

CJ Property Cleaning LTD
Policy Document
Health and Safety Policy
27.11.2020



HEALTH AND SAFETY POLICY

Introduction

The company takes very seriously its obligations and responsibilities under Health and Safety legislation. The objective is to provide employees with a safe working environment and a safe system of work.

The company regularly reviews working practices including the general working environment and individuals' work stations to ensure that best practices are adhered to or adopted and that safety hazards are identified and accidents so far as reasonably practicable are avoided. The company regularly monitors the safety of any equipment or machinery provided for use by employees. Maintenance is regularly and scrupulously carried out, and proper records are kept. All equipment and machinery provided complies with the appropriate UK standards and is designed or adapted for the purpose for which it is used. All employees who use or supervise the use of such equipment or machinery are properly trained in its use including Health and Safety considerations.

Health and Safety guidance is given to all new employees upon joining, and regular refresher updating sessions are held for existing employees. The company requires the full co-operation and participation of all employees.

You are obliged to take reasonable care for your own safety and for the others who may be affected by your acts or omissions, and to co-operate fully with the company in the arrangements made in relation to Health and Safety matters. For example, you must:

- Adhere to the prescribed safe system of working.
- Report any faults or defects in machinery or equipment immediately.
- Report any safety concerns at all immediately.

Only those qualified to do so and employed for that purpose may carry out repairs or maintenance to machinery or equipment.

Safety Officer

The company will appoint a Safety Officer to ensure that it is aware of and fully complies with its obligations under Health and Safety law.

All accidents and near misses irrespective of triviality must be reported to the Safety Officer who will ensure that any necessary preventative measures are introduced.

First Aid

All accidents must be recorded in the accident book. You will be notified which members of staff have training in First Aid. If anyone becomes ill while at work and requires medical attention arrangements will be made to call a doctor or the emergency services or take the employee to Accident & Emergency at the nearest hospital.

Hazards and Safety Risks

You have a responsibility to report any potential Health or Safety hazard including infectious or other diseases, accidents or injuries associated with the workplace. Examples are as follows:

- Fire risks, e.g. accumulation of combustible waste, blocking or obstruction of fire doors, corridors, or smoking in non-smoking areas.
- Electrical problems, e.g. worn cables, loose connections, multiple connectors to power sockets, faulty wiring or trailing cables.
- Defective equipment.
- Defective flooring e.g. worn or frayed carpets, uneven or slippery surfaces.
- Unsuitable loading or stacking.
- Broken glass.
- Carelessness by an employee or other person on the premises, e.g. attempting to repair equipment without proper training.

Improvements

You are encouraged to suggest improvements to the Health and Safety policy and suggestions should be made to the Safety Officer.

Discipline

Any breach or non-observance of the Health and Safety policy constitutes a disciplinary offence in respect of which you may in an appropriate case be dismissed.

General Aims of CJ Property Cleaning Ltd

So far as is reasonably practicable the company aims to achieve the following:

- Premises heated to at least the minimum temperature required by law.
- Safe equipment and systems.
- Safe methods of handling, storage and transport of articles or goods.
- Provide employees with information, instruction and training.
- Ensure the place of work is safe with means of access and egress.
- Provide a safe working environment.
- A no smoking policy in line with government legislation.
- All storage areas are safely laid out with adequate room for access in safety.

Display Screen Equipment

The company has particular obligations where employees habitually use display screen equipment as a significant part of normal work. Workstations and work routines will regularly be reviewed to ensure that they comply with the law and to ensure that the employee has adequate breaks from the use of display screen equipment. Regular and proper training will be given to minimise Health and Safety problems. Free eye and eyesight tests are available for those appointed to use display screen equipment and for those who currently use this equipment at regular intervals. The company will pay for glasses prescribed for the use of an employee when operating display screen equipment but not for designer frames or for lenses other than those prescribed specifically for use in connection with the operation of display screen equipment.