

Health & Safety

Cleanwell London Limited

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Introduction

Health & Safety Legislation is constantly being updated. The driving force behind this is due largely to the implementation of European Directives, which is aimed at improving workers health and safety.

The Management of Health & Safety at Work Regulations in 1992 are just such an example, which place extra legal responsibility upon employees and make special mention of Temporary Workers.



Cleanwell London Limited – General statement of policy

The responsibilities of Cleanwell

The Directors of Cleanwell London Limited, and all its subsidiaries, recognise the importance of ensuring and maintaining the health, safety and welfare of our employees. It is therefore, our policy to do all that we can reasonably do to protect everyone from foreseeable work hazards, including our clients and the public when they come into contact with the company. Equally, it is our aim to ensure that the same high standards of health and safety will be reflected in the handling of our business by any temporary staff.

Implementation of this policy will be achieved by compliance with legal requirements as a minimum standard, provision of safe and adequate working materials, supervision and training to ensure competence in our workforce.

Co-operation on the part of all employees is vital to the success of our health and safety objectives, and this will be actively encouraged through involvement and consultation with staff.

The responsibilities of Cleanwell London Limited staff

Cleanwell Managers have the responsibility to:

- Comply with health and safety regulations and procedures
- Be the person responsible for Health and Safety on your work place.
- Assess the risks to the health and safety of others for whom they are responsible, including other Cleanwell employees, contractors, clients and visitors
- Arrange for the monitoring and logging of testing for emergency systems
- Maintain and control all site records

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- Induct new staff, including an explanation of Cleanwell's health and safety policy

Cleanwell staff / any temporary workers at any of our sites, have the responsibility to:

- Assess the risks to their own health and safety to which they are exposed
- Work safely and efficiently, especially when unsupervised, and ensure their activities are not detrimental to the health and safety of another
- Co-operate with clients on all health and safety matters, and carry out all activities in compliance with all relevant statutory provisions
- Report all accidents or incidents which either result in, or could have resulted in injury and damage, to the manager on duty who will keep a log of them
- Assist in the investigation and prevention of accidents

We all bear responsibility for the safety of ourselves, our colleagues and others who we may encounter in the course of our work. It is therefore, to our mutual benefit that we should all co-operate and strive constantly to achieve high standards of health & safety at work.

Sonia Kochev
Managing Director

General Information

It is the responsibility of every employer to provide a safe working environment for their staff, and to ensure that any equipment used is fit for the purpose.

They also have a responsibility to make sure that any article of substance that you may be required to use during your working hours is safe; and without risk to either your health or safety, and that you have been provided with proper information and instruction on how to use it properly.

This duty is particularly important to you as in most instances the surroundings in which you may be working may be new.

To protect yourself, Cleanwell have set out a few basic guidelines on the following page, that every member of staff should be aware of. Please take a few minutes to carefully read this information, and follow the instructions that are laid out. These should greatly reduce the risk of accidents and illness at work.

What you must know

Upon accepting your offer of employment with Cleanwell, you should find out, or ask for the following information:

- The name of your immediate supervisor
- The name of the person in the company responsible for health and safety, at your site, and the company in general
- The Fire Evacuation Instructions, including where to assemble, and what to do when you get there
- The arrangements for first aid treatment, including where is your first aid box, and who has access to it
- The location of:
 - the nearest fire exit

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- an alternative exit
- the nearest fire alarm (break glass point)
- the nearest telephone
- the nearest fire extinguisher and smoke alarm

What you must do

- Carry out to the letter any instructions given to you by your supervisor which may affect the health & safety of yourself or someone else
- Ensure that you check your work area for hazards at the start and finish of your working hours
- Report any hazards you may find to your supervisor
- Keep your work area clean and tidy at all times
- Keep fire exits clear at all times
- Ensure that you use any protective devices or equipment deemed necessary by your supervisor
- Report all accidents and near misses to your supervisor as soon as they occur
- Obey all safety labels and notices

General Safety

There are some general provisions we can all make to ensure we stay safe at work.

- Always make sure that you are using the right equipment
- Never leave area of work not sign posted
- Try to keep the work area tidy and ventilated
- Make sure that any electrical cables are not trailing
- If any of your work area equipment is damaged or faulty, report it to your manager or health & safety manager straight away.

- If electrical equipment is not working, do not tamper with it, leave it to an expert to repair.
- Make sure all corridors and doorways are free from obstacles
- Make sure all fire doors are kept closed and have self closing devices

Fire Safety

Fire Instructions

If you discover a fire:

1. Raise the alarm
2. Without putting yourself in danger, attempt to put the fire out using a fire extinguisher (only if you have been trained to do so)
3. Leave the building using your nearest fire exit

If you hear the fire alarm sound:

1. Do not stop to collect personal belongings
2. Shut, but do not lock the door behind you
3. Leave via nearest safe fire exit, do not use lifts
4. Report to the Management Suite or fire assembly point
5. Stay at assembly point until you are accounted for. Do not re-enter the building until the all clear is given
6. The assembly point is
7. The designated fire work area is your Manager

The designated fire exit route is:

.....
.....
.....

Your Responsibility

Please make sure you are familiar with the exit routes as soon as possible after starting with the company. If required, ask a member of staff to show you where they are.

Fire Check Procedure

Fire Alarm

The fire alarms / smoke detectors are tested every week. Please remain seated at this time unless the alarm goes on for more than 30 seconds.

Exit checks will also be carried out at this time.

Fire Extinguishers

Type	What it does	Type of fire to use it on
CO	Smotheres flames – does not cool fire, so it might re-start.	Electrical
Powder	Knocks down flames – may leave smouldering material.	Suitable for most fire types

Foam	Smothers fire – can be difficult to apply.	Flammable liquids
H ₂	Cools fire – Do NOT use on electrical or flammable liquid fires.	Paper

Manual Lifting

Work related musculoskeletal disorders affect a large and growing proportion of the UK workforce. Recent statistics have shown that over 59 million days were lost in one year due to poor handling technique. This information is designed to assist you in manual handling and lifting which may form part of your everyday duties.

Manual Handling Procedures

What are Cleanwell's duties?

- Avoid the need for hazardous manual handling, as far as reasonably practicable
- Assess the risk of injury from any hazardous manual handling that can't be avoided
- Reduce the risk of injury from hazardous manual handling, as far as reasonably practicable.

What are your duties (as an employee)?

- Follow appropriate systems of work laid down for your safety
- Make proper use of equipment provided for your safety
- Co-operate with your employer on health matters
- Inform the employer if you identify hazardous handling activities

- Take care to ensure that your activities do not put others at risk

Wherever possible – always avoid manual handling

Remember to:

- Check if you need to move the object at all
- Consider automation – can you use some mechanical aid to help you move the object safely
- Think about the mechanism you choose to use, and make sure you are trained to use it (i.e. fork lift truck operators)
- Beware of new hazards from automation or mechanisation **e.g.** an automated system still needs cleaning and maintenance, and must have trained operators where necessary

Mechanical aids will be provided wherever it's reasonably practicable to do so. If the risks identified on a risk assessment can be reduced or eliminated reasonably by means of mechanical aids, then your employer should provide them.

Good Handling Technique

Stop and think

Plan the lift. Where is the load to be placed. Use appropriate handling aids if possible. Do you need help with the loads? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench to change grip.

Position of the feet

Feet apart, giving a balanced and stable base for lifting (tight skirts and unsuitable footwear make this difficult). Leading leg as far forward as is comfortable and if possible, pointing in the direction you intend to go.

Adopt a good posture

When lifting from a low level, bend the knees. But do not kneel or overflex the knees. Keep the back straight, maintaining it's natural curve (tucking the

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chin helps). Lean forwards a little over the load if necessary to get a good grip. Keep the shoulders level and facing in the same direction as the hips.

Get a firm grip

Try to keep the arms within the boundary formed by the legs. The best position and type of grip depends on the circumstances and individual preference, but must be secure. A hook grip is less tiring than keeping the fingers straight. If you need to carry the grip as the lift proceeds, do it as smoothly as possible.

Keep close to the load

Keep the load close to the trunk for as long as possible. Keep heaviest side of the load next to the trunk. If a close approach to the load is not possible, slide it towards you before trying to lift it.

Don't Jerk

Lift smoothly, raising the chin as the lift begins, keeping control of the load.

Move the feet

Don't twist the trunk when turning to the side.

Put down, then adjust

If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

How do you know if there is a risk of injury?

It's a matter of judgement in each case, but there are certain things to look out for, such as people puffing and sweating, excessive fatigue, bad posture, cramped work areas, awkward or heavy loads or a history of back troubles.

IN ALL CASES YOU MUST DO WHAT YOU FEEL SAFE DOING, if you feel there are any risks, then you should stop and ask for help.

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First Aid

Any accidents at work, no matter how small, must be reported to your line manager, in his/her absence, please report to manager on duty.

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All accidents must be recorded in the accident book. Somebody must record the accident other than the person who had the accident.

If you have an accident, you must make sure you seek first aid treatment immediately.

Electricity

Do **not** use taped joints to connect cables since they neither have the mechanical strength nor sufficient insulation or protection against liquids. If you see any such joints, do not touch, and report them to your line manager immediately.

If you see any damaged plugs, sockets or cables report them immediately to your line manager. All damaged electrical items should be replaced.

Do **not** attempt to fix any electrical faults yourself. If you come across a potential hazard, report to your line manager, who will organise for a qualified engineer to come out and fix the problem.

Do not ignore tell tale signs such as faulty switching or intermittent stopping of appliances. These may indicate an internal fault such as a loose wire, which could cause external metalwork to become live.

ALWAYS switch off equipment before unplugging and before cleaning.

In the case of an electric shock, alert your first aider.

ALWAYS report electrical equipment which is not working properly.

Slips, Trips and Falls

Slip, trips and falls account for most of the accidents in a work area environment and many accidents elsewhere. Always try to remain vigilant and move any obstructions, spillage's that may be the cause of a potential accident.

- **DO NOT** allow trailing leads to create tripping hazards

- **DO NOT** block passageways and corridors
- **DO** clear up spillage's quickly
- **DO** replace or repair torn floor covering etc..
- **DO** make sure the handrails on stairways are fitted securely and the stairwells are well lit.

Dangerous and Hazardous Substances

Always make sure you read the label on any chemical product before using it. Generally around the work area any hazardous substance will have a warning label on it. Please take care when using these products.

Example of labels:



Toxic



Corrosive



Explosive



Flammable

Risks Assessments

A risk assessment is just a careful examination of what, in your workplace, could harm to people. This is so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

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The important things for you to decide are whether a **hazard is significant** and whether you have it covered by satisfactory precautions so that the **risk is small**. The 5 steps of a risk assessment are:

1. Look for the Hazards
2. Decide who might be harmed and how
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
4. Record your findings
5. Review your assessment and revise it is necessary.

A golden rule in doing any risk assessment is, **don't be overcomplicated**.

1. Look for the Hazards
 - *Look around and look afresh at what could reasonably be expected to cause harm*
 - *Ignore the trivial and concentrate on the significant hazards*
 - *Ask your staff what they think*
 - *Manufacturer's instructions, data sheets or any other information within the H & S file may help you.*
2. Decide who might be harmed and how
 - *Don't forget cleaners, visitors, contractors and other who may not be on site all the time.*
 - *Any persons who are usually around your site, if they could be hurt by your activities.*
3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done
 - *Consider how likely it is that each hazard could cause harm*
 - *Even after all precautions have been taken, some risks may still remain. What you have to do then is decide for each whether this **remaining risk is high, medium or low.***
 - *First ask if you have done all things that the law requires you to do*
 - *Then ask if generally accepted industry standards are in place*
 - *Your aim is to make all **risks small***
 - *If you find something that needs to be done, draw up an action list*
 - *Ask yourself: "**can I get rid of the hazard?**" and if not, "**how can I control the remaining risk?**"*
 - *In controlling a risk, look at, trying a less risky option; prevent access to the hazard; organise work to reduce hazard; issue personal protection equipment;*
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4. Record your findings

- You should record the significant findings of your assessment.
- You should also tell your staff about your findings
- Risk assessment must be **suitable and sufficient**.
- You should be able to show that: a proper check was made; you asked who might be affected; you dealt with all the obvious significant hazards; the precautions are reasonable and the remaining risk is low.

5. Review your assessment and revise it is necessary.

- Sooner or later you may bring in new equipment, tasks, substances and procedures which could lead to new hazards
- You don't need to amend your assessment for every trivial change.
- It is good practice to review your assessment from time to time to ensure that the precautions are still working effectively.

Attached with this document are typical Risk Assessment Forms. You may use this or amend it to suit your site and your circumstances.

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