

CAPITAL CLEANING (KENT) LIMITED HEALTH & SAFETY POLICY

GENERAL POLICY STATEMENT

Capital recognises and accepts its responsibility to ensure, as far as is reasonably practicable, the health, safety and welfare at work of the company's employees as well as the health and safety of the general public. To this end the Company will ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice which relate to the activities of the company.

All reasonably practicable steps will be taken and the necessary resources will be provided to ensure:

- o the provision and maintenance of systems of work that are safe and healthy
- o the provision of information, instruction, training and supervision to ensure the health and safety at work of employees and others
- o means of entry to and exit from the place of work are provided and maintained in a safe condition
- o the provision and maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work

The policy and associated procedures will be reviewed regularly and updated as required.

The company takes very seriously its responsibilities in respect of health and safety and all employees are expected to adopt a similar approach. All employees are required to familiarise themselves fully with the company's health and safety policy and at all times to observe and comply with the associated procedures. All employees should note that any intentional misuse of equipment, or behaviour which is likely to endanger the health, safety or well-being of colleagues, clients or visitors to the workplace will normally be regarded as gross misconduct warranting summary dismissal.

ORGANISATION AND RESPONSIBILITIES

All Employees have a duty to take reasonable care for the health, safety and welfare of themselves and others who may be affected by their acts or omissions at work. All employees are expected to follow company procedures at all times, to co-operate fully with the company in ensuring that the highest standards of health and safety are achieved and maintained and to report promptly any hazards, incidents or behaviour which has or may have led to injury or damage.

The Managing Director is ultimately responsible for safety in the company and will monitor the company's policy in this respect on a regular basis. The Managing Director will also ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees in order to achieve and maintain as high a standard of safety proficiency as is reasonably practicable.

Managers have day to day responsibility for ensuring that the company's health and safety policy is carried out and observed at all times within their area(s). All managers are required to carry out frequent and regular checks that the company's policy is

being adhered to, to ensure that all employees are aware of and complying with their duties under the policy and that all employees are given adequate and timely training in health and safety matters.

All managers also have the responsibility to provide leadership and to promote responsible attitudes towards health and safety.

Each manager is required to:

- ensure that all new employees are given induction training including any precautionary procedures appropriate to their specific jobs, the location of first aid boxes, fire exits and fire fighting equipment as well as emergency and evacuation procedures
- supply sufficient information, instructions, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety at work
- ensure that all members of his/her team are aware of the health and safety policy and appropriate procedures
- keep up to date with health and safety matters applicable to the operations of the company and his/her area of responsibility
- investigate all accidents with a view to the prevention of future occurrences
- ensure good housekeeping standards are applied and maintained
- review all new equipment and periodically review all existing equipment and methods of working to ensure they are safe and do not endanger health
- provide safe arrangements for the handling, storage and movement of materials, stock, equipment and substances
- regularly inspect equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers and first aid facilities to ensure their efficiency and maintenance
- carry out regular risk assessments, safety checks and audits and to keep and maintain appropriate records
- follow all company reporting procedures on a timely basis

A Health & Safety Officer has been appointed whose responsibility is to disseminate information on health & safety to all employees, to report any violation of health & safety procedure, to collate suggestions on health & safety and to present them at Quality Assurance meetings.

GENERAL ARRANGEMENTS

Details of the arrangements and **procedures in case of emergency, fire or accident** can be found on the company notice board and will be included in training for the induction of all new employees. Managers will ensure that all employees under their control are aware of the location of these sources of information. If you feel you need further training or guidance in these or any related areas at any stage during your employment you should not hesitate to raise this with your manager.

All **accidents** must be reported to your manager who will record the full details in the accident book. Your manager or the first aid appointed person must be called immediately to the scene of any accident causing injury.

Hazards or "near miss" incidents should also be reported immediately to your manager together with any suggestions for improvements in health and safety procedures or working practices. These will be dealt with or referred to a Director as appropriate.

If there are no qualified first aiders at your place of work, **first aid** will be the responsibility of an appointed person, normally your manager. Your manager can advise you of the name of the current first aider / appointed person as well as the location of the first aid box and this information is also displayed on the notice board.

If you are faced with a conflict between the demands of safety and your job, you should raise the matter immediately with your manager or Health & Safety Representative or a Director. You also have the right and are encouraged to use the company's grievance procedure if you are not satisfied or have any concerns in respect of health and safety matters.

You have a legal right not to be subjected to any detriment (including selection for redundancy or dismissal) because you:

- carry out or propose to carry out any health and safety activities for which you have been designated by the company
- by reasonable means bring to the company's attention a reasonable health and safety concern
- in the event of danger which you reasonably believe to be serious and imminent and which you could not reasonably be expected to avert, leave or propose to leave your workplace or any dangerous part of it or, while the danger persists, refuse to return
- in circumstances of danger which you reasonably believe to be serious and imminent, take or propose to take appropriate steps to protect yourself or other persons from danger.

If you are found to be in breach of any areas of the health and safety procedure, disciplinary action will be taken which may lead to dismissal.