

# **CAPSTONE PROFESSIONAL WINDOW CLEANING CONTRACTS**

## **HEALTH AND SAFETY AT WORK POLICY**

### **PART 1**

#### **POLICY STATEMENT**

##### **INTRODUCTION**

The Health and Safety at Work Act 1974, together with the Management of Health and Safety at Work Regulations 1999, other associated Health and Safety legislation and Codes of Practice impose duties on all employers in respect of Health and Safety at Work. These duties extend to this company, its employees and also other persons who may be affected by this companies work activities. As the employer and owner I have formulated a Health and Safety Policy Statement to include these duties.

##### **OBJECTIVES**

To eliminate or minimise, so far as is reasonably practical, the risk of injury to:

- (1) All Capstone employees
- (2) All non-employees of Capstone, including the general public, visitors to our site work and any other persons who may be affected by the activities and undertakings of Capstone or its employees at work.

##### **STATEMENT OF INTENT**

Capstone Professional Window Cleaning Contracts recognise that the health, safety and welfare at work of all employees, whether on site, or carrying out Capstone business elsewhere, is primarily the responsibility of Capstone PWCC. In addition, a duty of care extends to other persons while they are on site where our work is being undertaken, or affected by Capstone's activities.

To achieve this effectively, Capstone will, so far as is reasonably practicable and through the use of risk assessment:-

- Identify hazards of its work activities and assess the risks to the health and safety of employees and other persons, and record the management action required to effectively reduce the risks of injury and ill health.
- Provide and maintain safe vehicle maintenance, plant and systems of work.

- Ensure safe methods of using, handling, storing and transporting articles and substances.
- Provide suitable and sufficient information, instruction, training and supervision to ensure reviewed competency.
- Provide and maintain a safe working environment with adequate welfare facilities
- Provide and maintain workplaces in a safe condition with safe access to and egress from a place of work and procedures for evacuation in an emergency if working indoors.
- Provide adequate and suitable personal protective equipment when required.
- Identify individuals with responsibility for health and safety management and advice
- Capstone PWCC will provide, so far as is reasonably practicable, the Codes of Practice and systems to cover effectively all aspects on health, safety and welfare, which will be constantly reviewed and revised as necessary at regular intervals.
- To ensure that satisfactory financial resources are apportioned to the provision of ongoing funding for health and safety

No safety policy is likely to be successful unless it actively involves those at work. Therefore, Capstone PWCC regularly holds toolbox training to instantly inform employees of any updates, changes and revisions to health and safety requirements and practices.

## **ORGANISATION**

### **CAPSTONE PROFESSIONAL WINDOW CLEANING CONTRACTS**

Is ultimately responsible in law, as the employer for:

- The health, safety and welfare of the companies employees at work
- The conduct of the company's undertakings to ensure the health, safety and welfare of the public and other persons not in their employ.

To meet these responsibilities Capstone will ensure that;

- There is an effective overall policy for the health, safety and welfare of employees and that adequate funds are available to meet any requirement within the policy.
- Any necessary changes are made to the company health and safety policy.
- The general public are made aware of any situations that arise which may affect their health, safety and welfare, and where reasonably practicable take steps to eliminate such situations.
- Capstone's activities do not affect detrimentally the health, safety and welfare of the general public.
- Capstone is organised and has a competent member of staff base to meet its responsibilities for health, safety and welfare.

Day to day monitoring of health and safety issues are delegated to Mr Mark Storey, owner of Capstone Professional Window Cleaning Contracts who is responsible for all aspects for the safe implementation of all health, safety and welfare requirements.

## **DUTY OF EMPLOYEES**

Employees have a duty to co-operate with their employer so far as is necessary to enable the employer to comply with their legal obligations. All safety rules and arrangements relating to Capstone's activities will fall within the framework of legal obligation and all employees will be required to:

- Comply with any procedures, safe working practices or instructions that have been initiated by management for their health, safety and welfare.
- Take reasonable care for their own health and safety and the health and safety of any other person who may be affected by their acts or omissions at work.
- Wear or use, when specified, any protective clothing, footwear, safety equipment or other article provided by Capstone in the interests of health and safety.
- Not mis-use or damage any article provided by Capstone in the interests of health and safety.
- Report to their manager or supervisor immediately all injuries of whatever nature in order that the appointed manager may fulfil their legal obligation to investigate the incident. All such incidents must be recorded on an accident/violence/incident form.
- Report hazards or defects in safety equipment without delay to their manager/supervisor.

All employees are actively encouraged to offer suggestions relating to any matter, which may improve the quality of health and safety within the company.

**NOTE 1: Failure to comply with health and safety instructions, intentional or reckless interference with, misuse of, anything provided in the interests of health, safety or welfare may lead to disciplinary action including dismissal.**

**NOTE 2: Unacceptable delays in reporting an accident may affect any claim for industrial injury.**

## **DUTIES OF MR MARK STOREY DESIGNATED HEALTH AND SAFETY ADVISOR**

Is the appointed competent person responsible for providing information, advice, and assistance in regard to health, safety and welfare matters for Capstone PWCC, to enable the company to meet our statutory obligations and ensure consistent application of the company's safety policy.

- Maintenance, amendment, distribution of health and safety documents.
- Advising and assisting designated supervisors to fulfil their responsibilities for the health and safety application in my absence.
- Advising on design and implementation of safe working practices, the selection, provision and use of appropriate equipment and clothing and safety aspects in the design and use of plant and equipment.
- Generating corporate policies and procedures to supplement the health and safety policy arrangements document.
- Promoting and providing regular safety training and recording of, for all employees
- Regular liaison with the HSE
- Collation, preparation and submission of accident statistics to measure safety performance, ensuring its availability to any official body that may have legitimate interest
- Investigate serious accidents or injuries involving employees or any other person affected by the activities of Capstone PWCC.
- Carry out periodic assessments, inspections and audits to ensure safe practices are being used, advising on remedial action if required.

## **CONSULTATION AND COMMUNICATION WITH EMPLOYEES HSCER 1996**

Since Capstone PWCC is a small business and management is regularly present with employees consultation and communication is regular and on-going. Further, on all work we assess and walk the walk together, before embarking on a course of action. This method of consultation deals with any changes since the risk assessment was last taken, arrangements for competence of health and safety information, informs of evident risks and measures to avoid or minimise them, planning for future training and consultation on new technical purchases and the health and safety issues involved. Employee input is always encouraged to improve all aspects of the carrying out of our duties.

A copy of this health and safety policy is given to each prospective employee at interview to give them an insight into how serious we take their health and welfare and the safe environment in which we strive to create. The same policy is again presented when a prospective candidate is hired for employment.

## **DISCIPLINE**

Serious, wilful or persistent disregard of safety measures required by an Act of Parliament or Regulations made there under, or of Capstone's policy requirement, failure to comply with any reasonable instruction given by management/supervisor in the interests of health and safety, will be dealt with under the agreed disciplinary procedure in force at the time.

## **ARRANGEMENTS FOR CARRYING OUT THE POLICY**

### **1. SAFETY MANAGEMENT SYSTEM**

Designed to keep all employees up dated with current health, safety and welfare safe practices, regular tool box talks, training and group risk assessments all make up this system.

## **2. ACCIDENT/VIOLENCE/INCIDENT REPORTING**

Capstone will provide a system for recording all incidents that involve employees, members of the public and members of employees where work is being carried out.

## **3. FIRST AID AT WORK**

Suitable first aid facilities and equipment are provided and regularly maintained if employees or members of the public become ill or injured whilst at work.

## **4. FIRE**

A fire extinguisher is always carried whilst we are at work, where working indoors we always ensure that safe evacuation procedures and fire exits are located before starting work.

## **5. RISK ASSESSMENT**

Capstone ensures that a systematic approach towards risk assessments is carried out to control and identify hazards, and those at risk from those hazards. It will include the identification of all activities, the hazards and risks associated with them, and a review of the method by which they are controlled. Risk assessment is always carried out by both management and employees to allow for dialogue and group awareness.

## **6. SAFE WORKING PRACTICES**

Capstone will ensure that safe working practices are produced to provide a formal procedure for controlling hazards associated with the work activities identified through the risk assessments.

## **7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

Capstone will ensure that a systematic approach is carried out to identify and control hazardous substances that occur as part of the company's work activities, and to reduce the risk of injury or ill health to employees and others who may be exposed to the substances.

## **8. PERSONAL PROTECTIVE EQUIPMENT**

Capstone will ensure that suitable personal protective equipment is provided for employees where work carried out present's health and safety risks that cannot be

adequately controlled through other means. Employees will be instructed and trained in the safe use of their personal protective equipment and the arrangements for maintenance, cleaning and replacement.

## **9. LEGIONELLA AND WATER MANAGEMENT**

Capstone will ensure that all reasonable measures are taken in the prevention of legionella, a water air borne disease found in water tanks conducive to our method of works.

## **10. ASBESTOS**

Capstone will ensure when working indoors arrangements are in place for the identification of asbestos materials within buildings that we may be contracted to work in. Identification of and safe management of if required.

## **11. PLANT, MACHINERY AND WORK EQUIPMENT**

Capstone will ensure that all plant, machinery and work equipment is suitable for its proposed use and is inspected and maintained by a competent person to ensure that it is safe when used in accordance with the manufacturers instructions. Records of maintenance, and suitably trained and competent operators kept.

## **12. VIOLENCE AND AGGRESSION AT WORK**

Capstone will take all reasonable steps to ensure employees are not subjected to violence or aggression during the exercise of their duties. Arrangements such as monitoring in potentially dangerous situations, a system for reporting incidents, safe work practices, adequate training and provision for support facilities such as counselling if required.

## **13. CONTRACTORS**

Capstone does not currently have sub contractors; however, in foresight we will endeavour to assess their competency with special attention taken towards their compliance to health and safety matters.

Further, arrangements will be in place to establish management of contracted works which will include the provision of information to contractors, monitoring of the contract and the contractor's systems and performances for health and safety.

## **14. MANUAL HANDLING**

Capstone recognises the latent and inherent risk of manual handling injuries in many work activities. Arrangements will be made to ensure that when identified through risk

assessment any risks of injury from lifting and carrying operations will be eliminated or reduced so far as is reasonably practicable. Reviews and training will be carried out where necessary.

## **15. TRAINING**

Suitable training will be provided for all employees to ensure that they can carry out their responsibilities and work activities in a competent and safe manner.

## **16. MONITORING AND INSPECTIONS**

The monitoring and compliance with health and safety policy will be carried out by various audits and inspections.

## **17. OCCUPATIONAL HEALTH**

Capstone will ensure as much as is reasonably practicable that employees maintain the highest possible degree of physical and mental well-being. Provisions for first aid, managed sickness absence and advice on legionella infection are all available and updated.

## **18. LONE WORKING**

Capstone minimises at all times the need for lone working. However, in exceptional cases, a means for communication and information will be provided to the employee alongside adequate systems of monitoring to ensure safety in lone working.

**SIGNED**

**DATED**