

Specialist Hygiene Services Ltd

General Statement of Health and Safety Policy Issue 12 date 08/2011

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

For

**Specialist Hygiene Services Ltd
5 Riverside Business Park
Lyon Road
London SW19 2RL**

GENERAL STATEMENT OF HEALTH AND SAFETY POLICY **The Health and Safety at Work (etc) Act 1974**

Specialist Hygiene Services Limited recognises and accepts its responsibility as an employer for providing a safe and healthy work environment for all its employees, and those persons affected by our work activities.

To this end the Company shall, as far as reasonably practicable, take all steps within its power, and provide sufficient financial resource to meet those responsibilities through the provision and maintenance of :

- Safe and Healthy working conditions, with adequate welfare facilities
- Plant & equipment that is safe not only to employees, but also to any person who may be affected with regard to any premises or operations under our control
- Systems of work, that are safe
- Safe arrangements for the use, handling, storage and transport of articles and substances
- Information, training and supervision to enable employees to carry out specific tasks safely, avoid hazards, and contribute positively to their own health and safety at work.
- Advice and information on Health and Safety matters with proper communication made to all employees.

The Company recognises that in providing a range of services, common and particular Hazards and Risks must be assessed for each service to ensure that Safe Systems are in place where appropriate.

ORGANISATION AND RESPONSIBILITY FOR SAFETY

Overall and final responsibility for Health and Safety in the Company is that of **Mr Philip Hillier, Director.**

Directors responsible for this Policy are Philip G. Hillier and Jonathan Brennan who shall carry out a review as the business changes, on an annual basis.

Directors responsible for this Policy and for its implementation at premises are:

At Clients Premises : **Mr Robin Hicks**
At SHS Offices: **Mr Philip Hillier**

They shall be responsible to ensure that:

- Managers and Supervisors are adequately instructed and implement Health and Safety practices to employees within their control.
- Risk Assessments are undertaken for specific Company Work activities, and Codes of Safe Practice compiled and issued as appropriate to all employees, via Managers and Supervisors
- Safety Training is conducted and Training Records maintained for each employee.
- employees are issued with suitable Personal Protective Equipment
- Vehicles and Equipment are routinely inspected
- Accidents are investigated and reported
- Employees are consulted and proper communications established to ensure information is passed.
- advice and assistance is given on Health and Safety matters.

Monitoring of Health and Safety practices, safety training and consultation on Health and Safety matters for all employees shall be provided by:

Public Cleansing Contracts : **Operations Manager and Area Supervisors**
Public and Commercial Hygiene Cleansing : **Hygiene Supervisor and Team Leaders**

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HEALTH AND SAFETY IS THE RESPONSIBILITY OF ALL EMPLOYEES

All Employees have the responsibility to **cooperate** with the Team Leaders, Supervisors and Managers to ensure safe and healthy working practices are maintained and to take reasonable care for their own Health and Safety and that of others. All employees have a duty to :

- Cooperate with Managers and Supervisors
- Report immediately to the appropriate person named above any hazardous situation, defect, or action which constitutes a serious and imminent danger to health and safety, or contravenes safe practice.
- Use all safety and personal protective equipment provided, and keep this in clean working order
- Maintain high standards of personal hygiene
- Behave responsibly at all times when on Company business, and not put themselves or others at risk.
- Recognise that failure to comply with Health and Safety rules and instructions may result in disciplinary action, or even dismissal

ADVICE, CONSULTANCY & TRAINING

The Company Health and Safety Policy is provided to all Employees upon joining this Company , through the Service-person's Handbook. All information on Health and Safety shall be available to ALL staff. Staff shall be issued with the Health and Safety Policy, and with Codes of Practice **appropriate to their task**, Codes of Practice NOT issued may be provided on request.

The Company is committed to ensure that ALL staff have a say in the operation of Health and Safety arrangements. Through the Supervisors/ Managers, staff shall be able to communicate any concerns and suggestions on Health and Safety issues. Where these are raised, full consideration shall be made, and any positive contributions where appropriate shall be implemented. ALL staff shall be clearly informed of their rights to communicate their views.

TRAINING

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Legislation applicable to the Health and Safety practices in this Company include:

- The Health and Safety at Work (etc) Act 1974
- Management of Health and Safety at Work Regulations (1992)
- Manual Handling Operations Regulations (1992)
- Health and Safety (Display Screen Equipment) Regulations (1992)
- Noise at Work Regulations (1989)
- Control of Substances Hazardous to Health Regulations (1994)
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
- Workplace (Health, Safety and Welfare) Regulations
- Use of Personal, Protective Equipment Regulations

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- Provision and Use of Work Equipment Regulations
- Electricity at Work Regulations
- The Controlled Waste Regulations 1992
- Duty of Care Regulations
- The Health and Safety (Consultation with Employees) Regulations 1996

Further information is available from literature procured by the Company and held at the main office, and or by Manager/Supervisors. All employees are encouraged to broaden their understanding of Health and Safety and can be provided with information on request, or alternatively via

Health & Safety Executive Offices (HSE) :- Telephone 0845 3450055

COMMUNICATION

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

WELFARE FACILITIES

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

MANUAL HANDLING

Manual handling risks are considered prior to each work activity. 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 manually handle loads which they feel incapable of moving safely.

WORK EQUIPMENT

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 (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: Robin Hicks / Adrian Viney in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

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PERSONAL PROTECTIVE EQUIPMENT (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and 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.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: the Operations Director or the site Supervisor / Team Leader.

HAZARDOUS SUBSTANCES

The risks associated with hazardous substances are 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, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

An inventory of all substances and materials hazardous to health is held at head office and on identified company vehicles.

FIRST AID

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

Head Office – the first aid box is located in the downstairs kitchen.

First Aid Boxes are issued and kept in all Service Vehicles and Attended sites, and will be regularly inspected by the Team Leaders and Managers; these shall contain, amongst others, Eyewash Solution Sachet, Antiseptic Cream and Wound Dressings. Any use of the First Aid equipment should be reported immediately to the designated Manager.

Qualified First Aider / Appointed Person: Adrian Viney / Graham Viney

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

First aid information is provided to all employees as part of their induction training.

Formal First Aid qualification shall be encouraged; where appointed, qualified First Aiders shall be nominated and identified at specific sites, or Service Teams.

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ACCIDENTS Accident Procedure for all staff :

1. Notify direct Supervisor/Manager in the event of any accident out of or in Connection with Work.
2. Where possible, keep witnesses available to assist enquiries or alternatively ensure that all names and addresses of witnesses are recorded.
3. Any personal injury at work MUST be reported to the office to be entered in the Accident Book.

**The Accident Record Book is at SHS London Office,
5, Riverside Business Park, 16, Lyon Road, Merton, London, SW19 2RL
Tel: 0208-540 1111 , Fax 0208-540 1116**

The Accident Book is kept by **Mr Robin Hicks, Director.**

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 3 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

ASBESTOS

Adequate first aid provision will be made at every place of work occupied by the Company. Before any work commences on a client's site, all employees are to make a request to view the site-specific asbestos register.

The position and condition of any asbestos that may be in the area where you will be working should be noted within the asbestos register. If asbestos is noted within your potential work area, contact the Health and Safety Co-ordinator for further instruction.

Due to the nature of our works on older buildings, there could be a risk of exposure to asbestos. If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimise air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so

Remember, if you are uncertain as to the content of the material, stop work and seek advice.

FIRE SAFETY & EMERGENCY PROCEDURES

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

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.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is: Robin Hicks.

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

DO NOT EXPOSE YOURSELF TO RISK IN DEALING WITH A FIRE

Observe and abide by the posted Fire Safety Regulations when in Clients premises.

For static Attended client sites, and in SHS Offices, Escape Routes shall be notified or defined.

Fire Extinguishers (where provided) should be identified by their colour, and used as appropriate:

RED	(contains Water)	: for burning fabrics, wood, paper etc.
BLACK	(contains CO ₂ gas)	: burning liquids, gases and electrical fires.
BLUE	(contains Dry powder)	: all types of fire
CREAM	(contains Foam)	: burning liquids
GREEN	(contains BCF/Halon Gas)	: all types of fire.

WASTE DISPOSAL

The Company is registered to carry controlled and general Waste from Clients premises to a licensed disposal site; and is under a "Duty of Care" to ensure compliance with safety and security requirements. All staff dealing with waste are responsible to ensure that procedures provided in Instructions and in Codes of Practice are strictly followed.

PUBLIC SAFETY

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

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RISK ASSESSMENTS AND CODES OF PRACTICE are compiled in accordance with the recommendations of the following legislation, and as considered good practice by the Company: Management of Health and Safety at Work Regulations (1992)

RISK ASSESSMENTS HAVE BEEN COMPILED FOR EACH SERVICE ACTIVITY using pro-forma sheets, and shall be reviewed in line with the Health and Safety Policy Review, or as the business changes. Risk Assessments shall be held as part of the Main Health and Safety Policy and shall be available for inspection/reference by all staff, clients and Health and Safety bodies.

Codes of Practice are compiled for certain general, or Service specific activities; these form the basis of Training, are held at the main office and by Supervisors, and are issued to operatives as appropriate. These shall be updated as necessary following review, consultations, or changes in legislation.

Control of Substances Hazardous to Health Regulations (1994)

Risk Assessments have been compiled for each Service activity identifying:

- (i) Chemicals: for those assessed as Hazardous, Chemical Data Sheets are issued to operative Vehicles, or static sites, and to clients as appropriate.
- (ii) Microbiological Hazards: identifying pathogen groups linked to particular service activity; plus associated risk of infection from needle-stick Injury or other minor wounds.
- (iii) Process Controls: Hazards arising as a direct result of the service activity.

Manual Handling Operations Regulations (1992)

Manual handling is required for movement of bulk-delivered Stores, and in handling of larger items of Equipment on and off vehicles and on client premises. A Code of Practice is provided for correct Manual Handling procedures and Instruction is provided to all new employees on Induction training. We are committed to ensure that risks of musculo-skeletal disorder are properly identified, and preventive measures are in place; to this end we look to participate in Health & Safety Executive, and other, initiatives.

Personal, Protective Equipment at Work Regulations (1992)

Use of PPE is mandatory in ALL Service activities, and PPE is issued to all employees, regularly checked by Supervisors/Managers and renewed as necessary. For specialist tasks, PPE is provided as appropriate. Use of PPE is part of standard and on-going training, recorded on staff personal files. Risk Assessments and Codes of Practice identify appropriate issue / use of PPE.

Health and Safety (Display Screen Equipment) Regulations (1992)

Use of display screen equipment is limited to office environment. Code of Practice is provided for correct use of equipment.

Noise at Work Regulations (1989)

Noise Hazard may apply in some Services from the operation and use of machinery, possibly in confined areas. Use of PPE (ear-defenders or simple ear-plugs) will control any Risk of significant injury. Under such circumstances, access to the working area by any other persons would be restricted.

Electricity at Work Regulations

Exposure to electrical hazards will vary from service to service, and are given attention under Risk Assessments. Training of ALL staff is to encourage awareness and responsibility when dealing with any electrical facilities. Code of Practice has been established.

Signed: 

Dated: 17-8-2011