

Health and Safety Policy Document

Springs Commercial Cleaning Services Limited acknowledge that the key to successful Health and Safety Management requires effective organisation, structures and policies which reflect the commitment of the Company. To sustain that commitment, we will continually measure, monitor and revise where necessary an annual plan relating to Health and Safety standards.

The Company affirms that Health and Safety is the responsibility of EVERYONE.



Springs Commercial Cleaning Services Limited
Registered No. 4542571
Directors: A & J Crockford
Registered Office: Claremont House
223 Branston Road, Burton upon Trent
Staffordshire DE14 3BT



Company

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[referred to as “the Company” within this document]
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Staffordshire DE14 3BT
Company Registration No. 4542571
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General Statement of Policy

It is the policy of the Company to provide and maintain safe working conditions, equipment and systems of work for the benefit of all our Employees, Customers and members of the General Public. The Company will provide such information and training to Staff members as they need for this purpose.

Appropriate preventative and protective measures are, and will continue to be implemented following the identification of any work-related hazards and assessment of the risks related to them. It is also the policy of the Company to ensure that its business is conducted in a manner so as to reduce the risks to members of the Public. The Company will require ALL Staff to attend such training and/or induction programmes in order to meet these aims.

The Company accepts its’ responsibility for Health and Safety of other persons who may be affected by the Company’s activities.

The allocation of duties for Safety matters, the identity of competent persons appointed with particular responsibilities, and the arrangements made to implement this policy are set out herein and in associated Health and Safety documented records.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

Company’s Responsibility

It is the duty of Management to ensure the following:

- Providing and maintaining systems of work that are safe and without risk to Health;
- Providing Information, Instruction, Training and Supervision;
- Providing and maintaining safe working environment/s as necessary;
- The Company will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing Staff of the correct procedures;
- Ensure suitable Financial provision is made for Health and Safety obligations;
- Ensure all equipment used in the operation is suitable, of good construction, sound material and free from defect obtained from reputable suppliers and manufacturers conforming to the relevant British and European Standards [BS/EN];
- Ensure that all Plant and Equipment used is regularly inspected and maintained;
- Comply with know best practices, the Health and Safety at Work Act 1974 and any/all other legislation issued by Government/Legislative bodies in the United Kingdom;
- The Company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.



Staff Responsibilities [including Sub-Contractors]

All Staff have a duty in law to act responsibly and to take reasonable care for the Health and Safety at work of both themselves, their Colleagues, Customers and members of the General Public. This duty can be carried out by:

- Working safely and efficiently in accordance with Company Training and Practices;
- Using any PPE provided and meeting statutory obligations;
- Reporting incidents that could potentially lead to injury or damage;
- All such incidents must be recorded and copied using the internal report form. Any failure to adhere to the Company Health and Safety Policy and Procedures will be considered a serious disciplinary offence and is one which may lead to dismissal;
- Adhering to the Company procedures for securing a safe workplace. Individuals will be nominated to undertake Health and Safety duties as required.

Accidents

The Company is obliged by law to keep a record showing details of all accidents, which occur. Therefore all accidents, however minor, to both Staff, their Colleagues, Customers and members of the General Public must be reported immediately. If any accidents are serious to warrant hospital treatment these must also be reported to the local authority. First Aid box located in the Vehicle. The Accident Book is located at the Trading Address.

Personal Protective Equipment [PPE]

An employer has a duty to eliminate or control risk as far as is reasonably practicable before resorting to PPE. However, many tasks require such precautions, in which case persons at risk must be provided with suitable PPE.

All PPE will comply to the relevant British and European Standards [BS/EN].

Rules for Contractors and Visitors

As the Employer may well be liable for the actions of Contractors and Visitors whilst on his premises, every step must be taken to ensure that they abide by documented practice and procedure. All Staff must be acquainted with specific and relevant Health and Safety instructions whilst working on-site.

Hazardous Substances

The risk associated with hazardous substances is considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the Customer and the Company. Appropriate advice is then sought from qualified advisor.

Manual Handling

The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manual handle loads which they think incapable of moving safely.

Fire Safety

All employees remain vigilant to the risk of fire.



Sub-Contractors

Sub-Contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of Health and Safety. Serious breaches of Health and Safety and the Contractors capability for specific risks will be taken into account during the selection process.

Risk Assessments/Method Statements

Where applicable, Risk Assessments and Method Statements will be undertaken on project work and copies forwarded to all relevant Staff and Customer Contacts/Representatives. Compliance with individual Customers requirements relating to Health and Safety in accordance with written instructions and documentation supplied at time.

Responsibilities

Ultimate responsibility for Health and Safety rests at Director Level, with delegation of duty to Managerial/Supervisory Employees. Those named must be fully aware of their duties, details of which should be included in their job description.

Overall and final responsibility within the organisation rests with;

Name: Andrew Crockford
Status: Managing Director

Person who will deputise;

Name: Matthew Kyles
Status: Supervisor

Employees must rectify risks to Health and Safety themselves where possible. Failing this, the risk must be reported straight away to the appropriate person named above.

Signed:



Andrew Crockford
Managing Director

Date: 21.12.09

