

# Health and safety policy

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

| STATEMENT OF GENERAL POLICY   |                               | RESPONSIBILITY OF:<br>Name/Title                                   | ACTION/ARRANGEMENTS (customise to meet your own situation) |
|---|-------------------------------|--|--|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.   | Greg Gottig Managing Director | Covered at staff induction/staff training                          |  |
| To provide adequate training to ensure employees are competent to do their work.  | Greg Gottig Managing Director | Covered at staff induction/staff training                          |  |
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.  | Greg Gottig Managing Director | Covered at staff induction/staff training/visiting client premises |  |
| To implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="http://www.communities.gov.uk/firesafety">www.communities.gov.uk/firesafety</a> . | Greg Gottig Managing Director | Covered at staff induction/staff training/visiting client premises |  |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.  | Greg Gottig Managing Director | Covered at staff induction/staff training/                         |  |

|  |             |   |
|--|-------------|---|
| Health and safety law poster is displayed:   | Yes         | Warner House, Riverview, Tarleton Lancs PR4 6EB     |
| First-aid box and accident book are located:   |             |   |
| Accidents and ill health at work reported under RIDDOR:  |             |   |
| (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)<br><a href="http://www.hse.gov.uk/riddor">www.hse.gov.uk/riddor</a> Tel: 0845 300 9923 |             |   |
| Signed: (Employer)   | Greg Gottig | Date: 01 April 2014                                 |
| Subject to review, monitoring and revision by:   | Greg Gottig | Every: 24 months or sooner if work activity changes |

Employers with five or more employees should have a written health and safety policy and risk assessment.

For further information and to view our example health and safety policy go to [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk)

For advice and support contact HSE Infoline Tel: 0845 345 0055 or e-mail: [hsee.infoline@commnaughtplc.uk](mailto:hsee.infoline@commnaughtplc.uk).

Combined risk assessment and policy template published by the Health and Safety Executive 09/09

# Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide ([www.hse.gov.uk/risk/casestudies](http://www.hse.gov.uk/risk/casestudies)). Simply choose the example closest to your business.

**Company name:** Warner House Companies Ltd

| What are the hazards? | Who might be harmed and how?   | What are you already doing?  | What further action is necessary?  | Action by who?                            | Action by when?            | Done     |
|-----------------------|--|--|--|---|----------------------------|----------|
| Slips and trips       | Staff may be injured if they trip over objects or slip on spillages. | General good housekeeping.<br><br>Where possible, all areas are well lit<br><br>No trailing leads or cables. | Better housekeeping in needed, eg on spills.<br><br>Staff keep work areas clear, eg no boxes left in walkways and deliveries stored immediately.<br><br>The right cleaning equipment is used for the right job, and staff follow safe systems of working.<br><br>Staff monitor entrances for wet floor surfaces walked in.<br><br>Warning cones placed around spillages, and removed as soon as spillages clear and floor dried. | All staff and manager director to monitor | From now on until 31/03/16 | 01/04/14 |

# Risk assessment

| Contact with bleach and other cleaning materials | Staff risk getting skin problems such as dermatitis, and eye damage, from direct contact with bleach and other cleaning chemicals, eg solvents and detergents.<br><br>Vapour may cause breathing problems | Long-handled mops/brushes, and appropriate gloves, provided and staff trained in their use.<br><br>All staff trained in the risks, use and storage of cleaning chemicals and wear personal protective equipment as instructed.<br><br>Cleaning materials marked 'irritant' substituted, where possible for milder alternatives. | Staff reminded to wash gloves and aprons when used after used.<br><br>Staff reminded to report any health problems they think may come from cleaning, and to check for dry, red or itchy skin on their hands. | All staff and managing director to monitor | From now until 31/03/2016<br><br>01/04/2014 |
|--|---|---|---|--|---|
| Work at height                                   | Staff risk bruising and fracture injuries if they fall from any height  | No ladders policy<br><br>All high level cleaning done by trained staff working from floor level, using telescopic poles with cleaning tools attached.   | No further action required at this stage.   |  |   |
| Musculoskeletal disorders (MSD's) and injuries   | Staff risk problems such as back pain if they try to lift objects that are heavy and /or awkward to carry such as hoovers/heavy waste bags, or if they are often required to work in awkward postures.    | All staff trained in lifting safely and follow safe systems of work.<br><br>Staff do not overfill bags and buckets<br><br>Mopping systems have a long-handled wringer, and a bucket.  | No further action required at this stage.   |  |   |
| Electrical                                       | Staff risk electric shocks or burns from faulty electrical equipment or installation, or from misuse of electrical appliances   | Long-handled mops, brushes and litter pickers provided to reduce need to stretch and stoop.<br><br>Staff trained in basic electrical safety.<br><br>Staff trained to perform pre-use checks – on cables, switches and sockets – before using electrical appliances.   | Remind staff to do pre-use checks before using electrical appliances  | Managing director                          | 31/03/2016                                  |
| Verbal Abuse or assault                          | Staff may suffer verbal abuse, and possibly assault from members of the public, particularly in quiet or remote areas   | Staff trained in dealing with difficult and/or confrontational situations.<br><br>Staff trained to make the managing director aware when they are working in a remote location.<br><br>Staff report all instances of abuse  | No further action required at this stage  |  |   |

# Risk assessment

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|--|--|--|--|
| Extremes of weather                    | Staff working outside may suffer discomfort and possibly ill health from exposure to poor weather  | Suitable personal protective equipment provided for staff working outdoors.  | No further action needed at this stage   |
| Collecting waste                       | Staff emptying bins, particularly in toilets, risk potentially serious injury from sharp objects, including needles                      | Staff trained in safe systems of work and provided with suitable tools (litter pickers) and personal protective equipment  | Managing director<br>31/03/2016  |
| Rug Doctor Machine for carpet cleaning | Staff and others risk injury from improper use of the machine eg if the machine were to buck and hit feet and ankles.                    | Machines provided are the right ones for the job.<br><br>Cleaners are trained in the safe use of machines.<br><br>Pre-use checks are done for damaged plugs, cables, on/off switches.<br><br>Machines are regularly examined and maintained by a competent person. | Cleaners reminded that if they have doubts about the health and safety of this or any machine they are not to use it and to inform the managing director immediately.<br><br>Managing director<br>31/03/2016 |
| Lack of awareness of risk by staff     | Staff, particularly temporary from an agency, are at risk if they are not aware of the risks on site and how those risks are controlled. | Risk assessment discussed with all staff and a copy displayed.<br><br>Temporary staff are briefed on site safety<br><br>Temporary staff agency supply only staff who speak English   | No further action required at this stage.  |

**Assessment review date:** 01/04/2016 (usually within one year, or earlier if working habits or conditions change)

For information specific to your industry please go to [www.hse.gov.uk](http://www.hse.gov.uk).

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