

Health and Safety Policy

1. The General Statement of Intent

Dear Colleagues

I am pleased to have the opportunity of adding a foreword to Maple Cleaning's updated Health and Safety Policy, which sets out the commitment of Maple Cleaning to high standards of health and safety and the arrangements for achieving them.

I am committed to ensuring, by all reasonable practicable means, the health, safety and welfare of Maple Cleaning staff, contractors, visitors, and others affected by our activities and accept that I am accountable for health and safety at Maple Cleaning.

I believe that this commitment can best be delivered through the following policy towards safety:

- ensuring that Maple Cleaning's legal duties, statutory obligations, policies and procedures are complied with at all times;
- using a risk assessment process to minimise personal injury, ill health, fire or damage to property;
- creating an environment which encourages staff to identify and prevent unsafe acts at source;
- providing staff with sufficient training, instruction, information, and supervision to develop and encourage safety awareness;
- encouraging the understanding and implementation of the policy at all levels as well as employee involvement and consultation in the management of safety;
- and
- maintaining adequate records to enable easy presentation of evidence of the operation of safety systems.

A successful safety policy depends on the full commitment and cooperation of all Maple Cleaning staff. I am confident that all concerned recognise the need to take care of their own health and safety and of others, and to cooperate fully with current health and safety arrangements and future developments.

Kevin Fuller

CEO

1.1 Purpose

Maple Cleaning is committed to meeting its duty to ensure, as far as is reasonably practicable, the health, safety, and welfare at work of all its employees. This policy addresses not only the duties of Maple Cleaning to protect the health, safety, and welfare of its employees, but also, the obligations placed upon every employee while at work.

1.2 Scope

This policy applies to all Maple Cleaning employees (full or part time, temporary or permanent), and to all temporary, casual and contract workers while working on Maple Cleaning 's premises. For the purpose of this policy, a reference to employee also includes all temporary, casual and contract workers.

This policy should be read in conjunction with Maple Cleaning 's other safety and occupational health related policies and procedures,

2. Responsibilities

An organisation chart setting out the positions/levels within Maple Cleaning responsible for health and safety is contained in Appendix 1.

2.1 CEO / Owner

The CEO is the accountable officer and accepts overall responsibility for all aspects of health safety and welfare.

2.2 Management level

The Management Team is responsible for:

- providing strategic direction and endorsing health and safety strategies;
- providing support to the CEO to meet the safety responsibilities of

Maple Cleaning;

- ensuring robust health and safety management systems and arrangements exist
- health, safety, and welfare of the staff in their Directorate.
- developing a proactive health and safety culture throughout Maple Cleaning;
- ensuring appropriate resources are committed to health and safety training, and overseeing effective induction arrangements; and
- ensuring Staff receive relevant health and safety training.
- day to day actions and activities concerning health and safety;
- developing and implementing, through appropriate consultation, procedures to support the policy;
- maintaining an accident reporting system and investigating all health and safety accidents and “near misses”;
- inducting new workers (whether permanent, temporary, full, or part time), and third party contractors on health and safety arrangements and keeping appropriate documentation;
- ensuring all staff complete all necessary health and safety training and are aware of all relevant health and safety procedures;
- cooperating with the Office/Facilities Manager to ensure that appropriate risk assessments are carried out for any activities undertaken by their staff in carrying out the duties of their role;
- where staff are working flexibly, outside normal office hours, (including travel arrangements when working off-site) ensuring that all risks have been discussed and considered with staff and minimised as far as practicable;

2.3 Employees

All employees whether full or part time, temporary or permanent, and all contract workers while working on Maple Cleaning’s premises are responsible for:

- taking reasonable care for the health and safety of themselves and others and co-operating fully with the arrangements in place for Maple Cleaning to meet its legal responsibilities for health and safety;
- reporting to the Manager or their Line Manager, any health and safety hazards or unsafe practices; any building and/or equipment defects;

any shortfalls in cleanliness or issues and concerns which could be detrimental to themselves and others;

- complying with health and safety policy and related procedures. Any wilful breach will be considered a disciplinary matter and may in some cases lead to dismissal;
- not attempting to repair any item of electrical equipment (unless properly authorised to do so) but to report any faults to the Office/Facilities Manager or their Line Manager;
- keeping a tidy workstation ensuring that passageways are kept clear and that cables are not allowed to trail across open floor spaces;
- not attempting to lift heavy, awkward, or dangerous loads. The Facilities Team should be contacted to arrange for removal of loose items or to organise any heavy lifting;
- undertaking health and safety related training within the timescale specified.

You must also put into practice all instruction, training, and systems of work intended to ensure safety; and

- bringing to the attention of their manager any work-related activities (e.g. driving, flexible working, travelling arrangements) in order that any potential risks can be identified and ways agreed to minimise them.

3. General arrangements

3.1 Communication and consultation

Maple Cleaning's policy of communicating with employees on matters affecting their health and safety is proportionate to the size of the organisation and the level of risk involved.

This policy seeks to comply with the provisions of the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

- employees are provided with health and safety information in a number of different ways including, but not limited to, induction, emails, team meetings;
- any significant changes to this Policy will be communicated to staff following

appropriate consultation.

3.2 Risk management

Maple Cleaning uses the concept of risk assessment as a fundamental part of its approach to safety management. The organisation is committed to identifying the risks brought about by its activities followed by implementation of control measures to reduce risks to a level that is as low as reasonably practicable.

Due to the relatively low risk environment at Maple Cleaning, a simple 5 x 5 scoring system can be used to evaluate the “likelihood” and “severity” of the risks. These can then be ranked so that the highest rated risks are addressed as priorities.

Risks connected with work activities are assessed by:

- identifying the groups of staff;
- identifying the main activities, they perform (e.g., Working with cleaning products
- listing the significant hazards associated with those tasks; and
- selecting the most appropriate control measure to minimise the hazard.

Risk assessments must be carried out in conjunction with the staff performing the task and Line Managers where appropriate. Control measures must be implemented and these may include, in a limited number of cases, formal safe systems of work.

3.3 Accident reporting and investigation

Maple Cleaning’s policy is to use preventative measures to stop accidents occurring. On the occasion of accidents, incidents, near misses (a “near miss” is an event which under slightly different circumstances could have resulted in an accident) and occupational ill-health, the circumstances are to be reported and investigated promptly. When the underlying causes have been identified action is to be taken to prevent recurrence.

Reporting responsibilities

Personal accidents and near misses are reported to the manager

It is the responsibility of:

- all employees to ensure that all accidents, incidents, near misses and instances of occupational ill-health are reported;
- Manager, to ensure that instances are adequately investigated and remedial action taken; and
- Maple Cleaning to ensure that any injury, disease, or dangerous occurrence that falls within the categories outlined in RIDDOR (Reporting of Injuries, Diseases and

Dangerous Occurrences Regulations 1995), is reported within the relevant timescale.

4. Specific arrangements

This section provides information on arrangements for health and safety within Maple Cleaning to address specific work activities, statutory obligations, or hazards. More detailed information can often be found in policies and procedures on the intranet. Staff are encouraged to check this regularly for new developments.

- on receipt of the formal notification of pregnancy Maple Cleaning shall arrange for a risk assessment relevant to that persons work to be completed;
- for any potential risks that are identified and which could represent an additional risk, efforts will be made by Maple Cleaning to eliminate or minimise them;
- employees should report any changes in their health, and/or specific advice given by a medical practitioner during their pregnancy immediately to The Manager or CEO

Manual handling

Maple Cleaning 's policy in respect of manual handling is to identify and minimise risks in compliance with the Manual Handling Operations Regulations Regulations 1992:

- employees should never attempt to lift heavy, awkward, or dangerous loads.
- all employees who regularly perform manual handling as part of their normal duties will attend manual handling training; and
- risk assessments will be carried out for any special task where there is a significant risk to personnel who are required to move an object through pushing, pulling, carrying, or lifting. The assessment will consider the load, the working environment and the physical capability of the individual.

Control of substances hazardous to health (COSHH)

Maple Cleaning does use Chemicals for their day-to-day cleaning. Most used a t normal house hold chemicals.

- whenever a potentially hazardous substance must be used a risk assessment will be undertaken to minimise any risk; and
- full training and information will be given to all employees who are required to

handle such substances and appropriate personal protective equipment issued.

Harassment

Maple Cleaning as an employer is under a legal obligation of a duty of care to provide both a safe place and safe system of work. Please refer to the separate Harassment Policy for further details.

Alcohol and/or drug misuse

- Consuming alcohol during working hours, and working while intoxicated may be considered gross misconduct
- Alcohol and/or drug misuse may be treated as an illness when health, occupational, domestic, or social problems occur. If you suffer such an illness, Maple Cleaning will treat you fairly, and in confidence, and you will be encouraged to seek appropriate external professional assistance. Maple Cleaning will also, as far as possible adopt a sympathetic attitude to any employee undergoing drugs and/or alcohol rehabilitation.

Stress

- Maple Cleaning recognises the potential dangers of work-related stress, and seeks to offer support should you suffer from stress. Should you suffer work-related stress, please discuss this matter with your manager. Depending on the severity of the stress, your manager may need to consider reducing workloads, a change of job role, job rotation, or a period of part time employment;
- employees are encouraged to report, in confidence, any concerns about colleagues to their manager so that any problems can be addressed and if possible, prevented; and

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Training

- provision will be made to ensure all employees receive adequate information, instruction and training with respect to health and safety;
- new starters will receive health and safety training during their initial induction;

and

5. Maple Cleaning health and safety review

Maple Cleaning is committed to a process of continually improving its arrangements for ensuring the health, safety, and welfare of its employees, so far as is reasonably practicable. It recognises health and safety auditing as an essential component in measuring and validating the organisation's compliance with legal requirements and its organisational objectives.

Health and safety policy will be reviewed regularly

This policy is for guidance only and does not form part of your contract of employment.

DECLARATION:

I have read and understood Maple Cleaning's HEALTH AND SAFETY POLICY and agree to work to the expected standards.

Signature.....

Date.....

Print Name.....