

## HEALTH AND SAFETY POLICY STATEMENT

### Health & Safety at Work Act 1974

Capital recognises and accepts its duties under the Health & Safety at Work Act 1974 and delegated legislation. Capital is committed to ensuring the health, safety and welfare of its employees and all those affected by its operations, be they clients, contractors or the general public.

Capital will:

- provide adequate control of the health and safety risks arising from its work activities
- consult with its employees on matters affecting their health and safety
- provide and maintain safe equipment
- ensure safe handling and use of substances
- provide information, instruction and supervision for all employees
- provide adequate training to ensure all employees are trained to the highest possible standard
- will take all measures in order to prevent accidents and cases of work related ill-health
- maintain safe and healthy working conditions:
- review and revise this policy as necessary at regular intervals.

Signed .....  .....

Dated .....13/11/2009.....

Review Date .....13/11/2010.....

## Responsibilities

- 1 Overall and final responsibility for health and safety is that of the Directors of Capital
- 2 Day to day responsibility for ensuring the policy is put into practice is delegated to all line and field managers.
- 3 To ensure that health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Operations Manager	All Health and Safety issues within the field environment
Training Manager	All Health and Safety issues within the office environment
- 4 All employees must:
  - Co-operate with managers and supervisors on all health and safety matters.
  - Not interfere with anything provided to safeguard their health and safety.
  - Take reasonable care of their own health and safety.
  - Report all health and safety concerns to an appropriate person (as detailed in this policy statement).

## Arrangements

### Risk Assessment

Generic Risk Assessments are in place and it is the responsibility of the Supervisor to ensure that all staff under his/her control are aware of any potential risks.

A site specific Risk Assessment will be carried out, either at the Clients' request, or where the site is of a technical or industrial nature. This would also include any site where risks to our staff are perceived to be higher than usual.

- 1 Generic and site specific Risk Assessments are undertaken and drawn up by the Training Manager.
- 2 Supervisors will carry out a visual risk assessment at the start of every job using the Generic Risk Assessment as a basis. Any identified hazards or risks will be communicated to the Field Manager.
- 3 Site specific Risk Assessments will be undertaken by the Training Manager.
- 4 The findings of the site specific Risk Assessments will be reported to the Operations Manager and the Client.
- 5 The Field Manager will be responsible for ensuring the appropriate action is taken.
- 6 The Training Manager will check that the risks have been removed or reduced.
- 7 Assessments will be reviewed every 12 months or when the work activity changes, whichever is the soonest.

## Safe Equipment

Portable appliance testing and general equipment maintenance checks are carried out on a regular basis.

- 1 The Field Manager will be responsible for identifying all equipment needing maintenance and will also ensure effective procedures are drawn up, and that all identified maintenance is carried out.
- 2 Any problems found with equipment should be reported by field staff to the Field Manager.
- 3 The Operations Manager will check that new equipment meets health and safety standards before it is purchased.

## Control of Substances Hazardous to Health (COSHH)

COSHH or manufacturers safety data sheets are obtained and analysed as part of this process.

Company COSHH assessments are produced to account for any change in risk caused by the way we use the product.

- 1 The Training Manager will be responsible for identifying and carrying out all COSHH assessments.
- 2 Information contained in the COSHH assessment about the hazards associated with any new product is cascaded to field staff by the Training Manager, Field Manager, or other designated person. Staff must sign an acknowledgement form as confirmation that they have received and understood this information.
- 3 The Training Manager will check that new substances can be used safely before they are purchased.
- 4 Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

## Information, instruction and supervision

- 1 The Health & Safety Law poster is displayed within the head office of Capital.
- 2 Health & Safety advice is available from the Training Manager.
- 3 Supervision of young workers will be undertaken by the supervisor and monitored by the Field Manager.
- 4 Supervision of young workers within the office environment will be monitored by the line manager.
- 5 The Training Manager/Field Manager is responsible for ensuring that employees working at locations under the control of other employers are given the relevant health and safety information.

## Competency for tasks and training

- 1 Induction training will be provided for all employees by the Training Manager.
- 2 Job specific training will be provided by line managers.
- 3 All field staff are trained in the hazards associated with technical cleaning in industrial, technical or commercial environments. Training records, H&S certificates and CSCS certificates are held on file.
- 4 Training records are kept at Capital's head office by the Training Manager.
- 5 Training will be identified, arranged and monitored by the Operations and Line Managers.

## Reporting of Incidents, Diseases, Dangerous Occurrences Regulations (RIDDOR)

Any incident involving an injury at work is entered in the Company Accident book, via completion of an Accident/ Incident form. Where the result is serious injury, or the staff member concerned will be absent from work for 3 days or more, it will be reported in accordance with the above regulation.

Where circumstances dictate, an investigation into the circumstances surrounding the incident will be carried out, either by the Field Manager or Line Manager. The findings will be recorded on the relevant Accident/Incident form and steps will be taken to prevent a recurrence.

Information relating to any other element of RIDDOR will be recorded by the Human Resources Department and where necessary reported to the HSE or Incident Contact Centre.

Information relative to the Incident, Disease or Dangerous Occurrence will be passed to the Training Manager for entry onto the computerised RIDDOR record within the H&S Management system.

To check our working conditions, and ensure our safe working practices are being followed we will:

- Carry out regular spot checks on all field based staff
- Make sure that all batch numbers of COSHH substances are always completed on field reports
- Ensure that supervisors always carry out a visual generic risk assessment at the start of each job

The HR Manager will be responsible for investigating work-related causes of sickness and absence.

Line Managers will be responsible for acting on investigation findings to prevent a recurrence of any accident/incident.

### **Emergency procedures on site – fire and evacuation**

- 1 It is the on site Supervisor's responsibility to ensure that he/she is familiar with the customers' emergency procedures and to cascade this information to members of the team.
- 2 Employees working on customers' sites must adhere to the on site emergency procedures relating to fire and evacuation.