Subject: Health & Safety Policy Statement. HEALTH & SAFETY AT WORK ACT 1974
This is the Health & Safety Policy Statement of: AQUARIUS CLEANING SERVICES (N.W.) LTD
Company n.o. 04109994 Registered office: 9 Ashbourne Drive, High Lane, Stockport, SK6 8DB
(doc ref. 17)

OUR STATEMENT OF GENERAL POLICY IS:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

SIGNED: _____M A Benson_____ DATE: __Jan 2010___REVIEW DATE: Jan 2011____

RESPONSIBILITIES:

- Overall and final responsibility for health and safety is that of the Director, Mark Benson. Day to day responsibility for ensuring this policy is put into practice is delegated to the all employees and sub-contractors. To ensure health and safety standards are maintained/improved the following people have responsibility in the following areas: Director: accident reporting, client liaison, risk assessments and policy. All employees have to: Co-operate with supervisors and managers on health and safety issues, not interfere with anything provided to safeguard their health and safety, report all health and safety concerns to an appropriate person (as detailed in this policy statement).

HEALTH & SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- Risk assessments to be undertaken by Mark Benson (Director) and/or Contract Manager. Action required to remove/control risks will be approved by Director. Director and/or Contract Manager will be responsible for ensuring the action required is implemented. Director and/or Contracts Manager will check that the implemented actions have removed/reduced risks. Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest

CONSULTATION WITH EMPLOYEES

- Employee representatives: each employee may represent themselves. Consultation with employees is provided by face to face meetings on site & in writing to home address. Meetings are held by Director and/or Contracts Manager

SAFE PLANT AND EQUIPMENT

- The Director and/or Contract Manager will be responsible for identifying all equipment/plant needing maintenance, Director will be responsible for ensuring effective maintenance procedures are drawn up and ensuring identified maintenance is completed. Director will check that new equipment meets health & safety standards before it is purchased

SAFE HANDLING AND USE OF SUBSTANCES

- Director/Contracts Manager will be responsible for identifying all substances which need a COSHH assessment and will undertake COSHH assessments and inform all relevant employees about COSHH assessments. Director and/or Contracts Manager will check that new substances can be used safely before they are purchased. Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

INFORMATION, INSTRUCTION AND SUPERVISION

- The Health & Safety Law poster is displayed at our clients premises and at our office. Health & Safety advice is issued by us monthly to all staff by newsletter, and by our clients on site. Supervision of young workers/trainees will be arranged/undertaken/monitored by Director and/or Contracts Manager. The Director and/or Contracts Manager are responsible for ensuring that our employees working at locations under the control of our clients are given the relevant health and safety information.

COMPETANCY FOR TASKS AND TRAINING

- Job specific and induction training will be provided on clients premises by the Contracts Manager and/or Director. Specific jobs requiring special training are: operation of scrubber drier machine, polishing and buffing machines. Training records are held on client's premises with a copy in our office. Training needs will be identified, arranged and monitored by the Contracts Manager and/or Director.

ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

- First aid supplies are located on site in every cleaners store area, clients also provide on site first aid supplies. Clients provide on site first aid representatives. All cases of work related ill health are to be recorded in the accident book. The book is kept in the office by the Director. The Director is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

MONITORING

- Director and/or Contracts Manager are responsible for checking workplaces at regular intervals to ensure safe working practices are being followed. They will act on any report of poor practice or change in conditions by our staff or clients and investigate accidents and work related causes of sickness absences. The Director is responsible for acting on investigation findings to prevent recurrence.

EMERGENCY PROCEDURES – FIRE AND EVACUATION

- Our clients are responsible for ensuring the fire risk assessment is undertaken and implemented, escape routes are checked, fire extinguishers are maintained and checked according to their on-site policy, alarms are tested and emergency evacuation will be tested according to client's policy. Our staff are made aware of emergency procedures during induction training.

Prepared by: SB, date 01.06.2009