

Health & Safety Policy Statement

Wetton Cleaning Services Ltd (hereafter referred to as “the Company”) will comply with the terms of the Health and Safety at Work etc. Act 1974, subsequent legislation and to provide and maintain a healthy and safe working environment and ensure the appropriate welfare provisions are in place. The Company aims to minimise the number of instances of occupational accidents and illnesses where reasonably practicable and strive to continually improve its Occupational Health & Safety Management System.

The Directors are committed to a programme of continuous improvement:

- by developing the health and safety culture and performance of the company and will make available appropriate resources as are deemed reasonable in order to implement this policy
- by providing an on-going process of preventing injury and ill health to its workforce, its client’s employee’s, temporary workers, subcontractors and the general public
- by setting annual safety objectives which will be supported by action programmes and will be measured accordingly as part of the management review

The management team will implement the policy under the direction of the directors. The Directors have responsibility:

- To ensure that all managers and team leaders are aware of their responsibilities under current legislation and for the implementation of such in the premises under their control and for employees who report to them
- To provide and maintain equipment, plant and safe working conditions which are safe and without risk to health
- To carry out a risk assessment at each site and bring to the attention of the Company employees the findings of the assessment
- To ensure that all goods and services purchased by the Company conform to all appropriate safety legislation
- To provide appropriate information, training and instruction to enable all employees to perform their work safely and effectively
- To ensure that the Company’s site-specific Health & Safety Regulations are complied with at all times
- To ensure that, where applicable, any sub-contractors are approved for use and are aware of their responsibilities and co-operate in the implementation of this policy
- To make available all necessary safety equipment and personal protective clothing and equipment
- To inform all employees of their duties and responsibilities under the legislation, including the Health & Safety at Work Act (1974) with particular emphasis on the following obligations:
 - ❖ To take reasonable care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work; and
 - ❖ To co-operate with the Company as far as necessary to enable that duty or requirement to be performed or complied with

This policy will be reviewed annually to ensure it remains both relevant and appropriate for the needs of the business and will be made available and accessible to all interested parties, via the OHS Manager and will also be communicated to all employees via a number of means including our Employee Handbook, our Site H&S notice boards and our Contract Specific Operational Site packs

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

The Company recognises the civil and moral need to ensure that all employees adhere to the Health and Safety Policy and is prepared to invoke disciplinary procedure in case of any deliberate disregard for the Health and Safety Policy.



Nicola Holmes
Managing Director

Reviewed: 3rd January 2020

STATEMENT OF COMPANY ARRANGEMENTS ON HEALTH AND SAFETY AT WORK

1. Responsibility of the Company

In particular, the Company recognises the responsibility to:

- a) Ensure as far as is reasonably practicable that plant equipment and safe systems of work are provided and maintained
- b) Ensure as far as is reasonably practical that the handling, storage and transport of articles and substances are safe and without risk to health
- c) Provide information, instruction, training and supervision necessary to ensure the health and safety of all employees
- d) Provide a working environment that is safe and without risk to health
- e) Comply with statutory requirements for health, safety and welfare of all employees
- f) Will provide a framework for setting and reviewing the Company's Occupational Health & Safety objectives on an annual basis

The Company undertakes to ensure that these requirements are met and to revise the policy as appropriate and to publish any such revision to all concerned.

2. Organisation

The Managing Director has the overall responsibility for ensuring the operation of the Company's Health and Safety Policy is effective and is implemented at all times.

The Company's Health & Safety Manager has the responsibility for the staff Training Policy and its implementation at all levels. The Company's Directors and Line Management are responsible for:

- a) Ensuring that the Company Policy on Health and Safety is implemented within the areas of their control
- b) Carrying out periodic Health and Safety inspections within the area of their control and reporting back to the Company
- c) Carrying out proactive hazard spotting within the area of their control and reporting back to the Company
- d) Ensuring that management institute and maintain joint consultation on all safety and health matters.

Line Management are responsible for:

- a) The effective implementation of the Company's Health and Safety Policy within the area of their control
- b) Fully explaining the Company's Health and Safety Policy to all employees under their control
- c) Satisfying themselves that the established methods for safety, inspection, training and instruction are maintained
- d) Keeping under review the necessity for further safety measures, instruction and training to ensure health, safety and welfare of employees under their control
- e) Keeping comprehensive records of any incident or accident which occurs and to take action to prevent a re-occurrence of the incident or accident
- f) Informing the employees of any hazards to health and safety encountered in the course of their work and taking precautions to safeguard the health and safety of all employees within the area of their control
- g) Making themselves available to receive and discuss health and safety queries raised by employees, safety representatives and other persons within the area of their control
- h) Hazard spotting or nominating a responsible member of staff to undertake this duty on a regular basis
- i) Reporting all major accidents and notifiable dangerous occurrences to the Health and Safety Manager/Department and confirming in writing within five working days.

3. Employees' Responsibilities

The following points within the Act are drawn to the attention of all employees.

- a) It is the responsibility of every employee, whilst at work, to take reasonable care for their personal safety and of others who may be affected by their work activities.
- b) An employee is obliged to co-operate with their employer to ensure compliance with the Health and Safety at Work Act and must:
 - Comply with instructions and directions as laid down by management regarding safety
 - Use properly the means and facilities provided for safety and health at work
 - Refrain from wilful misuse or interference with anything provided in the interest of health, safety & welfare.

4. Arrangements

a) Implementation of the Policy

The Managing Director has overall responsibility for ensuring the H&S Policy is implemented and maintained throughout the organisation. The Head of QHSE has been given responsibility by the Managing Director to ensure that this policy is complied with. The Head of QHSE is the "competent person" for the company. Responsibilities will include but not limited to:

- i.) Reviewing the policy on an annual frequency or earlier should a legislative requirement change
- ii.) Creating a positive culture of health and safety throughout all levels of the organisation
- iii.) Communicating responsibility of H&S across the organisation
- iv.) Ensuring employee competency, this gained through knowledge and experience
- v.) Chairing the QHSE Committee and encourage employees at all levels throughout the organisation to contribute to developing a robust QHSE culture with minutes being displayed on the Head Office H&S notice board and communicated to all senior management via email and uploading copies onto the Company shared drive.
- vi.) Measuring the organisation's performance with regard to QHSE via audits and accident monitoring.
- vii.) Setting annual safety objectives which are to be fully endorsed by the Managing Director and cascaded down throughout all levels of the organisation

b) Training

Arrangements will be made for all employees to receive training to enable them to complete their duties in a safe manner.

Employees will not be required to undertake any hazardous tasks prior to receiving appropriate training. General training will be conducted in-house and where required by approved external organisations.

Arrangements will be made for refresher training to be carried out on all tasks on a periodic basis unless due to the nature of a specific task it is required for this frequency to be increased or decreased.

c) Welfare and Workplace Safety

The organisation will provide working conditions at all its office locations in accordance with current legislation. These include, but are not limited to:

- Not exposed to extreme temperatures without adequate protection. A minimum temperature of 16°C should be maintained in the workplace for sedentary work or 13°C for strenuous physical work
- An adequate supply of drinking water must be provided
- Adequate lighting levels must be maintained
- Adequate space to do their job and to move around
- A workplace must be kept clean
- Adequate toilets, washing facilities, rest and eating facilities

The QHSE Department will arrange to carry out an annual Premise Risk Assessments at the Company's head office to ensure that all requirements are being met. Any non-compliances will be reported in writing to the Managing Director for rectification and if required a business case will be submitted for justification of monies to be spent.

Employees will cooperate with management to ensure that all requirements are being met including maintaining good standards of housekeeping.

d) Emergency procedures

All new employees will be made aware at the time of induction of the following:

- i.) How to raise the fire alarm
- ii.) How to call the emergency services
- iii.) Where to go to reach safety
- iv.) The names and contact numbers of first aiders within the company or client's premises

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Trained fire wardens will be resident and an annual Fire Risk Assessment will be carried out by the QHSE Department to ensure that the head office is kept free from fire hazards and all potential hazards reduced to an acceptable level.

Employees at both company and client locations will be responsible for ensuring that fire hazards are managed on a day-to-day basis by maintaining acceptable levels of housekeeping throughout the premises.

Fire warden signage will be in the agreed corporate format and will be clearly displayed in prominent places identifying the fire wardens for the building.

e) First Aid

Trained first aiders will be provided and will attend a HSE approved course, such as those run by St John's Ambulance.

First aid signage will be in the agreed corporate format and will be clearly displayed at prominent locations and will identify all appointed first aiders by their name, picture and telephone extension number.

f) Accident reporting

It is every employee's responsibility to report all accidents / near misses however minor within twenty-four hours of the event occurring. Events are to be reported to the organisations H&S Help Desk at healthandsafety@wettons.co.uk who will record all relevant information.

The QHSE team will update the database and keep it current at all times.

Where required for major events the Head of QHSE will visit site as soon as is practicably possible.

All RIDDOR (Reporting of Diseases Dangerous Occurrences Regulations) reportable events will be investigated and recorded and the enforcing authority informed within the prescribed timescale by the QHSE Department.

g) Use of machinery and plant

All employees will be given full instruction on the safe use and operation of any or all equipment they have to use in order to carry out their daily activities.

Employees will not be allowed to operate any machinery until they have been trained by their Line Manager Supervisor and recorded on the appropriate matrix.

All equipment will be serviced and maintained in line with the manufacturers recommended and statutory guidelines.

Employees are not allowed to carry out any repairs to any equipment themselves at any time.

h) PPE

Personal Protective Equipment (PPE) will be provided free of charge to all employees where the risk assessment has identified its issue and use. All PPE will be purchased from approved sources only and will comply with all current legislation.

Employees will be responsible for its day to day maintenance and reporting of any loss or effects.

Line Managers/Supervisors/ Team Leaders will be responsible for ensuring replacement PPE is available at all times.

i) Manual handling

All employees are to be trained on manual handling on commencement of employment by their Line Manager/ Supervisor.

Refresher training will be carried out on a periodic basis unless the risk assessment process has identified that this should be sooner.

So far as reasonably practicable all manual handling tasks shall be avoided or mechanised, where this is not possible detailed manual handling risk assessments will be carried out for activities that have been identified as a potential risk to employees.

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j) COSHH

The organisation will attempt to source substances for its core business activities that have been identified as 'UNCLASSIFIED'.

COSHH Assessments will be carried out for all chemicals used at its operations along with the relevant supporting Safety Data Sheet (SDS).

No substance may be used until a full assessment has been carried out by the QHSE department and provided to the operational team for subsequent briefing to all operatives who will be using it.

All substances supplied by the Company will be stored in accordance with best practice and as identified by the relevant COSHH Assessment in a secure, cool and well-ventilated location.

k) Consultation

In accordance with current legislation the Company will:

- consult with the workforce through the representative of the employees
- supply sufficient information for adequate consultation
- ensure that the representative has sufficient training to carry out their role effectively
- provide the representative with sufficient paid time off from their normal function to undertake the tasks required of them, and to provide sufficient facilities and assistance to enable them to discharge their duties
- set up a committee to provide a forum to discuss health and safety issues and seek suitable remedial actions to any problems brought to the meeting.