

KGB Cleaning South West Ltd

Health & Safety Policy



This Health and Safety statement of intent, in accordance with the Health and Safety at Work Act 1974, outlines the policy of KGB Cleaning South West Ltd in relation to the management of health and safety at work.

This policy is effective from the 25th May 2018 and will be reviewed on an annual basis.

The management of health and safety will be integral to and equal with any other business function. This value is shared throughout the Company. This enables the Company to meet its objective of managing and conducting its work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees and others who may be affected by our business activities.

KGB Cleaning South West Ltd will achieve this by:

- i. ensuring full compliance with all health and safety legislation, Codes of Practice and industry best practice.
- ii. providing adequate control of the health and safety risks arising from our work activities by documented risk assessment of all work activities.
provision of documented safe systems of work for all work activities.
- iii. consulting with our employees on matters affecting their health, safety and well-being.
- iv. provision and maintenance of safe plant and equipment.
- v. ensuring that all necessary precautions are taken in respect of the safe use, handling, storage and transportation of materials and substances.
- vi. provision of adequate information, instruction and training to ensure that all employees are competent to carry out their tasks in a safe manner.
- vii. provision of management and supervision of all employees.
- viii. prevention of accidents and cases of work-related ill health.
- ix. maintaining a safe and healthy working environment.
- x. Provision of adequate welfare facilities.
- xi. ensuring this policy is monitored at the work place.
- xii. review and revision of this policy, as deemed necessary at regular intervals.

The Managing Director has overall responsibility for health, safety and welfare. Day to day management of health, safety and welfare is the responsibility of management and supervisory personnel.

Employees share a responsibility to co-operate with management, and in accordance with the Health and Safety at Work Act 1974, to ensure their own safety and the safety of those affected by their activities. This includes not intentionally or recklessly interfering with or misusing anything provided for their health, safety and well-being.

John Nicholls, Managing Director

25th May 2018

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Management and Supervision responsibilities are:

- i. to ensure that the contents of the Company's health and safety policy is fully understood, implemented within their area of responsibility and adhered to.
- ii. to ensure that all employees within their area of responsibility understand the contents of the policy and that they adhere to it in full.
- iii. to inform all employees of our customers health and safety rules and any special hazards that are present in the buildings in which they work in.
- iv. to ensure that employees do not undertake any work which puts their health, safety and well-being at risk.
- v. to train all employees in all work tasks and equipment assigned to the employee to ensure that all employees carry out their work duties in a safe manner and are competent to use the machinery in which they operate, this must be carried out in accordance with the Company's risk assessments, method statements and COSHH assessments.
- vi. that where protective clothing or safety equipment has been provided to the employee, is to ensure that it is used for the purpose for which it is issued for.
- vii. to ensure that any defective or suspect machinery that has been reported to them is taken out of service immediately.
- viii. to ensure that all employees have been informed of the fire emergency evacuation procedures.
- ix. to ensure that all employees have been informed of the First Aid provision and that First Aid kits are available and are fully replenished, if used.
- x. to report all accidents to their line manager, however minor, even if there is no injury immediate and ensure that an entry is made in the Accident Book in accordance with the Company policy.
- xi. to report all incidents/near miss to their line manager immediately and in accordance with the Company policy.

Employees responsibilities are:

- i. to take reasonable care of themselves, their colleagues and any others that may be affected by their work activity, their acts or omissions.
- ii. to abide by the Company's health and safety policy in full.
- iii. to raise any matter of concern or doubt in relation to health and safety with any aspect of their work/work activity immediately to their line manager/supervisor.
- iv. to report all accidents immediately, however minor, even if there is no injury to their line manager/supervisor and ensure that an entry is made in the Accident Book.
- v. to report all incidents/near miss to their line manager/supervisor immediately.
- vi. not carry out any task or operate any machinery unless they have been trained to do so.
- vii. to carry out their work duties in a safe manner and in accordance with training.
- viii. to report all hazards to their line manager/supervisor immediately and ensure that their workplace is safe.
- ix. to ensure that any Personal Protective Equipment that has been issued to them is worn correctly at all times and any defects or loss is reported to their line manager/supervisor.