

## HEALTH AND SAFETY POLICY STATEMENT

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### GENERAL STATEMENT OF POLICY

The Company's policy is, as far as is reasonably practicable, to maintain a safe, healthy and pleasant working conditions to all employees and sub contractors. In order to achieve our objectives, we will assess all risks involved in our activities and ensure safe equipment and correct systems of work are in operation and provide such information, training and supervision to meet these needs. We also accept our responsibility for the health and safety of other people who may be affected by our activities and also to our clients' premises and their directives regarding health and safety and to show due regard to the environment.

However, it is the clear legal duty of each and every employee and sub-contractor, while at work, to take reasonable care for his or her own safety and that of all who may be affected by his or her acts or omissions; and to co operate with the Company in any way that is necessary, to enable it to perform or comply with any statutory duty or requirement.

The company's policies and commitment to Health & Safety are detailed in Sections 1 – 4 of the full policy document.

The allocation of duties regarding health and safety matters and the particular arrangements, which we will make to implement the Policy, are set out below (and is explained in greater detail in Section 5 and 6 of the Full Company Health & Safety Policy).

The Policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the Policy and the way in which it is operated will be reviewed every year, or as and when required.

Signed:



Mr Lee Andrews  
Managing Director  
DOC Cleaning Limited

## COMPANY STATEMENT

The Company fully recognises and accepts its responsibilities as an employer in providing a safe, healthy and pleasant working environment for all its employees and to members of the Public.

Our Policy is to train employees in all aspects of Health & Safety as experience has proved that a well trained staff will be more efficient in their duties, will help towards protecting the environment and the surrounding work area, will reduce unnecessary losses and liability and most notably will greatly reduce personal risk of injuries and illness. Our Company believes Health & Safety and the well being of our employees, the preservation of the work place area and the environment are the most important aspects of our operation and can only result in an improved reputation for our Company and in an increase in interest for our services.

A great deal of emphasis is placed by the Company on the following aspects.

- a) Risk assessment, Method statements and safe working conditions.
- b) Personal safety of employees, staff and members of the public who may be affected by our activities.
- c) The safe storage, transportation and use of chemicals and machinery.
- d) A total adherence to the correct procedures of work and conduct whilst carrying out work on clients' premises.
- e) The correct information, training, instruction and supervision given to employees and encouragement and advice in contributing positively to their own health and safety at work.
- f) An ongoing process of improvement and a positive approach to achieving total quality in all the activities we undertake is emphasised to our staff at all levels and encouraged to be aimed for.
- g) To provide adequate resources, both financially and physically, in order to achieve and maintain our aims with regard to health and safety training and the well being of all our staff.
- h) To create a healthy and pleasant working environment.

We feel that the aforementioned points can only be achieved, maintained, and improved through a thorough and comprehensive training programme, which is detailed below (and is explained in greater detail in Section 4 of the Full Company Health & Safety Policy).

## COMPANY RESPONSIBILITIES FOR HEALTH & SAFETY COMPANY STRUCTURE & MANAGEMENT RESPONSIBILITIES

The overall and final responsibilities for all aspects of Health & Safety within the Company lie with;  
Mr. David O'Connor- Chairman

The devising of, implementation and interpretation of all Health and Safety procedures, policies, documentation and practices and the appraisal of all sub-contractors is the responsibility of:  
Mr. Lee Andrews- Managing Director

The task of ensuring that this policy is being implemented at each site and that all procedures, policies, documentation and practices are being adhered to, audited and are up to date is the responsibility of:  
Mr Kevan Stewart – Technical Support Manager

Mr. Danny Andrews, Operations Director, will be responsible as his deputy.

Site Supervisors (where applicable) or Area Supervisors/Managers are responsible for this policy being carried out at the sites that they are responsible for.

Detailed below are the specific responsibilities of each Site/Area Supervisor or Manager for safety in these particular areas;

- Responsibility for all manual handling carried out and the provision and maintenance of protective clothing and lifting/carrying equipment.
- Responsibility for carrying out and maintaining the Health & Safety responsibilities of all cleaning operations at operative level and to ensure protective clothing, safety equipment and machinery is adequate, maintained and used correctly and chemicals are used safely and correctly.
- Responsibility to carry out, record and distribute detailed Risk assessments where deemed necessary and when required to do so by the Client. To ensure that all findings and conclusions from completed Assessments are implemented and all control measures deemed necessary are in place and are adequate prior to all associated activities commencing. To ensure that all information is passed onto all operatives, clients and interested parties concerned.

It is also the responsibility of all Site/Area Supervisors or Managers to ensure the following;

- a) That, so far as is reasonably practicable all requirements of all relevant Health & Safety Acts & directives are observed and acted upon.
- b) To ensure that all necessary training and day to day Health & Safety procedures are carried out; including an ongoing approach to risk assessment and monitoring.
- c) To ensure that all relevant information and data sheets are provided and are easily accessible to employees.
- d) To ensure that all sub contractors carrying out work on behalf of the company comply with all Health & Safety Acts and Directives and that these contractors adhere to the company's safety policies and procedures.
- e) To ensure that all plant and machinery is safe to use and is periodically checked by a qualified engineer for any faults and that these actions are recorded.
- f) To provide and maintain First Aid arrangements and facilities.
- g) To liaise frequently with client's representative to ensure that the Sites Regulations are being adhered to and that all Fire Routes and extinguishers provided by the client are adequate and clearly understood.
- h) To receive and record any reports of accidents or dangerous occurrences and to ensure that these are dealt with correctly.
- i) To investigate any accident or dangerous incident, record the event and take adequate steps to ensure that the event does not occur again.
- j) To encourage and make responsible all staff to co-operate and become actively involved in the aim for a healthy and safe workplace and to take reasonable care of themselves, the surrounding areas and any other people whom may be affected by their activities.

Kevan Stewart (or his deputy) has the overall responsibility to ensure that all of the activities detailed above are being followed and to assist, train and offer advice and instructions to all managers and supervisors and to ensure that sufficient resources to action all of the activities listed are available at all times.

Kevan Stewart will carry out regular inspections and audits to ensure that all policies and procedures are being implemented and adhered to.

*This document is only a summary of our full Health and Safety Policy, a copy of which is held on each site.*

*The full Policy Document is more detailed in its content and is more specific with regard to site-specific responsibilities, details and locations.*