



SPARKLE CLEANING NORWICH Ltd.

Sparkle Cleaning Norwich Ltd

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Health and Safety Policy Statement Policy Statement

Under the health and safety at work act 1974, the Management of Health and Safety at Work Regulations 1999 and associated protective legislation, Sparkle Cleaning Norwich Ltd, both has duties towards our employees in respect of health, safety and welfare. The company recognises these responsibilities and undertakes to implement all measures that are reasonably practicable.

Sparkle Cleaning Norwich Ltd is dedicated to:

- Providing a safe place to work
- Safe methods and systems of work
- Consulting with our employees on matters affecting their Health and Safety
- Providing and maintaining safe equipment
- Providing relevant personal protective equipment
- Ensuring safe handling and use of substances
- Ensuring all employees are given adequate safety training
- Reviewing and revising this policy as necessary at regular intervals.

The company will carry out a regular review of this policy to ensure that these standards of Health and Safety are maintained.

Signed: 

Name: Cristina Camelia Bataila

Date: 03 February 2014

Position: Director



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Organisation and Responsibilities

Head of company

The Director has final responsibility for any matter affecting health and safety and will:

- Ensure suitable financial provision is made for Health & Safety obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take Health & Safety issues into account
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to Health & Safety
- Understand the company policy for Health & Safety and ensure it is readily available to employees
- Set a personal example when visiting site by wearing any appropriate protective equipment
- Actively promote at all levels the company's commitment to effective Health & Safety Management

Health & Safety Co-ordinator / Representative

Named person responsible for H&S: Nick Bataila

Position within company: CEO

The Health & Safety co-ordinator will undertake and be responsible for:

- Monitoring the implementation of the Health & Safety policy and reviewing its appropriateness by regular safety audits/ inspections carried out in various workplaces
- Investigating any accidents, should they arise, and implementing corrective action
- Reviewing Health & Safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, subcontractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 1995



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Employees

Employees have the following duties while at work:

- To co-operate with the Management of the Company in the promotion of the Safety Policy and of Company Safety Rules
- To not endanger themselves or others by their acts or omissions whilst at work
- To read and understand the company Health & Safety policy, and abide by its rules
- To ensure, where relevant, that all protective equipment provided is properly used, in accordance with staff safety training
- To report any defects in equipment to the site supervisor
- To report any accidents or near misses to the site supervisor
- To use the correct tools at work in accordance with training provided
- To co-operate with any investigation which is undertaken with the intention of preventing the reoccurrence of incidents.

Arrangements/Communication

In accordance with the relevant legislation, the company will communicate and consult with employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation and best working practice
- The planning of Health & Safety training
- The introduction of new equipment relevant to their job

This communication will take place via regular safety meetings and where appropriate by email.



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Training

All employees are given training appropriate to their responsibilities in accordance with the management of Health & Safety at work regulations. Training will be provided for the following situations:

- Induction training for new employees (Health & Safety awareness, company procedures, etc)
- COSHH training covering the risks of cleaning products that employees will come into contact with.
- Introduction of new equipment

Training is also provided for use of Personal Protective Equipment (PPE) and manual handling. Records of training provided will be kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Risk Assessments

The Health & Safety co-ordinator will carry out and record formal risk assessments. In addition, staff are asked to consider risk in their work and report any risks that they feel are present to their site supervisor.

Hazards will be analysed and work methods established to minimise the risk of injury to staff and others affected by their work. The head of the company ensures that the co-ordinator is familiar with correct methods for risk assessment.

Method Statements

Formal method statements will be prepared in writing where the risk is particularly high. The statements will provide site specific information about the task to be undertaken, including site set up, chain of responsibility, and will outline a clear sequence of work that will be followed in order to undertake the given task safely.



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Co-operation with clients

As company employees are largely employed in third-party owned premises, the company will ensure that cooperation with clients on health and safety matters is held as a priority. This applies to the health and safety of company employees, client employees, and members of the public who may use the premises.

In particular fire safety procedures, general site access and any other emergency procedures will be relayed to staff.

Clients' site procedures and specific instructions will be followed at all times.

Welfare facilities

Where ever possible, arrangements will be made with the client for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/wash facilities accessible on site
- Where staff are working longer hour's provision will be sought for eating/rest facilities.

Work Equipment

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by the Health & Safety co-ordinator, in order to ascertain that the equipment is suitable for its intended use.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.



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All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice.

Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If staffs notice any faults or damage on equipment, they will stop using the work equipment and report the fault to their Site Supervisor.

Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: Health & Safety co-ordinator, Nick Bataila

info@sparklecleaningnorwich.co.uk

Hazardous Substances

The risks associated with hazardous substances are considered for all work activities.

Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of



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the risks from that substance undertaken by the Health and Safety Coordinator /Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH).

First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible.

On Project Sites, wherever possible, arrangements are made with clients to use their first aid facilities.

Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All accidents MUST be reported to the Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 3 working days
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);



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- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to
- Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimize manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Staff must be familiarised with the location of firefighting equipment at the third party owned sites at which we work. In the event of the fire alarm being activated at a site at which our staff are working, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.



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Public safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be clearly identified, for example, wet floor signs used to indicate slippery floors.