

# HEALTH & SAFETY POLICY

# The Mayfair Cleaning Company Ltd.

ESTABLISHED

-1910-

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**SECTION ONE**

**Introduction**

The Mayfair Cleaning Company Limited was established in 1910 a privately owned company which to date having a turnover of approximately 1.3 million. The services which the company provide are those associated with the manned guarding industry and include a fully comprehensive security service. The company operates throughout the United Kingdom providing the highest standards within the industry.

The company recognises its obligations under the Health and Safety at Work Act 1974 to this end we are committed to ensuring the health, safety and welfare of all its employees.

To this end there is a company Health and Safety Policy, which applies to all management and staff.

Managers must ensure that all staff have access to this policy and are aware of their obligations and responsibilities relating to Health & Safety.

All new employees will be issued with a summary of the company s Health & Safety policy which is included in the Welcome Pack.

The Objectives of The Policy

- To provide and maintain a safe system of work which will protect employees, others and the public.
- To undertake risk assessments and plan, control, monitor and review preventative and protective measures.
- To provide adequate information, instruction, training and supervision to ensure that employees work safely and efficiently.
- To develop safety awareness and to encourage and promote full effective joint consultation to continuously improve health and safety in the work place.

## General Policy Statement

It is the policy of The Mayfair Cleaning Company Limited to comply with the terms of the Health and Safety at work act 1974 and the Management of Health and Safety at work Regulations 1999 including the Environmental Protection act 1990, and subsequent legislation. The company recognises its duties and has appointed the Group Compliance & Training Director to be responsible for health and safety maintenance for Mayfair whose responsibility is to keep workplace procedures relating to health and safety under constant review and to liaise with the Health and Safety Executive.

It is the company's policy that each employee be given such information, instruction, and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all process and systems of work are designed to ensure that all reasonable steps are taken to remove hazards in the interest of accident prevention and to safeguard the health and safety of the company's employees, clients and members of the general public in so far as they be effected by the company's authorized activities.

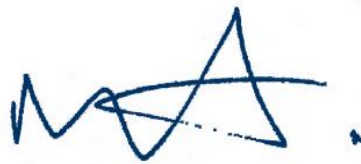
Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, to site based and boardroom level. Each individual has legal obligation to take reasonable care for his or her acts or omissions.

The company will consult with safety representatives officially appointed by Trade Unions recognised by the company on matters relating to the maintenance of health and safety at work of the company's employees.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and if necessary, revised in light of legislative or organisational changes.

**Signature:**

**Name:**



Andrew Prendergast

**Title:**

CEO

**Date:**

November 2022

## Environmental Policy Statement

The Mayfair Cleaning Company Limited believes that the businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We believe that businesses are responsible for achieving good environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

We will operate in compliance with all relevant environmental legislation and we will strive to use pollution prevention and environmental best practices in all we do and remain compliant with the ISO 14001 quality standard.

Our policy is to:

- integrate the consideration of environmental concerns and impacts into all of our decision making and activities,
- promote environmental awareness among our employees and encourage them to work in an environmentally responsible manner,
- train, educate and inform our employees about environmental issues that may affect their work,
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable.
- reduce waste through re-use and recycling and by purchasing recycled, recyclable or re-furnished products and materials where these alternatives are available, economical and suitable,
- Operate and maintain company vehicles with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate.
- avoid unnecessary use of hazardous materials and products, seek substitutions when feasible, and take all reasonable steps to protect human health and the environment when such materials must be used, stored and disposed of,
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- where required by legislation or where significant health, safety or environmental hazards exist, develop and maintain appropriate emergency and spill response programmes,
- Ensure that all employees understand our environmental policy and confirm to the high standards it required.
- strive to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy in light of our current and planned future activities.
- A copy of this policy will be made available to employees through company induction, to clients at point of contract start and if requested.

*The Mayfair Cleaning Company Ltd.*  
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Signature of person responsible for policy:-

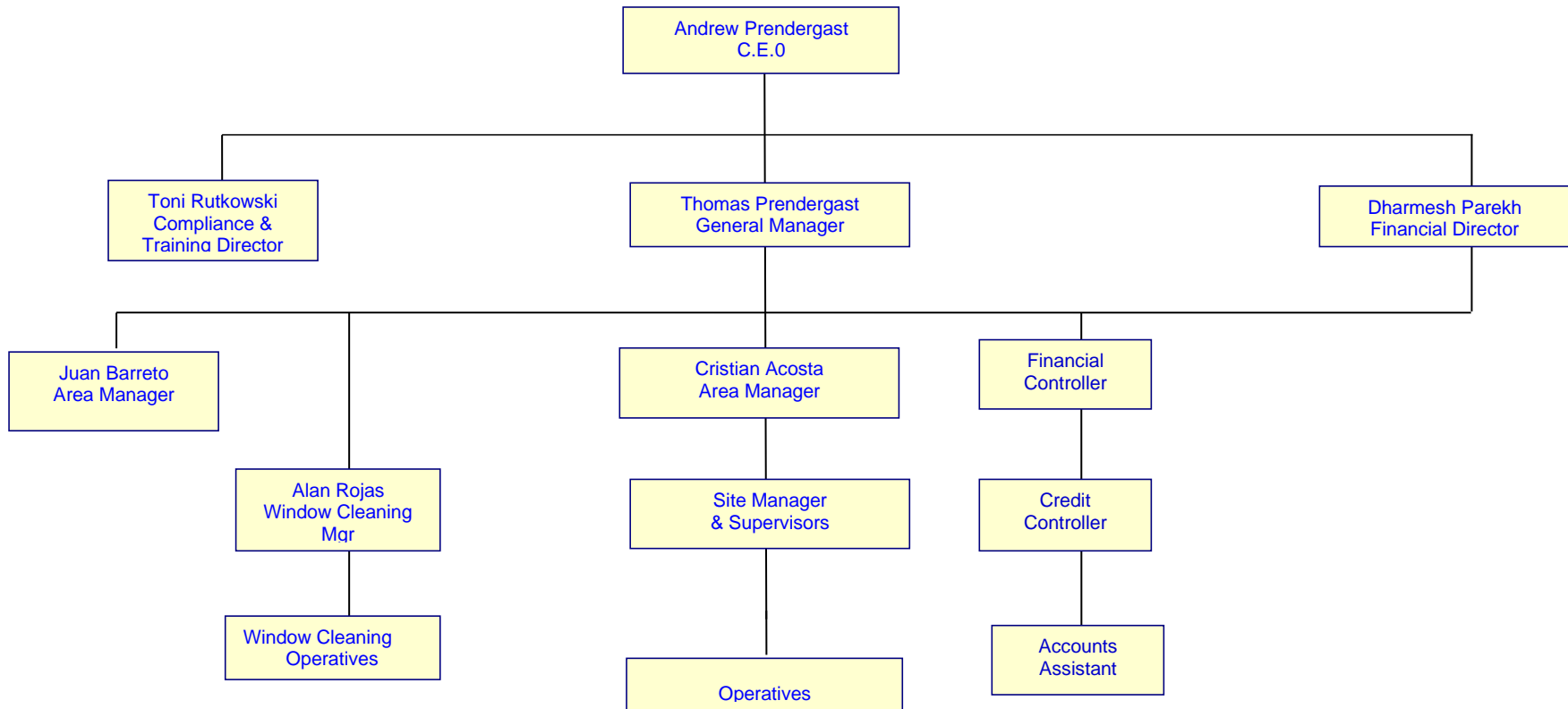
CEO Andrew Prendergast (signature)



Date: November 2022

**HEALTH & SAFETY POLICY**

**Health and Safety Company Organisation Chart**



Staff Employed Mayfair - 150



## **HEALTH & SAFETY POLICY**

### **Method Statement**

Health and Safety of our employees, clients and others are of paramount importance.

The Mayfair Health and Safety culture is built within the curtilage of a safety management system (SMS). This achieves success through minimising risk in the operation process by developing standard procedures, practices and programs with the aim of eliminative and controlling risk. The SMS will establish, operate and maintain processes which:

- Identify Objectives
- Set performance standards, design to initiate, develop, maintain and improve a positive Health and Safety culture in four key areas, Control, Competence, Communication and co-operation.
- Set performance standards for the control of risks, which are based on hazard identification and risk assessment.

The foundations for SMS is National and European Legislation and is best described as a pyramid approach.

## **HEALTH & SAFETY POLICY**

### **SECTION TWO**

#### **Individual Duties & Responsibilities**

##### **Duties and responsibilities of the Managing Director:**

- To have overall responsibility for health and safety of staff.
- To ensure that sufficient resources in the form of finance, equipment, personal, and time to ensure health and safety.
- To ensure that health and safety is fully integrated into the management and decision-making processes within the organisation.
- To appoint a senior executive with overall responsibility, and others to be responsible for implementing, monitoring and supervising this policy.
- To ensure that all members of the company co-operate in meeting the aim of this policy and to oversee any disciplinary procedures.
- To set a personal example in all aspects of health and safety.

##### **Duties and responsibilities of the Directors:**

- To ensure that all staff under their control have been issued with a copy of the organisation's health and safety policy, and understands fully their duties and liabilities under the act.
- To ensure that any supervision, information or training required by staff to enable them to carry out their duties and exercise their responsibilities safely is arranged and provided.
- To ensure that all appropriate legal requirements are complied with by the organisation in relation to its duties towards staff e.g. Accident reporting, first aid provision, fire safety, safety equipment & protective clothing.
- To ensure disciplinary procedures exist covering refusal to comply with breaches of Health and Safety Regulations (whether in-house or statutory).
- To set a personal example to staff and clients with regard to the obligations imposed by the Health and Safety act 1974 and relevant legislation.

## **HEALTH & SAFETY POLICY**

### **Duties and responsibilities of the Compliance & Training Director:**

- Reporting directly to the Managing Director and providing advice and assistance to all levels of management within Mayfair on risk assessment, accident, incident, ill health causation and prevention. The effective implementation of Health and Safety plans and forward training plans.
- To ensure that sufficient training and instruction is provided to all staff to enable them to fulfil their duties in accordance with this policy.
- To record all employee Health & Safety Training and amend individual Records within the branches.
- Ensuring that the company has established adequate consultation procedures for health, safety and environmental matters between employees and the management. Providing advice and assistance as necessary at health and safety committee meetings for the implementation of their terms of reference.
- Monitoring, reviewing and auditing the company's compliance with existing health, safety and environmental legislation; developing and recommending company policies, standards and procedures.

### **Duties and responsibilities of the General Manager:**

- Should evaluate all risks to identify hazards and unsafe practices and take appropriate corrective action.
- Must ensure that all employees are adequately trained and made fully aware of any hazards, with particular reference to new employees.
- Ensure that all accidents, near - misses and dangerous occurrences are reported to the Group Training / Health & Safety Director.
- Allow time for adequate First Aid / Safety training.
- Shall ensure that all safety rules are observed and personal protective equipment is supplied, used and maintained in good condition where appropriate.
- To set a personal example to staff and clients with regard to the obligations imposed by the Health and Safety at work 1974.
- To ensure that staff comply with sick notes issued by the G.P.s
- Ensure good house keeping practices at all times.

## **HEALTH & SAFETY POLICY**

### **Duties and responsibilities of The Area Manager and the Account Manager:**

- The Area/Account Manager should ensure that a copy of the company's Health and Safety policy be available to all site employees. All Site personal must be informed of the names of client safety representatives, First Aiders and Fire Wardens.
- Will identify hazards through risk assessment and set up safe systems of work for their employees. Communicate such findings to any person whom it may be reasonable to expect may be affected by such hazards.
- Must investigate all accidents, near - misses and dangerous occurrences regardless of injury and then forward the documentation to the Group Compliance & Training Director.
- Will ensure that no person is required to undertake any task for which he / she has not been trained and his / her competency established.
- Will accompany members of the enforcement agencies on visits around the area for which they are responsible, acting promptly on their recommendation(s) immediately after the visit. Inform the company's safety officer of the named person concerned, the office to which they are attached as well as details of any comments made.
- Will encourage the reporting of work problems experienced by their staff to enable reassessment, relevant reports should be forwarded to the company safety officer.
- Carry out audits of their areas of responsibilities and undertaking workplace inspections.
- Ensure equipment, PPE, etc. is maintained and stored in a safe condition.

### **Duties and responsibilities of the Site Managers and Supervisors:**

- Ensure that employees are adequately trained, instructed and informed.
- Will ensure that no person is required to undertake any task for which he/she has not been trained and his/her competency established, especially when the equipment requires specialist training in there use.
- Will ensure the completion of reports (accidents/dangers occurrences and near misses), in the area for which they are responsible. Details will be forwarded to their Contract Manager as quickly as possible.
- Will ensure that when hazards are identified, consideration is given to the formal process of hazard analysis and the communication of such findings to any persons whom it may be reasonable to expect may be affected by such hazards.
- Encourage employees to report defects and suggest improvements.
- Will ensure that an assessment is made of all work locations and is regularly updated of work processes, plant, equipment and materials in order to identify situations that put Health and Safety of the employees or others at risk.
- During routine site visits you will carryout visual inspections of all work equipment for serviceability.
- Will ensure the availability of Personal Protective Equipment (PPE) relevant to the task, its issue, use and training in the use.
- Will ensure the display of statutory notices where all can see them.
- Understanding the company policy and procedures.

## **HEALTH & SAFETY POLICY**

### **Duties and responsibilities of all Operational and Support Staff:**

It is the direct and personal responsibility of every member of the company to take reasonable care of their own health and safety and that of others whom may be affected by any act or omission whether inside or outside of the office. This duty is reinforced by law and criminal penalties apply.

- To read and understand the company s Health & Safety policy and carry out their work in accordance with its requirements.
- When working on site to ensure that their clothing and particularly their footwear is suitable from a safety viewpoint and they wear approved clothing.
- To carry out equipment serviceability prior to use and report any defects in equipment or machinery immediately in accordance with administrative instructions.
- To know the position of the first aid boxes and identity of the appointed persons or trained First Aiders. First Aiders are to audit their First Aid Boxes monthly. Definiteness are to be reported and correct levels maintained.
- To know the procedure in the event of a fire, in particular evacuation procedures.
- To report any accidents however minor, in accordance with administrative instructions, as well as damage or defect in any work equipment, control measures or personal protective equipment.
- To ensure that corridors, office floors, doorways, etc are kept clear and free from obstruction and to ensure that fire precautions are observed.
- Not to attempted to lift or move, on their own, articles or materials so heavy as to cause injury, and to make proper use of any lifting or handling equipment provided.
- To assume responsibility for the health and safety of their visitors while they are with them on the company s premises or any managed properties or sites by acquainting them with any safety policy arrangements relevant to their activities. To warn new employees, particularly young people, of safety precautions.
- To set a personal example in all aspects of health and safety.

## **HEALTH & SAFETY POLICY**

### **SECTION THREE**

#### **Planning for Safety**

##### **General Arrangements**

- Meetings will take place between the General Manager and The Area Manager. The Group Compliance & Training Director to review performance.
- When employees are likely to experience new tasks, plant or environments an assessment must be carried out by a competent person. The purpose of the assessment is to identify potential hazards and the risks, which may be present or be created. A safe system of work must be developed and implemented. Its effectiveness is to be monitored and reviewed as may be appropriate.
- Adequate supervision will at all times be maintained at all work places.
- Departmental Safety Groups and the General Manager will operate to achieve Legal and Corporate goals.
- Suitable arrangements for health and hygiene must be established at all locations and must include:

Provision of first aid facilities and conformity with the Health and Safety (First Aid) Regulations 1981 and the Approved Codes of Practice (ACOP).

- Appointment and training of First Aiders.
- Carry out Fire risk assessments as per the Regulatory Reform (Fire Safety) Order 2005
- Mayfair management must ensure that adequate welfare facilities (i.e. separate rest areas from the workplace, available use of hot and cold running water with heating and adequate sanitary provisions) are provided for the workforce, whether in **temporary** or **permanent** accommodation.
- Contingency plans must be made to meet any foreseeable emergency situations arising (e.g. Fire, explosion, emission of gas etc.) and will be communicated to all employees. Contingency plans will operate in accordance with Risk Management Strategy.

## **HEALTH & SAFETY POLICY**

### **Health and Safety Arrangements**

#### **Purpose**

To describe the systems and procedures in place for ensuring the Health & safety of employees and others.

#### **Responsibility**

It is the responsibility of the Managing Director, General Manager, Area Managers, Site Managers and Supervisors to ensure conformance, although all staff share a responsibility to ensure their own and others safety

### **Safe Systems of Work**

#### **1. Communication**

- a) All new and temporary staff will be issued with a summary Health and Safety Policy. They must also be shown the locations of fire equipment, fire exits and first aid arrangements.
- b) The Health and Safety policy will be regularly reviewed and management will seek to involve staff in this process.

#### **2. Codes of Safe Practice**

##### a) General Environment

- i) Cables must not lie uncovered on the floor. They must be taped down or otherwise secured to prevent tripping accidents.
- ii) Never leave drawers or filing cabinets open.
- iii) Ensure that any corridors, stairways and other walking areas are well lit and free of obstruction and rubbish.
- iv) Ensure that any spillages are wiped away immediately to prevent slippery floor services.
- v) Do not read whilst walking.
- vi) Always use handrails when going up / down stairs.
- vii) Do not place flammable material close to heat sources i.e. radiators

##### b) Equipment

- i) All portable electrical equipment must be annually inspected by an approved electrician and results recorded.
- ii) Do not overload sockets with excessive use of plugs and adapters.
- iii) Unless continuous operation is required, always switch off electrical equipment when not in use.

## **HEALTH & SAFETY POLICY**

- iv) All defective equipment must be reported to the Manager / Supervisor.
- c) **Heights**
- j) Always use a stepladder or stool to gain access to items, which are beyond your normal reach.
  - ii) When using a stepladder take care not to overreach.
  - iii) When possible, a colleague should hold the stepladder to provide additional stability.
- d) **Fire and First Aid**
- i) The building safety officer will appoint fire wardens.
  - ii) A suitable trained First Aider will be appointed at each branch
  - iii) All fire fighting equipment is to be regularly maintained and recorded.
  - iv) The building safety officer will organise regular fire tests and evacuations.  
Safety Induction

Additionally:

All employees will be issued with Mayfair's Health and Safety procedures. They will be notified as soon as reasonably practical of any alterations and up dates.

Health and Safety Training will be an integral part of the employees induction. Formal mandatory refreshers and continual personal development will form part of an on going process allowing legislation and best practice to be at the front of all operations.

All persons holding managerial or supervisory appointments will be instructed in their specific responsibilities for health and safety.

All employees will have identified to them specific hazards (the potential to cause harm) and will receive adequate training to allow them to complete tasks safely and effectively. Under the health and safety at work act 1974 section 2 (1) this will include violence to staff.

Where specialist training requirements are necessary these will be identified and provide through competent trainers in that field of operation, i.e. aviation, rail and maritime.  
Other specialist training would be sourced to the appropriate organisation dealing with first aid and fire.



## **HEALTH & SAFETY POLICY**

### **SAFETY INSPECTIONS**

Regulation tours / inspections / sampling of work place should be carried out by a trained and competent person to identify prevailing standards of compliance with legislation.

The inspection should be documented to establish both as a permanent record and to be endorsed once areas for improvement have been brought up to standard.

Managers should be encouraged to document their monitoring of health and safety activities by the use Safety, Health & Environmental Control Book and the safety inspection form. Upon completion, copies of the forms should be circulated in accordance with the circulation list.

### **AUDITING**

Auditing is the structured process of collecting independent information on the efficiency, effectiveness and reliability of the total safety management system and the devising of plans for corrective action.

This process will be carried out by the Area Manager at a frequency appropriate to the risks associated with the areas within departments. The frequency will not be less than once in every 12 months.

### **THE HIERARCHY OF MANAGEMENT RISK CONTROL**

Where a risk assessment has identified a hazard that requires control measures you must consider the following priorities. A hierarchy of control measures can be applied to all hazards as follows:

- Eliminate
- Substitute
- Reduce
- Control
- Protect

Control Step Example:

1. Eliminate: wherever possible, exposure to hazardous substances should be controlled. If not practicable step 2.
2. Substitute: It is sometimes possible to replace the hazardous substance with non-hazardous or less hazardous ones. If not practicable step 3.
3. Reduce: Use in small quantities, infrequently. If not practicable step 4.
4. Control: Only acceptable if the hazard cannot be eliminated, substituted or reduced. An example of control is a local exhaust ventilation system. If not practicable step 5.
5. Protect: Wherever possible you should prevent or control using measures other than P.P.E. this should be a last resort. Any P.P.E. provided for protection must comply with the Personal Protective Equipment at Work Regulations 1992.

### **Risk Assessment**

## **HEALTH & SAFETY POLICY**

The management UK Health & Safety at work Regulations 1999 requires for the Employer to carry out Risk Assessment. Other Regulations contain similar provisions to carry out assessment such as those Manual Handling and DSE, Display Screen Equipment, COSHH Assessments.

Manager's designated to the business will assess the risks to all persons affected by work activities of employees including none employees.

Using the company documentation risk assessments must be completed before commencement of new business and there after assessed for any increased hazards or changes of the working environment.

Existing business must be re-assessed on a regular basis.

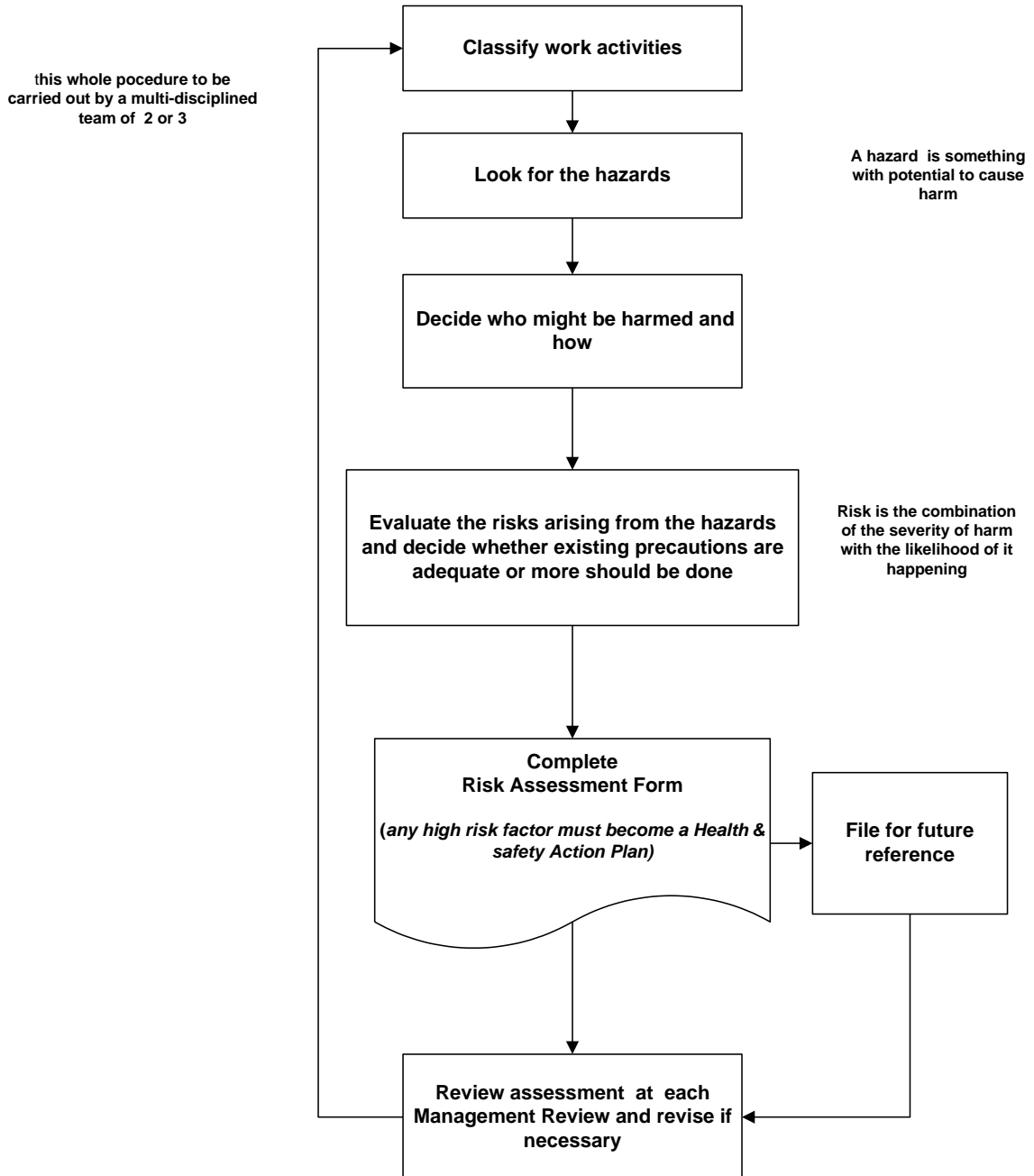
The following steps must be taken when undergoing Risk Assessment: -

- Consider all tasks and situations.
- Identify the hazards that are, or maybe involved.
- Identify those who may be exposed to the hazard.
- Analyse the risk of injury or loss from hazards.
- Evaluate if the risk is adequately controlled.
- Consider measures that may eliminate or reduce risk further in line with the principles of hazard control.
- Implement control measures.
- Monitor exposure.
- Review and feed back any corrective action.

Documentation must be made available to the employee, customer and placed on file.

## HEALTH & SAFETY POLICY

**Risk Assessment - planning for hazard identification,  
 risk assessment and risk control**



## **HEALTH & SAFETY POLICY**

### **Accident Report Procedure**

#### **Purpose**

To ensure that the company is notified of all accidents, near misses, and dangerous occurrences, to ensure effective monitoring of safe working practices under the Reporting of Injuries and Dangerous Occurrences Regulation 1995.

#### **Responsibility**

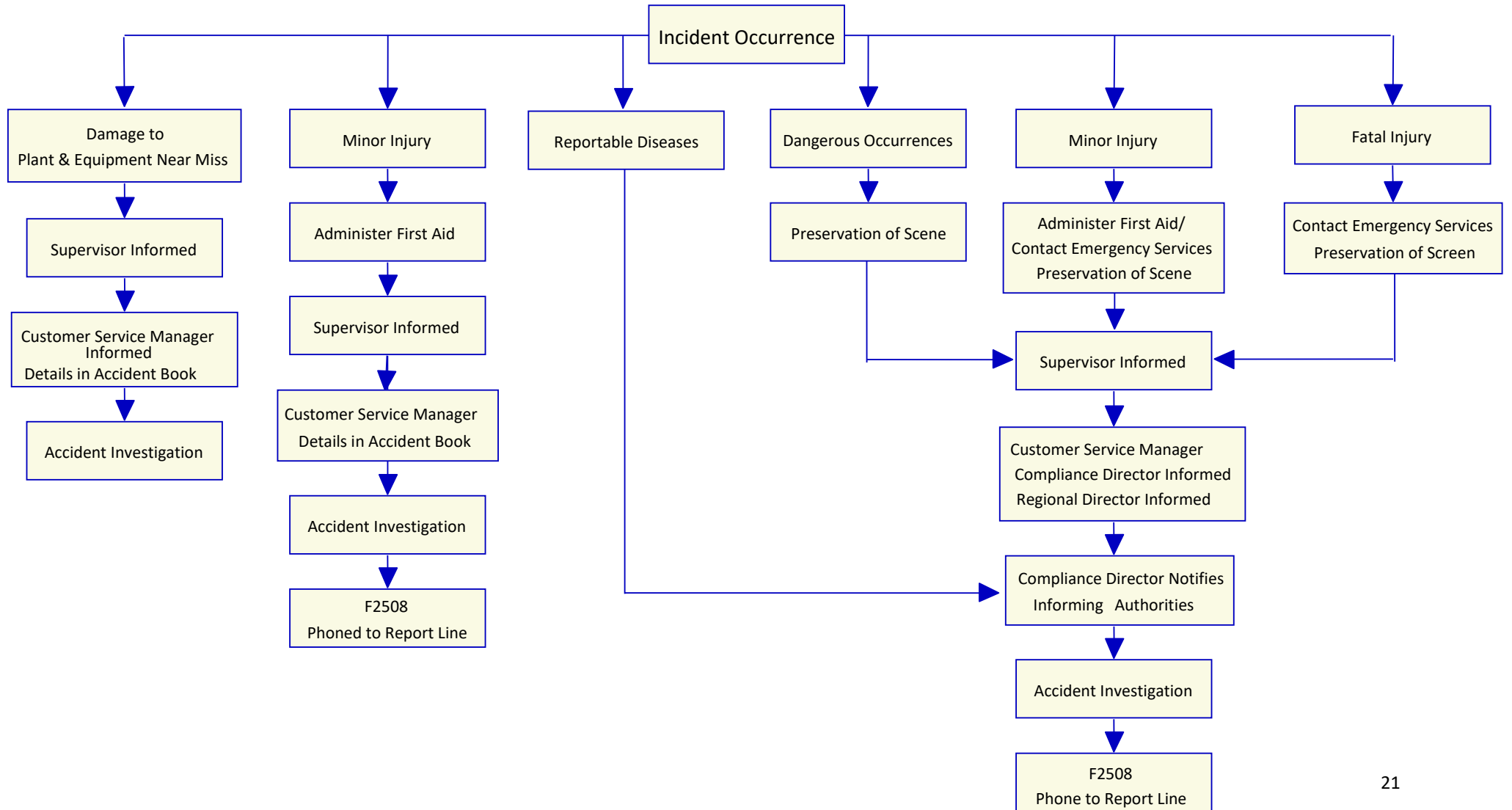
All staff are responsible for reporting accidents, including any injuries sustained. A copy of all accident reports **must** be forwarded to the Group Compliance & Training Director.

#### **Procedure**

- The Accident Report Form is to be used for all accidents and injuries to employees.
- All injuries no matter how minor should be reported and recorded. Any injuries sustained through a fall, trip or crush accident must be referred to the local hospital for an x-ray to confirm that there is no fracture.
- In addition to completion of the Accident Report Form, the accident **MUST** be recorded in the accident book, (HMSO form 510), at the earliest opportunity. This is held at National Help Centre.
- Where possible the employee should complete the Accident Report Form, using all information available at the time. The details should be checked by a supervisor or Customer Service Manager, who should also conduct an investigation into the accident.
- A Copy of the Accident Report Form should be forwarded to the Group Compliance & Training Director, for record purposes. In cases of serious accidents/injuries the Compliance Director must be notified by telephone within 12 hours.
- In all cases where the injuries require hospital treatment or the attendance of a doctor, a supervisor / manager is to attend the scene of the accident. Where he or she will obtain as much information as possible.
- A full written report, if possible, must be submitted and attached to the Accident Report Form.
- Once the Compliance & Training Director receives the Accident Report Form it is to be actioned and placed on the individuals file as a permanent record and on the central accident register.
- Should a fatal or serious injury occur, no one other than the Managing Director or his designated deputy is to inform the next of kin.
- In the event of a fatal accident, under no circumstances will documentation be made available or statements are made to the media without the permission of the Managing Director or his designated deputy.
- In certain circumstances, the Health and Safety Executive or local authority must be informed of the accident.

# HEALTH & SAFETY POLICY

## Accident Flow Chart



## **HEALTH & SAFETY POLICY**

### **SECTION FOUR**

#### **Health & Safety Committee**

The safety committee is established initially to ensure that effective interface between the Health & Safety Director and Area Managers.

The committee will:

- Promote co-operation across Customer Services and its employees on matters relating to Health, Safety and Welfare.
- Monitor and recommend arrangements for the promotion of safety within Customer Services.
- Its activities will be minuted and referred to the Directors for decisions on matters of policy or provision of resources.
- Meet quarterly or as may be required by the needs of the business.
- Any Safety Audit activities within with in operations will be reported to this forum.
- The Group Compliance & Training Director will chair the meeting.

## **HEALTH & SAFETY POLICY**

### **Health and Safety Representatives**

Appointed with the provision of the SAFETY REPRESENTATIVES AND SAFETY COMMITTEES REGULATIONS ACT 1977.

- They identify their involvement in the health and safety effort as: Safety Representatives.
- To ensure that communication between employees relating to Health & Safety is brought to the attention of the Safety Committee.
- Investigation of potential hazards and dangerous occurrences.
- Inspection of the work place every 3 months or more if there have been significant changes, after giving notice in writing, of where there has been a notifiable accident or disease.
- Liaison with the Health and Safety Executive or Fire Service.
- To attend Safety Committees.
- To report to the company's Directors and General Manager of hazards in a documented format.

## **HEALTH & SAFETY POLICY**

### **APPENDIX ONE**

#### **Major Injuries or Conditions**

- Any member of the public suffering an injury as a result of an accident arising out of or in connection with work, and is taken to hospital.
- Fracture of the skull, spine or pelvis.
- Fracture of any bone: in the arm or wrist, but not a bone in the fingers or thumbs, in the leg or ankle but not a bone in the toes.
- Amputation of: a hand and foot, finger, thumb or toe, or any part thereof if the joint or bone is completely severed.
- The loss of sight of an eye, a penetrating injury to an eye, a chemical or hot metal burn to an eye.
- Either injury (including burns) requiring immediate medical treatment or loss of consciousness, resulting in either case from electrical shock from any electrical circuit or equipment, either or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Either acute illness required treatment, or loss of consciousness, resulting in either case from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury, which results in the person injured being admitted immediately to hospital for more than 24 hours.

#### **Dangerous Occurrences**

- Electrical short circuit or overload resulting in the work stopped more than 24 hours.
- Explosion of fire resulting in work stopped more than 24 hours.
- Uncontrolled release of one or more highly flammable liquids.
- Construction or demolition or of any building used as a place of work
- Accidental release of dangerous substances.
- Unintentional ignition of explosives.
- Bursting of a pipeline or ignition of contents.
- Accident involving vehicles conveying dangerous substances.
- Incident involving overhead electrical lines over 200 volts.
- Collisions between locomotives or trains and vehicles at work place.



## **HEALTH & SAFETY POLICY**

### **APPENDIX TWO**

#### **Basic Precautions for First Aiders Against Aids and Hepatitis**

1. First Aiders are the persons most likely to be exposed to blood. If the normal sterile precautions to prevent wounds becoming infected are taken, these considerably reduce the risk of infection from blood.
2. Further precautions, which should be taken are those, which First Aiders are advised, in any case, to take for other reasons of hygiene and prevention of spread of infection to or from them:
  - a) Cuts or abrasions - First Aiders are to cover these as a matter of course with a waterproof dressing.
  - b) Personal Hygiene - Wash hands before and after applying dressings. Use disposable gloves.
  - c) Body fluid spillage - Use sensible precautions and wear disposable barrier gloves. Use paper towels - dispose of towels by incineration, where practicable.
  - d) Contaminated clothing can be cleaned effectively in an ordinary washing machine using the hot cycle.
  - e) Areas contaminated by body fluids can be effectively cleaned using dilute hypochlorite bleach (diluted 10 x with water - gloves (the concentrated bleach is irritant and corrosive to the skin). This mixture will effectively kill the virus.
  - f) Mouth contact with victims of an accident who are to be given mouth-to-mouth resuscitation has not been reported anywhere in the work as giving rise to a case of infection.
  - g) If the victim has broken skin or bleeding gums etc, commercially available mouth guards must be used and will be made available in the first aid kits. N.B. Trained First Aiders must only use these devices.
  - h) Generally, good hygiene practices will avoid the risks to which First Aiders may feel they are exposed.

## **HEALTH & SAFETY POLICY**

### **APPENDIX THREE**

#### **First Aid Equipment**

##### **1. First Aid Boxes and Kits**

- a) Contents of boxes and kits should be replenished as soon as possible after use in order to ensure that there is always an adequate supply of materials. Items should not be used after expiry date shown on the packets. It is essential that the first aid equipment be checked on a regular basis, to maintain the required legal standard within the boxes.
- b) First Aid boxes should be made of suitable material designed to protect the contents from damp and dust and be clearly marked with a white cross on a green background in accordance with the health and safety (Signs and Signals) Regulations 1966.
- c) First Aid boxes should contain only those items, which a first aider has been trained to use.
- d) Sufficient quantities of each item should always be available in every first aid box or container.
- e) Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable container should be provided. Each container should hold at least 300 ml and should not be reused once the seal has been broken

##### **2. First Aid**

- a) The exact location of the first aid box must be known by all employees, in each workplace and a specific notice, identifying its whereabouts, must be posted by the office manager to include names of qualified first aiders / appointed persons.
- b) It is the company's policy that first aiders will be appointed who have certification of qualification in occupational first aid to ensure adequate cover for all activities. Training courses including the three-year refresher course will be run by a registered training organisation.

##### **3. Record Keeping**

An entry must be made in the DSS Accident Book B1 510 following each occasion treatment is given by a trained first aider. The book should be kept in a suitable and safe place, alongside first aid equipment.

## **HEALTH & SAFETY POLICY**

### **APPENDIX FOUR**

#### **Fire Precautions**

##### **1. Fire Risk Assessment**

In office premises, a Fire Risk Assessment must be completed by the regional Health & Safety competent person reviewed annually.

##### **2. Fire Alarms**

- c) The fire warning systems must be checked weekly and in accordance with the period specified in the certificate as to the means of escape in case of fire.
- d) Up-to -date drawings and operations instructions should be readily available and kept near to the control equipment.
- e) The following details should be entered in the Fire Precautions Register.
  - i) Causes of all alarms (genuine, practice, test or source).
  - ii) Any faults which develop.
  - iii) Any period of disconnection
  - iv) Nature of work (inspections, maintenance or test).
  - v) Any further action required.
  - vi) Name of person responsible.
- d) Individual call points should be activated on a weekly basis using a different call point each week and following a set sequence.

##### **3. Fire Evacuation Practices**

- a. A fire drill should be undertaken at least twice in every period of 12 months.
- b. Staff will be trained in the action to be taken in the event of a siren
- c. .Persons will be nominated as fire wardens.
- d. Fire wardens have the following duties:

To familiarise themselves with the location of fire fighting equipment, within there area and the escape routes.

To advice staff within their area on fire precautions and equipment as necessary.

In the event of an evacuation of their building to carry out rapid but thorough check of their areas reporting the completion of the search to a designated control.

##### **4. Fire Fighting Equipment**

- a)The number and type of fire extinguishers will be specified in the certificate.

It is also recommended that additional fire extinguishers be provided which can be held in reserve.

- b) The purpose of portable fire fighting equipment is as follows:

## **HEALTH & SAFETY POLICY**

- i) Extinguish minor fires safely.
  - ii) Protect means of escape as a priority.
  - iii) Protect employees and visitors.
  - iv) Protect property.
- c) Fire extinguishers will be serviced as per the manufactures specification and a record kept of inspections.

### **5. Instruction to staff as means of escape**

- a) Staff are required to read the displayed notices and under no circumstances ignore a fire alarm signal.
- b) No person will obstruct a means of escape. Fire exit routes and doors must not be obstructed or wedged open.

### **6. Emergency Lighting**

- a) This will be tested every 6 months and a full discharge test once per annum and the result recorded in the appropriate log.
- b) The office manager will make periodical visual checks.

### **7. Automatic Fire Detection (where installed)**

This will be tested every 6 months and the results recorded in the fire precautions.

## **HEALTH & SAFETY POLICY**

### **APPENDIX FIVE**

#### **Bombs and Bomb Warnings**

##### **1. Suspect letter / package**

- a) Do not tamper with it. If a protective container is available, place the package in it otherwise leave it alone.
- b) Evacuate the immediate area and adjacent offices / areas, and allow no one entry.
- c) Inform the switchboard and the office manager immediately. They will summon the police and other assistance.

##### **2. Anyone receiving a Bomb Warning on the telephone should:**

- a) Ensure Switchboard and the Office Manager is informed without delay.
- b) At the same time, attempt to keep the caller talking and note down as much information as possible about the suspect bomb / device and the caller.

Where is the device?

- ii) What does it look like?
- iii) What kind of bomb?
- iv) Why are you doing this?
- v) Who are you?
- vi) What time is it going off?

Also noting the time the call was taken and accents, any background noises.

##### **3. On receipt of a Bomb Warning**

- a) Switch off all radios and mobile phones and disconnect batteries.
- b) Switchboard to contact nominated persons throughout the building.
- c) Fire wardens will institute and supervise searches within office areas, plant, and common areas. Covering exit routes and the assembly area.
- d) Everyone should stay within their office area and await instructions from their Fire Warden.
- e) If the building has to be evacuated, everyone should make their way quickly outside the building along the routes designated to the assembly area.
- f) KEEP CLEAR OF LARGE AREAS OF GLASS.

## **HEALTH & SAFETY POLICY**

### **APPENDIX SIX**

#### **Visual Display Units (V.D.U.S)**

##### **Office Managers must:**

- a.) Arrange for workstation assessments to be conducted on all employees who are designated users, to reduce the risks, which have been identified.
- b) This assessment must be repeated if there have been significant changes in the workstation.
- c) Plan the office routines of VDU operators so that their daily work is periodically interrupted by breaks and / or activity changes.
- d) Ensure that users receive adequate information and training in the health and safety aspects of their workstations, such as muscular skeletal problems, visual fatigue and mental stress. To also include workstation self-assessment guiders.
- e) Ensure that the user is advised of their entitlement to eye and eyesight test, and to the provision of special corrective spectacles if required.

##### **Health and Comfort at the Workstations - User Guide**

- a) The brightness control should operate.
- b) The image should be steady.
- c) Characters should be clear.
- d) Position your screen so you are not facing a window or other bright light source.
- e) Ensure the chair is correctly adjusted for height and back support as in good condition and a footrest is positioned.
- f) Restrict continues use of the VDU/CCTV, after every 2 hours, pause for 5 or 10 minutes and carry out other tasks. Short, frequent intervals are more beneficial than longer infrequent ones.
- g) The total time an operator works at a VDU should be restricted to 6 hours per day.
- h) Discomfort or illness associated with VDUs must be reported to your office manager.

## **HEALTH & SAFETY POLICY**

### **APPENDIX SEVEN**

#### **Manual Handling of Loads**

##### **1. General**

Manual Handling Operations Regulations 1992, apply in all work situations where, it is not reasonably practicable to avoid manual handling operations, which involve a risk of injury.

These operations should be assessed, by the Manager/Supervisor either individually or in categorised groups, having regard for the following factors:

- a) The nature of the task.
- b) The type of load.
- c) The working environment.
- d) The capabilities of those involved in the task.
- e) Other relevant factors such as using mechanical handling.

##### **2. General Handling Guidelines**

You should not attempt to lift a load, which is beyond your capability. People with back problems should not attempt any lifting.

The following key points should be considered before attempting a lift:

- a) Look out for splinters, nails, wire and other protruding sharp surfaces.
- b) Make sure you have a clear working space, and there are no obstructions.
- c) Ensure that you can see over the load when carrying it.
- d) Stand close to the object and with your feet 8"-12" apart, one foot in advance of the other and prepare to lift.
- e) Bend your knees into a crouched position with a straight back- your back can be inclined but do not bend your trunk
- f) Pull your chin in and avoid head forwards.
- g) A good grip is required, preferably one hand around the front of the load and the other hand underneath to prevent the load slipping forward or down.
- h) Avoid a sudden lift or jerking movements this could result in a back injury.
- i) A smooth easy lift is required to complete the exercise.
- j) If in doubt, Play Safe and get assistance.

## **HEALTH & SAFETY POLICY**

### **APPENDIX EIGHT**

#### **Company DRIVERS**

##### **1. Driving**

All employees using a company vehicle or your own on company business must comply with all the requirements of the Road Traffic Acts, associated legislation and the Highway Code.

When driving on business or using a company vehicle you must:

- Ensure the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines. If in doubt about the condition of a company vehicle seek advice from your garage.
- Hold a valid UK driving license. Inform the London Administration Manager of any endorsements so that this information can be passed on to the insurers.
- Ask your G.P. If any prescribed medication will affect your driving ability and if it does you must not drive.
- Not to use hand held car telephones or mobiles whilst driving.
- Wear glasses or lenses if prescribed for this activity.

#### **Road Vehicle Usage and Driving**

##### **Medicines**

A number of over the counter medicines such as antihistamines for hay fever, asthma or eczema, or travel sickness preparations, as well as some cough and cold remedies and antidepressants can adversely affect driving. Ask your doctor or pharmacist if it is safe to drive after taking medication.

##### **Alcohol**

You should not drink alcohol before driving. Even one drink will reduce your driving ability. Beware of alcohol when taking medication.

#### **THE ONLY SAFE RULE IS NEVER DRINK AND DRIVE.**

##### **Vehicle Checks**

- Check tyre pressures (visual condition for cuts, damage, etc).
- Clean your lights, indicators, mirrors and windows.
- Check seat belts are working, in good order and worn by the passengers.
- Check operation of the brakes, horn, lights and steering.

##### **Insurance**

Whilst driving on the company's business in a vehicle not supplied by the company, appropriate insurance must be available to cover the driver for the use of that vehicle for business purposes.



## **HEALTH & SAFETY POLICY**

### **APPENDIX NINE**

#### **Personal Safety**

1. The Mayfair Cleaning Company is committed to taking all reasonable precautions necessary to secure the Health and Safety of its entire staff. This commitment extends to the protection of its employees, who work away from company premises.
2. **Working Alone**

Where employees do work alone, personal safety must be a priority at all times. This includes ensuring that there is regular communication with the communication centre through the company check call procedure. Lone workers must take necessary steps to ensure that they do not put themselves at risk. Through work activity, or when using work equipment.
3. **Employee Responsibility**

Employees must ensure that they do not compromise their own Health and Safety whilst working alone. Employees must work in accordance with safe working procedures at all times, and comply with company policy matters.
4. **Management Responsibility**

Managers are responsible for adequate supervision of all there staff. Managers must ensure that there staff have received sufficient information and training regarding personal safety to enable them to work without risk, so far as is reasonably practicable.
5. **Safe Systems of Work**

The following actions should be followed to ensure personal safety:

  - a) Always work in accordance with designated assignment instructions (safe systems of work).
  - b) Report activities, which may constitute a risk to a responsible person.
  - c) Do not tamper with anything that has been provided in the interest of Health and Safety.
  - d) If working alone, maintain regular communication with Mayfair communication centre.
  - e) Inform a responsible person of any Health conditions, which may affect the work activity.
  - f) Personal safety must be taken into consideration at all times.

## **HEALTH & SAFETY POLICY**

### **APPENDIX TEN**

#### **Violence At Work Policy**

All staff are entitled to a safe working environment, any form of violence must be reported however insignificant.

- a) Operationally the site risk assessment would highlight the risk factor of security staff being assaulted or the risk of violence weather due to the duties involved or the environment he or she is working in.
- b) The company if necessary will train and instruct all staff which are highlighted at risk. This will take the form of formal training in Communication and Conflict Management.
- b) The company is committed to ensuring that all of its staff are put at minimal risk and adequate protection against violence is established within the security officers working environment.
- d) It is not our policy to accept that facing aggressive behaviour is part of an Employees job, or that reporting incidents may reflect badly on them.
- e) In order to assess the risk, we have an incident report form which employees are requested to complete if there are any incidents that subject them to:
  - ❖ Physical assault, whether or not injury results
  - ❖ Verbal abuse, shouting or swearing
  - ❖ Threatening behaviour, with or without any form of weapon
  - ❖ Anything that they feel might damage their health through anxiety or stress.
- f) For those jobs that are identified to have increased risks, we will introduce physical controls where reasonable practicable, followed by sufficient information, instruction and training to enable the employee to minimise the risk.
- g) This policy will fall for review annually or in times of increased violence to employees.

## **HEALTH & SAFETY POLICY**

### **APPENDIX ELEVEN**

#### **Electrical Safety**

The use of electrical systems in the workplace introduces many hazards, which if not properly controlled can have serious consequences.

Portable appliances can prove particularly hazardous and normally requires a high level of maintenance, including user checks, visual examination and electrical testing.

All persons either working on or using electrical equipment must have received training on the appliance.

Before using any equipment you must carryout the following checks:

1. Unwind the cable fully.
2. Check the cable for – cracks or slits
3. Check the join between the cable and the plug (no bare wires).
4. Check the plug – no cracks in the casing, no loose pins.
5. Set up the machinery according to instructions for the job.
6. Fit the plug in to the wall socket.
7. Switch on at the wall socket, the machine.

#### **General Safety Rules for electrical equipment**

1. Never handle electrical equipment or plugs with wet hands.
2. Do not use an extension cable where the diameter of the cable is smaller than the machine cable.
3. **Never** try to cover up a split in the cable – report it to your Supervisor.

**N.B.** If you find a fault on the machine you are responsible for attaching a DO NOT USE notice and for reporting it to your supervisor.

#### **Inspection or Portable Electrical Equipment**

Should be completed by the user on a daily basis before use.

Regular inspection of portable electrical equipment should be completed by the competent person (P.A.T.) and records maintained at branch offices.

### **APPENDIX TWELVE**

## **HEALTH & SAFETY POLICY**

### **Lone Working**

The Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1999 apply to the safety of Lone Workers.

Staff who work alone must follow the systems set up for Check Calls within their site instructions. This procedure will ensure their safety, if you fail to make a check call to the national help centre there is an escalation process which kicks in to ensure emergency support is sent to the assignment immediately.

In the event of a missed check call from any site to the automated system, the system will have gone from = white stating that the system is expecting the call within the next 30 minutes, then to yellow stating that the system is expecting the call within the next 15 minutes, after that time period the system turns red, the call is now overdue.

The controllers will carryout the following procedure immediately:

1. Ring site telephone number (this can be obtained by double clicking on the site Name)
2. You are to ring this number for a maximum of one minute.
3. If there is no response (double click on the offices name this will show his/her P card and ring the mobile phone number listed)
4. Then ring the Area supervisor for that area and task him to attend the site, if the Area supervisor is not in the area it must be escalated to the Area Manager. If no contact made phone nearest police station to that site (phone number found in site AI's) and request assistance.
5. **ALL CHECK CALLS MUST BE CHASED REGARDLESS OF THE TIME.**

All incidents are to be logged with the relevant information in the Help Centre

## **HEALTH & SAFETY POLICY**

### **Smoking Policy**

The Workplace (Health, Safety and Welfare) Regulations 1992 apply to smoking in rest areas at our work place. There are also laws that prohibit smoking in certain areas or activities.

The Mayfair Cleaning Company Limited operates a no smoking policy inside all company buildings and at all customer based assignments where applicable.

Company vehicles are also included within the no smoking policy.

Smoking constitutes a fire risk and is a hazard to the health of individuals, both smokers and non-smokers.

When inside buildings, this policy must be adhered to at all times by staff, contractors and visitors.

The company recognise that smokers have the a right to smoke and that non smokers have the right not to breath tobacco smoke. The companyare legally required by the Work (Health, Safety and Welfare) Regulations 1992 to protect non – smokers from the effects of tobacco smoke in rest areas.

Smoking may only take place in the following designated places external outside of buildings and areas which have been designated as smoking areas.

Any contraventions of this policy by a member of staff will be treated as a serious offence and will be dealt with under the organisation's disciplinary procedure.

## **HEALTH & SAFETY POLICY**

### **Stress Policy**

The company takes stress in the work place seriously, the effect of stress on performance is well established and in the interest of both the company employees and efficiency, it should be minimised.

Employees are encouraged to seek assistance from our completely confidential employee support programme if they believe that they have a problem with stress.

Confidential stress counselling is available in addition to the personnel procedures for assisting in resolving stressful work situations and is not intended to be substitute for solving the situations.

The company Compliance & Training Director will carry out stress risk assessments on an annual basis and make recommendations for stress control reduction.

## **HEALTH & SAFETY POLICY**

### **APPENDIX FIFTEEN**

#### **Personal Protective Equipment (PPE) Policy**

##### **Introduction**

The Mayfair Cleaning Company Limited through its Risk Management Policy is committed to taking all reasonable steps to secure the health and safety of its employees. The company will provide personal protective equipment (PPE) to staff when risk presented by a work activity cannot be adequately controlled by other means.

The company acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. Therefore the company will seek to give information and training to enable a fuller understanding of these issues.

##### **Responsibilities**

The Chief Executive has overall accountability in relation to health & safety matters within Mayfair. The Managing Director is responsible for coordinating the management of health & safety. The Compliance & Training Director has overall responsibility to oversee the implementation of this policy, including making arrangements to carry out an assessment of proposed PPE to determine whether it is suitable and to take any necessary measure to remedy any risks found as a result of assessment.

Regional/ Customer Service Managers have a responsibility to ensure that employees wear PPE provided and that there are adequate storage facilities for PPE as may be required. Managers will ensure that staff have received information and/or training in the safe use of PPE.

Employees have the responsibility to wear PPE that has been provided by the company and to co-operate with management on matters of health & safety. Employees must inform their manager if any item of PPE becomes damaged or lost.

##### **Safe System of Work**

The use of PPE is an important means of controlling risk involved in various work activities. To ensure that it is effective, it is necessary to follow the manufactures and company instructions on its use. The following procedures should be observed when using PPE:

- Ensure that **high visibility clothing** is worn when dealing with all road traffic and when walking on the road near traffic.
- Ensure **head protection** is worn at all times when mandatory signage is displayed or safety instruction directs.
- When noise hazards are identified within the assignment **ear defenders/protection** should be worn.
- Where there is a risk that blood fluids or drugs may get into the eye, for example when dealing with a conflict situation or aggression, **protective eyewear** should be worn.

## **HEALTH & SAFETY POLICY**

- Where there is risk of inhalation of dust or other particles. A **facemask** should be worn.
- Ensure that the protective clothing fits properly and adjust PPE so that it is comfortable.

### **Monitor and Review**

This policy will be monitored by the Compliance & Training Director. It will be reviewed on an annual basis or sooner if new working practices are developed, new risks are identified or following an untoward incident involving PPE.



## **HEALTH & SAFETY POLICY**

### **APPENDIX SIXTEEN**

#### **Sharps Policy**

This policy governs work processes where exposure to sharps such as needles, broken glass or sharp instruments may be considered as a hazard and/or exposure to bodily fluids is likely i.e. blood, faeces, urine, vomit, saliva.

The main danger is that pathogens i.e. infections such as bacteria or viruses may be transmitted into the worker from such sources.

It must be noted that with other "Substances hazardous to health" the number of exposures and the amount of the substance all contribute to the risk, with pathogens a single exposure **MAY** result in a disease although not all exposures will result in a disease.

#### **Blood Bourne Viruses (BBVs).**

BBVs are viruses which are carried in the blood and can cause serious disease, the illness can be spread whether the carrier is ill or not and include:

- Hepatitis B, C & D.
- HIV which causes AIDS.

The main route of entry into the body is by penetration by contaminates sharps such as hypodermic needles etc.

BBVs can also be spread via

- Cuts.
- Skin abrasions.
- Damaged skin i.e. due to eczema.
- Splashes to the eyes, nose or mouth.

#### **Types of work to be considered.**

The types of work that will carry a risk from sharps and BBVs are:

- First aid provision.
- Working in healthcare or laboratory situations.
- Cleaning, refuse/waste collection and disposal.
- Janitorial tasks.
- Grounds maintenance.
- Sewage and drains work.

#### **Risk assessment.**

The main element of this policy is risk assessment. It is essential that when working in client premises that THE MAYFAIR CLEANING COMPANY make appropriate enquiries regarding the significant hazards on site, BBVs and sharps use should be disclosed to us if the risk of contacting them is significant.

The assessment process is essentially the same as for any other risk assessment and the following are to be considered:

## **HEALTH & SAFETY POLICY**

- Identify the hazards where BBVs/sharps may be present.
- Decide who might be harmed and how i.e. handling contaminated items, encountering sharps etc.

Assess the likelihood of exposure to sharps/BBVs and consider:

- The frequency and scale of contact.
- The number of persons who may make contact with the hazard.
- Any existing control measures.
- Frequency and information on previous sharps injuries that have happened in the workplace.

If a significant risk is identified, the following control measures must be considered:

- Prohibit eating, drinking, smoking or the application of cosmetics.
- Use items which minimise the risk of contact with BBVs i.e. face shield when resuscitation is being attempted by a first aider.
- Prevent puncture wounds i.e. by the use of tongs for handling risky items.
- Avoid using sharp instruments and substitute "safety" items.
- Cover all skin breaks with waterproof dressings and suitable gloves.
- Protect the face using suitable protection if splashes could be encountered.
- Employ cleaning and de-contamination processes.
- Use good basic personal hygiene.
- Dispose of contaminated waste correctly.
- PPE such as gauntlets, gloves etc.

### **Immunisation.**

Immunisation is available for some BBVs. If the risk assessment identifies the need for immunisation, THE MAYFAIR CLEANING COMPANY shall make the immunisations available free of charge, a suitable request letter to be submitted to the individual's GP is included. A record of immunisation is to be kept for each employee that has been immunised under this scheme.

### **First Aider's Precautions.**

- Cover any cuts and grazes on your skin with waterproof dressings.
- Wear disposable gloves
- Use suitable eye protection and a disposable plastic apron where splashing is possible.
- Use a face shields when doing resuscitation.
- Wash your hands after each procedure.

### **Disposal of Waste.**

Sharps or waste which might contain BBVs must be properly disposed of using proprietary sharps disposal boxes to the appropriate standard.

### **Reporting Incidents.**

## **HEALTH & SAFETY POLICY**

The following must be reported under RIDDOR

- A puncture wound from a hypodermic needle known to have contained blood should be reported as a dangerous occurrence.
- If the person is off work for more than 7 days due to the injury.
- If a doctor informs THE MAYFAIR CLEANING COMPANY that an employee has contracted a specified disease.
- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
  - covers more than 10% of the body
  - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
  - leads to hypothermia or heat-induced illness
  - requires resuscitation or admittance to hospital for more than 24 hours
- All deaths to workers and non-workers, with the exception of suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.
- Diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include:
  - carpal tunnel syndrome;
  - severe cramp of the hand or forearm;
  - occupational dermatitis;
  - hand-arm vibration syndrome;
  - occupational asthma;
  - tendonitis or tenosynovitis of the hand or forearm;
  - any occupational cancer;
  - any disease attributed to an occupational exposure to a biological agent.
- Dangerous occurrences at the workplace. These include incidents involving
  - lifting equipment,
  - pressure systems,
  - overhead electric lines,
  - electrical incidents causing explosion or fire,
  - explosions,
  - biological agents, radiation generators and radiography,
  - breathing apparatus,
  - diving operations,
  - collapse of scaffolding,
  - train collisions, wells and pipelines or pipeline works.
- Gas Incidents - Distributors, fillers, importers & suppliers of flammable gas must report incidents where someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with that gas.

### **Action after Possible Infection.**

If exposed to blood or other bodily fluids, take the following actions without delay:

- Wash splashes off with soap & water.
- If the skin is broken, encourage the wound to bleed – **DO NOT SUCK THE WOUND**, rinse thoroughly under running water.

## **HEALTH & SAFETY POLICY**

- Wash out splashes in the eye with running water or an eye wash bottle- **DO NOT DRINK THE WATER.**
- Record the source of the contamination and report the incident to your line manager.
- Contact the local A&E department of the hospital without delay.

## **APPENDIX SEVENTEEN**

### **Control of Substances Hazardous to Health**

If any work is carried out by our employees which involves contact or exposure to substances hazardous to health, steps must be taken to ensure compliance with regulations. It is the responsibility of management to provide a suitable and sufficient assessment of risk involved.

The assessment must be carried out by a competent person, taking account of the substances involved. Comparison of such exposure will then have to be made with any relevant published standards. This assessment must be written with the exception of very simple cases.

### **Prevention or Control of Exposure to Substances Hazardous to Health**

## **HEALTH & SAFETY POLICY**

At all times adequate control measures must be taken to prevent exposure by employee to substances hazardous to health. Where these are inadequate in themselves, personal protective equipment must be used.

The approved code of practice "*Control of Substances hazardous to Health*", lists the following measures for preventing or controlling exposure to such hazards:

- Elimination of the use of the substance
- Substitution by a less hazardous substance
- Total enclosure of the process
- Local exhaust ventilation
- Reduction of number of employees exposed and exclusion of non-essential access
- Reduction in the period of exposure for employees
- Regular cleaning of contaminated areas
- Safe storage and disposal arrangements
- Prohibition of eating, drinking, smoking etc. in contaminated areas
- Provision of adequate facilities for washing, changing and storage of clothing including arrangement for laundering
- Rehearsed procedure for emergencies.

### **Exposure Limits**

If a substance is found to be above its maximum exposure limit, steps must be taken as far as reasonably practical to reduce it to below its listed maximum exposure limit.

Exposure to substances which enter the body via the gut (ingestion) or through the skin or mucous membranes, should be controlled to standards such that all persons should be exposed repeatedly without adverse side effects. Employees will receive adequate information and instruction regarding substances hazardous to health, so that they are aware of the risk involved and the precautionary measures they should take.

### **Substances Hazardous to Health**

The definition of substances hazardous to health covers virtually all substances capable of causing adverse health effects or disease arising from work activities.

There are five identified categories which, summarised, are as follows:

1. Substances defined under the classification, Packaging and Labelling of Dangerous substances Regulation 1984 as very toxic, harmful, corrosive or irritant.
2. Substances with a maximum exposure limit of an occupational exposure standard.
3. Micro-organisms creating health hazards.
4. Any dust at a substantial concentration in the air.
5. Any substance not in the above, but which creates a health hazard comparable to any of them.

Exceptions from the COSHH Regulations are exposures to lead and asbestos which covered by their own regulations.

If a label displays any one of the standard safety signs for harmful, toxic, corrosive, flammable (shown below), this indicates the substance is covered by the COSHH Regulations.

