

HEALTH & SAFETY NOTICE



HSN-02 ISSUE 04 JANUARY 2004

HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

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HEALTH AND SAFETY MANAGEMENT ARRANGEMENTS

INTRODUCTION

1. This Health and Safety Notice must be read and understood by all employees of Vacman Cleaning Ltd.
2. The Health and Safety Policy of Vacman Cleaning Ltd is HSN-01 "Statement of Policy" which forms the foreword to the Vacman Health and Safety Manual. It is distributed to all members of staff with their contract of employment.
3. The Health and Safety Manual contains a number of Health and Safety Notices providing guidance on the implementation of health and safety management for the Company. An index of these Health and Safety Notices is provided in Appendix 1.
4. Copies of the Health and Safety Manual are available for employees of Vacman cleaning Ltd and are located in all offices of the company.
5. Those Health and Safety Notices that must be read by and/or explained to all employees and visitors will be identified in the introduction of each particular notice and in Appendix 1 of this Health and Safety Notice. It is the responsibility of the Managing Director through the line management to ensure that the attention of employees and visitors is drawn to those Health and Safety Notices having a direct relevance to their work or conditions.
6. The basic objectives of the health and safety management arrangements are to ensure that statutory requirements and corporate standards for health and safety are met, that the health and safety of employees and visitors are ensured, and that the Company can demonstrate to others its safe and reliable operation.

SCOPE

7. The Vacman Cleaning Health and Safety Manual and the Notices it contains are intended to provide a single set of instructions that, if followed, should automatically ensure compliance with the law and corporate directives. They are therefore mandatory for all persons working on company premises or on any site or part thereof.

RESPONSIBILITIES

- 8. The Managing Director is responsible to the Board of the Company for the health and safety of all operations at the company in compliance with the Vacman Health and Safety Notices and with any relevant legislation.
- 9. Each Manager and Supervisor must ensure that safe systems of work are in place for all operations under their control and for assessing the performance of their area of operations against health and safety requirements.
- 10. The Safety Officer advises the Managing Director on compliance with health and safety requirements. They are responsible for independently assessing the performance of the company against health and safety standards.
- 11. The health and safety responsibilities of others appointed to specific health and safety roles are described in HSN-03 and HSN-04.
- 12. Each individual is responsible for their own and that of others health and safety at work. They are also responsible for co-operating with line management so far as is necessary to ensure compliance with health and safety requirements. No individual should undertake any work for which they have not received adequate instruction, training and/or information.

PROCEDURES

- 13. The measures taken to ensure the health and safety at work of employees and others are kept under review by the Managing Director and a safety committee. The Committee is further described in HSN-05.

Approved by:



.....
(Managing Director)

Date:...../...../.....

Vacman -HSN-2: APPENDIX 1

INDEX OF VACMAN HEALTH AND SAFETY NOTICES (HSN's)

Notices marked with an asterisk * must be read by all employees. All other notices must be read by all employees with specific responsibilities, roles or jobs. If in doubt, telephone 0800 783 6103 for advice.

<u>Vacman -HSN</u> <u>N^o:</u>	<u>Issue</u> <u>N^o:</u>	<u>Date of Issue</u>	<u>Title</u>
1*	6	Jan 2003	Health and Safety Policy.
2*	4	Jan 2002	Safety Management Arrangements [with Index of Health and Safety Notices (HSNs)].
3*	3	Jan 2003	Health and Safety Responsibilities of individual Post Holders.
4	4	Jan 2004	Responsibilities of Staff or Others appointed to specific Health and Safety Roles.
5*	3	Jan 2003	Safety and Environment .
6	4	Jan 2005	Incident/Accident Report Form.
7	3	Jan 2004	Safety Representatives.
8	5	Jan 2005	Accident Reporting Guidance.
9*	2	Jan 2002	Emergency and Evacuation Procedures.
10*	2	Jan 2006	Medical Occupational Health and First Aid Procedures.
11*	4	Jan 2004	Accident, Incident, Dangerous Occurrence and Disease Reporting Procedures and Investigations.
12*	3	Jan 2003	Health and Safety Induction Procedure.
13*	2	Jan 2002	The Health and Safety of Visitors.
14 & 14a*	2	Jan 2004	Safe Working by Contractors.(14a Procedures)
15*	2	Jan 2002	Children and Young Persons.
16			Obsolete
17	2	Jan 2002	Audit Policy
18*	3	Jan 2004	Electrical Safety Policy
19	3	Jan 2003	Hazardous Substances.
20	3	Jan 2003	Noise.
21*	2	Jan 2004	Personal Protective Equipment
22	2	Jan 2004	Management of Stress Policy
23*	4	Jan 2004	Skin Management

(continued on next page)

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<u>Vacman HSN</u> <u>N^o:</u>	<u>Issue</u> <u>N^o:</u>	<u>Date of Issue</u>	<u>Title</u>
24	2	Jan 2002	COSHH Assessment
25	1	Jan 2002	Access Equipment Safety Policy
26	1	Jan 2004	Lead Safety Policy.
27	2	Jan 2002	Safety for Drivers.
28	4	Jan 2004	Guidance for the Preparation of Company Health & Safety Policy Documents.
29	4	Jan2004	Annual Safety Reports.
30	2	Jan 2002	Health and Safety in Offices.
31	1	Jan 2002	Working Alone Safely.
32 & 32a	3	Jan 2002	Safe use of Display Screen Equipment. (32a appendice)
33	2	Jan 2002	Portable Electrical Equipment Testing.
34	3	Jan 2003	Manual Handling.
35	2	Jan 2002	Asbestos.
36	2	Jan 2002	Risk Assessment
37	2	Jan 2004	Environmental Management
38	2	Jan 2002	Lead Safety Policy
39	2	Jan 2004	Respiratory Policy
40	2	Jan 2002	Sharps Safety Policy