

HEALTH & SAFETY NOTICE



HSN-01 ISSUE 06 JANUARY 2006

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

1. Vacman Cleaning Ltd will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work etc. Act 1974 and other associated legislation. All activities shall be carried out with the highest regard for the health and safety of all staff, visitors and the public at large. Our aim is excellence in health and safety, by means of continuous improvement of standards, systematically removing the causes of accidents/incidents and ill-health. Vacman Cleaning Ltd view safety as an investment. Our consideration is not what health and safety costs. We consider what health and safety saves. This policy, together with more specific aims and objectives, demonstrates Vacman's commitment to the Health Promoting Company initiative. Wherever possible, legal requirements should be regarded as the minimum standard to be achieved.
2. The Senior Management Team are committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved. Within their areas of responsibility Directors will make provision from within their budgets for adequate resources to maintain and improve a healthy and safe working environment. People are our most valuable resource, and the safeguarding of human as well as other resources through health and safety is important, not only for its own sake, but also as a way of minimising costs.
3. The successful implementation of this policy requires total commitment from ALL members of staff.
4. This policy will be reviewed annually or in the light of legislative or organisational changes.

ORGANISATION OF HEALTH AND SAFETY

5. The Managing Director has overall responsibility for the health, safety and welfare of all the company's employees, and visitors. The authority to implement this policy is delegated to Managers and Supervisors.

- 5.1 Managers & Supervisors accept the employer's responsibility for compliance with legislation and the Company Health and Safety Policy in the areas under their control.
- 5.2 All employees shall take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work.
- 5.3 All employees are required to co-operate with the Company so far as is necessary to enable health and/or safety requirements to be performed or complied with. Where safety items are provided they must be used and personal protection equipment or clothing must be worn.
- 5.4 Visitors and external contractors will be given sufficient information and supervision to ensure that they comply with this policy and any/all other relevant Company Health and Safety Notices.
- 5.5 Vacman Cleaning Ltd has appointed a competent person to advise all staff on health and safety issues and assist in meeting, and where appropriate exceeding the minimum statutory legal requirements.
- 5.6 Emergency procedures are designed to ensure the safe access to and egress from the company premises and to give warning of imminent danger to allow all staff and visitors to move to a place of relative safety.
- 5.7 Health surveillance and monitoring will be provided for specific workers where required by legislation and best practice. All employees are required to co-operate with the Company so far as is necessary to enable health surveillance or monitoring requirements to be performed or complied with.
- 5.8 Vacman will consult staff and Trades Union representatives on arrangements for co-operating in the promotion and development of health and safety at work.

ARRANGEMENTS FOR HEALTH AND SAFETY

6. The Company will take all reasonably practicable steps to provide places of work that are safe and healthy and meet the health, safety and welfare needs of each member of staff.
 - 6.1. Managers & Supervisors are responsible for the training and supervision of staff and in their respective departments in accordance with health and safety matters. In particular, they will ensure that new recruits are given induction training on their first day. They will also ensure that appropriate information is available to all staff and/or visitors. The Managing Director will advise as necessary on specific safety training and the provision of relevant information.
 - 6.2. The Company will consult with Safety Representatives as provided for in Section 2(6) of the Health and Safety at Work etc Act 1974, the Health and Safety (Consultation with Employees) Regulations 1996 and other relevant statutory instruments. Vacman will provide adequate facilities for them to perform their functions.
 - 6.3. The Health, Safety, Welfare and Environment Committee is established in accordance with the provisions of Section 2(7) of the Health and Safety at Work etc Act 1974. The committee is comprised of a cross section of the workforce. It reports to the Managing Director and it is scheduled to meet at least twice per annum. Its statutory duties include advising on setting health, safety and welfare standards and objectives, the monitoring of health and safety performance, and reporting non-compliance with the Vacman Cleaning Ltd Health and Safety Policy.
 - 6.4. The Board of Directors will appoint one or more Safety Adviser(s) to advise on health and safety matters.
 - 6.5. Risk assessment is a key element in the process of successful health & safety management. It requires line managers to be proactive, identify risks and, more importantly, do something to reduce them. Risk assessments can identify weakness and, when acted upon, lead to a safer, healthier and more productive work force. Training in the preparation Risk Assessments will be provided where necessary.
 - 6.6. Procedures will be implemented to ensure that all plant, machinery and equipment are designed, constructed, operated and maintained in a safe manner.
 - 6.7. The Company will provide trained first-aiders to treat staff, and visitors who require attention while at Vacman sites.
 - 6.8. Detailed procedures to implement the provisions of this Statement of Policy are published as Vacman Health and Safety Notices (HSN's) and are revised annually. All these notices together constitute the Vacman Health and Safety

Vacman Cleaning Ltd
Health & Safety System Manual

Manual, an updated copy of which must be available for reference in each Vacman office or upon request from a Manager or Supervisor. It is the responsibility of individual staff to acquaint themselves with all relevant Health and Safety Notices.

- 6.9 It is the policy of Vacman Cleaning Ltd to provide instant health and safety advice or guidance for employees. It is particularly important that all staff are aware of the requirement to stop work immediately if they are in any way unsure of how to complete a task safely. In the event that ANY employee requires information or guidance in relation to health and safety they should speak to their line manager, or telephone 0800 783 6103. It should be remembered that our consideration is not what health and safety costs. We consider what health and safety saves.

Approved by:



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(Managing Director)

Date: ...10../01..../.2006...