

HEALTH & SAFETY NOTICE



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GUIDANCE FOR THE PREPARATION OF VACMAN CLEANING LTD HEALTH AND SAFETY POLICY DOCUMENTS

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GUIDANCE FOR THE PREPARATION OF HEALTH AND SAFETY POLICY DOCUMENTS

INTRODUCTION

1. This Health and Safety Notice should be read and understood by all employees of Vacman who are responsible for preparing Company health and safety policy documents.
2. This HSN is intended to support Management in the task of preparing Company Health and Safety Policies. It is not intended to be a directive.

CONTENTS OF VACMAN HEALTH & SAFETY POLICY

3. In aiming to achieve standardisation of good health and safety practices across the Company the Managing Director will ensure that certain minimum topics are included in all safety policies.
4. When writing the company safety policy there will be a need to assess the activities undertaken within the company and the associated hazards. There is also a need to assess the areas visited by staff that is not their normal place of work, and also on client sites. To assist in the assessment a check-list has been devised (Appendix 1).
 - 4.1 On completion of the check-list, some cells will contain entries. A statement on how the safety topic will be handled is then required.
Many of the headings may be declared not-applicable. Those cells that are empty will usually not require a safety statement.
5. The check list is only a guide to what should be considered in the health and safety policy. There may be other hazardous areas and (Appendix 2) details some of these. Similarly there are potential hazards that are listed in (Appendix 3), but this list is not comprehensive.
 - 5.1 Some sites may have unique or specialised room types or areas, which have individual health and safety requirements and these should also be considered and included in the health and safety policy.
 - 5.2 Certain safety topics and potential hazards are dealt with in existing HSN's.
 - 5.3 If an HSN listed is not yet written, a reference may still be made to the HSN title. In due course the Company Policy will have to be checked against the relevant HSN when it is produced to confirm that the intention to meet its provisions without amendment is still appropriate.

APPROPRIATE HEADINGS FOR POLICY DOCUMENT

6. The Managing Director must sign and date the policy document.
 - 6.1 Name and position of the person drafting the policy Document.
 - 6.2 Names and positions of Safety Advisors.
 - 6.3 Names and positions of any Specialist Advisors, Assessors and First Aiders.
7. A list of all HSN's referred to in the policy document.
8. A list of all spaces covered by the company policy document and arranged by types, drafted from the List of Hazardous Areas (Appendix 2).
9. Health and safety arrangements in each type of space/area are to be described under each applicable health and safety topic. Headings omitted will be read as not applicable to the particular space. Spaces of unique types must be listed separately. In describing health and safety arrangements it will be sufficient to refer to a relevant HSN if the provisions of that Health and Safety Notice are in force in the particular area.

DUTIES OF ALL STAFF AS DETAILED IN POLICY DOCUMENT

10. All staff should know, and should be instructed in:
 - 10.1 Fire escape and evacuation routes from their normal places of work.;
 - 10.2 Means of emergency communication;
 - 10.3 Procedures for normal safe operation of any equipment they use;
 - 10.4 Procedures to switch off, close down or stop equipment in an emergency;
 - 10.5 Procedure for safety checks and frequencies;
 - 10.6 Procedures for storage, disposal and use of all chemicals with which they are likely to come into contact but particularly any chemicals listed as hazardous to health. (Hazardous Substances (HSN-19);
 - 10.7 How and to whom to report incidents or accidents. (HSN-11).

INFORMATION PROCEDURES DETAILED IN SAFETY POLICY

- 11 Procedures for raising maintenance defect requests for all repairs, especially those relating to health & safety and for dealing with information on safety matters passing between staff and the Safety Officer.

Approved by:



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(Managing Director)

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

Vacman - HSN-28 Appendix 2

List of Hazardous Areas

1. Administrative offices (HSN 29 & 31)
2. Workshops
3. Stores
4. Equipment Stores
5. Chemical Stores (HSN-19)
6. Waste Stores (HSN-27)
7. Kitchens:
8. Washing up and sluicing areas
9. Food outlets
10. Dining rooms and refectories
11. Licensed bars
12. Coffee & snack bars
13. Food vending machine areas
14. Toilets
15. Changing rooms
16. Bathrooms
17. Stairs and stairwells
18. Lifts
19. Foyers and waiting areas
20. Corridors and passageways
21. Staff rest rooms
22. Other areas

(Whilst every effort is made to include all appropriate spaces/areas, this list may not be comprehensive. Checks should be made to ascertain if there are any further amendments or additions)

Vacman - HSN-28 Appendix 3

POTENTIAL HAZARD

- 1 Fire doors and other evacuation and escape routes. (HSN-09)
- 2 Escape routes for handicapped users
- 3 Limitations on use by handicapped people.
- 4 Normal access:
- 5 The maximum number of people permitted in the room.
- 6 Precautions to be observed during visits by:
- 7 Visitors and "visitors" (HSN-13)
- 8 Children (HSN-15)
- 9 Means and methods of summoning assistance (HSN-09):
- 10 In normal working hours
- 11 Outside normal working hours. (HSN-30)
- 12 First aid cover (HSN-10)
13. In normal working hours
- 14 Outside normal working hours. (HSN-30)
- 15 Unique health and safety topics. e.g. lead etc.
- 16 Electrical safety (HSN-18)
- 17 Ventilation, normal or special in case of certain machines.
- 18 Lighting
- 19 Normal
- 20 Emergency arrangements
- 21 Machinery and equipment.
- 22 Precautions concerning chemicals and other substances hazardous to health. Hazardous Substances (HSN-19)
- 23 Cleaning and hygiene arrangements.
- 24 Reporting procedures:
- 25 Safety checks, forms and frequencies
- 26 Maintenance and testing of environmental control equipment e.g. Vane axial fans, turbo fans and dehumidifiers.
- 27 Registration of changes is safety procedures e.g. with new or modified equipment or operation and changes of location of equipment or activities.
- 28 Accidents and incidents. (HSN-11)

(Whilst every effort is made to include all potential hazards, this list may not be comprehensive. Checks should be made to ascertain if there are any further amendments or additions)