

## HEALTH & SAFETY POLICY AND PROCEDURE

As a responsible company we always take care of the Health and Safety of our employees. Our health and safety policy are based on Health and Safety at Work Act 1974.

We expect staff, visitors, and contractors who work at site or in offices under the control of BECKWILLS CLEANING & SUPPORT SERVICES LTD to share this commitment by complying with our policies and procedures and to understand that they too have legal and moral obligations to themselves and to one another.

### **Our statement of policy:**

- To provide adequate and reasonable control measures of the Health and Safety risks arising from our work activities.
  - Consult with our employees who are working on sites. Issues are required to be reported immediately and dealt with promptly.
  - Ensure we provide and maintain a safe environment for all our employees.
  - Ensure our employees use safe handling techniques during their job.
  - Provide regular Health and Safety training to all employee making them aware of their responsibilities and employers responsibilities.
  - Supervisors will visit the sites regularly and maintain records of their visit ensuring that all employees are safe and any issues arising are promptly resolved.
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### **Responsibility of Employees:**

Employees working on sites or visiting sites have the responsibility of ensuring that they do not endanger the health and safety of other personnel through careless behavior.

Any incidents of carelessness will be dealt with as a serious incident and disciplinary action may be taken.

**Overall** responsibility falls on the Director of the company for the health and safety of the employees.

### **RIDDOR:**

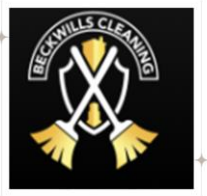
Beckwills Cleaning & Support Services Ltd will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 by reporting the following:

The following incidents must be reported in line with RIDDOR as soon as possible.

- ▶ Fracture of the skull, spine or pelvis
- ▶ Fracture of any bone in the arm, leg, other than the wrist, hand, ankle or foot
- ▶ Amputation of a limb
- ▶ Loss of sight of an eye
- ▶ Any other injury which results in the person being admitted to hospital
- ▶ Collapse of scaffolding
- ▶ Failure of lifts
- ▶ Injured person being off work for more than three days
- ▶ Injury by violence
- ▶ Any infectious disease

All employees must report any incident to the Director who must follow reporting guidelines set out in RIDDOR.

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## **Risk assessment**

- i. The Director or Manager are responsible for undertaking risk assessments.
- ii. Hazards are to be considered systematically; their level of risk determined and appropriate control measures and work methods established to minimize the risk of injury.
- iii. Where the person does not have sufficient knowledge about a specific hazard, they will seek advice from the H&S Co-ordinator/ Representative.
- iv. Risk assessments are available in client files and all staff members have access.
- v. Risk assessments will be subject to monitoring and review to ensure that they are suitable and sufficient.

## **Staff Consultation & Training**

Beckwills Cleaning & Support Services Ltd will meet their duties under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

It is our stated intention to educate our staff in health and safety management at all levels. Wherever possible, information on the legislation and standards applicable to their training will also be included.

We make yearly training plans and execute health and safety trainings as well.

We have established OHSAS 18001 Health and Safety Management System in our organization.

We will communicate and consult with all employees on the following issues: -

- (i) The content of the policy
  - (ii) Any rules specific to a site or job
  - (iii) Changes in legislation
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## HEALTH & SAFETY POLICY AND PROCEDURE

(iv) Health and safety

(v) The introduction or alteration of new work equipment or technology

Consultation will take place (i.e. memos, emails, briefings, toolbox talks, formal staff meetings etc.)

### **Fire and Emergencies**

- I. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire, including complying with the Company's no smoking policy.
- II. Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.
- III. Combustible materials are kept separate from sources of ignition and not allowed to build up.

### **First Aid Facilities:**

We ensure that all sites have first aid boxes available and is accessible during the job. It is always recommended to all employees to get First Aid basic training.

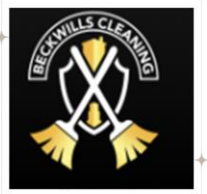
If any employee requires first aid in emergency, they can call 999 and gain help. All employees must report this incident to the director and supervisors.

### **Accident reporting and investigation**

All accidents MUST be reported to the Site Supervisor and the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the Health and Safety Co-ordinator/ Representative as soon as possible after the incident.

### **Safe Use of Electrical Equipment**

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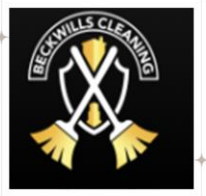
All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER) 1998.

All electrical equipment will be inspected and maintained according to the risk of the item becoming faulty. The following will be taken into consideration:

- i. How the equipment is constructed and the environment in which it is used. Where appropriate portable appliance testing will be carried out at an appropriate schedule.
- ii. An assessment will be undertaken before new equipment is introduced into the working environment to ascertain whether or not the equipment is suitable for its intended use.
- iii. No employee will use work equipment for which they have not received specific training.
- iv. No employee will knowingly misuse work equipment or remove any guards that are in place to minimize a specified risk.
- v. That all work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies.
- vi. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice.
- vii. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.
- viii. If any faults or damage are found on any equipment, usage of the equipment will cease immediately and the fault will be reported to a supervisor.

### **Welfare provision**

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BECKWILLS CLEANING & SUPPORT SERVICES LTD will ensure that adequate welfare facilities in compliance with Schedule 2 of the Construction (Design and Management) Regulations 2007 are provided from the start of the construction phase.

Staff will have access to adequate welfare facilities, including at a minimum toilet/washing facilities and rest areas.

### **Personal protective equipment (PPE)**

- i. Appropriate PPE will be issued free of charge to employees as and when necessary for work activities.
- ii. Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue.
- iii. A written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.
- iv. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

### **Communication and Review:**

This policy is communicated to all stakeholders via published website, handbook, and e-mails and on request.

We undertake to continually review this policy in our Management Review meetings on as and when required basis with the overarching aim of conducting our activities in a manner which does not negatively impact the environment and health and safety of our staff and external parties.

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