



## Health and Safety Policy

### Introduction

The following is a description of the type of work that our Company undertakes:

### Description of work

Window Cleaning  
 Conservatory Valets  
 Exterior Building Cleaning  
 Patio, Decking and Path Cleaning  
 uPVC Cleaning  
 Gutter Cleaning

### Industry Sectors

Domestic & Commercial  
 Domestic  
 Domestic & Commercial  
 Domestic & Commercial  
 Domestic & Commercial  
 Domestic

### **Part 1 - General Statement of Policy**

- 1.1 The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of its staff, of sub contractors working on its behalf and all other affected by its activities.
- 1.2 The Company will provide and maintain safe and healthy working conditions so far as reasonably practicable.
- 1.3 Company policy is that all staff are actively involved in maintaining safe operating conditions and practices.
- 1.4 The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

### **Part 2 – Organisation**

2.1 The head of the Company has overall responsibility for health and safety in the Company and will:

- Ensure suitable financial provision is made for health and safety obligations
- Provide appropriate information and instruction to staff
- Ensure work is planned to take into account health and safety issues
- 

Named person responsible for H & S: Carl Welsby

2.2 All staff shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities.

They shall:

- Co-operate on health and safety matters
- Report health and safety defects
- Not interfere with anything provided to protect their health and safety



### **Part 3 – Arrangements**

As a small company with less than 5 employees the arrangements for health and safety are informal and generally not recorded. However, health and safety is considered in all aspects of our work. The following outlines the principal ways in which we implement health and safety:

#### **3.1 Communication**

The content of this policy and rules specific to a site or job are drawn to the attention of all staff and sub contractors. Staff and sub contractors present their views on health and safety for existing and proposed jobs.

On some large jobs, cleaning teams are separated, consequently workers will work alone. It is management's responsibility for the welfare of staff; as a result communication is important.

- a. If members of staff are working in a team; and are split on a single site, regular (hourly) checks should be made on a lone worker.
- b. If a member of staff is dropped on a job to work solo, intervals among contacts should not exceed one hour.
- c. If a member of staff is working solo for a full shift or day, a one hour contact system should be established, i.e. mobile phone or radio.

#### **3.2 Training**

Staff are given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of PPE and manual handling. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed. New staff will receive induction training. A programme of refresher training will be undertaken to keep staff up to date with legislation and industry best practice.

#### **3.3 Risk Assessments**

The named person responsible for health and safety or a suitably qualified, nominated person carries out and records formal risk assessments. In addition risk assessments are carried out continuously by staff throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others

affected by the work. Where staff do not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the named person or a suitably qualified, nominated person, if required. The named person responsible for health and safety ensures operators are provided with appropriate instruction and training on risk assessments.

#### **3.4 Method Statements**

Formal method statements (safe working procedures) will be prepared in writing where the risk warrants it.



### **3.5 Co-operation with Clients**

Staff always familiarise themselves with client procedures when first attending site, in particular general site access, emergencies and high risk work activities including permit to work systems. Client site procedures and specific instructions will be followed at all times.

### **3.6 Welfare**

Welfare arrangements are established at each site, utilising client facilities whenever possible.

### **3.7 Equipment**

All equipment is subject to routine maintenance, including electrical testing, taking into account various factors, including:

- Statutory testing
- Type of equipment
- Amount of use
- Consequences of failure

### **3.8 Personal Protective Equipment**

PPE is provided as appropriate for the work activities. PPE is maintained by the individual and is subject to routine maintenance as appropriate.

### **3.9 Hazardous Substances**

The risk associated with hazardous substances is 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 staff and health surveillance undertaken where necessary. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the H&S advisor, as appropriate. Significant risks associated with hazardous substances will be subject to a formal written assessment in accordance with the Control of Hazardous Substances to Health Regulations (COSHH).

The company DO NOT work where there is a chance that asbestos can be disturbed.

### **3.10 First Aid and Accident Reporting**

A first aid kit is carried in all company vans. Wherever possible, arrangements are made with clients to use their first aid facilities. Where this is not possible the first aid box in the van(s) and assistance will be sought from the emergency services if required.

All accidents are reported to the office and recorded in the accident book. Those defined as statutorily notifiable and reported to the HSE Incident Contact Centre by telephone, on 0845 3009923.

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



### 3.11 Manual Handling

Manual handling risks are considered prior to every work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our staff are advised not to manual handle loads which they feel incapable of moving safely.

### 3.12 Fire Safety

All staff are to remain vigilant to the risk of fire.

Wherever possible arrangements are made with clients in regards to the event of fires.

Assistance will be sought from the emergency services.

In the event of a fire all staff members must follow client's procedures.

In the event of a small fire on our vehicles an AFEUKN Auto Fire Extinguisher will be used and, if necessary, the emergency services will be called.

### 3.13 Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical ability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

Activities that we sub-contract include:

None at present.

### 3.14 Public Safety

The safety of members of the public is considered at all times and appropriate protective actions taken.

### 3.15 Other Important Health and Safety Information

Management will work together with staff to make sure all the policy is met; management will review the policy on a regular basis. Management will update the policy if necessary.

**Signed:**

**Date:**

**Name:**

**Position:**

---

Carl Welsby t/a Red Dragon Window Cleaning. Haul Y Bryn, Pentre Galar, Crymych, Pembrokeshire, SA41 3QR  
Ffon/Tel: 01239 831502  
Sym/Mob: 0777 599 2501  
E-bost/E-mail: [carl@nice-clean-windows.co.uk](mailto:carl@nice-clean-windows.co.uk)  
[www.nice-clean-windows.co.uk](http://www.nice-clean-windows.co.uk)