



# **HEALTH & SAFETY POLICY**

This is the Health & Safety Policy for Pristine Cleaning Ltd and has been prepared in accordance with the Health & Safety at Work etc. Act 1974

Revised 28<sup>th</sup> December 2023

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## **1. Statement of Intent**

Pristine Contract Cleaning Services Ltd recognise that they have a legal and moral duty to provide, as far as is reasonably practicable, safe, and healthy working conditions and to ensure the health, safety and welfare of all employees. In particular Pristine will: -

1. Maintain their own premises in a safe condition and request that their clients ensure that cleaning site premises are maintained thus.
2. Provide a working environment that is safe without risks to health and with adequate facilities for the welfare of the employees. No safety policy is likely to be successful unless it actively involves those working for the company and for this reason Pristine will encourage joint consultation.
3. Ensure that there is a safe means of entry and exit to premises to be cleaned.
4. Provide and maintain safe equipment and safe systems of work.
5. Ensure as far as possible that no risks occur from handling storage transport of materials or other substances.

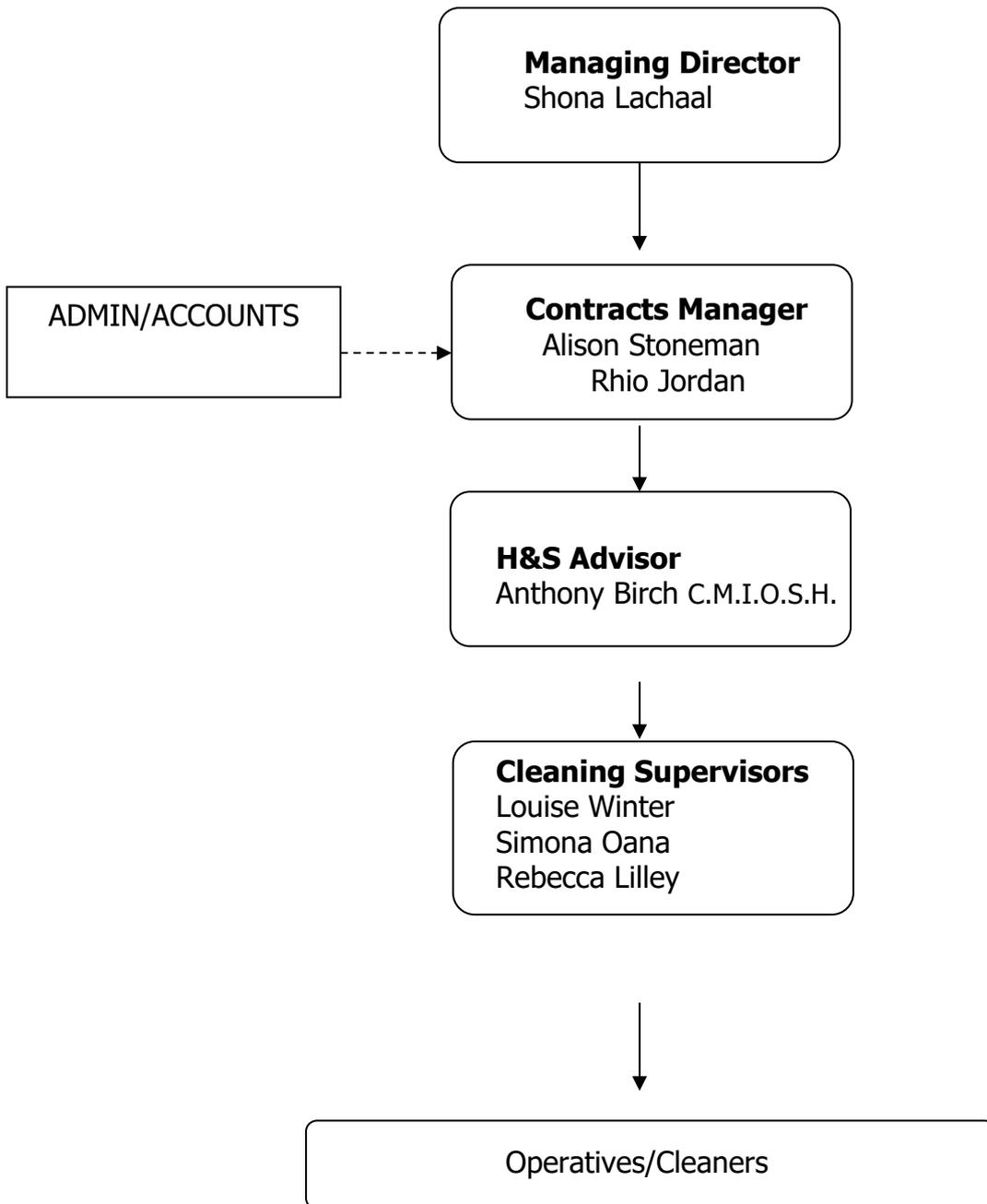
Employees of Pristine also have a duty under the above act to:-

- a) Take reasonable care to safeguard their own health and safety as well as that of others.
- b) Co-operate with Pristine on safety matters
- c) Not interfere with or misuse anything provided in the interests of health and safety e.g. machinery guards, protective clothing etc.

Pristine will meet all standards and/or requirements established under statute, absence of such statutory provision will be treated as grounds for failing to promote a desirable standard.

SIGNED \_\_\_\_\_ S Lachaal – Managing Director

## **2. Organisation**



Pristine recognises its responsibilities as an employer for providing a safe and healthy workplace and working environment for all its employees and sub-contractors, we will take all steps within our power to meet this responsibility and paying particular attention to the provision and maintenance of:-

- i) A healthy and safe working environment with safe access and egress.
- ii) Information instruction training and supervision to enable all employees and sub contractors to avoid hazards and contributes positively to their own health and safety at work.
- iii) Materials must be used in accordance with manufacturers and Pristine instructions.

### **3. EMPLOYEES, CONTRACTORS AND SUB CONTRACTORS RESPONSIBILITIES AND ARRANGEMENTS**

- a) All managers/or supervisors have the responsibility of health, safety, and welfare to those in his or her charge and will represent their interests to the Health and Safety Officer.
- b) All employees and contractors must conform with the Health & Safety at Work Act 1974, so as to ensure that the working environment is as far as possible without risk to their health and safety.
- c) It is the responsibility of all employees, contractors, and sub-contractors to make certain that any accident is entered into the Site Accident Book.
- d) Accidents and contagious infections or illness must be reported by all Employees to the Company Health & Safety Officer in writing WITHIN 24 HOURS of any such accident/illness occurring. This will enable the Company and Safety Officer to decide whether the accident or illness needs to be reported to the local Health & Safety Executive in compliance with current R.I.D.D.O.R regulations.
- e) Each employee, contractor and sub-contractor must take reasonable care to ensure both his/her own and other person's health and safety is not affected by any cleaning functions being carried out.
- f) This means that all employees and sub contractors have a responsibility for their own health and safety for that of their colleagues. They also have a duty to co-operate with Pristine regarding any matters related to health and safety.

- g) Pristine employees and sub contractors are reminded that it is their duty to act responsibility doing everything they can to prevent injury to themselves and others throughout their working day.
- h) All employees and sub-contractors are required to report accidents and abnormal and dangerous occurrences to Pristine, so that they can be thoroughly investigated in accordance with statutory requirements and to eliminate potential sources of future injuries.

## **4. Arrangements**

1. Cleaning materials to be used with care and according to the manufacturer's instructions.
2. All electrical equipment must be kept clean and tidy and checked for damage to wiring etc. If requiring attention report to the office in order that machine can be replaced.
3. If any doubt about the use of materials or equipment after instruction from supervisor ASK again.
4. No cleaner should attempt to reach further than hand reaching height. This is for your own protection to avoid injury by falling. Areas higher than hand reaching heights must be cleaned by specialist personnel.
5. Always use the correct tools and equipment for the job.
6. In the event of a fire. If it is safe to do so than attempt to fight fire. If not and you are alone in the building telephone the fire brigade and leave building closing doors and windows behind you. Report the matter to your supervisor by telephone. Always ensure that fire exits are kept free from obstruction.
7. Bomb threats must be taken seriously in the present climate. If any unattended package or container looks suspicious report matter to client if the building is occupied. If not, telephone police and give all information, DO NOT attempt to approach, or handle or allow anyone else to do so.
8. This document may be revised from time to time as necessary, on at least an annual basis.

## **5. Fire Prevention & Fire Alarms**

- a) In case of Fire raise the alarm by any means available, vacate the premises and call the fire brigade.
- b) When working on client's premises all employees and sub-contractors should familiarise themselves with the procedure for fire prevention and/or evacuation.

- c. The site supervisor should be contacted in any emergency and will give you the necessary instruction. Site supervisors should contact local supervisor or Services Manager.
- d. If you are working on a cleaning job alone and there is an emergency, telephone your supervisor at home and leave a message on the answering machine if they are not available.
- e. If you hold the keys to the premises please telephone the client key holder if your supervisor is not available – under no circumstances should the premises be left at risk.

## **6. Lifting & Handling**

- i) Do not try to do the impossible – get help. Back injuries can last a lifetime. Avoid bending or twisting your back when lifting. Make use of the strongest muscles, those in the legs and keep your back straight. Get a good grip and maintain your balance by keeping your feet apart. Move heavy objects from side to side, one small step at a time.
- ii) Where heavy loads are involved help will be needed to assist in lifting, carrying and lowering, use lifting aids where appropriate.
- iii) Always ensure the route to be taken is clear of obstructions or tripping hazards and ensure the efforts of all involved in the lifting process are co-ordinated.

## **7. P.P.E.**

- 1) Accidents such as cuts, splinters, burns etc may be reduced by the wearing of suitable gloves i.e. gloves should be worn when handling, chemicals and any other liquids which may cause skin damage.
- 2) If barrier cream is available use it before starting work and wash your hands afterwards using soap and water.
- 3) Do not use solvents e.g. paraffin, petrol, turps etc.

- 4) Employees and sub contractors must wear hard hats and boots at all times when working on hard hat sites as determined by the principal contractor.
- 5) Protective clothing should be worn as recommended when using cleaning products; however gloves should not be worn whilst operating machinery.

## **8. Cleaning Materials**

- a) Materials must be used in accordance with the manufacturers and Pristines instructions.
- b) Chemicals must be stored correctly & must **NEVER** be mixed.
- c) No containers over 1 litre should be stored above shoulder height.
- d) **NEVER** decant chemicals into unmarked or the wrong containers
- e) If protective clothing is recommended it should be worn. It is advisable to wear rubber gloves when using any cleaning fluid.
- f) **EXTREME CARE** must be taken when using acid toilet descaling fluid and protective clothing must be worn in accordance with the manufacturer's instructions.
- g) Any chemical spillage must be dealt with immediately using the necessary precautions required when doing so.
- h) All cleaning materials should only be used for the purpose they are intended for **NEVER** use a chemical on any type of surface unless you are certain that it is the correct one for the job – if in doubt read the label carefully or consult your training manual.

## **9. Equipment & Operators**

- i) All equipment must be maintained correctly. Electrical equipment must be maintained in accordance with the Electricity at Work Regulations 1989.
- ii) Check the plug and cable of the machine every time after use.
- iii) Check the operations of the "dead mans switch" on all scrubbing and polishing machines.
- iv) Any faults or suspected faults must be reported immediately, and the machine taken out of service.
- v) Unauthorised persons must not operate any machine.
- vi) Machines must not be oiled, greased, or cleaned whilst in motion. No person shall adjust any machine whilst it is in motion, except where the adjustment can be made without danger.
- vii) There must be sufficient clear and unobstructed space around every machine to allow the machine to be operated without risk or injury to the operator.

## **10. Floor Maintenance**

- 1) Whilst carrying out floor maintenance, visual warning signs must be posted in the working area.
- 2) When mopping, a dry area must be made available at all times to allow pedestrian traffic to flow.

## **11. Accidents**

- a) All accidents, however small must be entered in the clients Accident Book situated on each site.
- b) In the event of an accident make certain that you know where the first aid box is kept.
- c) Procedures in the event of an accident on a building site:  
If any accident occurs, employees must go straight to the first aid post and report it on site. Providing that the accident is not serious, a

Pristine Supervisor will log the accident in the accident book which can be found in the office. (Forms to be completed by the injured party), If the accident is serious Pristine will assess the accident situation and report to the Health & Safety Executive. At all times Pristine will communicate and co-operate with the Site Manager.

## **12. Smoking**

1. Smoking is definitely discouraged by Pristine for obvious health reasons.
2. Smoking is prohibited in any place where petrol oil or flammable liquid or solution or materials are used or stored.
3. However, if a client permits smoking, on their premises then this will only be allowed in areas set aside expressly for this purpose.

## **13. Covid-19**

Protecting our staff, their families, customers, and the general public from the risks presented by the Coronavirus is a top priority for Pristine Contract Cleaning Services.

We have issued site-specific Risk Assessments relating to Coronavirus and the relevant controls. Control measures are included within the Site Induction briefing and are checked during site inspections.

Relevant PPE, including Disposable Gloves, Sanitiser Gel and Face Masks have been issued to all.

Site Foremen are to monitor the control measures and Management will review procedures and controls on a regular basis, always endeavouring to follow both Government and Industry Guidance.