring this to the notice of all employees.

It is the company's intention that its works will be carried out in accordance with the relevant statutory provisions and all reasonably practical measures taken to avoid risk to its employees and others who may be affected.

It is the responsibility of **Mr David Williams, Managing Director**, together with Company management, to ensure that the working environment is safe and without significant risks to health and safety and meets the appropriate statutory requirements. It is recognised that all levels of employees have a vital role to play in the implementation and maintenance of the health and safety programme, for the premises and other locations where employees are at work.

The Company policy is to reduce accidents, injuries and work-related ill health to the lowest level reasonably practicable. Where risks exist, these shall be eliminated or controlled.

Everyone has a legal duty to co-operate in all health and safety related matters, not to endanger ourselves or others and not to misuse anything provided in the interests of health and safety. In particular, all persons must use the safety equipment provided for that job/task. Where applicable, personal protective equipment must be worn and the appropriate safety rules followed.

Within the Health & Safety Policy, specific duties have been assigned for the co-ordination and compliance with particular legislation pertaining to work activities and site operations.

A budget will be allocated to provide such insurance, external inspections, facilities, equipment and training as is required to fulfill legal responsibilities.

All employees will be given adequate information, instruction, training and supervision as is necessary, to ensure - so far as is reasonably practicable - their health and safety at work, during routine, unscheduled and emergency situations.

Method statements, risk assessments, safety audits and general inspections of premises will be prepared and undertaken at regular intervals, by those competent to do so. This will enable management to identify significant risks and plan for their elimination, reduction and control. Where applicable, safe systems and methods of work and permits to work will be devised, issued and supervised to ensure the safety and health of all persons exposed to non-routine hazards.

Whilst on Company premises and site locations, visitors will be accounted for, escorted and protected from workplace hazards. Other contractors working on behalf of the company will be monitored and employees shall liaise with them on a close and regular basis.

All employees and subcontractors are expected to co-operate fully with the Company in the execution of this policy and must at all times ensure that their own works, in so far as is reasonably practical, are carried out without risk to themselves and others.

Company policy will be reviewed annually and all the changes will be brought to the notice of all employees.

Signed by: D Williams

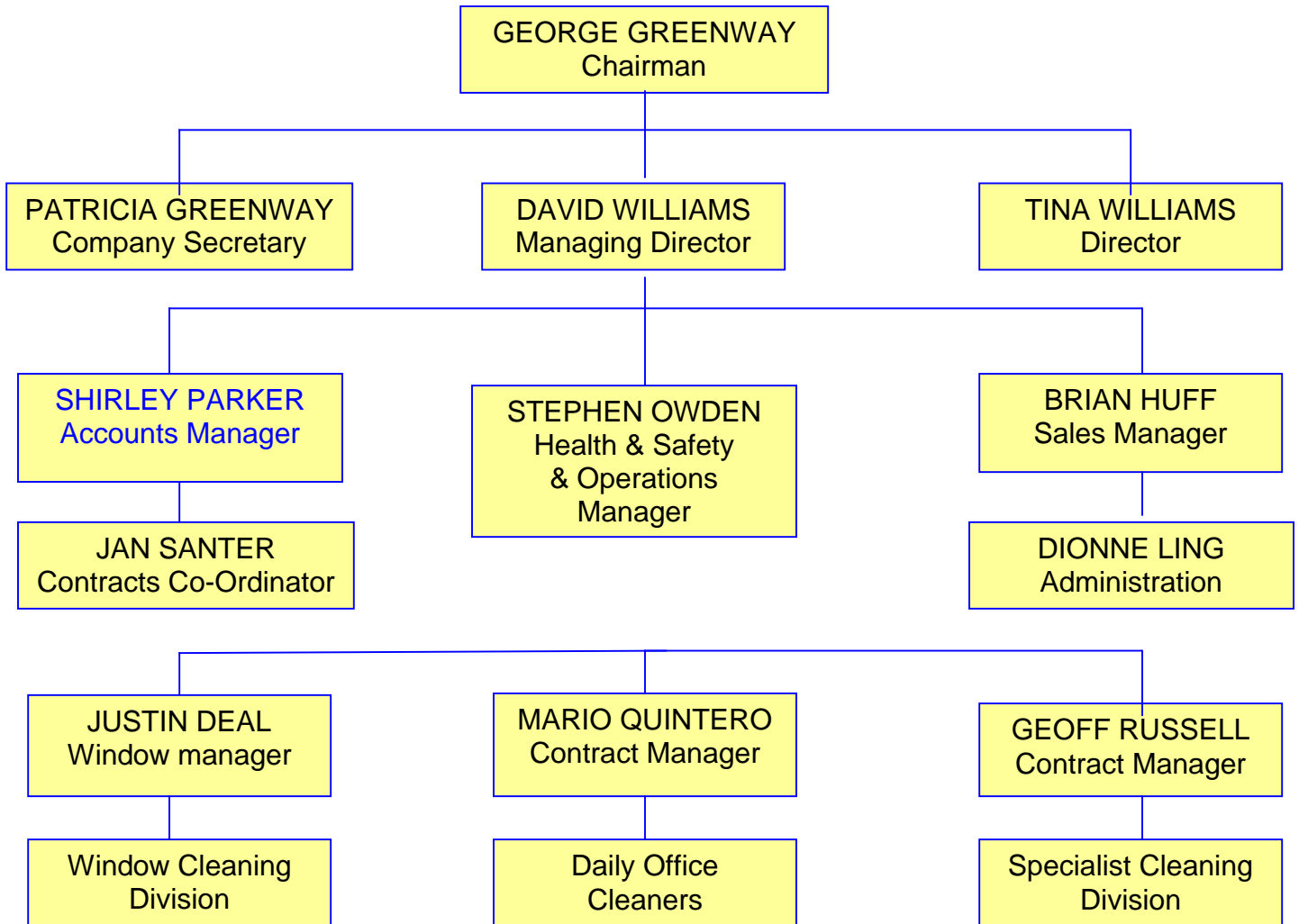
Mr D Williams, Managing Director

Date 5 August 2009 **2009**

For and on behalf of

G&G Cleaning Contractors Limited.

5. Company Structure



B(ii) Responsibilities Of Managers, Supervisors And Employees

Delegated Responsibilities.

Overall and final responsibility for health and safety in this Company is that of **Mr David Williams, Director.**

However, in practice, certain duties have to be further delegated. Therefore, **Mr Stephen Owden Operations Manager** is also responsible for the Health & Safety Policy/ safe working practices/ safe systems of work, to be implemented in all places of work within the premises and at the range of site locations.

The **Company** is responsible for consideration of health, safety and welfare issues in relation to the following workplaces/ areas of activity.

Office staff are engaged in commercial activities on a day to day basis.

Cleaning staff provide a range of cleaning services on external sites, involving:

**Daily office cleaning
Window cleaning
Carpet cleaning services.**

All **employees** of **G&G Cleaning Contractors Limited** have a legal responsibility to co-operate with the Company's **Managing Director, Mr David Williams, other Directors** and any other employee who has a management/ supervisory position, to achieve a safe and healthy workplace.

All **employees** must also take reasonable care of themselves and others who might be affected by their work activities.

Whenever **any employee** observes a health and safety problem, or other defect which they are unable to correct, then they must immediately inform the **Administration staff, Head Office or Mr David Williams**.

There are other persons who have been given responsibilities in relation to the following.

Health and safety training:

Company management shall determine training requirements. The following training has already been provided:

floor maintenance techniques

safe use of waste compacting equipment

safe use of powered access work equipment, e.g. 'cherry picker'.

Carrying out health and safety examinations and inspections:

electrical contractor

Directors regarding site visits

suppliers of power access work equipment

Environmental Health Officer

Fire Officer

Employer Liability Insurance Engineer Surveyor

Acton Jennings as external 'Competent Person'.

Employee involved with investigating any accidents to employees is:

Mr D Williams, Managing Director or his nominated deputy.

For the on-going maintenance of plant and equipment is:

Mr Stephen Owden, Operations Manager

the electrical contractor and other external suppliers, e.g. 'Face Lift'.

by the implementation of an internal planned maintenance programme

employees involved with the use of plant and equipment.

The person responsible for the safe keeping of health, safety and fire documentation is:

Mr D Williams, Managing Director

The person responsible for the safe keeping of technical/ safety information for work equipment is:

Mr Stephen Owden, Operations Manager.

B(iii) Duties Of Employees

All employees have responsibilities under health and safety law.

Section 7 of the Health and Safety at Work etc. Act 1974 states:

It shall be the duty of every employee while at work-

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

Section 8 states:

No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any the relevant statutory provisions.

B(iv) Unsatisfactory Health And Safety Conduct And Gross Misconduct

Failure to comply with health and safety duties, legal requirements, safe systems of work and work rules, on the part of any employee, and an attitude of non co-operation with their employer, can lead to disciplinary action.

Health and safety breaches, which endanger the life of any person, or which create a risk of major injury will be classified as gross misconduct making the employee liable to dismissal.

Gross Misconduct

Note. An employee will be liable to summary dismissal if he/ she is found to have acted in one of the following ways:

- * Unauthorised removal, misuse or interference with any guard or protective device;
- * Unauthorised operation of any item of plant or equipment;
- * Wilful damage to, misuse of or interference with any item provided in the interests of health and safety or welfare at work;
- * Unauthorised and intentional removal of any sign, label or warning device provided by the employer in the interest of health and safety;
- * Misuse of chemicals, inflammables or toxic substances;
 - Misuse of any item of equipment, fitting, fixture, component or plant provided in the interests of health and safety;
- * The use of a fork lift truck or mobile elevated working platform without having training and authorisation.

Note. This list is not exhaustive.

B(v) Health And Safety Rules: All Employees

Accidents And Occupational Health.

All employees must:

Notify their immediate supervisor of any accident, near miss incident, or case of illness, which caused or could have led to personal injury, or property damage.

Report any dangerous occurrences or near miss incidents to management without delay and to be available as a witness.

Seek medical treatment from the **trained first aider/s**, for any injury sustained and ensure this is recorded in the Accident Book, **B.I. 510**.

Report to their supervisor any medical condition which could affect their well being as well as the health of other persons.

Co-operate with their employer to enable it to implement all occupational health and medical programmes.

Controls for Hazardous Substances.

Note. Technical information concerning the health risks and controls for potentially hazardous substances employees may have to use, will be made available for all employees.

Electrical Safety.

All employees must:

Keep electrical equipment, plugs and leads in a good state of repair.

Report all faults without delay to their **immediate supervisor**.

Not attempt to carry out any repairs on electrical equipment unless qualified to do so.

Manual Handling

Where areas have been considered and we have concluded that manual handling is still necessary, an assessment is required. Most of the assessments must observe and identify ways to make the activity less hazardous i.e. less physically demanding.

When making these observations our employees would be consulted, as more often than not they are aware of what the problems are and the easiest ways of avoiding them. All findings would be recorded. The purpose of the assessment is to pinpoint the risk factors to the task and do something about them.

Training must be given in the correct method of lifting to prevent strains and possibly more serious internal injuries and it is interesting to note that some companies have adopted a 'no lifting' policy.

Staff with any medical problem that would place them at risk when lifting must be identified.

a) Lifting

General guidelines:

1. Assess the risks and make decisions to act in the interest of Health and safety.
2. Lift within your own capability. If necessary use two people for lifting heavy loads.
3. Stand close to the object, keep feet apart ensuring footing is secure – keep your balance.
4. Bend your knees, keep your back straight, get a good grip and keep weight close to your body.
5. Lift gradually, straighten knees and stand up using leg muscles, avoid quick and jerky movements.

b) Pushing and Pulling

General Guidelines:

1. Get a firm grip of the object.
2. Keep your back as straight as possible
3. Brace your feet for maximum leg power.
4. Bend your knees – best distribution of body weight.

c) Carrying

General Guidelines:

- Keep load close to your body.
- Avoid twisting and turning your body, change direction by moving your feet.
- Do not change your grip whilst carrying the object.
- Face the spot on which the object is to rest when placed down.

Fire Precautions And Emergency Situations.

All employees must:

Store highly flammable and flammable liquids in the correct manner.

Not obstruct any fire doors, fire exits, fire route ways, aisles, stairways, corridors or extinguishing equipment.

Obey Company rules on smoking restrictions at work.

Report any defect associated with equipment or if it has been necessary to discharge extinguishing equipment.

Follow the laid down emergency procedures including fire safety arrangements.
Stop work and proceed to a place of safety in the event of being exposed to serious and imminent danger.

Never leave stock or other equipment about the premises in any way which might cause a hazard.

Make themselves aware of the position of fire exits and extinguishers and understand the wording of the operating instructions.

In the event of a fire, assemble in the external area away from the building and any potential hazards.

Personal Protective Equipment And Clothing. (PPE)

Only provide PPE as a last resort when control measures are impractical or not possible. The nature of some of our activities dictates that on occasions PPE is only acceptable control measure; its use is to be justified on the risk assessment.

Selection of PPE. Prior to providing PPE to control a workplace hazard, line managers are responsible for its correct selection. The following points are to be considered when selecting PPE.

- a) Is it appropriate for the risk involved and the conditions at the workplace where exposure may occur?
- b) Does it take account of any ergonomic requirements and constraints?
- c) Consider the state of health of the person who will wear it.
- d) Is it capable of fitting the wearer correct after appropriate adjustments?
- e) As far as possible it is to effectively prevent or adequately control the risk without increasing the overall risk.
 - i. *For example, this could cover the provision of ear defenders that would prevent audible warning sounds being heard.*
- f) Is it legal complaint?

Use of PPE

- a. Prior to using PPE, all employees are to be provided with information, instruction and training in its use.
- b. Information is to cover the hazards that the PPE is designed to protect against and any limitations in its effectiveness.
- c. Instruction is to cover how to use the PPE correctly, how to test it, any maintenance that is required and how to reports faults.
- d. Training is to cover the effective use of the PPE including its cleaning and maintenance.

Records of Issue. Record the issue of any item of PPE on the appropriate form. This is to record the type of PPE supplied, the date of issue, frequency of maintenance required, frequency of cartridge/filter changes, training provided and hazards protected against.

Signs And Notices.

Employees must

Observe and act upon any signs or notices displayed within the working environment. Employees will need to be aware of the following types of signs and notices:

Prohibition signs, e.g. *'No Entry'*

Mandatory signs, e.g. *'Wear Hard Hats'*

Warning and hazard signs, e.g. *'Danger- Work in Progress'*

Safe condition signs, e.g. *'Fire Exit'*

Signs relating to fire and emergency actions and notices informing of first aid arrangements

The placard *'Health and Safety Law-What you should Know'*.

Systems Of Safe Working.

Employees must:

Report to their immediate supervisor any defect, fault, damage or malfunction associated with the work equipment provided.

Make proper use of any guarding arrangement designed to protect a danger zone.
Observe all laid down systems for safe working or other safe operating procedures.
Return any hazardous substances and any cleaning agents to the designated storage area at the end of the shift or working day.

Use chemicals and substances in accordance with their initial training and information contained in the Product Data Sheets.

Keep long hair tied back when using machinery.

Ensure that loose clothing is kept fastened and away from machinery.

Employees must not:

Operate work equipment provided for use without having received the necessary training and instructions, as well as the authorisation to do so.

Clean any item of work equipment which is in motion, which could give rise to danger.
Leave work equipment unattended whilst in motion.

(When under **18 years** of age) operate any dangerous machinery, as defined, unless they are receiving close and constant supervision and received the necessary training

Carry out repairs, adjustments, modifications etc. unless they are competent to do so and have been so authorised.

Note. Technical information concerning the machinery you might have to use is kept with the:

Operations Manager, Mr Stephen Owden

Transport.

Employees must not:

Drive or operate vehicles whilst unfit or unwell.

Overload vehicles.

Use vehicles for any unauthorised purposes.

Drive or operate a vehicle should they not hold an appropriate class of driving licence or other permit.

Operate a fork lift truck, or similar moving mechanical plant, unless properly trained and authorised to do so.

Employees must:

Carry out daily checks on their vehicles prior to use, in accordance with the recognised checking procedures provided by the manufacturer or other manuals.

Use reversing hazard warning horns where fitted.

Be aware of, understand and always follow the **current requirements** of the **Highway Code**.

Stock.

Employees must:

Stack goods evenly with heavier items at the bottom and lighter goods on top.

Use proper ladder access to reach higher storage levels in safety.

Working Practices.

Access.

Clear access ways must be maintained at all times.

No designed fire exit door or fire pathway is to be blocked or otherwise obstructed.

Storage.

Stock should not be stacked in such a manner that it will necessitate persons to over-stretch.

Waste Disposal.

Waste materials etc. must not be left in such a position, where it will cause an obstruction or a fire hazard.

Bins should not be over- filled.

Bins should be emptied into the skip provided.

Any waste which is defined as controlled waste must be placed in the appropriate container for disposal by waste carriers.

Working Environment.

Employees must:

Take all necessary protective measures to prevent pollution to the environment, e.g. by preventing chemicals entering sewers and water courses.

Maintain high standards of housekeeping throughout the premises.
Leave waste materials and substances at the stipulated disposal point, in accordance with the waste management policy.

Clean up any spillages without delay, following the correct procedure.
Keep their working environment, associated stairways, landings and passage ways, clear of obstructions and in a clean and tidy condition.

Make full and proper use of all work equipment selected and provided for their use, in accordance with their training and instructions, to control risks in the workplace.

Keep safety gates closed immediately after use and not stand or lean upon the gates/rails.
Notify their **immediate supervisor** of any hazardous situation, without delay.

Note. All employees are also required to read and follow the G&G Cleaning Contractors - Health and Safety Guide.

SECTION C: GENERAL ARRANGEMENTS

C(i) Monitoring Of Policy

To be able to demonstrate the effectiveness of the policy and Company health and safety arrangements, a monitoring and standards evaluation system will be adopted. The following aspects are essential to this procedure.

Matters for consideration are:

1. Policy and Responsibilities
- 1.1 Policy and Safety Communication
2. Monitoring
3. Arrangements
4. Insurance
5. Meetings
6. Specific Risk Assessments
7. Safe Working Practices
8. Supervision
9. Safety Rules
10. Welfare
- 10.1 Temperature
- 10.2 Lighting
- 10.3 Ventilation
- 10.4 Overcrowding
- 10.5 Cleanliness
- 10.6 Work Related Illness
- 10.7 Lone Working
11. Access and Egress
12. Accident Prevention and Reporting
13. First Aid
14. Fire
15. Purchasing Policy
16. Plant, Tools and General Equipment Maintenance
17. Statutory Inspections
- 17.1 Chains, Ropes and Lifting Tackle
18. Documentation
19. Training and Competence

20. Machinery Guarding
21. Storage
22. Controls for Hazardous Substances (COSHH)
23. Personal Protective Equipment
24. Health Surveillance
25. External Assistance
26. Co-operation with Other Employers
27. Contracts
28. Transport
29. Noise
30. Electrical
- 30.1 Portable Electrical Equipment
31. Manual Handling
32. Display Screen Equipment (DSE)
33. Year Plan.

C(ii) Inspections Of Workplaces, Identification Of Hazards And Assessment Of Risk

The objectives of workplace inspections are to identify hazardous conditions and start the corrective process and thus to make improvements and reduce risks. This exercise applies to the Company premises but also to any site locations employees may have to visit.

Risk Assessments

The Company is aware that risk assessments are required by the Management of Health and Safety at Work Regulations 1999 and that there must be a record of the significant findings of those assessments. The significant findings following workplaces inspections/ assessments will be recorded. The information based on those findings will be made available to employees. Assessments will be reviewed over time as appropriate.

We accept, therefore, that some of our operations may, unless properly controlled, create risks to members of staff and others, thus we will take all reasonably practicable measures to eliminate or reduce such risks to an acceptable level.

Any employee who discovers a hazardous/ defective condition relating to their workplace/ work activity, should report to management immediately, so that the appropriate action can be taken.

Procedures For Dealing With Health And Safety Issues.

Our policy for the on-going consultation with employees and/ or their representatives, combined with our commitment for full compliance with the Health and Safety (Consultation with Employees) Regulations 1996, will provide an avenue through which any health/ safety concerns raised by employees can be discussed with management and properly resolved.

Control And Monitoring

The purpose of risk assessment is to identify any areas of weakness in work activity controls and to formulate systems for controlling those hazards. To achieve this, a plan of action will be drawn up as a result of the risk assessment process, which will be a programme of risk reduction measures being implemented in a phased manner based on risk priority.

Information And Training

Where necessary, employees at any level will be provided with:

specific and/ or general health and safety training

training in the risk assessment procedure; and

training in any new work activity controls.

Emergency Arrangements For Controlling A Major Incident

In order to be prepared for any emergency event, we will prepare a written plan outlining the procedures to be followed and which will cover reasonably foreseeable incidents. The written plan will have been prepared as a result of risk assessment and will detail appointed persons responsible for ensuring that specific actions are taken and that certain procedures are followed.

Person/s responsible for risk assessments is:

Mr. D Williams, Managing Director, Mr. Stephen Owden & Mr. Brian Huff

Acton Jennings external Health and Safety Advisors.

Note. Risk Assessments. The risk assessments referred to above detail the workplace precautions/ control measures that are required to reduce the level of risk. However, it is imperative that these control measures are implemented and maintained at all times. Therefore, **all employees must** ensure that the required control measures are in place and that safe systems of work are followed at all times.

Higher risk activities carried out in this Company include the provision and use of:

suspended cradle work for window cleaning

'cherry pickers' for window cleaning

extension ladders for window cleaning

use of eye bolts and safety harnesses

working within enclosed and restricted/ confined spaces.

C(iii) Health And Safety Training Policy

Statement Of Intent

It is Company policy to provide training to employees, not only to comply with statutory requirements but to secure a safe and healthy working environment for employees and any others who may be affected by work activities. The Company will continuously assess the health and safety training needs of employees and record the training provided.

Section 2 of the Health and Safety at Work etc. Act 1974, imposes a general duty on an employer, to provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees.

Special Training

Some potentially hazardous work activities require special training and skills, as follows:

cradle work

floor maintenance techniques

safe use of waste compacting equipment

safe use of powered access work equipment, e.g. 'cherry picker'.

C(iv) General Fire Safety

Company management have the ultimate responsibilities for fire safety planning and for fire precautions in the event of a fire emergency. This applies to all of the Company premises.

For the sites on which employees are at work, fire safety is the responsibility of the:

Landlord (common areas) and the respective tenants (demised areas).

Responsibilities

Mr D Williams, Managing Director has overall responsibility for fire safety standards and safe arrangements within the Company but this function has been partly delegated.

Therefore, day to day fire safety responsibilities have been delegated to:

all employees have fire safety responsibilities.

The fire assembly point has been established as being:

the car park at the front of the premises.

Working areas must be kept tidy and all escape routes/ fire exits un-obstructed.

This above matter will be the responsibility of:

all employees.

Fire fighting equipment is regularly inspected under an annual maintenance contract.

The Company attending to this matter is:

Nu-Swift

The Company premises **does not** have an installed fire alarm system **thus verbal procedures** operate. For site locations, it is normally the case that the buildings have installed fire alarms. Employees are given fire safety procedures in relation to the client premises where the work is taking place.

All fire documentation is kept with:

Mr David Williams, Managing Director

Note. Fire hazards must be reported without any delay. In the first instance, an employee should report to their:

immediate supervisor or to Mr. David Williams if their supervisor is not available.

C(v) Occupational Health

Health Surveillance

As an employer, employees will be provided with such health surveillance, if this is assessed as being appropriate, to safeguard their health and safety at work.

Control Of Substances Hazardous To Health

The Health and Safety at Work Act 1974 (HASAWA) states that it shall be the duty of every employer to make:

'...arrangements for ensuring, so far as is reasonable practicable, safety and absence of risk to health in connection with the use, handling, storage and transport of articles and substances...'

The Control of Substances Hazardous to Health Regulations 1999 (COSHH), amplify and extend this general duty to all substances hazardous to health, except in few special cases such as lead and asbestos.

COSHH Materials Safety Data sheets have been obtained for all substances and assessments carried out in relation to their use in work activities. These are made available to employees for their information and protection.

All employees have been instructed to exercise all of the necessary control measures, to ensure that cleaning agents used without ill health effects.

The following substances are used at work and are implicated by the Regulations:

toilet cleaners (acid based)

and bleach.

C(vi) Reporting and investigation of Accidents

All accidents involving G & G Cleaning Contractors Ltd employees or our operations are to be reported as soon as possible after their occurrence and at least within 48 hours. It is the responsibility of all employees to report any accident involving them to their site supervisor: it is the site supervisors responsibility to report the incident to the Safety Officer.

All accidents are to be appropriately investigated – Investigation of Accidents and Incidents. The level of investigation and the responsibility will depend on the seriousness of the incident. Our accident investigation form is to be completed for every accident and incident in order to generate appropriate data for the prevention of accidents in future.

C(vii) Accidents And First- Aid Arrangements

This Company recognise the importance of having suitable and sufficient first- aid arrangements within the workplace. First- aid treatment can play a vital part when someone has been injured and may mean the difference between life and death.

First aid boxes. These boxes are kept:

in the office and kitchen.

In other client offices, our employees are able to avail themselves of their first aid facilities.

The '*Responsible Person*' (under the 'RIDDOR' Regulations) is:

Mr David Williams.

The Accident Book/ accident records are kept in:

the Company offices.

The 'Appointed Persons' for the workplace are:

Mr Stephen Owden Operations Manager and

Mr David Williams.

Reporting Procedures: Notification

Major injuries or conditions, specific dangerous occurrences and cases of specific industrial disease as diagnosed, shall be reported as follows by:

- **Notification to the Health and Safety Executive (HSE), i.e. the enforcing authority by telephone as soon as possible.**

The address of the enforcing authority (for our own premises) is the:

**Environmental Health Department of
BROMLEY BOROUGH COUNCIL.**

Insert telephone number here _____

*** Completion of Form 2508 (or Form 2508A- cases of disease) and submitting this to the above as soon as possible and definitely within 10 days of the event.**

C(vii) Contractors And Visitors

Company House Rules

The Company shall attempt to ensure that visitors and contractors abide by any internal rules and any other safety procedures in force. In this respect, the Company will inform such persons of the rules for visitors upon their arrival and alert visiting contractors about the nature of hazards associated with their work tasks.

Rules for Visitors

All visitors are required to report to any employee who is available upon their arrival to the premises.

Visitors should normally remain with their nominated escort during their visit.

Visitors must follow any health and safety rules that they have been made aware of.

Visitors must take notice of the various signs and notices that are displayed about the premises.

All visitors must follow the fire safety instructions and take part in a fire drill should this occur.

No prohibited areas shall be entered into without authorisation.

Visitors are required to report any accident they may have sustained on the premises.

No visitor shall be permitted to examine, test, repair, operate any work equipment unless they are competent and have been authorised to do so.

Visitors are also required to observe all other stipulations and prohibitions, including the Company's requirements on smoking in the workplace.

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C(viii) Electrical Equipment

Inspections, Maintenance And Testing

Arrangements are in place for the on-going visual inspections of electrical equipment and electrical testing by an electrical contractor, i.e.

Mr Ian Miller

an employee of the Company who is competent to undertake such tests (PAT tests).

In this way, the Company believe it will be fulfilling its obligation to maintain electrical equipment.

The tests and examinations are carried out annually.

Routine Inspections of Plugs, Cables, Extension Leads and Portable Electrical Equipment

This is a defined responsibility of:

all employee involved in the use of electrical plant and equipment at work.

Also, all employees are required to be vigilant with regard to portable electrical equipment and report any defects observed. The objective of this exercise is to look for any loose connections and related faults.

Note. Any defects/ faults or electrical uncertainties, must be reported to the **Head Office** without delay. All repairs shall be attended to by a competent person.

Any defects detected, shall lead to the item of equipment being immediately withdrawn from work activities, until it has been examined and verified as being safe to use by a competent person.

C(ix) Consultation With Employees

Consultation

G&G Cleaning Contractors Limited is aware of the requirements of the Health and Safety (Consultation with Employees) Regulations 1996. The Company shall implement all of the requirements in the most effective, sensible and practical manner, in relation to all employees and their places of work.

The Duty Of An Employer To Consult

In accordance with the demands of this legislation, employees who are not represented by safety representatives, shall be consulted in good time on matters relating to their health and safety at work. Such matters shall cover:

- * the introduction of measures which may substantially affect the health and safety of employees.
- * arrangements for nominating/ appointing competent persons.
- * health and safety information to be provided.
- * the planning and organisation of any health and safety training required to be provided,
- * the health and safety consequences concerning the introduction of new technologies into the workplace.

Persons To Be Consulted

This Company shall consult with its employees:

by direct means.

Note. It is for the Company to determine the most effective and appropriate manner of consulting employees on health, safety and welfare matters.

The Provision Of Information

The Company is aware of its obligations to provide sufficient information to those employees who are consulted by direct means.

Health And Safety Concerns.

Any employee can raise matters of concern with regard to health and safety at work. In the first instance they should liaise with:

Acton Jennings, Health & Safety Advisors, via Mr David Williams, Director & General Manager.

C(x) Health And Safety Law: What Employees Should Know

This section of the Health & Safety Policy is a brief guide to health and safety law. It does not describe the law in detail, but it does list the key points.

Health, safety and welfare at work are protected by law. Every employer has a duty to protect employees and to keep them informed about health and safety in the workplace/s.

The Company has a clear duty under the law to ensure, so far as reasonably practicable, the health, safety and welfare at work of employees. The Company is also clear about its obligations to provide employees with all relevant information concerning these important matters.

Employees have a responsibility to look after themselves and others. If there is a problem, an employee must discuss the matter with their **immediate supervisor** in the first instance.

In General, These Duties Include

Making the workplace safe and without risks to health.

ensuring that plant and machinery are safe and that safe systems of work are set and followed.

ensuring that articles and substances are moved, stored and used safely.

providing adequate welfare facilities.

providing sufficient information, instruction, training and supervision necessary for health and safety.

In Particular, As An Employer, The Company Must Also

Assess the risks to their employees health and safety;

make arrangements for implementing the health and safety measures identified as being necessary by the assessment;

if there are **5 or more employees**, **record the significant findings** of the risk assessment and also the arrangements for health and safety measures;

if there are **5 or more employees**, **draw up a Health & Safety Policy statement**, including the health and safety organisation and arrangements in force, and bring it to the attention of all employees;

appoint someone competent to assist with health and safety responsibilities, and consult employees, or their safety representative about this appointment;

co-operate on health and safety with other employers sharing the same workplace; set up **emergency procedures**;

provide adequate **first- aid** facilities;

make sure that the **workplace** satisfies **health, safety and welfare** requirements, e.g. for ventilation, temperature, lighting, sanitary, washing and rest facilities;

make sure that **work equipment is suitable** for its intended use, so far as health and safety is concerned, and that it is **properly maintained and used**;

prevent or adequately control exposure to substance hazardous to health;

take precautions against danger from **flammable or explosive hazards, electrical equipment, noise and radiation**;

avoid hazardous manual handling operations, and where they cannot be avoided, reduce the risk of injury;

provide **health surveillance as appropriate**;

provide free any **protective clothing or equipment**, where risks are not adequately controlled by other means;

ensure that the appropriate **safety signs are provided and maintained**;

report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority (see box in column 3 of the 'Health and Safety Law' poster).

consult employees about matters affecting their health and safety.

As An Employer The Company Has Duties To –

Take precautions against fire.

provide adequate means of escape and

suitable means for fighting fire.

All Employees Have Legal Duties. These Include taking reasonable care for their own health and safety and that of others who may be affected by what they do or do not do;

co-operating with their employer on health and safety;

correctly using work items provided by their employer, including personal protective equipment, in accordance with training or instructions; and

not interfering with or misusing anything provided for their health, safety or welfare.

If an employee thinks there is a health and safety problem in their workplace, they should first discuss it with their **immediate supervisor**.

If a problem appears to persist and there is a risk of injury and an employee still has doubts or questions about health, safety and welfare matters, then they should not hesitate to contact **David Williams and/ or Stephen Owden** without delay.

C(xi) Health & Safety: Professional Services

Why Health And Safety At Work Is Important To G&G Cleaning Contractors Limited.

No one wants to suffer injury or ill-health, or be responsible for causing it. As an employer and controller of workplace premises, the Company has to comply with the law and there are sound reasons for paying thorough attention to workplace health/ safety, and for making sure that there is the appropriate expertise.

Workplace injury and ill-health are expensive, for these reasons:

Employees- a most valuable resource- are incapacitated or work below par.

Accidents can cause damage and disrupt plant and equipment.

Management time is used unproductively in investigation and remedy.

Work schedules are disrupted and valuable time is lost.

Conviction for a criminal offence results in fines and bad publicity.

Civil liabilities can be substantial and the trend is towards larger settlements-even if awards are covered by insurance, premiums go up and up.

Health & Safety: Professional Services

Good consultants can be effective in helping to achieve compliance with health and safety legislation. In this respect, **G&G Cleaning Contractors Limited** have appointed **Acton Jennings** as external 'competent person', in accordance with regulation 7 of the Management of Health and Safety at Work Regulations 1999, to ensure access to competent help in applying the provisions of health and safety laws, and in particular, in devising and applying the necessary protective measures.