



BCM

2011

Building Cleaning Maintenance

Health & Safety
BCM Employees

Health & Safety at Work.

Policy Statement.

The Board of Directors regard the promotion of Health and Safety measures as a mutual objective for management and employees at all levels.

It is therefore the policy of this company to do all that is practicable to prevent injury to persons from potential hazards, including visitors and the general public, in its products.

In particular the Company recognises and accepts its responsibilities to:

- A) Provide and maintain, so far as is reasonable and practicable, a safe and healthy working environment and safe systems of work which takes into account applicable statutory requirements.
- B) Provide adequate training and instructions for all employees to enable them to perform their duties in a healthy, safe and efficient manner.
- C) Make available all necessary safety devices and protective equipment and to supervise their use.
- D) Maintain a continuing interest in health and safety matters applicable to all activities of the Company, particularly by consulting and involving employees and their representatives wherever possible.

Employees have a duty to co-operate in the operation of the policy by:

- a) Working safely and efficiently.
- b) Using the safety devices and protective equipment provided.
- c) Adhering to statutory provisions and obligations.
- d) Reporting all accidents and incidents that may have led to injury or damage.
- e) Assisting in the investigation of accidents with the object of introducing measures to prevent recurrences.

ORGANISATION AND RESPONSIBILITY

1) *COMPANY DIRECTORS*

Accept overall responsibility and accountability for all health and safety matters arising from and in connection with the Company's policy and arrangements for health and safety, initiating whatever changes are necessary and will as required, attend and conduct safety committee meetings.

2) *DEPARTMENT MANAGERS AND COMPANY DIRECTORS*

Department Managers and Company Directors will do all that is reasonable and practicable to:

- a) Ensure the implementation of the Company's safety policy
- b) Provide and maintain plant, equipment and systems of work that are safe and without risk to health.
- c) Institute arrangements for ensuring the absence of risk to health arising from the use, handling, storage and transport of articles.
- d) Provide information, instruction, training and supervision that is necessary to ensure the health and safety of all employees.
- e) Provide and maintain a working environment that is safe and without risk including the provision of an adequate range of Personal Protective Equipment (PPE) and properly used, maintained and stored.
- f) Take into employment persons who are, after training, competent to carry out the work for which they are engaged.
- g) Ensure the health and safety of persons not employed by the Company but who could be affected by the Company's activities.
- h) Keep themselves informed of all accidents and hazardous incidents.
- i) Appoint persons classified as 'Competent Persons' and arrange for them to receive appropriate training in Health and Safety.
- j) To establish and implement an administration system which allows close monitor of company vehicles requirements for inspection, tax and insurance etc.
- k) To establish and implement a system of regular, planned Health and Safety checks, inspections and audits and to correct any deficiencies identified by such audits.

3) *SPECIFIC RESPONSIBILITIES*

The operations Controller is responsible for ensuring as far as practicable all plant equipment and buildings are maintained in good and safe working order, for liaison with the relevant authorities, for the maintenance and supervision of hazards to health and of safe working procedures and practices.

The Quality Manager is responsible for being aware of all chemicals and substances used throughout the Company, of any hazards to health and safety arising from, handling storage and transport and for providing advice and guidance to management and supervision of safe working practices and procedures.

The Commercial Manager is responsible for ensuring the adequate maintenance of all general registers, and for the efficient reporting of all notifiable occurrences to the Health and Safety executive. He is further responsible for keeping himself informed of all accidents and hazardous incidents for ensuring adherence to all relevant statutory requirements relating to health and safety, for liaison with the health and safety executive and for the maintenance of adequate reports, records and files relating to health and safety.

4) *SUPERVISION*

Supervision will do all that is reasonable and practicable to:

- 1) Ensure, within their areas of responsibility, the effective implementation of 'work rules' and the Company safety policy.
- 2) Check that safety measures are being maintained and that safety instructions and safe working practices are followed.
- 3) Report all accidents, occurrences of industrial diseases and dangerous occurrences in the manner prescribed.
- 4) Instruct personnel under their control on their duties towards safety of themselves and others.
- 5) Inform the same personnel of any hazards to health and safety inherent in their work and appropriate safe working practices and procedures.
- 6) Make recommendations to management with regard to improving health and safety arrangements and the elimination of hazards or potential hazards.

HEALTH AND SAFETY RULES

1. *RESPONSIBILITY OF EMPLOYEES FOR HEALTH AND SAFETY*

The Health and Safety at Work Act 1974 states that 'no employees shall wilfully do anything to endanger himself or any other'. Employees have a duty to cooperate in the implementation of the Company's safety policy by:

- a) Working safely
- b) Using the protective equipment provided.
- c) Reporting incidents that have lead to injury or damage.
- d) Adhering to Company procedure jointly agreed on their behalf for securing a safe working place.
- e) Assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.

2. *REPORTING OF ACCIDENTS*

All accidents must be reported at once to the employee's immediate supervisor who will take appropriate action and record all relevant details into the accident book.

3. *ILLNESS AT WORK*

Employees taken ill at work must report at once to their supervisor. If any employee suffers any notifiable infectious or contagious disease, the employee shall immediately notify their supervisor and the Company's safety officer. They shall also forward a medical certificate to the wages department and they must not attend at the Company's or clients premises until they have obtained from their doctor a certificate giving them clearance to return to work and they must produce that certificate to their supervisor.

4. *MEDICAL EXAMINATIONS*

All employees must be prepared to submit to a medical examination a nominated medical practitioner should the Company require.

5. *FIRE PROCEDURE*

In the event of outbreak of fire within the works/office area the following procedure should be adopted to ensure the safety of all personnel.

- 1) The person in whatever capacity must immediately call or cause another person to call the Fire Service.
 - 2) Subject to personal safety, the person discovering the fire may attempt to contain the fire by using the extinguishers nearest the fire point whilst awaiting the arrival of the fire service.
 - 3) All personnel will leave the offices by the nearest fire exit. No person will re-enter until instructed by a member of senior management.
 - 4) Supervisors will ensure their departments are clear and marshal their personnel to the assembly point on the factory car park. A role call will be taken to ensure all personnel are accounted for.
 - 5) It is essential that all personnel vacate the premises as quickly as possible and in an orderly manner. They must not stop to pick up personal belongings. They must not turn back after being instructed to leave the factory.
 - 6) In the interest and safety of all employees it is imperative that fire exits and passageways leading to fire exits shall remain unobstructed at all times.
 - 7) Fire points and fire equipment shall not be tampered with and shall remain unobstructed at all times. The equipment shall always be maintained and kept up to date at all times.
 - 8) The equipment and fire points shall be periodical checked in order to establish compliance to requirements.
- 6) *HOUSEKEEPING*
- a) All scrap and factory waste must be safely disposed of in the containers provided.
 - b) Broken glass must not be mixed with general factory waste but must be disposed of separately.
 - c) All passageways must be kept clear of all obstacles and protruding objects at all times.
 - d) Rubbish must be removed from all work areas on a daily basis.
 - e) All employees are requested to assist in maintaining a clean and hygienic standard of toilet and washing facilities.
- 7) *FAULTY MACHINES TOOLS AND EQUIPMENT*
- Faults on machines, tools and other items of equipment must be reported immediately to the supervisor.

8) *ELECTRICAL EQUIPMENT*

Unauthorised personnel must not interfere with any piece of electrical equipment or plant. All faults involving electrical equipment must be reported immediately to the supervisor. Under no circumstances must any unauthorised person attempt to repair any electrical fault.

9) *PROTECTIVE CLOTHING AND EQUIPMENT*

As part of its responsibility this Company provides protective equipment for use in certain areas of work and as such all employees are required to make use of this equipment when carrying out work in the designated areas.

- a) Safety spectacles must be worn while using classified chemicals
- b) Gloves must be worn when handling chemicals
- c) Ear protectors must be worn as required
- d) Safety shoes –Where required arrangements exist to enable employees to obtain safety boots through the company.

10) *GUARDS AND SAFETY DEVICES*

It is strictly forbidden for any unauthorised person to tamper, interfere with or remove any safety device or protector from any machine tool or piece of plant or equipment to which it has been fitted. Under no circumstances shall any item of plant or machine tool be operated by unauthorised personnel without the safety device or guard being in position and fully operational.

11) MATERIALS

C.O.S.H.H. Data sheets are provided for each site and updated regularly. Arrangements exist for the Quality Manager to issue instruction sheets where appropriate in respect of any hazardous materials.

Materials will be stored and transported safely at all times

12) MOTOR VEHICLES

All vehicles must conform to the speed limits and road traffic rules.

EQUAL OPPORTUNITIES POLICY

It is the policy of the Company to establish and maintain a working environment, terms and conditions of service and employment practices and procedures which will ensure that no job application or employee receives less favourable treatment on the grounds of race, religion, colour, nationality, ethnic or national origins, sex or marital status or physical disability.

The objectives of the Company are:

- a) To ensure that all employees are aware of their duty under the legislation which prohibits discrimination in employment and of the Company policy on equal opportunity.
- b) To provide equal opportunity in recruitment promotion and training.
- c) To ensure that applications for employment and candidates for transfer and promotion are considered on the basis of relevant qualifications, skills and abilities they possess.
- d) To encourage all employees to take advantage of suitable opportunities for training and advancement.

Any employee who believes that he or she is being treated less favourable on the grounds of race, religion, colour, nationality, ethnic or national origins, sex or marital status or physical disability is encouraged to raise the matter through the Company grievance procedure.

The Company recognises that, whilst much can be achieved by the development of legal measures and codes of practice, real progress can only be made by the commitment of all its employees to the practical application of this policy in the context of the following employment practices and procedures.

APPLICATION FOR EMPLOYMENT

Reception staff must not treat casual or formal applications from minority groups less favourably than others. Supervisors are responsible for ensuring that all those concerned are fully aware of their responsibilities that appropriate advice is included in standing instructions and that special care is given to training on appointment.

SELECTION PROCEDURES

Individual responsibility will be periodically reviewed to ensure that individuals are selected and promoted within the Company on the basis of matching their relevant qualifications, skills, aptitudes and abilities to objective job related criteria.

INDIVIDUAL RESPONSIBILITY

It is the duty of all employees to accept their personal responsibility for the practical application of the Company's equal opportunity policy but at the same time the Company acknowledge that specific responsibilities fall upon Managers and Supervisors.

TRAINING POLICY

The Company recognises that its continued success and future development is dependant on a well trained and motivated work force and is therefore committed to training policy which will allow each individual to fulfil their potential and to meet the objectives of each job. To this end the Company will provide:

- 1) Introduction training to reach a satisfactory level of efficiency in any position.
- 2) The necessary training to reach a satisfactory level of efficiency in any job.
- 3) The necessary training to ensure that those selected for promotion can take full advantage of opportunities offered.

SIGNED



Managing Director 2011