

Health and safety policy

This is the statement of general policy and arrangements for:

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

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

Absolute Clean

Mr. Neil Jones

Mr. Neil Jones and Miss. Helen Molloy

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Neil Jones Director	We complete a relevant risk assessment for very aspect of work and these are implemented. The risk assessments are reviewed every 12 months or if working habits and conditions change.
To provide adequate training to ensure employees are competent to do their work	Helen Molloy (Senior Manager)	All employees are given relevant training and issued with PPE, we ensure training is kept up to date and arrangements are made when working in different environment.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Neil Jones (manager) Helen Molloy (Senior Manager)	Employees are regularly consulted on health and safety matters and supervised during obscure work.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Neil Jones Director	Fire escapes are shown at each new working environment, and risks assessments are implemented.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Neil Jones Director	Machinery and equipment kept PAT tested and maintained to ensure safety. Staff trained in handling equipment and chemicals. PPE provided for all staff.
Health and safety law poster is displayed:	In the work file and office	
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	In the work file and office	
Signed: (Employer)		Date:
Subject to review, monitoring and revision by:	Neil Jones	Every: 12 months months or sooner if work activity changes

Risk assessment

Organisation name: Absolute Clean

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages	We carry out general good cleaning practice eg. All areas are well lit including stairs. There are no trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, no chemicals or equipment left in walkways or traffic lanes	Better safety is always needed when working on site, eg on spills Signs are displayed for public or visitors	All staff, supervisor to monitor	01/01/2015	01/01/2015
Chemical spill, ingestion, or inhalation	Staff and visitors may be injured if they spill or come into contact with chemicals used for cleaning	All staff are trained in how to use individual chemicals, provided with PPE and keep chemicals out of reach from the public. All chemicals are kept in labelled sealed containers.	We keep up to date with training and keep all relevant COOSH sheets on site.	All staff, supervisor to monitor	01/01/2015	01/01/2015
Electrical appliance failure	Staff and visitors may be injured if an electrical appliance fails.	All staff are trained in how to use equipment and machinery safely. We use RCD protectors when necessary.	All equipment is safety PAT tested.	All staff, supervisor to monitor	01/01/2015	01/01/2015
Working at heights	Staff may suffer cuts, bruises, or fractures if they fell from a height.	All staff are trained in using stepladders and ensure they are used correctly and in a steady position.	Stepladders are checked regularly to ensure they are safe to use.	All staff, supervisor to monitor	01/01/2015	01/01/2015
Fire	Staff and visitors are at risk from occurrence of fire.	All staff are made aware of relevant fire safety, escapes, and drills when working in different environments.	All staff are kept up to date with fire drills and may perform drills at different cleaning sites.	All staff, supervisor to monitor	01/01/2015	01/01/2015
Musculoskeletal disorders (MSD's) and injuries	Staff are at risk from injury from lifting objects that are heavy or often work in awkward postures.	All staff are trained in lifting safety, staff do not overfill bags or buckets, long handled mops are used and cleaning machines stored near point of use.	Keep all equipment useable by repairing wheels and replacing mops, keep training up to date.	All staff, supervisor to monitor	01/01/2015	01/01/2015
Verbal abuse or assault	Staff are at risk from verbal abuse or assault from the public	Staff are trained to provide a polite service to account for the customers needs. Staff are also trained in dealing with difficult or confrontational situations. All instances of abuse are reported.	Manager investigates all instances of abuse and remedies the situation immediately.	All staff, supervisor to monitor	01/01/2015	01/01/2015

All cases of emergency must be reported to Neil Jones immediately, to include:

- Occurrence of injury
- Occurrence of fire
- Occurrence of verbal or physical abuse
- Occurrence of damage to property being worked upon or in the vicinity

Any injury must be recorded in the accident book on the day or next working day at the latest.

All staff will be provided with PPE (Personal protective equipment) before commencing work.

