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1.0 HEALTH AND SAFETY POLICY

1.1 General Statement of Policy

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation, and to provide and maintain a healthy, and safe working environment. OMEGA CLEANING CONTRACTS LTD health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

OMEGA CLEANING CONTRACTS LTD recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary employees, as well as any members of the public who might be affected by our operations. Therefore the management of the company will take all appropriate measures to ensure their health and safety.

The management of OMEGA CLEANING CONTRACTS LTD recognises that good health and safety at work practices are the responsibility of each individual to which end the company will:

- Provide all necessary instruction to ensure safe working practices
- Provide every employee with the training necessary to carry out his/her tasks safely.

However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Safety Officer. An effective health and safety policy requires continuous communication between employees at all level. It is therefore every employees responsibility to report immediately any situation, which could jeopardise the well being of themselves or any other person.

To ensure that the company continues to comply to its fullest capabilities a series of procedures have been prepared and implemented. They are available for review within the safety procedures Annex of the Manual.

All injuries, however small, sustained by a person at work will be reported to the Safety Officer. Accident records are crucial to the effective monitoring and revision of the policy and will therefore be accurate and comprehensive.

OMEGA CLEANING CONTRACTS LTD health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The company will obtain and provide for reference copies of the all the Acts and Regulations relevant for the operation of the company.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.

Signed Date

Title ... Managing Director

Company OMEGA CLEANING CONTRACTS LTD

1.2 Health and Safety Management Structure

The person with overall and final responsibility for health and safety in OMEGA CLEANING CONTRACTS LTD is the Managing Director, Alex Heighington.

Managing Director Responsibility for overall Health and Safety	ALEX HEIGHINGTON
Health and Safety Officer	Ian McCarthy

1.3 Employer's and Employee's Duties

1.3.1 Employers' Duties:

The Company understands its duties as employer are as follows:

- a) To provide and maintain a safe workplace, means of access and working conditions.
- b) To provide appropriate information and instruction as well as training and supervision in safe working methods and procedures, particularly where young or inexperienced employees are concerned.
- c) To provide safe plant and safe systems of work.
- d) To prepare and review a written statement of its health and safety policy.
- e) To ensure safe storage and transport of substances covered under COSHH.
- f) To ensure that substances covered under COSHH are able to be used and handled without risks to health and safety.

Furthermore the company undertakes:

- g) To make adequate provision for First Aid.
- h) To carry out regular Risk Assessments on employees and their work equipment.
- i) To implement appropriate security arrangements.
- j) That Management at all levels will set an example in safe behaviour and that a constant and continuing interest in staff health and safety will be maintained.
- k) That where appropriate, professional medical advice on job suitability both before appointment and on return to work following serious illness will be provided.

1.3.2 Employees' Duties:

The Health and Safety at Work Act places the following statutory duties on employees:

- a) To take reasonable care for their own and other people's safety observing safety rules where applicable to them.

- b) To co-operate with Management to the extent necessary to allow the employer to comply with its statutory obligations.
- c) To not intentionally or recklessly interfere with or misuse "anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions".

Furthermore the company expects its employees:

- d) To know, understand and support the health and safety policy of the company.
- e) To set a personal example at all times.
- f) To appreciate that they must use any safety equipment, clothing and/or procedures provided by the company as appropriate to the hazard and in the manner prescribed.
- g) To bring to the attention of the Safety Officer any aspect of their work they feel you are not adequately trained, qualified or equipped for.
- h) To make themselves familiar with procedures for emergency evacuation of the workplace.
- i) To report all accidents, injuries or dangerous occurrences to the Safety Officer as soon as possible.

1.4 Responsibilities of Health and Safety Officers

1.4.1 Managing Director

He/she has the overall and final responsibility for health and safety in OMEGA CLEANING CONTRACTS LTD.

He/she will ensure that there is an effective policy for health and safety within the company and take a direct interest in the company's health and safety programme supporting all the persons carrying it out

He/she will ensure adequate funds and facilities are available to meet health and safety requirements and where it is felt necessary, he/she will be available to chair any health and safety meeting.

He/she will ensure that responsibilities are properly assigned, entered into job descriptions and accepted at all levels.

He/she will monitor that the tasks delegated are executed correctly thus ensuring compliance with the requirements and prohibitions imposed upon him/her by or under the relevant statutory provisions.

Under the "Management of Health and Safety at Work Regulations 1999" Regulation 6, he/she has nominated the following employees to assist him/her in undertaking the measures he/she needs to take to comply with the requirements and prohibitions imposed upon him/her by or under the relevant statutory provisions.

1.4.2 Health and Safety Adviser

He/she will assist the company to carry out the health and safety policy effectively.

He/she will be responsible for ensuring: -

- 1) The company is informed about new Health & Safety Legislation relevant to the undertaking of the company.
- 2) The following regular checks are carried out :-
 - a) Internal Health & Safety Documentation Audit (see Procedure No. 7)
 - b) Internal Health & Safety Audit (see Procedure No. 8)
 - c) Identification of hazards and appropriate signage
- 3) Risk assessments are reviewed regularly.
- 4) COSHH assessments are reviewed regularly.
- 5) That accidents are investigated to discover the cause, and that steps are taken to eliminate a recurrence.

1.4.3 Health and Safety Officer

He/she will supervise and carry out the company health and safety policy effectively, making sure that the policy is read by everyone at all levels, both employees and contractors, with a signature obtained to say He/She understand and agree to comply with the regulations.

He/she will be responsible for ensuring that: -

- 1) Employees are made aware of any hazards within their department (incl. when handling substances regulated under COSHH) and that induction training is received when appropriate.
- 2) All new employees complete the Induction Procedure before starting work (see Procedure No. 9).
- 3) "Hazardous Substances Data Sheets" are kept up to date.
- 4) The findings of the Site Safety & Risk Assessment have been understood and are complied with.
- 5) Safe Working Practices are observed and enforced.
- 6) Accidents are investigated to discover the cause, that steps are taken to eliminate a recurrence and that appropriate reports to Management and RIDDOR are completed without delay (see Procedure No. 4) and the Accident Book is completed each time an accident occurs
- 7) The Health & Safety Advisor is informed about every notifiable accident.
- 8) The Staff Records are updated regularly (see Procedure No. 6).
- 9) Emergency evacuations and emergency evacuation drills procedures are followed, the roll calls appropriately undertaken and the presence of all staff members is ensured and recorded.
- 10) Visitors and contractors are informed about the Company health and safety policy.

- 11) The First Aid Boxes are replenished and maintained.
- 12) Appropriate PPE is procured, the PPE needs are reviewed as required and that the wearing of the PPE is enforced.
- 13) Appropriate Health & Safety Training is arranged for all employees
- 14) The following regular checks are carried out: -
 - a) Safety devices: fitting and maintenance and regular inspection
 - b) **All** machinery/equipment: proper mechanical maintenance/good working order
 - c) All the Office Machines are in good working order and maintained and repaired as required.
 - d) Regular inspection and testing of electrical apparatus and the installation of electrical equipment and wiring by competent personnel (PAT Testing).
 - e) Condition of all offices: general housekeeping and fall/trip/slip hazards
 - f) Six monthly check on the safety of all ladders and steps
 - g) Compliance of Fire Extinguishers to legal requirements, this includes the following: Annual certification, checks whether Fire Extinguishers are kept in the appropriate place, refilling of used Fire Extinguishers.

1.5 Consultation

The management of OMEGA CLEANING CONTRACTS LTD sees communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Staff Health & Safety Meetings to be held as often as is deemed necessary.

1.6 Communication

The management of OMEGA CLEANING CONTRACTS LTD will communicate to its employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. OMEGA CLEANING CONTRACTS LTD communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and by example.

1.7 Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his/her job effectively and safely.

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below.

Job Title	Name
Health & Safety Officer	Ian McCarthey

2.0 SPECIFIC SAFETY ASPECTS

2.1 Workplace Inspections

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

The Health and Safety Officer will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations. These inspections are documented as detailed in Procedure No. 8.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

2.2 Working Environment

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the Workplace (Health, Safety & Welfare) Regulations 1992. To this end the health and safety policy aims to ensure that

- a) Work sites be kept clean and tidy.
- b) Any spillage will be cleaned up immediately.
- c) Waste materials and rubbish will be removed routinely.
- d) All combustible waste materials will be discarded in scaled metal containers.
- e) All pits and holes will be covered when not in use and clearly marked with warning signs when in use.
- f) Control of Airborne Contaminants.

2.3 Work Equipment

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the law as set out in the Provision and Use of Work Equipment 1992.

OMEGA CLEANING CONTRACTS LTD will ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All employees will be provided with appropriate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised competent persons.

All work equipment will be maintained in good working order and repair.

All electrical equipment will be checked regularly and Portable Appliance Test will be undertaken annually by a competent person.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment (see Risk Assessments and Procedure No.1).

All work equipment (following risk assessment) will be clearly marked with health and safety warnings where appropriate.

2.4 Personal Protective Equipment

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All employees who may be exposed to risk to their health and safety while at work will (following risk assessment) be provided with appropriate, properly fitting and effective personal protective equipment.

All personal protective equipment provided by OMEGA CLEANING CONTRACTS LTD will be properly assessed prior to its provision. (see Procedure No.1)

All personal protective equipment provided by OMEGA CLEANING CONTRACTS LTD will be maintained in good working order and regularly monitored.

All employees provided with personal protective equipment by OMEGA CLEANING CONTRACTS LTD will receive comprehensive training and information on the use, maintenance and purpose of the equipment. (see Staff Training records)

OMEGA CLEANING CONTRACTS LTD will ensure that all personal protective equipment provided is used and used properly by its employees.

Employees will use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.

Employees who have been provided with personal protective equipment will immediately report any loss of or obvious defect in any equipment provided to the Health and Safety Officer.

2.5 Display Screen Equipment

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

OMEGA CLEANING CONTRACTS LTD will conduct health and safety assessments of all workstations staffed by employees who use VDU screen as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

2.6 Manual Handling Operations

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

2.7 Walkways

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the Workplace (Health, Safety & Welfare) Regulations 1992. To this end the health and safety policy aims to ensure that:

- a) Walkways and passageways will be kept clear from obstructions at all times.
- b) If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
- c) Trailing cables will not be left in any passageway.
- d) Any change in the floor elevation of any walkway or passageway will be clearly marked.
- e) Where objects are stored in or around a passageway, care will be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- f) Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians whenever possible. If no alternative route is possible the area should be clearly marked with warning signs.

2.8 Housekeeping

People slipping, tripping and falling over items left laying on the floor cause most accidents at work.

It is in everyone's interest that work areas, offices, rest rooms, storage areas, washing and toilet facilities are kept in a clean and tidy condition at all times.

All staff and visitors should be aware that tidiness is essential to prevent accidents.

2.9 Instructions to Visitors

All visitors must report to the Office and sign the visitor's book.

Every Sub-Contractor working on the premises is required to sign Guidance Notes for Contractors - Short Term Work.

2.10 Mobile Phone Policy

Telephone calls to & from company mobile phones should be restricted to

- Business calls to the office or clients
- Emergency calls

The Company Mobile Phone should not be used

- For outgoing phone calls if a standard telephone is available (such as while you are in the office premises)
- For personal telephone calls - unless in case of an emergency
- While driving a car – the phone has to be switched to HANDFREE USE whenever driving a car.

The use of private Mobile Phones during office hours is acceptable as long as the private Mobile Phone is diverted to Messaging Services while driving a car in the course of duty.

2.11 Stress Policy

OMEGA CLEANING CONTRACTS LTD recognise that stress might be caused by the working environment or events experienced while working for the company.

All employees are encouraged to approach the Health and Safety Officer or the Managing Director should they suspect that they suffer from work related stress.

Stress Counselling will be arranged where deemed necessary by the Managing Director.

The Managing Director may consult with the Health and Safety Officer.

2.12 Policy governing Internet Access

The Internet should only be accessed for research or business purposes.

The Managing Director may - upon request of an employee - authorise its use for personal reasons.

Any attempt to send, receive or access inappropriate data over the Internet (e.g. Pornography. Weapons, extreme Political Views) may result in immediate disciplinary action.

2.13 Noise at Work

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the Control of Noise at Work Regulations 2005.

The company will therefore

- carry out the appropriate noise surveys and risk assessments
- provide measures to eliminate or reduce the risks as far as reasonably practicable
- provide any required Hearing Protection Equipment
- provide information and training to employees
- provide Audiometric Testing as required to employees exposed to noise levels above 85 dB(A)
- classify noise protection zones where employees are likely to be exposed to noise levels above 85dB(A), mark the zones as required and enforce the wearing of hearing protection inside the zones.

2.14 Working at Height

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the Working at Height Regulations 2005.

The company will therefore

- plan working at height appropriately
- carry out the appropriate risk assessments
- provide measures to eliminate or reduce the risks as far as reasonably practicable
- provide safe methods of access and safe working platforms
- provide information and training to employees.

3.0 FIRE SAFETY ASPECTS

3.1 Fire Safety

OMEGA CLEANING CONTRACTS LTD fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and have been compiled in accordance with the Regulatory Reform (Fire Safety) Order 2005.

The company is responsible for ensuring compliance with the Regulatory Reform (Fire Safety) Order 2005, for reviewing company practices and procedures, and for the provision, maintenance, inspecting and testing of fire fighting, prevention and protection equipment.

The person with responsibility for the maintenance and testing of fire alarm and fire fighting equipment is the Health and Safety Officer.

All employees within the company have a duty to report immediately any fire, smoke or potential fire hazards to the responsible person, or if not available the emergency service.

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Health and Safety Officer is responsible for the provision and maintenance of fire prevention and detection equipment.

The Health and Safety Officer is responsible for keeping the operating areas safe from fire, ensuring that the staff members are trained in proper fire prevention practices and emergency procedures.

Smoking is permitted in dedicated areas only.

3.2 Fire Fighting Equipment

Fire Fighting Equipment is located at strategic points throughout the workplace. Employees who are trained to use the equipment are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

3.3 Fire Exits

Appropriately marked Fire exits are located at strategic points throughout the workplace. Exit doors and corridors will never be locked, blocked or used as storage space.

3.4 Emergency Evacuation

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees will leave the building by the nearest available exit and assemble at the designated assembly point. The evacuation plan is found at Procedures No 10 & 11.

4.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the law as set out in the Control of Substances Hazardous to Health 1989.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process (refer to Procedures No. 2 & 2a).

OMEGA CLEANING CONTRACTS LTD will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases.

All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there are any reason to suspect that the assessment may no longer be valid.

Occupational Health Monitoring will be undertaken for employees potentially exposed to Asthmagens.

In line with the COSHH Regulations the company will endeavour through its periodical assessments to eliminate the requirement for COSHH Assessment.

4.1 ASBESTOS

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the Asbestos at Work Regulations 2002.

The company will therefore undertake all necessary steps to manage Asbestos in the workplace and will – if required – ensure that an appropriate Asbestos survey is undertaken by a competent person and that an Asbestos Register is kept .

4.2 EXPLOSIVE ATMOSPHERES

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

The company will therefore

- carry out the appropriate risk assessments
- provide measures to eliminate or reduce the risks as far as reasonably practicable
- provide any required equipment or procedures to deal with accidents and emergencies
- provide information and training to employees
- classify places where explosive atmospheres may occur into zones and mark the zones where necessary.

5.0 ACCIDENT REPORTING & FIRST AID

5.1 Accident Investigation & Reporting

It is the policy of OMEGA CLEANING CONTRACTS LTD to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95).

OMEGA CLEANING CONTRACTS LTD see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by Health & Safety Officer:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

The Health and Safety Officer is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable. He is also responsible for giving a copy of all RIDDOR Reports to the Managing Director.

Accident records are compiled and filed by the Health and Safety Officer.

The process for Reporting Injuries, Diseases and Dangerous Occurrences is detailed in Procedure No. 4.

5.2 First Aid

First aid kits are kept in the office and all company vehicles. All first aid kits are clearly marked and are easily accessible by all employees during all working hours.

The Health and Safety Officer is responsible for the maintenance of all first aid kits and will check all first aid kits at least quarterly.

6.0 REVISION OF THE HEALTH AND SAFETY POLICY STATEMENT

The Statement will be reviewed annually to take account of any changes and such revisions brought to the attention of the employees.