

Health and Safety Policy



Last updated	August 2022
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Definitions

Company	AAA Caring Caretaker
Responsible Person	Robert Stephenson

AAA Caring Caretaker Ltd has the intention to ensure health and safety of all members of staff at work. Therefore, the Company Safety Policy and the current Health and Safety at Work Acts must be complied with. In addition, the Health and Safety Committee will consistently monitor the operation to highlight any potential hazard that may arise.

It is however, mandatory for all members of staff to ensure that they carry out their duties with due regard to the safety of themselves and others, and that all matters relating to Health and Safety occurrences are promptly reported.

Health and Safety at work is the joint responsibility of all employees and in order to achieve effective control, it is necessary to adhere to accepted reporting and communication procedures.

SAFETY COMMITTEE MEETINGS

1. A Safety Meeting will be held on the 1st Monday of each month.
2. The Chairperson for the meeting will always be the Managing Director or the deputy.
3. Attendees will include:-

- 3.1. CEO
 - 3.2. Managing Director
 - 3.3. Operations Director
 - 3.4. Head of Health and Safety
 - 3.5. Supervisors
4. The aim of the meeting will be to:
 - 4.1. Discuss any previous incidents and the actions taken
 5. The meeting must have minutes in full will copies to:-
 - 5.1. CEO
 - 5.2. Managing Director
 - 5.3. Operations Director
 - 5.4. Head of Health and Safety
 - 5.5. Supervisors
 6. All issues that cannot be agreed, are unresolved or are not subject to an agreed action plan, must be referred in writing to the Safety Committee Chairperson who will raise them on the Agenda at the next Safety Committee Meeting.

ORGANISATION AND RESPONSIBILITIES

1. THE MANAGING DIRECTOR

- 1.1. The Managing Director is responsible for ensuring that health and safety standards are set and maintained.
- 1.2. The Managing Director will monitor the Health and Safety Policy on a regular basis.



1.3. They will ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees which is necessary in order to achieve and maintain high standard of safety proficiency.

1.4. The Directors will ensure that managers plan their work programmes with safety in mind and provide the necessary leadership to encourage safer working practices.

2. SAFETY ADVISER

2.1. **AAA Caring Caretaker Ltd.**'s safety adviser is Mr. R. Stephenson. He is the competent person as required under Regulation 6 of the Management of Health and Safety at Work Regulations 1992, to provide health and safety assistance to all levels of management.

2.2. The safety adviser will undertake all duties required by the health and safety role and report directly to the Site Services Controller.

3. OPERATIONS CONTROLLERS

It is the responsibility of the Managing Director to ensure that:-

3.1. Each new employee has undertaken the Company's induction training, which will include advising the employee of all precautions that need to be undertaken for procedures in the event of serious and imminent danger.

3.2. A sufficient number of competent persons are employed to implement emergency procedures in so far as they relate to the evacuation from premises at work.

3.3. Sufficient information is provided to each employee and protective measure are taken for each employee that are required to be taken as a result of the significant risks arising out of work that has been identified in risk assessments.

- 3.4. Each employee when transferred into a new environment or change of job is given sufficient information, instruction and training to allow him/her to perform any given task as safely as possible.
- 3.5. Safety checks are carried out and to maintain good housekeeping practices, ensuring that protective equipment is worn as and when required.
- 3.6. All new and existing equipment are reviewed to identify safety hazards and to rectify those found.
- 3.7. Contractors work safely
- 3.8. Leadership and responsible attitudes towards health and safety are promoted.

4. EMPLOYEES

- 4.1. All employees are required to ensure the safety of themselves, fellow workers and members of the public, and must follow company procedures and safe working practices at all times.
- 4.2. In particular an employee must report to their Manager, any work situation which he/she consider represents serious and immediate danger to health and safety, and any situations represented by short comings in the employer's protection arrangements for health and safety.
- 4.3. Employees have a duty to cooperate with their employer and ensure that they
- 4.3.1. Follow safe systems of work that have been laid down, especially with reference to:-
 - 4.3.1.1. Safety when working with all manual handling equipment
 - 4.3.1.2. Manual handling of loads
 - 4.3.1.3. Correct use of personal protective equipment, including report of loss or defect in such equipment

4.3.1.4. Safe use of chemicals and substances

4.4. All accidents and near miss situations must be reported by the employee to their supervisor as soon as possible.

4.5. Employees' attention is drawn to the fact that any breaches of health and safety will be treated seriously and individual employees may be disciplined due to their wilful neglect. Employees must comply with safe systems of work and company procedures and in particular report any accidents or incidents which may have led or may lead to injury or damage.

ARRANGEMENTS, SYSTEMS AND PROCEDURES

5. ACCIDENTS

5.1. All accidents, dangerous occurrences and near misses must be reported immediately.

5.2. All reported injuries must be recorded in the accident book.

5.3. The Safety Manager will notify the enforcing authority immediately where injury or dangerous occurrence requires notification under R.I.D.D.O.R. (1995).

5.4. All accidents will be investigated by the relevant manager or safety manager (depending on the seriousness of it) who will make recommendations to improve the working system to prevent a similar accident reoccurring.

6. FIRST AID

6.1. A First Aid box is available in the main Reception.

6.2. All first aid boxes will be maintained to the content standard required under the Health and Safety (First Aid) Regulation 1981.



6.3. Regular checks on the First Aid contents will be made by the First Aiders and shortages recorded in the book provided.

6.4. Where there are injuries that require treatment, a manager must be informed who will start the procedure for obtaining medical help. First Aid will be administered by a qualified First Aider.

7. FIRE PROCEDURES

7.1. Fire extinguishers are provided. Employees should ensure that they know the colour coding so that only correct extinguishers are used, depending on the type of fire.

7.2. All fire equipment will be checked and tested regularly.

7.3. Employees must ensure that they are familiar with the fire procedures of the site and in particular do not obstruct fire exits.

7.4. In the event of a fire, raise the alarm by activating the fire call point and shouting 'FIRE'. The Fire Brigade should be called by the Fire Warden.

7.5. If the fire is small and isolated, call for assistance and try to extinguish it with the appropriate extinguisher. **Never put yourself at risk.**

7.6. Always get help. Otherwise, leave the building immediately by the nearest escape route. Go to the nearest assembly point, do not run, and do not delay for personal belongings.

7.7. Do not re-enter the building unless told to do so by the Fire Warden/ Fire Brigade.

7.8. Employees should recognise the two tone sound of the fire alarm, which will be tested at set periods to cover all shifts.

8. LADDERS

- 8.1. All ladders will be identified by an individual identification and inspected on a three monthly basis to ensure that ladders are free from defect. For this purpose a ladder register will be kept.
- 8.2. The ladder must be in good condition and should be inspected before use. Any defects should be reported to your supervisor.
- 8.3. The ladder must be tall enough for the job.
- 8.4. The safe angle for work is one foot out from the wall for every four feet up the wall.
- 8.5. All ladders should be placed on firm ground and an even surface, and should be secured at the foot or the top to prevent it from slipping. Otherwise, another person should hold the ladder while it is in use.
- 8.6. If a ladder is to be erected near overhead power lines: - **Get the power switched off.**
- 8.7. All ladders should be stored in a proper manner.

9. MANUAL HANDLING

- 9.1. Due to the diverse nature of work within the Company, manual handling of loads will be required. In recognition of the possible risk of injury to employees, suitable and sufficient risk assessments will be carried out in order to:-
- 9.1.1. Identify a possible risk of injury as a result of manual handling operations, or any other risk of injury.
 - 9.1.2. Identify area where it may be reasonably practicable to automate or mechanise the operation.
 - 9.1.3. Determine measures to reduce the risk of injury to the lowest reasonably practicable level.
- 9.2. The results of the risk assessments and significant conclusions will be used to determine the most practicable means in order to prevent injury to employees.



9.3. Where the manual handling operation cannot be automated, a 'generic' risk assessment (where applicable) will be taken with the objective being to prevent, as far as is reasonably practicable, injury to employees whilst undertaking manual handling operations.

9.4. All employees who are involved in manual handling operations will be given sufficient information, instruction and training in accordance with the significant conclusions of the risk assessment.

9.5. Risk assessments will be periodically reviewed in order to take into account changes of work, new operations, and new risks identified by employer and employee.

10. RISK ASSESSMENT

10.1. Suitable and sufficient risk assessments with regard to the health and safety of employees, and to persons not directly in the employment of the Company will be undertaken. These will:-

10.1.1. Identify the significant finding of the risks and details the company standards in order to reduce and control the hazards identified.

10.1.2. Identify any group of employees as being especially at risk.

10.1.3. Ensure that sufficient information and training will be provided to employees in order to control and reduce risks.

10.1.4. Be periodically reviewed to take into account any new hazards, new work activities or changes in work activities.

11. ABRASIVE WHEELS

11.1. Only staff that are trained and have the correct certification are able to set or reset abrasive wheels. When in use the appropriate eye protection and hearing protection should be worn.

12. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

- 12.1. All substances that are designated as **harmful, irritant, toxic and corrosive** will be assessed in accordance with the relevant information provided by the manufacturer/supplier.
- 12.2. The assessments will be formally documented by the Site Service Engineer.
- 12.3. Information, instruction and training with regard to the use of hazardous substances will be given to each employee prior to any substance being used.
- 12.4. No assessment that is hazardous to health will be used by an employee unless an assessment has been carried out.
- 12.5. Assessments will be periodically reviewed by the Site Service Engineer.
- 12.6. Any harmful effect if using the substance must be reported to your manager.
- 12.7. Eating or smoking is prohibited when using any hazardous substances.

13. HAND HELD ELECTRICAL APPLIANCES

- 13.1. If work is to be carried out on electrical equipment it must be isolated and made safe prior to commencement. Unless it is reasonable in all circumstances for the system to be made dead, and it is reasonable in all circumstances for a person to work on or near it while it is live, providing suitable precautions are taken to prevent injury.
- 13.2. All portable electrical appliances, cables and connections will be inspected on a regular basis to ensure that any damage is rectified immediately.
- 13.3. Employees are not allowed to use their own portable hand tool whilst at work.
- 13.4. All appliances will be tested annually and visually inspected every time it is used.
- 13.5. Results of tests will be kept in a register.
- 13.6. All portable appliances must display a label, stating when it was tested for electrical safety and the date of the next test date. Records must be kept of the testing.



- 13.7. No employee should attempt to use appliances that are clearly in an unsafe condition, nor should any attempt be made to rectify the fault. It should be reported to your manager.
- 13.8. The company's portable appliances must not be loaned or given to other persons to use.
- 13.9. Employees should ensure that their hands are dry when plugging or unplugging, switching on or off, or in any way using portable electrical appliances.
- 13.10. All portable appliances must be switched off after use and should be switched to the off position before being plugged either in or out of the socket.

14. VISUAL DISPLAY UNITS

Reflecting the requirements of the Display Screen Equipment (DSE) Regulations 1992, the following will be implemented by the Company:-

- 14.1. All workstations will be assessed in order to reduce the risks identified by the assessment. The assessment will take into account: the display screen, keyboard, work desk and surface, environment (space), lighting, noise, heat, radiation, user/computer interface.
- 14.2. Users of VDU equipment will have the entitlement to appropriate eye sight tests when they become users and at regular intervals thereafter. Where the user experiences visual difficulties which may be reasonably considered to be related to the display screen work, the Company will pay for the user to have eye sight testing. If the Optician recommends that additional spectacles/lenses are required solely for use when operating a VDU, the Company will pay for basic lenses and frames. If an individual wishes to choose a frame or lens from outside the agreed range they may do so, providing they settle the additional payment themselves.
- 14.3. If an existing workstation shows that there is a risk to health, immediate steps will be taken to reduce that risk.



14.4. The Company will ensure that appropriate health and safety training will be given in the use of workstations with the purpose being to increase the user's competence to use their workstation equipment correctly and to reduce the risks to their own or anyone else's health and safety.

14.5. All equipment work at VDU stations will be checked for electrical safety at least annually.

14.6. All employees must report to their manager or supervisor and adverse health problems as a result of using VDU's.

15. WORK EQUIPMENT

15.1. In accordance with the requirements of the Work Equipment Regulations 1992, all work equipment will be assessed to ensure that:-

15.1.1. All equipment is constructed (or adapted) for the purpose of being suitable taking into account:-

15.1.1.1. Initial integrity

15.1.1.2. The place where it will be used

15.1.1.3. The purpose for which it will be used

15.2. All work equipment will be maintained in an efficient state, working order and good repair. In the case of all machinery, a maintenance log will be kept.

15.3. All employees who use who equipment will receive adequate information, instruction and training as to the safe use of such equipment and where applicable will be given written instructions pertaining to the use of such equipment.

15.4. Where there is any specific risk of using worm equipment this will be identified as a result of carrying out risk assessments under Regulation 3 of the Management of Health and Safety at Work Regulations 1992.



15.5. The Company will ensure that any specific risk situations while using work equipment is restricted only to trained employees and any repairs, modifications, maintenance etc. will be carried out by manufacturer's, approved service centres or individual trained employees.

16. WORKPLACE HEALTH, SAFETY AND WELFARE

16.1. In accordance with the provisions of the 'Workplace Health, Safety and Welfare Regulations 1992', the Company will ensure compliance with:-

16.1.1. Cleanliness

16.1.2. Temperature to be maintained at a minimum of 16 degrees. If this is not possible due to other legislation then clothing will be provided.

16.1.3. Effective and suitable ventilation

16.1.4. Suitable and sufficient washing facilities

16.1.5. Adequate supply of wholesome drinking water

16.1.6. Accommodation for clothing not worn during working hours

16.1.7. Suitable seating arrangements

16.1.8. Suitable provision for taking refreshments

16.1.9. Suitable and sufficient lighting will be provided

16.1.10. Floors will be maintained and cleaned regularly

The company will constantly review workplace health and safety, taking into account the requirements of the Workplace Health and Safety Welfare Regulations 1992.

17. SMOKING POLICY

17.1. Smoking is not permitted within the Company buildings.



18. SAFETY COMMITTEE

Health and Safety at work is the joint responsibility of all employees and in order to achieve effective control it is necessary to adhere to accepted reporting and communicating procedures.

To this end:-

18.1. Department safety meetings will be held on the first Monday of the month.

19. BOMB PROCEDURE

19.1. If a suspicious package is found, **DO NOT TOUCH**. Inform your manager immediately. Further instructions will then be given.

20. CONTRACTORS WORKING ON COMPANY PREMISES

20.1. In accordance with Regulation 10 of the Management of Health and Safety at Work Regulations 1992, all visiting contractors will be provided with (where necessary) appropriate information and instructions regarding relevant risks to their health and safety.

20.2. Information and instruction for contractors is contained with the 'Contract Conditions for Contractor's form which is contained in Appendix A

20.3. A copy of the contact form will be issued to the employer of each contractor prior to work commencing.

21. USE OF CONTRACTORS AND SUB-CONTRACTORS

21.1. Prior to any contractors being employed by the Company, a suitable and sufficient assessment will be undertaken to ensure their suitability with reference to standards in respect of health and safety.



21.2. All contractors will be required to:-

21.2.1. Submit a copy (where applicable) of their policy for health and safety

21.2.2. Disclose to the Company any prohibition notice that has been served or is likely to be served upon them by the enforcing authorities.

21.2.3. Disclose any prosecution or intended prosecution in relation to any breaches of health and safety legislation.

21.2.4. Demonstrate how they effectively manage health and safety within their organisation and where applicable their arrangements for health and safety assistance.

21.2.5. Periodically liaise with the Company's Safety Advisor on all aspects relating to Health and Safety.

21.2.6. Report to the Company's Safety Manager any injury, accidents and dangerous occurrences that occur on its premises.

21.2.7. Be able to demonstrate to the Company the methods of selecting and monitoring sub-contractors with regard to Health and Safety and submit a list of approved sub-contractors that will be employed on any company work.

21.2.8. The management team will not approve any contractor or sub-contractor until the above requirements have been completely satisfied.

22. PROVISION OF INFORMATION TO CONTRACTORS

In recognition of the requirements of Section 2 and 3 of the Health and Safety at Work Act (1974), and Regulation 10 of the Management of Health and Safety at Work Regulations 1992, the company will:-

22.1. Provide the employer (the contractor) comprehensive information on any risks to their employee's health and safety with any work that will be undertaken.

22.2. Ensure that employees and contractors working on client's premises have been provided with sufficient information by the client to ensure

their health and safety is protected, i.e. where employees may be working in high risk areas.



23. MONITORING OF CONTRACTORS ACTIVITIES

23.1. The Company will ensure that the activities of contractors will be monitored as frequently as possible. Periodic reports will be sent to the Managing Director regarding the performance of contractors with regard to health and safety.

Signed:

Date:

AAA Caring Caretaker Ltd

CONTRACT CONDITIONS FOR CONTRACTORS



It is the policy of **AAA Caring Caretaker Ltd**, to protect the health and safety of its employees and all those who have recourse to the company's premises.

- a) You or your company must nominate a person to act on your behalf in all matter relating to health and safety and to coordinate with the Company's appointed person.
- b) You must report to the appointed person before starting any work. Where time restrictions are placed on access to certain areas, these must be strictly adhered to. The appointed person is Mr. R. Stephenson (01325) 311116.
- c) You may not use any equipment or substances provided by the company without prior permission from the appointed person.
- d) If it is necessary to remove any guard or open any area of restricted access, you must conduct a risk assessment, outline and implement a suitable safe system of work and inform the appointed person. In such cases information will be provided by **AAA Caring Caretaker Ltd** to inform you of any serious and imminent danger.
- e) Rules regarding dress, behaviour, smoking etc., must be obeyed at all times. Smoking is not permitted within **AAA Caring Caretaker Ltd** offices.
- f) You must be aware of the existing procedures with regard to fire, first aid and accident reporting, and sign to confirm that you have been given suitable and sufficient information.

Having read this information sheet, you are required to sign below confirming that you agree to abide by the conditions outlined and have received and read the appropriate document.



AAA CARING
CARETAKER
LTD

Signed

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Status

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Contract Company

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Date

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