



A1

EVENT AND EXHIBITION CLEANERS LTD

Health, Safety and Sustainability Policy
Summer 2020 Revision



The Courtyard
63A Worcester Road
Walthamstow
London E17 5QR

Tel: +44 (0) 20 8523 1516

FAX: +44(0) 20 8523 2516

Email: cleaners@a1eventandexhibitioncleaners.co.uk

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HEALTH AND SAFETY POLICY STATEMENT

In accordance with its duty under section 2 (30) of the Health & Safety at work act 1974, and in fulfilling its obligations to both employees and the public who may be affected by its activities, the Board of Directors of A1 Event and Exhibition Cleaners Ltd and Associated companies has produced the following statement of policy in respect of Health and Safety. It is the aim of the Board of Directors, (The Company), so far as is reasonably possible to ensure that: -

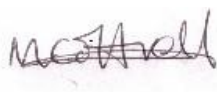
1. The **working environment** of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
2. The provision and maintenance of **plant and systems of work** are safe and without risks to health.
3. Those **persons who are not in our employ**, who may be affected by our activities, are not exposed to risks to their own health and safety.
4. **Information, instruction, training and** supervision are provided, as necessary, to secure the health and safety at work of all employees.
5. Arrangements for the use, handling, storage and transportation of articles and **substances for use at work** are safe and without risk to health.
6. Adequate information is available with respect to **articles used at work**, detailing the conditions and precautions necessary, to ensure that when properly used, they represent no risk to health.
7. There is suitable provision for the **safe access and egress**, to and from all working areas.
8. We establish and enforce safe **methods of work**.

The Board of Directors has direct concern for this policy and affords Health and Safety matters equal priority to other management functions within the company.

Company employees are reminded of the legal requirement to ensure that the companies Health and Safety policy is observed. In particular they are required: -

1. To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their neglect.
2. To co-operate with their employer to ensure that any duty or requirement for health and safety imposed upon their employer is performed or complied with.
3. Not to intentionally, or recklessly, interfere with, or misuse, anything provided in the interest of health and safety or welfare.

This policy is to be read in conjunction with the particular Health and Safety at work regulations which apply to work being carried out, and applicable Safe Systems of work.



Signed

Date 2.6.20.

Position within company: MD (IOSH)

COVID-19

In order to ensure the safety of our staff and others that they may come into contact with whilst in the work place All staff will:-

Prior to beginning work be issued with copies of the Gov H&S Exec directives

1. Working safely Guide
2. Working safely in vehicles

We as a company will put into place all aspects of these guides that are relevant to our operations.

We will also liaise with clients / venues in order to also implement any additional procedures / protocols that are required.

All staff will be prior to starting work be inducted into these measures.

All staff will be kept updated on any new requirements via electronic news letters and toolbox talks and updated staff manual.

All staff will be issued will appropriate PPE, and receive training with regards to its correct use. This will include for their travel to and from their place of work.

We will make regular checks on the ongoing health of our staff in order to monitor any possible future issues.

MISSION STATEMENT

Our continuing aim is to be recognised as the most efficient and customer /client focused cleaning company within the UK Events and Exhibition Industry.

To achieve these aims we will ensure: -

1. That all staff are trained and familiar with not only our contract cleaning procedures but also customer care.
2. That we use the most appropriate and up to date equipment.
3. That all of the products used by us meet good practice quality and environmental standards.

On all contractual commitments our sole aim and objective will be to provide a service that satisfies and ensures repeat business.

EQUAL OPPORTUNITY STATEMENT

As Employers we recognise that we have a duty to the local community where we are based, and the communities where our operations are undertaken.

All applications for employment are judged solely on their own merit and recruitment is through job centres and community-based initiatives.

At present our workforce comprises personnel with diverse ethnicity, age, gender and physical ability.

ANTI-SLAVERY AND HUMAN TRAFFICKING POLICY

Modern Slavery Act 2015

The A1 Event and Exhibition Cleaners Ltd Policy is approved by the A1 Board and fully represents the A1 Board's direction on this topic. Compliance with this policy is mandatory through aligning A1 Event and Exhibition Cleaners Ltd.'s Management System processes and people behaviours to the commitments below.

Policy Statement: -

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors and suppliers. A1 event and Exhibition Cleaners Ltd strictly prohibit the use of modern slavery and human trafficking in our operations and supply chain. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards and be as us compliant under the **Modern Slavery Act 2015**.

Commitments: -

Modern slavery is a term used to encompass slavery, servitude, forced and compulsory labour, bonded and child labour and human trafficking. Human trafficking is where a person arranges or facilitates the travel of another person with a view to that person being exploited. Modern slavery is a crime and a violation of fundamental human rights. Commitments we shall be a company that expects everyone working with us or on our behalf to support and uphold the following measures to safeguard against modern slavery:

We have a zero-tolerance approach to modern slavery in our organisation and our supply chains.

The prevention, detection and reporting of modern slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf. Workers must not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of this policy.

We are committed to engaging with our stakeholders and suppliers to address the risk of modern slavery in our operations and supply chain.

We take a risk-based approach to our contracting processes and keep them under review. We assess whether the circumstances warrant the inclusion of specific prohibitions against the use of modern slavery and trafficked labour in our contracts with third parties. Using our risk-based approach we also assess the merits of writing to suppliers requiring them to comply with our Code of Conduct, which sets out the minimum standards required to combat modern slavery and trafficking.

Consistent with our risk-based approach we may require:

- Employment and recruitment agencies and other third parties supplying workers to our organisation to confirm their compliance with our Code of Conduct.
- Suppliers engaging workers through a third party to obtain that third parties agree to adhere to the Code.

As part of our ongoing risk assessment and due diligence processes we will consider whether circumstances warrant us carrying out audits of suppliers for their compliance with our Code of Conduct.

If we find that other individuals or organisations working on our behalf have breached this policy, we will ensure that we take appropriate action. This may range from considering the possibility of breaches being remediated and whether that might represent the best outcome for those individuals impacted by the breach to terminating such relationships.

ENVIRONMENTAL POLICY STATEMENT

This Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all its own activities and, where possible, by its influence over others.

This Company will review all its policies, services and activities and act wherever necessary, to meet its commitment and comply with all relevant environmental legislation.

The objective will be to minimise the environmental impact of all our operations.

Consideration will be given to substitution of polluting substances with “greener” alternatives wherever possible.

To continually improve our environmental performance and prevent pollution in all our business activities and operations. Steps will be taken to minimise dust, smoke, noise, and vibration nuisance. The potential for which will be identified during the assessment process.

Waste disposal shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this.

To promote environmental awareness throughout the company.

Wherever possible waste shall be recycled, reclaimed or reused. To provide a “Zero waste direct to landfill” service to customers.

Liquid pollutants will not be allowed to enter water courses. This will require the specific instruction to control identified pollution risks. All liquid storage will be bundled wherever there is a risk.

This policy shall apply to office functions, Company travel and design functions as well as on site construction functions.

COSHH assessment will form a part of the environmental system. We are fully committed to the environment and environmental management and follow standards set out in BS EN ISO 9002 and 14001.

All new products and manufacturers are investigated for their environmental effects before use and acceptance as part of our continuing commitment to the environment.

We pride ourselves on dealing with suppliers who are leaders in their fields.

To communicate this policy to our entire staff and for it to be made available to the public or any interested parties.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

Signed:  (IOSH) MANAGING DIRECTOR

Date: 2.6.20.

SUSTAINABILITY POLICY

It is the vision of Our company to ensure that our clients along with their clients are able to deliver the relevant services that allow an event to be put into place but to cause minimal environmental impact, respect the culture and people we work for and with and offer real economic benefit to the communities in which we operate.

Our Company understands that events have a social, economic and environmental impact. To these ends we are constantly trying to implement new and imaginative procedures along with our commitment to work with clients and their agents we will also help provide a sound structure that will allow the development and organising of sustainable events.

We understand that different events/ clients have different requirements in order that their event can comply with the various legislations placed upon them. We are able to be adaptable and will encompass these needs.

HEALTH AND SAFETY RESPONSIBILITIES

These responsibilities are to be read in conjunction with and to be considered part of, the Health and Safety Policy of: -

A1 EVENT AND EXHIBITION CLEANERS LTD (AND ASSOCIATED COMPANIES)

□ Managing Director.

The Managing Directors Health and Safety responsibilities are to ensure that: -

1. The Company's policy for the prevention of injury, ill health and damage is initiated;
2. All levels of management and employee understand the requirements placed upon them by this policy;
3. This policy is effectively administered, monitored and that all necessary alterations are made to the policy to reflect changing legislation or in company organisation and development;
4. All levels of employees receive adequate training to carry out their tasks
5. Comply with Working safely in vehicles and Working safely guide (Covid-19)
6. The relevant legislation is complied with in all areas of company operation;
7. Sound working practices are observed;
8. Allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and for the necessary equipment to avoid, ill health and damage;
9. Health and safety activities are co-ordinated between all contractors working on the same site;
10. All accidents and incidents are correctly reported and recorded, and that action is taken to prevent a re-occurrence of the incident or accident;
11. Disciplinary action is taken against all employees who do not comply with the requirements as detailed in these policy documents;
12. Liaison with outside H&S organisations is instigated;
13. Pertinent information is distributed throughout the company;
14. Adequate funds are made available to meet the requirements of this policy;
15. The appropriate insurance cover is provided and maintained;
16. Provision is made at all meetings, including full board meetings for the discussion of H&S;
17. That any hazardous substances are stored and handled in accordance with established rules and procedures;

18. They set a good example;

□ **Safety Officer**

The Safety Officers responsibilities are to ensure that:

1. They understand the companies H&S policy and appreciate the allocated responsibilities;
2. The company's policy for the prevention of injury, ill health and damage are sustained;
3. Comply with Working safely in vehicles and Working safely guide (Covid-19)
4. All levels of management and employees understand the requirements placed upon them by this policy;
5. The policy is administered, monitored and that necessary alterations are made to the policy to reflect change in legislation or in company development;
6. All accidents and incidents are correctly reported and recorded, and that action is taken to prevent a re-occurrence of the accident or incident;
7. Disciplinary action is taken against all employees who do not comply with the requirements as detailed in these policy documents;
8. Liaison with outside H&S organisations is instigated;
9. Pertinent information is distributed throughout the company;
10. Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and to indicate the precautions to be observed;
11. Work is carried out as planned and that the relevant legislation is complied with on site;
12. All employees are aware that all injuries and damage to equipment will be taken into account when bonuses and promotions are considered;
13. All plant on site is safe, guarded in accordance with the relevant legislation and has the required certificated of inspection and examination;
14. All plant is operated by trained and experienced personnel;
15. All repairs to plant or equipment that are carried out on site are completed in the proper manner;
16. The required protective equipment is issued and used correctly;
17. They attend the regular meetings of the safety committee.

□ **Operations Manager**

The Operations Managers H&S responsibilities are to ensure that: -

1. They understand the companies H&S policy and appreciate the allocated responsibilities;
2. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)
3. Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;
4. That the following are determined at planning stage: -
 - a) *the most appropriate order and method of work*
 - b) *the provision of adequate lighting*
 - c) *allocation of responsibilities with other contractors on site*
 - d) *the hazards, which might occur due to overhead or underground services and other situations which, might lend to improvisation on site*
 - e) *facilities for sanitation and welfare.*
 - f) *the provision for basic fire precautions*
5. Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
6. The precautions and methods are checked with site management prior to commencing work;
7. Work is carried out as planned and the relevant legislation is complied with;
8. They set a good personal example by using the appropriate protective equipment whilst on site;
9. All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered;
10. All plant is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination.
11. All plant is operated by trained and experienced personnel;
12. All repairs to plant and equipment on site is carried out in the proper manner;
13. That required protective equipment is issued and used correctly.

□ **Transport Manager**

The Transport Managers H&S responsibilities are to ensure that: -

1. They understand the companies H&S policy and appreciate the company's responsibilities;
2. Comply with Working safely in vehicles and Working safely guide (Covid-19)
3. Tenders are adequate to cover sound methods of work;
4. The most appropriate order and method of work are determined at the planning stage;
5. Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
6. Work is carried out as planned and the relevant legislation is complied with;
7. They set a good personal example by using the appropriate protective equipment;
8. All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered;
9. All plant is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
10. All plant is operated and maintained by trained and experienced personnel;
11. All repairs are carried out in the proper manner;
12. The required protective equipment is issued and used correctly.

□ **Workshop Manager**

The Workshop Managers H&S responsibilities are to ensure that: -

1. They understand the companies H&S policy and appreciate the company's responsibilities;
2. Comply with Working safely in vehicles and Working safely guide (Covid-19)
3. Tenders are adequate to cover sound methods of work;
4. The most appropriate order and method of work are determined at the planning stage;
5. Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
6. Work is carried out as planned and the relevant legislation is complied with;
7. They set a good personal example by using the appropriate protective equipment;
8. All employees are aware that all injuries and equipment damage will be taken into account when bonuses and promotions are being considered;
9. All plant is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
10. All plant is operated and maintained by trained and experienced personnel;
11. All repairs are carried out in the proper manner;
12. The required protective equipment is issued and used correctly.

□ **Operative**

The Operatives H&S responsibilities are to ensure that: -

1. They use the correct tools and equipment for the task;
2. Use the protective equipment for the task;
3. Comply with Working safely in vehicles and Working safely guide (Covid-19)
4. Only use the tools which are in good order;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Do not endanger themselves or other persons through their actions or failure to act;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay;
10. Do not abuse the welfare facilities;
11. Co-operate with the company on all aspects of safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Comply with the requirements of the company's safety policy;
14. Inform management of any changes to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task;
15. They comply with the clients or venues H&S requirements whilst on site.

□ **Driver**

The Drivers H&S responsibilities are to ensure that: -

1. They use the correct tools and equipment for the task;
2. Use the protective equipment for the task;
3. Comply with Working safely in vehicles and Working safely guide (Covid-19)
4. Only use the tools which are in good order;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Do not endanger themselves or other persons through their actions or failure to act;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay;
10. Do not abuse the welfare facilities;
11. Co-operate with the company on all aspects of safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Comply with the requirements of the company's safety policy;
14. Inform management of any changes to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task;
15. Carry out daily checks on their vehicles to ensure that they are safe and road worthy;
16. Inform management of any medical or legal impediment to their driving licence or any pending prosecutions;
17. They comply with the clients or Venues H&S requirements whilst on site.

□ **Machine Driver**

The Machine Drivers H&S responsibilities are to ensure that: -

1. They use the correct tools and equipment for the task;
2. Comply with Working safely in vehicles and Working safely guide (Covid-19)
3. Use the protective equipment for the task;
4. Only use the tools which are in good order;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Do not endanger themselves or other persons through their actions or failure to act;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay;
10. Do not abuse the welfare facilities;
11. Co-operate with the company on all aspects of safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Comply with the requirements of the company's safety policy;
14. Inform management of any changes to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task;
15. Carry out daily checks on their vehicles to ensure that they are safe and road worthy;
16. Inform management of any medical or legal impediment to their driving licence or any pending prosecutions;
17. They comply with the clients or venues H&S requirements whilst on site

❑ **Customer Services**

The Customer Services H&S responsibilities are to ensure that: -

1. They understand the companies H&S policy and appreciates their allocated responsibilities;
2. Comply with Working safely in vehicles and Working safely guide (Covid-19)
3. The safety policy is implemented in all functions under their control;
4. Responsibilities are correctly assigned and allocated;
5. Pertinent information is distributed throughout areas under their control;
6. Persons under their control observe the requirements of the H&S policy;
7. All accidents and incidents are correctly reported, and that action is taken to prevent a reoccurrence of the incident or accident;
8. To ensure that the relevant legislation is complied with;
9. They set a good personal example by using the correct protective equipment when needed;
10. They comply with the clients H&S requirements whilst on site.

❑ **Office Staff**

The Office Staff H&S responsibilities are to ensure that: -

1. They use the correct tools and equipment for the task;
2. Comply with Working safely in vehicles and Working safely guide (Covid-19)
3. Use the protective equipment for the task;
4. Only use the tools which are in good order;
5. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
6. Do not endanger themselves or other persons through their actions or failure to act;
7. Avoid improvisation;
8. Warn new employees of known hazards;
9. Refrain from horseplay;
10. Do not abuse the welfare facilities;
11. Co-operate with the company on all aspects of safety and welfare;
12. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
13. Comply with the requirements of the company's safety policy;
14. Inform management of any changes to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task;
15. They comply with the clients or venues H&S requirements whilst on site.

RISK ASSESSMENT

The purpose of risk assessment is to identify the risks to health and safety to company employees, as well as others affected by the companies activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as is practicable. In order to comply with legislation this company will require that written risk assessments be compiled by designated company personnel on activities that could be deemed, or do, present a health and safety risk to either our own employees or others effected by our activities. These assessments will be required to be held at places where the risk is likely to be encountered and measures are to be taken by this company to ensure that the findings and precautionary measures to be taken are communicated to persons at risk to which the assessment relates. Company procedures for carrying out risk assessments can be found in the procedures section of this policy

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

MANUAL HANDLING OPERATIONS

Manual handling is described as transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or bodily force.

In accordance with the regulations for Manual Handling, this company will endeavour to avoid the need for employees to undertake manual handling operations, which involve risk of injury. If this is not reasonably possible then the company will make a suitable assessment of the task and reduce the risk to the lowest level practicable. This will include, where possible, the provision of and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed and if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this company (as the employer) to alleviate or reduce the risk of manual handling operations will be communicated to the company's employees.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

The Manual Handling Operations Regulations 1992

COSHH / DATA SHEETS

Liquid pollutants will not be allowed to enter water courses. This will require the specific instruction to control identified pollution risks. All liquid storage will be bunded wherever there is a risk.

COSHH assessment will form a part of the environmental system. And detailed COSHH Data sheets will be made available when requested and required.

We are fully committed to the environment and environmental management and follow standards set out in BS EN ISO 9002 and 14001.

All new products and manufacturers are investigated for their environmental effects before use and acceptance as part of our continuing commitment to the environment.

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

Source :-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Control of Substances Hazardous to Health Regulations 2002

WORK EQUIPMENT

It is the policy of this company that all work equipment used in the course of company activities, whether provided by the company, on lease from another company or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers' suppliers instructions and at intervals set by the company.

Work equipment means any machinery, appliance, apparatus or tool and any assembly of any components which to achieve a common end, are arranged and controlled so that they function as a whole.

Where there is a specific risk associated with the use, repair, modification and maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Machinery which is considered to be in any way dangerous, will be fitted with the appropriate guarding and other safety devices required to reduce that danger to the lowest level practicable, and only those personnel specifically trained and authorised will be permitted to use that equipment. Where applicable manufacturers and/or suppliers of work equipment to this Company, will be approached by management to supply safety instructions and information relating to the work equipment's function and safe usage.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE means all equipment, including accessories and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health and safety.

It is the policy of this Company that suitable and sufficient PPE is provided at Company cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

It is also a legal requirement that the employee uses the protective equipment provided by the Company, where practicable return it to the accommodation supplied, and report defects or loss of PPE to the Company immediately.

PPE will be utilised when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

This Company also recognises that they are legally required to provide training to their employees in proper fitting and use of PPE, and the provision of accommodation for the PPE it provides to its employees when it is not in use.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

Personal Protective Equipment at Work Regulations 1992

The Provision and Use of Work Equipment Regulations 1998

HAZARDOUS SUBSTANCES

Hazardous Substances encompass all those substances, liquid, solid, gaseous, or biological, which may pose a hazard to health.

It is the policy of the Company that all substances in use by our employees will have an assessment made with regard to the health risks imposed on the employee, and others, by its use. Where possible, hazardous substances will be substituted by another, less harmful substance.

Assessments made under the regulations for controlling hazardous substances will be recorded and retained for future reference by employees and First Aiders.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES: -

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

Control Of Substances Hazardous to Health Regulations 2002

NOISE AT WORK

Excessive noise in the workplace presents risk to all personnel and may lead to irreparable hearing damage. Regulations regarding noise at work require that employers make provision to protect their employees from levels of noise, which could pose a risk to their hearing.

It is the policy of this Company to comply with Noise at Work regulations, 1989, in so far as they affect our own employees and those persons not in the employ of the Company.

Where any doubt exists as to whether any machinery or equipment owned or used by Company employees has a noise output in excess of 85dB(A), or a peak output in excess of 200pascals, then a noise survey will be carried out by a competent person to ascertain the actual levels.

Where the level is less than 85dB(A) no further action will usually be necessary, although it is the policy of the Company to keep all noise to a minimum level consistent with good commercial practices.

Where the level exceeds 85dB(A), but is less than 90dB(A), then all persons affected shall be advised of the survey results, instructed about industrial hearing loss and advised to wear hearing protection. The Company shall supply, maintain, and replace such protection free of charge.

Should the survey reveal levels over 90dB(A), and/or peak levels of over 200 Pascal's, then the company shall do all that is possible to reduce these levels so far as is reasonably practicable.

Identified areas will be earmarked as Ear Protection Zones in accordance with BS 5378 and the wearing of hearing protection shall be made mandatory.

Employees have a duty under these regulations to wear protection provided.

Records will be kept of all surveys and subsequent action taken.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

The Noise at Work Regulations 1989

WORKING WITH ELECTRICITY

It is the policy of this company that no person in its employ be allowed to work on or near any live conductor, except where the live conductor is insulated so far as to prevent danger, or there is an absolute need for the equipment to be live in order for work to be carried out. The following factors will be included for consideration in determining whether work with live conductors is justified:

- a) When it would not be practicable to carry out work with the conductors dead (eg. testing purposes);
- b) If the making of the system dead will create hazards for other users of the system, or for continuously operating plant, etc.;
- c) The need to comply with other statutory requirements;
- d) The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

This Company recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are risk of injury.

Portable electrical equipment will be tagged, tested and maintained on a regular basis. The Recommended maintenance frequencies under Electrical procedures at Work will be used as a reference point for all items of electrical equipment utilised by this company

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

The Electricity at Work Regulations 1989

PROTECTION OF THE PUBLIC

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of the Company's activities is to be identified in the risk assessment procedure and the control measures required to prevent such injury or ill health implemented as part of the risk assessment procedure.

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

ACCIDENT/INCIDENT REPORTING AND INVESTIGATIONS

An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both and includes acts of non-consensual physical violence done to a person at work.

It is the policy of this Company that all accidents, whether they result in injury not, MUST be reported to the supervisor or other premises management as soon as possible for recording and investigation purposes and, where necessary, for notifying the appropriate authority as required by the regulations.

The regulations stipulate the circumstances under which the enforcing authority must be notified immediately by the responsible person (normally by telephone) and a written report submitted within 14 days of the occurrence, these are:

- a) Death at work;
- b) Major injury at work;
- c) A person not at work is injured and taken to hospital for treatment;
- d) Dangerous occurrence.

Where an employee of the Company is unable to return to normal duties as a result of injury sustained during the course of work for a period of more than seven consecutive days the responsible person will as soon as practicable, but within 10 days, send a report to the enforcing authorities.

Where an employee suffers from an occupational disease, it must be reported forthwith to the enforcing authority. The disease must only be reported if the responsible person has received a written statement of diagnoses of the employee by a medical practitioner.

Records of accidents and injuries will be kept for 3 years from the date it was made. Extracts of the records will be sent to the enforcing authority if and when requested.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

EMERGENCY PROCEDURES

In order to ensure the safety of employees, and any other person, it is the policy of this Company that documented procedures are put in place regarding situations presenting serious and imminent danger.

The individual emergency procedures set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases, this will require full evacuation of the workplace. In other cases, it might mean some or all of the workforce moving to a safer part of the workplace.

A sufficient number of competent persons within the workplace will be nominated to implement those procedures which relate to evacuation of any part of the workplace.

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

TRAINING

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do.

Whilst no formal qualifications are required by the Company before employment, it is not accepted that training will cease for that employee. It is the policy of this Company that all employees continue training during the course of their employment by various methods from attending residential courses to “tool-box talks”.

All employees will receive appropriate induction training, which will include the standard introduction programme making them aware of their statutory duties, the emergency procedures and an explanation of the Company Safety Policy.

An awareness of safety issues at all levels is an important feature in the promotion of this Safety Policy. Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory, and records kept of courses and qualifications.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

Provision and use of Work Equipment Regulations 1998

SAFETY AUDITS

Progressive Improvements in Health and Safety can only be achieved through the constant development of policy approaches to implementation and techniques of risk control.

It is the policy of this Company that a systematic audit of all safety arrangements will be carried out on a regular basis.

Regular inspections of work areas will be carried out at a frequency commensurate with the level of risk imposed by the activity within that area.

Where appropriate the Company's health and safety advisors will visit the workplace to carry out Safety Inspections and Audits.

Records of Safety Inspections and Audits will be kept in order that Management can monitor the performance of the Company and improve the overall safety culture within the workforce.

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

FIRST AID

The term "First Aid" refers to where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and, treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

It is the policy of this Company to provide, or arrange to be provided, equipment and facilities which are adequate and appropriate for rendering of First aid to employees. Additionally, a sufficient number of trained and suitable persons will be appointed to render First Aid to employees, taking into account the specific risks that an employee may encounter in the course of his daily tasks. The risk assessment process will be used to determine specific risks as necessary.

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities and personnel. The location of First Aid boxes/equipment and the names of First Aiders will be indicated by signage. Wherever practicable COSHH data sheets and assessments will be available for use by First Aiders. Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for this purpose. First Aiders/appointed persons are made responsible for the safekeeping and maintenance of First aid boxes/equipment and their contents, and to report deficiencies to company management for action.

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

SOURCE:-

The Health & Safety (First Aid) Regulations 1981

CONSULTATION WITH EMPLOYEES

The Health and Safety (Consultation with Employees) regulations 1996, require the employer to consult with employees in good time on matters of health and safety in the workplace. It is the policy of this Company that all personnel will be regularly informed in good time regarding the introduction of any substantial measures which can affect health and safety at the workplace, including: -

- a) The appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance;
- b) Planning and organising of required Health and Safety training for employees and health and safety information;
- c) Any health and safety information the Company is required to provide to our employees by or under any relevant statutory provisions;
- d) The health and safety consequences for Company employees of the introduction (including the planning thereof) of new technologies into the workplace;
- e) Persons to be consulted.

As required by law the consultation required with the employees of this Company will be with the employees directly or, if elected to the position by this Company's employees, a representative of employee safety. Where a representative of employee safety has been elected then the Company management will inform company employees of the names of those representatives and the group of employees represented by those representatives.

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

The Construction (Design and Management) Regulations 2015

The Health and Safety (Consultation with Employees) Regulations 1996

HEALTH, SAFETY AND WELFARE ON COMPANY PREMISES

It is the policy of this company that close attention be paid to the provision of suitable and sufficient facilities and measures to ensure compliance with requirements on health, safety and welfare of its employees at work. Where such a duty extends to outside contractors, visitors or others attending our premises then procedures will be implemented to ensure their health, safety and welfare whilst on our premises. The Company's risks assessment procedure will be used to identify risks to health and safety on the Company's premises.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health & Safety at Work etc. Act 1974

The Management of Health & Safety at Work Regulations 1999

The Workplace (Health, Safety and Welfare) Regulations 1992

FIRE PREVENTION

In accordance with relevant legislation this Company recognises the need for effective and suitable fire prevention measures to combat risks to the health and safety of our employees and others affected by our activities. To this end we are committed to the effective ongoing evaluation of our premises and other workplaces where our employees may be required to work, to determine fire risks and control measures required to eliminate or reduce the risk of fire to as low a level as possible. This Company is also committed to the provision of adequate and suitable firefighting equipment, training in the use of such equipment to identified members of staff, and any such measures as are required by the stipulations contained in the Fire Certificate issued in relation to these premises and on site (as applicable).

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Management Of Health and Safety at Work Regulations 1999

WASTE DISPOSAL

It is the policy of this Company that where waste is generated during the course of Company activities, then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down Company Procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

Control of Substances Hazardous to Health Regulations 2002

WORKS FALLING UNDER CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS

This Company has the ability to assume roles and responsibilities under the above regulations; dependent upon the duty holder role decided upon at the pre-tender stage of the works. It is our aim to comply with the regulations in so far as they relate to our work activities and our relations with other duty holders during the course of the works and to ensure that all duties and responsibilities assigned to us under the relevant statutory provisions are fulfilled in as competent a manner as possible

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

SOURCES:-

The Construction (Design and Management) Regulations, 2015

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COMMUNICATIONS ON SITE

Every effort will be made by both management and employees of this Company to keep other contractors, clients and other interested parties informed of health and safety issues pertinent to this Company's operations on site. The precise nature of the form of communication to be used will be dependent on the requirements of the site and/or the client (e.g. memo's, formal safety meetings, verbal, compilation of documentation, etc) however it will be ensured that the mode of communication is agreed upon prior to works commencing and that both site management and operatives are aware of this requirement. Trade contractors/sub-contractors doing work for our Company are expected to have a communications procedure in place which is suitable and sufficient for the individual work circumstances. Proof of such communication procedures is part of our vetting procedure prior to works being awarded. Communications between management and employees of this Company will be such that legislated requirements are adhered to and that employees are aware of matters having an impact on their health and safety during the course of works. Modes of such communication can be found in "Consultation with Employees Procedures" in the "Procedures" section of this policy.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health and Safety at Work, etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 2015

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TRADE CONTRACTORS SAFETY INFORMATION

Safety information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all Trade Contractors and persons under the Company's control and forms part of the Terms of Contract.

Trade Contractors are required to ensure that:

1. They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
2. Their activities are conducted in accordance with the safe practices as detailed in this policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
3. They comply with all the relevant legislation applicable to the workplace;
4. They provide the correct protective equipment and clothing to their employees at the contractor's expense;
5. Employees remain within the designated areas of work;
6. They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statute of Common Law.

Failure to comply with our Company's Health and Safety Policy or any legal requirements will lead, at the Company's discretion, to the suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

SOURCES:-

The Health and Safety at Work, etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Construction (Design and Management) Regulations 2015

COMPANY STAFF VISITING HAZARDOUS AREAS/SITES

“Hazardous Areas” in the context of this section relates to areas which the Company premises, or on external work sites (e.g. construction sites) where the Company employees are required to work/visit on Company business.

It is the policy of this Company that in the event of any of our Company employees being required to periodically work or visit external work sites or part of the company’s premises that are deemed to be hazardous, then certain procedures will be required to be put into place before entry or any works are undertaken. These procedures will either be in the form of a specific risk assessment or safe system of work as the case may be and might incorporate a permit to work system.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Management of Health and Safety at Work Regulations 1999

OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE

At the present time this Company does not use or come into contact with any **substances in concentrations**, or **in circumstances** which would warrant an occupational health programme or health surveillance to be carried out on any of its employees (e.g. Lead, Asbestos, COSHH substances). If, during the course of our business, a need for health surveillance is identified as a result of our assessments procedures and/or available information about any of the site where our employees would carry out company tasks, then such health surveillance and monitoring would be initiated by the management of this Company. Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by this Company (and their effects on health) and legislative requirements. Additionally, we employ the services of an external independent health and safety consultancy to advise on such issues.

1. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)

SOURCES:-

Control of Substances Hazardous to Health Regulations 2002

ENVIRONMENTAL POLICY

The Control of Pollution Act and the environment Protection Act impose a duty on everyone to prevent pollution to the environment. In order to fulfil its obligations, it is the policy of this Company that all work activities will be assessed with regard to the level of risk to the environment. Environmental Risk Assessments will be carried out in a similar manner to normal risk assessments, but from the perspective of the environment not the worker.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

Control of Substances Hazardous to Health Regulations 2002 Highly Flammable

DRUGS AND ALCOHOL POLICY

To assist in the safe performance of our duties, this company operates a strict NO ALCOHOL and NO DRUGS in the workplace.

No alcohol or drugs will be tolerated on site. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.

For their own safety, that of their workmates and members of the public may members of staff believing that another is under the influence of drugs or alcohol should report that to their direct manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager **must** be informed of that circumstance.

1. Comply with Working safely in vehicles and Working safely guide (Covid-19)

SOURCES:-

The Health and Safety at Work, etc Act 1974

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998

EMPLOYEES HEALTH & SAFETY RULES

This section details the rules and standard which relate to all employees at work, contractors and visitors. It is the responsibility of all to obey these rules and to behave in a safe manner whilst at work.

Deliberate contravention of these rules shall be considered a break in employee's contracts of employment and, at the discretion of the management shall lead to instant dismissal.

It should also be borne in mind that contravention of the Health & Safety Legislation is a criminal offence and that a prosecution can be taken against the employee by the enforcing authority.

WORKING PRACTICES

1. No machine, item of plant or equipment is to be operated by any person, unless they have been trained and are authorised to do so.
2. Comply with Working safely in vehicles and Working safely guide (**Covid-19**)
3. All machine guarding is to be in place and correctly adjusted, prior to machinery being used.
4. Any fault, defect, including damage, or malfunction in any item of machinery, plant, equipment, tool or guard must be reported immediately.
5. No machine, plant or equipment is to be left unattended, whilst in motion, unless you are authorised to do so.
6. No machine, plant or equipment is to be cleaned whilst in motion, unless you are authorised to do so.
7. No repairs, maintenance or adjustments to machines, plants or equipment are to be carried out, unless you are authorised to do so.
8. All substances are to be stored in accordance with the written instructions and are to be returned to the storage after use.
9. All hazard notices or warning signs displayed on the premises are to be obeyed.
10. All notices displayed in the workplace are to be read and you are to ensure that you understand the written instruction.
11. All safety equipment and facilities provided are to be used and are not to be misused or wilfully damaged.
12. Protective clothing and safety equipment is to be stored in accordance with the instructions.
13. The work area is to be kept clean and tidy at all times.
14. All waste is to be disposed of in the correct container.
15. All notified liquid spillages are to be cleaned up immediately.
16. All emergency procedures relevant to your work area are to be obeyed.
17. Emergency exits and equipment are not to be obstructed.
18. Any use or damage to firefighting equipment is to be reported immediately.
19. Prompt medical assistance must be sought for any injury received at work and the injury must be reported as soon as possible.

MISCONDUCT

Any employees found to have acted in any one of the following ways shall be liable to instant dismissal.

Company Directors:
Registration M R Cottrell
No. 603682 R Cottrell
Mrs. A M Cross.

Updated Q1 2020
Revision Date Q3 2020

1. Wilfully breaching the safety rules or safety policies.
2. Removing any guard or protective device without permission.
3. Operating any machine, plant or equipment without authority.

4. Misusing items provided for first aid.
5. Recklessly interfering with or misusing anything provided in the interest of health, safety or welfare at work.
6. Defacing or removing notices, signs, labels, fire extinguishers or any other warning device.
7. Misusing chemical flammable substance, toxic material, etc.
8. Smoking in designated "No Smoking" areas or whilst using flammable substances.
9. Taking part in horseplay or practical jokes.
10. Making false declarations or interfering with evidence following any accident or dangerous occurrence.
11. Misusing compressed air, electric or Pneumatic equipment.
12. Over loading lifting equipment

SAFE SYSTEM OF WORK

*These **Safe Systems of Work / Method Statements** are to be read in conjunction with and to be considered part of, the Health and Safety Policy of: -*

**A1 EVENT AND EXHIBITION CLEANERS LTD
(AND ASSOCIATED COMPANIES)**

SAFE SYSTEM OF WORK

TASK:	Carpet Vacuum Cleaning using Powered Brush Upright Vacuum Cleaner
AREA:	Large Floor Areas
EQUIPMENT:	Upright Vacuum Cleaner fitted with Powered Brush or Beater Bar
MATERIALS:	N/A
<p>Method:</p> <p>Vacuum area in a methodical manner by pushing the cleaner forward by the length of your arm. Pull slowly back over the same area. Repeat Until the entire area is covered. Machines fitted with contra rotating twin brushes can be pushed up and down similar to mowing a lawn.</p> <p>Potential Hazards:</p> <ol style="list-style-type: none"> 1. Electric shock burns or death due to using faulty equipment. 2. Personal shock, injuries or death to other people caused by improperly placed equipment such as a cable lying on a walkway causing a tripping hazard. 3. Damage to machinery and furnishings through careless movement of machinery and pulling of cable. <p>Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Wear standard issue overalls ensuring no part can snag or get caught on obstructions. 2. Wear Gloves / Eye wear PPE 3. Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or other persons. 4. Do not move or lift equipment beyond your capabilities but seek assistance. <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> 1. Ensure that the "PAT Electrical Check" label is within date before using electrically powered equipment. 2. Always check that plugs, cables etc. are in a safe condition <u>before</u> connecting to the electrical supply and that all cables are fully unwound before use. <u>DO NOT</u> overstretch cables. Bring cables into clear space before cleaning an area of floor so that it does not get caught on furniture legs etc. 3. Do not place equipment in a manner likely to cause injuries to yourself or other people. 4. Where cleaning is carried out with client's personnel or customers on site, ensure the appropriate warning signs are displayed, e.g. CLEANING IN PROCESS. 	

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.

Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Carpet Vacuum Cleaning using a Tub or cylinder Vacuum Cleaner
AREA:	Small floor areas including Stairs, Corners, Skirtings, etc. Low Level dust removal from surfaces etc.
EQUIPMENT:	Tub, Backpack or Cylinder Vacuum Cleaner fitted with appropriate floor or dust tools.
MATERIALS:	N/A

Method:

1. Vacuum area in a methodical manner by pushing the carpet tool forward by the length of the hose and tubes and bring back slowly over the same area. Repeat until the entire area has been vacuumed clean. On the stairs it may be necessary to use the soft furniture tool.
2. Use the crevice tool for awkward corners, carpet edges and low-level surface edges.
3. Overhead cleaning – use the dusting brush but do not clean at a height which is more than can be safely reached.

Potential Hazards:

1. Slipping and falling leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability, death.
2. Personal shock, injuries or death to other people caused by improperly placed equipment, or you and your equipment falling on them.
3. Skin, eye, or hearing problems caused by not wearing the appropriate protective clothing.

Safety Precautions:PERSONAL

1. PPE as required Gloves / Ear protectors .
2. Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or other persons.
3. Do not move or lift equipment beyond your capabilities but seek assistance.

EQUIPMENT

1. Ensure that the “Electrical Check” label is within date before using electrically powered equipment.
2. Always check that plugs, cables etc. are in a safe condition before connecting to the electrical supply and that all cables are fully unwound before use. DO NOT overstretch cables.
3. Do not place equipment in a manner likely to cause injuries to yourself or other people.
4. Where cleaning is carried out with client’s personnel or customers on site, ensure the appropriate warning signs are displayed, e.g. CLEANING IN PROCESS.

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.

Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Vacuum Cleaning using a Backpack cylinder Vacuum Cleaner
AREA:	Areas including Stairs, Corners, Skirtings, High level seated area, Low Level dust removal from surfaces etc.
EQUIPMENT:	Tub, Backpack or Cylinder Vacuum Cleaner fitted with appropriate floor or dust tools.
MATERIALS:	N/A
<p>Method:</p> <ol style="list-style-type: none"> Vacuum area in a methodical manner by pushing the vacuum tool forward by the length of the hose and tubes and bring back slowly over the same area. Repeat until the entire area has been vacuumed clean. On the stairs it may be necessary to use the soft furniture tool. Use the crevice tool for awkward corners, carpet edges and low-level surface edges. Overhead cleaning – use the dusting brush but do not clean at a height which is more than can be safely reached. For high level areas access / plant equipment to be used. <p>Potential Hazards:</p> <ol style="list-style-type: none"> Slipping and falling leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability, death. Personal shock, injuries or death to other people caused by improperly placed equipment, or you and your equipment falling on them. Skin, eye, or hearing problems caused by not wearing the appropriate protective clothing. <p>Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or other persons. Do not move or lift equipment beyond your capabilities but seek assistance. PPE suitable for tasks. Trained staff only to operate. <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> Ensure that the “Electrical Check” label is within date before using electrically powered equipment. Always check that plugs, cables etc. are in a safe condition <u>before</u> connecting to the electrical supply and that all cables are fully unwound before use. <u>DO NOT</u> overstretch cables. Do not place equipment in a manner likely to cause injuries to yourself or other people. Where cleaning is carried out with client’s personnel or customers on site, ensure the appropriate warning signs are displayed, e.g. CLEANING IN PROCESS. Access / plant equipment suitable for task. 	

SAFE SYSTEM OF WORK

TASK:	Cleaning Stairs – Carpeted and Hard Floor
AREA:	N/A
EQUIPMENT:	Vacuum Cleaner Brushes, Bucket, Hand pads, Cloth Mop and Bucket.
MATERIALS:	Neutral Detergent
<p>Method:</p> <p>Vacuum Clean carpeted stairs ensuring the machine cannot overbalance. Use Backpack hoover where required. Cleaning detergent must be used according to COSHH Materials Usage and Risk Assessment. Vinyl can be cleaned with a green hand pad and buffed dry. Terrazzo and Marble can be swept, washed and dried. Concrete can be swept, sprinkle water if very dusty and may also be washed if sealed.</p> <p>Potential Hazards:</p> <ol style="list-style-type: none"> 1. Slipping and falling leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability, death. 2. Electric shock burns or death due to using faulty equipment. 3. Personal shock, injuries or death to other people caused by improperly placed equipment, such as cable lying on walkways causing a tripping hazard. 4. Damage to machinery and furnishings through careless movement of machinery and pulling of cable. 5. Damage to floor surface through not using the correct cleaning agent. 6. Skin, eye or hearing problems caused by not wearing the appropriate protective clothing. <p>Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Wear Suitable PPE 2. Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or other persons. 3. Do not move or lift equipment beyond your capabilities but seek assistance. <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> 1. Ensure that the “Electrical Check” label is within date before using electrically powered equipment. 2. Always check that plugs, cables etc. are in a safe condition <u>before</u> connecting to the electrical supply and that all cables are fully unwound before use. <u>DO NOT</u> overstretch cables. 3. Do not place equipment in a manner likely to cause injuries to yourself or other people. 4. Where cleaning is carried out with client’s personnel or customers on site, ensure the appropriate warning signs are displayed, e.g. CLEANING IN PROCESS. <p><u>MATERIALS</u></p> <p>Always refer to COSHH Materials Usage and Risk Assessment for the product you are using.</p>	

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.

Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Emptying rubbish bins in buildings
AREA:	All areas.
EQUIPMENT:	Rubbish collection sacks or bins
MATERIALS:	N/A

Method:

Public Areas (e.g. Shopping Centres, Public toilets, Airports).

Always use rigid plastic or metal bins for collection of rubbish as plastic sacks could be penetrated by sharp objects.

All Areas: *Where bin liners are in use* – remove the bin liner and place in the collection sack or bin then fit a new liner, or, remove the bin liner and empty it into the rubbish collection sack or bin and then replace it in the bin. *Where bin liners are not in use* – lift the bin and empty the contents into the rubbish collection sack or bin, wipe the bin clean with a damp cloth.

If it is necessary to wash out a bin, take care that there is no sharp item sticking to the inside. If there is, ensure that you unstuck it safely using a hard object and dispose of it as above. If the item is a syringe needle, you should give it to the building manager for disposal under their Waste Management Arrangements.

NEVER PUT YOUR HANDS INTO A BIN TO REMOVE THE CONTENTS.

Potential Hazards:

1. Cutting or stabbing your hand on broken glass, blades or needles which may have been disposed of.
2. Spilling of liquid which may have been disposed of in drinking vessels.

Safety Precautions:PERSONAL

1. Wear suitable PPE.
2. Rubber gloves are to be worn if working in toilet, washroom or food preparation areas.
3. NEVER put your hand into a bin to remove its contents.
4. If you require to compress the rubbish in the collection sack or bin always use a brush or hard object to push down with. NEVER COMPRESS RUBBISH WITH YOUR HAND.
5. Do not climb into large collection bins and jump on the rubbish to compress it.

NOTE: IF A NEEDLE STICK INJURY IS SUSTAINED, THE WOULD SHOULD BE MADE TO BLEED WHILE HOLDING UNDER COLD RUNNING WATER, AND IMMEDIATE ADVICE AT HOSPITAL MUST BE OBTAINED.

EQUIPMENT

Ensure that collection sacks are strong enough to hold the rubbish to be collected and that they are not punctured, which would allow liquid waste to drip on to floors.

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.

Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Working in confined spaces
AREA:	Under staircases, in rooms with low exposed beams, areas where staff could bang their

	head on obstructions, e.g. cleaning under worktops etc.
EQUIPMENT:	Various
<p>Method:</p> <p>Various</p> <p>Potential Hazards:</p> <p>Banging your head against hard obstructions causing injury.</p> <p>Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Wear suitable PPE 2. Wear a hard hat. <p><u>EQUIPMENT</u></p> <p>Refer to applicable Safe System of Work for equipment in use.</p> <p><u>MATERIALS</u></p> <p>Refer to COSHH Material Usage and Risk Assessment for the products you are using.</p> <p><i>These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.</i></p> <p><i>Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.</i></p>	

SAFE SYSTEM OF WORK

TASK:	Cleaning of Washrooms
AREA:	Washrooms and Toilet Areas in Buildings
EQUIPMENT:	Dustpan and Broom, Mop, Bucket, Standard Bucket, Abrasive Pad, Toilet Brush, Cloths, Rubbish Collection Sacks and Wet Floor Signs.
MATERIALS:	Appropriate Detergent: - Disinfectant, Acidic Toilet Cleaner, Cream Cleanser and Channel Blocks.

Method:

Emptying Rubbish Bins

Cleaning of Toilet Bowls and Urinals – apply Disinfectant or Acidic Toilet Cleaner from a trigger spray. Agitate with a toilet brush and flush with water. Leave Channel Blocks in urinal if required.

Cleaning Basins – apply Cream Cleanser / appropriate Detergent to the surface, remove film with non/abrasive pad and rinse with water.

Showers – apply Disinfectant / appropriate Detergent to the surface from a trigger spray. Agitate with an abrasive pad and rinse with water.

Floors – sweep carefully and remove debris. Wash floor using appropriate Detergent and a flat mop ensuring that behind and around toilet, corners, and edges etc. are thoroughly cleaned.

CLEANING MATERIALS MUST BE USED ACCORDING TO COSHH – MATERIAL USAGE AND RISK ASSESSMENTS.

Disposable clothes to be used

Potential Hazards:

1. Skin problems caused by not wearing the appropriate Personal Protective Equipment.
2. Slipping & Falling leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability or death.
3. Slipping & Falling leading to shock, injuries or death to other people caused by inadequate warning of cleaning in progress.

Safety Precautions:PERSONAL

1. Wear suitable PPE.
2. Rubber/Plastic Gloves MUST be worn at all times.
3. Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or other persons.
4. Do not move or lift equipment beyond your capabilities but seek assistance.

EQUIPMENT

1. Ensure that the appropriate warning signs are displayed e.g. cleaning in progress.
2. Do not place equipment in a manner likely to cause injury to yourself or to other people.

MATERIALS

Refer to COSHH Material Usage and Risk Assessment for the products you are using.

Disposable clothes

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action. Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Sweeping using bristle, bass or nylon broom which may be soft or stiff.
AREA:	Hard floor areas
EQUIPMENT:	Broom ranging from 12" to 36" in width. Dustpan and brush.
MATERIALS:	N/A.
<p>Method:</p> <p><i>Open Spaces</i> – normally a stiff broom will be used. Sweep with short strokes away from you in direction with the wind, performing 2 or 3 strokes forward and then move a broom's width to the side and repeat the action. Pick up soil with a dust pan and brush and dispose of carefully.</p> <p><i>Enclosed Spaces</i> – for detail sweeping use a soft broom. For rough sweeping or on uneven floors use a stiff broom.</p> <p>Sweep carefully out of the corners and edges taking care not to damage paintwork and proceed as for Open Spaces. If floor is very dusty, a sprinkling of water over the floor will help to keep the dust down. Pick up soil with a dust pan and brush and dispose of carefully.</p> <p>Potential Hazards:</p> <ol style="list-style-type: none"> 1. Slipping or tripping leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability, death. 2. Strain to the back caused by using too large a broom. 3. Knocking skirting boards causing damage to the paintwork. <p>Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Wear suitable PPE. 2. Gloves as appropriate. 3. Hi-Vi as reqd. 4. Ensure that broom is of a suitable size so as not to cause straining while using it in awkward spaces. <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> 1. Ensure that handle is long enough for the size of the broom head. 2. Ensure that broom head is securely fixed to the handle. 3. Ensure that equipment is put away after use. <p><i>These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.</i></p> <p><i>Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.</i></p>	

SAFE SYSTEM OF WORK

TASK:	Sweeping using a Dust Control Mop
AREA:	Hard floor areas
EQUIPMENT:	Dust Control Mop or V– Sweeper, Dustpan and brush.
<p>Method: <i>This method is used in large areas of smooth hard floor.</i></p> <p><i>Straight Dust Control Mop</i> – start at a point furthest away from the door, having moved any obstructions and noted their positions with a view to replacement. Sweep with straight or S-type strikes, pushing soil in front of mop. Overlap each stroke and do not lift mop from the floor when changing direction of sweeping, Pick up soil with a dust pan and brush and dispose of carefully. Clean head of mop with vacuum cleaner.</p> <p><i>V-Sweeper</i> – using a small broom, move soil away from corners and edges. Proceed as for Dust Control Mop using only straight strokes.</p> <p>Potential Hazards: Slipping or tripping leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability or death.</p> <p>Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Wear suitable PPE. 2. Gloves as appropriate. 3. Hi-Vi as reqd. 4. Ensure that broom is of a suitable size so as not to cause straining while using it in awkward spaces. <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> 1. Ensure that handle is long enough for the size of the broom head. 2. Ensure that equipment is put away after use. 	
<p><i>These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.</i></p> <p><i>Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.</i></p>	

SAFE SYSTEM OF WORK

TASK:	Storage, Safe Use and Disposal of Cleaning Materials.
AREA:	All Areas.
EQUIPMENT:	As defined in Safe System of Work for specific Task. PPE as reqd Gloves, Goggles, Overalls.
MATERIALS:	As defined in Safe System of Work for specific Task.
<p>Method:</p> <p><u>Storage:</u></p> <p>Do not let temperature in storage drop below freezing.</p> <p>Do not store aerosols or flammable materials near to sources of heat. Ensure lights work in storage area so that labels can be read.</p> <p>Keep store dry.</p> <p>Keep store locked when not in use (unless client is unable to provide such facility).</p> <p>Always handle boxes of materials as instructed.</p> <p>Do not store boxes more than three high or less if directed in the Risk Assessment for the Product. Do not take materials from store without permission.</p> <p><u>Use</u></p> <p>Read Risk Assessment Sheets and ensure you understand them.</p> <p>Read instructions on labels and follow them.</p> <p>Only dilute materials in accordance with instructions. Do not use more of product than instructed.</p> <p>Use protective equipment such as rubber gloves, overalls, tabards, etc. issued to you. Keep all protective equipment in order. Report damaged equipment to your Manager/Supervisor.</p> <p>Handle materials with care. Avoid spillage and contact with your skin.</p> <p>Do not fool around with materials.</p> <p>Do not leave materials lying around.</p> <p>Ensure all trigger sprays are clearly labelled. Do not use unlabelled trigger sprays.</p> <p>Never mix products. IF IN DOUBT – ASK.</p> <p><u>Disposal</u></p> <p>Always follow manufacturer's instructions for disposal.</p> <p>Ensure materials that can be disposed of via the drainage system are well diluted.</p> <p>Return all unused materials to store.</p> <p>Do not incinerate aerosols when empty</p> <p>Potential Hazards:</p> <ol style="list-style-type: none"> 1. Freezing or overheating of products causing breakdown of the chemical structure or explosion. 2. Spillage of materials causing damage to surfaces. 3. Personal contact with materials causing injury. 4. Damage to the environment from incorrect disposal of materials. 5. Mixing of products which may cause the release of harmful gasses. <p>Safety Precautions: PPE AS Req'd, Gloves, Goggles, Overalls. See method.</p>	

SAFE SYSTEM OF WORK

TASK:	Manuel Handling: - Moving Machinery into vehicles, up staircases, moving furniture, Ladders etc.
AREA:	All Areas.
EQUIPMENT:	Where possible use a lift or ramp.

Method:

It is important that all machinery movements are carried out in such a way so as to avoid unnecessary strain on the back. Fluid tanks must always be empty before lifting.

Stairs – machinery that cannot be lifted easily by one person has to be moved up or down stairs, then two people must carry the machine. It is not advisable to “bump” a floor buffing machine down a staircase. If a lift is available between floors, then this should always be used.

Vehicles – it is best for two people to lift floor buffing/scrubbing machines into a vehicle, but this is not always possible. If it is necessary to load a floor machine into a vehicle, do not lift by holding the machine with one hand on the handle and one on the base of the machine, thus loading sideways as this creates undue strain on the back. To load correctly, lower the handle of the floor machine and point it towards the rear open door of the vehicle. Lift the base of the machine using both hands, bending the knees – not the back and lift into the vehicle. If the machine is too heavy DO NOT STRUGGLE, AS FOR HELP.

Battery operated scrubbers/driers should never be lifted unless the batteries have been removed first. These machines are heavy, and more than two people will be required to lift them. Lifting these must be a last resort and a ramp should always be used except in exceptional circumstances.

Potential Hazards:

Lifting equipment that is too heavy – causing back injury. Dropping machinery onto hands, feet, or limbs causing a crushing injury. Tripping or slipping - causing injury.

Battery operated machinery – spilling of battery acid.

Safety Precautions:PERSONAL

Wear suitable PPE

Ensure that equipment you wish to move can be carried easily within your own physical capabilities. If too heavy always request help.

Always lift equipment in the manner described by bending knees – not the back.

Check that your path is clear, dry and obstacles removed so that risk of falling is minimised.

EQUIPMENT

Always use a lift or ramp if one is available.

Lifting equipment.

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.

Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Hard Floor Scrubbing
AREA:	Vinyl, Linoleum, Terrazzo, Marble, Quarry tile floor areas
EQUIPMENT:	Combined Scrubber/Dryer (mains powered) or Rotary Floor Machine and Wet Pick Up Vacuum. Mop, Bucket & Wringer Mop.

MATERIALS:	Water, Neutral Detergent, Degreasing Detergent, Floor Pads, Nylon Brushes, Natural Bristle Brushes.
<p>Method:</p> <p>Prepare detergent or degreaser to COSHH Material Usage and Risk Assessment and place in tank of Scrubber/Dryer or Floor Machine fitted with an appropriate pad or brush for the surface to be cleaned. Scrub floor and pick up with scrubber/dryer or wet pick up vacuum.</p> <p>Potential Hazards:</p> <ol style="list-style-type: none"> 1. Electric shock burn or death due to using faulty equipment. 2. Electric shock, burn, death, fire or explosion through allowing water to penetrate electrical connections. 3. Personal shock, injuries or death to other people caused by improperly placed equipment such as cable lying on walkways causing a tripping hazard. 4. Damage to machinery and furnishings through careless movement of machinery and pulling of cable. 5. Damage to floor surface through not using the correct cleaning agent. <p>6. Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Wear suitable PPE. 2. Wear rubber gloves and protective footwear. 3. Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or to others. 4. Do not move or lift equipment beyond your capabilities but seek assistance. 5. Hi- Vi as reqd <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> 1. Ensure that the "Electrical Safety Check" label is within date before using electrically powered equipment. 2. Always check that plugs, cables etc. are in a safe <u>before</u> connecting to the electrical supply and that all cables are fully unwound before use. <u>DO NOT</u> overstretch cables. Bring cable into clear space before cleaning an area of floor so that it does not get caught on furniture legs etc. 3. Do not allow extension cable connections to come into contact with wet floor. 4. Whenever possible use a Residual current Circuit Breaker to plug the machine in to. 5. Do not place equipment in a manner likely to cause injuries to yourself or other people. 6. Where cleaning is carried out with client's personnel or customers on site ensure the appropriate warning signs are displayed e.g. CLEANING IN PROGRESS. <p><u>MATERIALS</u></p> <p>Always refer to COSHH Materials Usage and Risk Assessment for the product you are using.</p>	

SAFE SYSTEM OF WORK

TASK:	Using a Scrubber Dryer (Battery or Mains operated) to scrub floors.
EQUIPMENT:	Scrubber Dryer
MATERIALS:	Water, Detergent suitable for the work to be done.
<p>Method:</p> <p><i>Battery operated equipment</i> – equipment must always be left on charge between period of use. A suitable, well ventilated area of storage must be provided for the purpose to prevent the; build up of explosive gases produced when charging batteries. Where maintenance free batteries are not in use, the batter acid level must be checked daily.</p> <p><i>Mains operated equipment</i> – cables, plugs, sockets, etc. should be checked on every occasion before use for any damage. If electrical parts are damaged, DO NOT USE THE EQUIPMENT. Prepare the cleaning solution in the tank according to the instructions on the COSHH Materials usage and Risk Assessment sheet in the Health & Safety Booklet on site. Do not fill the equipment with water while it is plugged into the power supply. Attach the correct pad for the job you are doing to the drive board and scrub the floor according to manufacturer's instructions. When using the equipment always ensure that the cable is out of the path of travel so that it does not get caught up under the rotating disc. Never allow extension lead connections to lie on a wet floor area.</p> <p><i>All equipment</i> – check that the equipment you are to use is within the safety check date on the label.</p> <p>After use, the equipment must be emptied of dirty water and flushed out. All external surfaces must be wiped over and dried so that they remain clean. The squeegee rubbers should be checked for debris which may have been picked up while drying the floor.</p> <p>Potential Hazards:</p> <p>Batteries being charged in confined areas – causing build-up of explosive gases followed by explosion.</p> <p>Over filling of batteries – causing acid spillage result in corrosion of the equipment.</p> <p>Mains operated equipment being used in damaged condition – causing electric shock, injury or death.</p> <p>Allowing damage of mains operated equipment by letting the cable become caught under rotating disc – resulting in a short circuit of the power supply and possible electric shock, injury or death. Safety</p> <p>Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Wear suitable PPE. 2. Only trained operative 3. Wear rubber gloves and protective footwear. 4. Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or to others. 5. Do not move or lift equipment beyond your capabilities but seek assistance. 	

6. Hi- Vi as reqd .

EQUIPMENT

7. Ensure adequate ventilation in batter charging area.
8. Use self-propelled equipment in a manner suitable to the area in which you are working, ie. the machine must not be driven too fast to control in confined spaces.
9. Never stand still with the disc rotating as this may damage the floor.
10. Ensure that the cable is well out of the way of the path of travel.
11. Never allow extension connections to lie in a wet area.

MATERIALS

Refer to COSHH Material Usage and Risk Assessment for the products you are using.

SAFE SYSTEM OF WORK	
TASK:	Using a Ride on Scrubber Dryer (Battery) to wash /scrub floors.
EQUIPMENT:	Washer / Scrubber Dryer
MATERIALS:	Water, Detergent suitable for the work to be done.
<p>Method:</p> <p><i>Battery operated equipment</i> – equipment must always be left on charge between period of use. A suitable, well ventilated area of storage must be provided for the purpose to prevent the; build-up of explosive gases produced when charging batteries. Where maintenance free batteries are not in use, the batter acid level must be checked daily.</p> <p><i>All equipment</i> – check that the equipment you are to use is within the safety check date on the label.</p> <p>After use, the equipment must be emptied of dirty water and flushed out. All external surfaces must be wiped over and dried so that they remain clean. The squeegee rubbers should be checked for debris which may have been picked up while drying the floor.</p> <p>Potential Hazards:</p> <p>Batteries being charged in confined areas – causing build-up of explosive gases followed by explosion.</p> <p>Over filling of batteries – causing acid spillage result in corrosion of the equipment.</p> <p>Mains operated equipment being used in damaged condition – causing electric shock, injury or death.</p> <p>Allowing damage of mains operated equipment by letting the cable become caught under rotating disc – resulting in a short circuit of the power supply and possible electric shock, injury or death. Safety</p> <p>Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Only trained operative 2. Wear suitable PPE 3. Observe all rules regarding checking of electrical equipment before use <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> 6. Ensure adequate ventilation in batter charging area. 7. Use self-propelled equipment in a manner suitable to the area in which you are working, ie. the machine must not be driven too fast to control in confined spaces. 8. Never stand still with the disc rotating as this may damage the floor. <p><u>MATERIALS</u></p> <p>Refer to COSHH Material Usage and Risk Assessment for the products you are using.</p>	

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action. Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Hard Floor Buffing
AREA:	Vinyl Linoleum Terrazzo Marble
EQUIPMENT:	Rotary Floor Machine Vacuum Floor Machine High Speed Floor Machine
MATERIALS:	Spray Buff Material Floor Pads

Method:

Prepare spray buff material to COSHH Material Usage and Risk Assessment and spray a fine mist over the area to be buffed. Buff to a shine using the rotary floor machine fitted with the appropriate colour floor pads.

Potential Hazards:

1. Slipping and falling leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability, death.
2. Electric shock burn or death due to using faulty equipment.
3. Personal shock, injuries or death to other people caused by improperly placed equipment such as cable lying on walkways causing a tripping hazard.
4. Damage to machinery and furnishings through careless movement of machinery and pulling of cable.
5. Damage to floor surface through not using the correct cleaning agent.
6. Skin, eye or hearing problems caused by not wearing the appropriate protective clothing.

Safety Precautions:PERSONAL

1. Wear suitable PPE.
2. Rubber gloves are to be worn if your skin is susceptible to the effects of the products being used (see COSHH Risk Assessment) suitable footwear.
3. Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or other persons
4. Do not move or lift equipment beyond your capabilities but seek assistance

EQUIPMENT

1. Ensure that the "Electrical Safety Check" label is within date before using electrically powered equipment.
2. Always check that plugs, cables etc. are in a safe condition before connecting to the electrical supply and that all cables are fully unwound before use. **DO NOT** overstretch cables.
3. Always ensure machine cable is kept well away from the rotary disk of the machine. Ideally work away from the power socket keeping the cable behind you.
4. Do not place equipment in a manner likely to cause injuries to yourself or other people.
5. Where cleaning is carried out with client's personnel or customers on site ensure the appropriate warning signs are displayed. MATERIALS

Refer to COSHH Material Usage and Risk Assessment for the products you are using.

SAFE SYSTEM OF WORK

TASK:	Hard Floor Stripping and Sealing
AREA:	Vinyl Linoleum Terrazzo Marble
EQUIPMENT:	Combined Scrubber/Dryer or Rotary Floor Machine and Wet Pick Vacuum, Bucket, Mop, Applicator
MATERIALS:	Water Stripper Seal Floor Pads

Method:

Stripping - prepare stripper according to COSHH Material Usage and Risk Assessment and place in tank of Scrubber/Dryer or Floor Machine fitted with black Floor Pads. Scrub floor pick up slurry with Scrubber / Dryer or Wet Pick Up Vacuum. Rinse floor with clean water.

Sealing – prepare seal according to COSHH Material Usage and Risk Assessment and apply by mop or applicator the appropriate number of coats.

Potential Hazards:

1. Slipping and falling leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability, death.
2. Electric shock burns or death due to using faulty equipment.
3. Personal shock, burn, fire or explosion through allowing water to penetrate electrical connections.
4. Personal shock, injuries or death to other people caused by improperly placed equipment such as cable lying on walkways causing a tripping hazard.
5. Damage to machinery and furnishings through careless movement of machinery and pulling of cable.
6. Damage to floor surface through not using the correct cleaning agent.
7. Skin, eye or hearing problems caused by not wearing the appropriate protective clothing. **Safety**

Precautions:PERSONAL

1. Wear suitable PPE.
2. Rubber gloves are to be worn if your skin is susceptible to the effects of the products being used (see COSHH Risk Assessment)
3. Do not overreach, stretch or bend in circumstances where to do so could cause injury to yourself or other persons
4. Do not move or lift equipment beyond your capabilities but seek assistance

EQUIPMENT

1. Ensure that the “Electrical Safety Check” label is within date before using electrically powered equipment.
2. Always check that plugs, cables etc. are in a safe condition before connecting to the electrical supply and that all cables are fully unwound before use. **DO NOT** overstretch cables.
3. Always ensure machine cable is kept well away from the rotary disk of the machine. Ideally work away from the power socket keeping the cable behind you.
4. Do not place equipment in a manner likely to cause injuries to yourself or other people.
5. Where cleaning is carried out with client’s personnel or customers on site ensure the appropriate warning signs are displayed.

MATERIALS

Refer to COSHH Material Usage and Risk Assessment for the products you are using.

SAFE SYSTEM OF WORK

TASK:	High Level Cleaning / Window cleaning or vacuuming using a powered hoist on cherry picker or Access Tower
AREA:	Walls, Ceilings, High Level Shelving, Light fittings, Windows and High Level Work on interior / exterior of buildings
EQUIPMENT:	Cleaning – Applicator, Squeegee, bucket, cloths etc. Vacuum Cleaning – Backpack or Tub type Vacuum Cleaner
MATERIALS:	Cleaning – Water, appropriate detergent for work required

Method:

Cleaning - prepare washing solution according to the COSHH Materials Usage and Risk Assessment for the product used. Apply using applicator to open areas in approximately 6ft wide bands from the bottom upwards. Squeegee off from the top downwards with horizontal strokes. Wipe off any excess water with cloths, clean the less open areas with a damp cloth followed by a dry one.

Vacuum Cleaning – Vacuum Clean designated areas using the appropriate brush on the suction tubes.

Potential Hazards:

1. Slipping and falling leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability, death.
2. Personal shock, injuries or death to other people by you or your equipment falling on them 3. Skin, eye or hearing problems caused by not wearing the appropriate protective clothing.
4. Poisoning from fumes of internal combustion engine driven vehicles

Safety Precautions:PERSONAL

1. Trained personnel on site as reqd per equipment used.
2. Equipment safety checks and sign off.
3. Wear suitable PPE.
4. Wear chest harness ensuring that webbing and buckles are free from wear and adjusted for safety.
5. Wear a Hard Hat
6. Wear eye protection if working above shoulder height for wet cleaning.
7. Always ensure your harness is attached to the guardrail before raising the platform.
8. Do not overreach when working from the platform.
9. Escape / rescue plan, Site/ Job specific.

CONT/D.....

SAFE SYSTEM OF WORK.....**cont/d**

Cont/d.. High Level Cleaning or vacuuming using a powered hoist on cherry picker or Access TowerACCESS EQUIPMENT

1. Outriggers are to be used where the height exceeds 3 times the base width, that is, if the height is 30 feet, the base should be 10 feet. Ensure the brakes are on.
2. Always ensure the equipment cannot slip or be kicked off the platform by placing toe boards around the platform base if it is not in the form of a tray with sides.
3. Check harness ensuring that there is no wear on webbing, chafing around buckles and that all clips, buckles, fasteners etc., are in full working order.
4. Ensure that warning signs are placed in the area of working.
5. When vacuum cleaning, ensure that there is sufficient free cable to reach the height at which you want to work and ensure that cable at ground level is not lying in such a way to cause a tripping hazard. Basic rules for checking the safety of electrical equipment apply.
6. When lowering hoist ensure that the cable does not become snagged in the hoist mechanism.
7. Tape off area of working to prevent anyone from walking underneath.
8. Do not use equipment powered by an internal combustion engine using petrol or diesel in areas where there is not adequate ventilation e.g. inside closed buildings.
9. Only qualified operators to use equipment.
10. RESCUE PLAN. SITE / JOB SPECIFIC.

MATERIALS

Refer to COSHH Material Usage and Risk Assessment for the products you are using.

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action. Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Use of Ladders for High Level Working
AREA:	Window Cleaning, etc.
EQUIPMENT:	Suitable equipment appertaining to work to be done. Holster for holding equipment. Safety Harness.
MATERIALS: Materials appropriate to work to be done. Neutral Detergents	
<p>Method:</p> <p>Place ladder against the wall so that the ratio of distance is 4 up the wall to 1 out from the wall. Provision must be made for both hands are free to hold on. If work required is window cleaning, the base must be secure so that it does not slip otherw with one foot on the base. If the ladder is above 6 metres in length, a person footing the ladder is insufficient and alternativ a longer duration than for cleaning windows, the ladder must be secured at the top by lashing to an eye bolt of similar firm fi</p> <p>Prepare washing solution according to the COSHH Materials Usage and Risk Assessment for the product used. Wash window using the applicator. Squeegee dry using horizontal overlapping strokes starting in the top corner and finishing in the opposite bottom corner. Wipe away any excess water with the scrim. Small windows should be cleaned by wiping with a damp scrim followed by polishing with a dry one.</p> <p>Potential Hazards:</p> <ol style="list-style-type: none"> 1. Slipping off the ladder leading to personal shock, abrasions, cuts, sprains, broken limbs, partial or complete disability, death. 2. Personal shock, injuries or death to other people by you or your equipment falling on them. 3. Skin problems caused by not wearing the appropriate protective clothing. <p>Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 1. Wear suitable PPE. 2. Wear chest harness ensuring that webbing and buckles are free from wear and adjusted for safety. 3. Rubber gloves are to be worn if your skin is susceptible to the effects of the products being used. 4. Do not overreach when working from a ladder 5. Visually check that the bolts securing you to the building are sound. Check with the Building Maintenance Dept if in any doubt. 6. Equipment such as applicators and squeegees must be attached with a suitable length of cord to the harness to prevent them from falling. 7. Check that any ledge or surface you will be standing on outside the building is free from obstruction or material that could prevent a slip or hazard <u>before</u> proceeding outside. 8. Not in any circumstances are to you to proceed outside the building without first taking the foregoing precautions. 9. Not in any circumstances are you to proceed outside the building in adverse weather conditions such as a high wind, snow or ice, where to do so will negate the foregoing precautions. 10. Rescue plan. Site / Job specific 	

SAFE SYSTEM OF WORK.....**cont/d****Cont/d. Use of Ladders for High Level Working****EQUIPMENT**

1. Check harness ensuring that there is no wear on webbing, chafing around buckles and that all clips, buckles, fasteners etc., are in full working order
2. Check that all handles, heads and blades are secure on applicator and squeegee tools ensuring that no injury can be caused to you or other people.
3. Ensure that buckets are not placed in a position where they are likely to cause tripping, or a fall by you or other persons thereby causing injury or death.
4. Ensure wherever possible that any liquid spillages are wiped up if likely to cause a slipping hazard to you or other persons.

MATERIALS

Neutral detergent is classified innocuous but in cold windy weather possible defatting or chapping of the skin might occur.

When safe to do so wear rubber gloves if you have sensitive skin or as soon as possible wash your hands with a good quality hand soap and apply a conditioning cream.

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action.

Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Jet washing Low pressure Mains Electric machine.
EQUIPMENT:	Jet washer, Hose, Extension Lead
MATERIALS:	Water, Detergent suitable for the work to be done.
<p>Method:</p> <p><i>Mains operated equipment</i> – cables, plugs, sockets, etc. should be checked on every occasion before use for any damage. If electrical parts are damaged, DO NOT USE THE EQUIPMENT. Prepare the cleaning solution in the tank according to the instructions on the COSHH Materials usage and Risk Assessment sheet in the Health & Safety Booklet on site. Do not fill the equipment with water while it is plugged into the power supply. Attach the correct pad for the job you are doing to the drive board and scrub the floor according to manufacturer's instructions. When using the equipment always ensure that the cable is out of the path of travel so that it does not get caught up under the rotating disc. Never allow extension lead connections to lie on a wet floor area.</p> <p><i>All equipment</i> – check that the equipment you are to use is within the safety check date on the label.</p> <p>After use, the equipment must be emptied of dirty water and flushed out. All external surfaces must be wiped over and dried so that they remain clean. The hosed should be rolled and stored no kinks.</p> <p>Potential Hazards: Mains operated equipment being used in damaged condition – causing electric shock, injury or death. Allowing damage of mains operated equipment by letting the cable become kinked/ twisted – resulting in a short circuit of the power supply and possible electric shock, injury or death. Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 8. Wear suitable PPE 9. . Observe all rules regarding checking of electrical equipment before use. 10. Display wet floor signs. <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> 9. Ensure adequate ventilation. 10. Check PAT ticket and machine for damage 11. Signage and area secured/ barriers/ tape. 12. Never allow jet water to hit skin or animals. 13. Ensure that the cable is well out of the way of the path of travel. 14. Never allow extension connections to lie in a wet area. <p><u>MATERIALS</u></p> <p>Refer to COSHH Material Usage and Risk Assessment for the products you are using.</p>	

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action. Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Cleaning of Bodily Fluids
AREA:	All
EQUIPMENT:	Mop/ Bucket/ Clothes/ Paper Towels/ Broom/ Dust pan/ Signs/ Sharps container. PPE: - Gloves/ Mask/ Glass`s/ Apron.
MATERIALS:	Disinfectant/ Liquid spill Absorbent Crystals.

Method:

Isolate area using signs / hazard tape.

Wear PPE to protect from splash`s and wiping of own face by operative. Dispose of any glass or sharps into a sharps container. Scoop away excess spillage and place into waste container. Blot spillage using paper towels, place used towels into waste container (Do not rub surface).

Alternatively, Absorbent spill crystals can be used. They will turn spillage into a jelly like substance that can be swept up and placed into waste container.

Clean area with disinfectant. Wash hands and skin surfaces in soapy anti-bacterial disinfectant cleanser. All used equipment should either be disposed of or washed in a antibacterial disinfectant.

Potential Hazards:

4. Slip hazard.
5. Infection from spillage.
6. Damage to machinery and furnishings.

Safety Precautions:PERSONAL

4. Wear appropriate issue PPE.
5. Do not cross infect yourself by wiping face etc with hands until cleaned.
6. Dispose of all waste materials equipment correctly. Disposable clothes/ paper towel

EQUIPMENT

5. Ensure that the all equipment id washed or disposed of after use.
6. Do not place equipment in a manner likely to cause injuries to yourself or other people.
7. Where cleaning is carried out with client`s personnel or customers on site, ensure the appropriate warning signs are displayed, e.g. CLEANING IN PROCESS, and area secured/ barriers/ tape.

Materials.

Refer to COSHH Material Usage and Risk Assessment for the products you are using.

SAFE SYSTEM OF WORK

TASK:	Window cleaning using Reach and wash pole system
EQUIPMENT:	Wash pole system, Hose, Extension Lead
MATERIALS:	Water,
<p>Method:</p> <p><i>Battery operated equipment</i> – connections, Trailer, sockets, etc. should be checked on every occasion before use for any damage. If electrical parts are damaged, DO NOT USE THE EQUIPMENT. Pre filter and load water before travel to site in the tank according to the instructions on the Materials usage and Risk Assessment sheet in the Health & Safety Booklet on site. Attach the correct pole for the job you are doing to the pump machine and clean the window panel in accordance to the manufacturer's operating instructions. When using the equipment always ensure that the hose is out of the path of travel so that it does not cause a trip hazard. Never allow extension lead connections to lie on a wet floor area.</p> <p><i>All equipment</i> – check that the equipment you are to use is within the safety check date on the label.</p> <p>After use, the equipment must be emptied of dirty water and flushed out. All external surfaces must be wiped over and dried so that they remain clean. The hoses should be rolled and stored no kinks. When charging ensure done so in a safe environment with the correct lead and hose in a secure area.</p> <p>Potential Hazards:</p> <p>Battery operated equipment being used in damaged condition – causing electric shock, injury or death. Allowing damage of Battery-operated equipment by letting the cable become kinked/ twisted – resulting in a short circuit of the power supply and possible electric shock, injury or death. Safety Precautions:</p> <p><u>PERSONAL</u></p> <ol style="list-style-type: none"> 11. Wear suitable PPE 12. Observe all rules regarding checking of electrical equipment before use. 13. Display wet floor signs. <p><u>EQUIPMENT</u></p> <ol style="list-style-type: none"> 14. Ensure adequate ventilation. 15. Signage and area secured/ barriers/ tape. 16. Do not drink water, if so seek medical advice. 17. Ensure that the cable is well out of the way of the path of travel. 18. Never allow extension connections to lie in a wet area. <p><u>MATERIALS</u></p> <p>Refer to COSHH Material Usage and Risk Assessment for the products you are using.</p>	

These methods must be adopted by you to ensure your safety. Any Cleaning Operative not complying with the above may therefore be subject to disciplinary action. Under the requirements of the Health and Safety at Work Act, 1974, Section 7, you have a duty to protect the Health and Safety of yourself, your colleague and anyone else affected by your work.

SAFE SYSTEM OF WORK

TASK:	Cleaning of Bodily Fluids
AREA:	All
EQUIPMENT:	Mop/ Bucket/ Clothes/ Paper Towels/ Broom/ Dustpan/ Signs/ Sharps container. PPE: - Gloves/ Mask/ Glass`s/ Apron.
MATERIALS:	Disinfectant/ Liquid spill Absorbent Crystals.

Method:

Isolate area using signs / hazard tape.

Wear PPE to protect from splash`s and wiping of own face by operative. Dispose of any glass or sharps into a sharps container. Scoop away excess spillage and place into waste container. Blot spillage using paper towels, place used towels into waste container (Do not rub surface).

Alternatively, Absorbent spill crystals can be used. They will turn spillage into a jelly like substance that can be swept up and placed into waste container.

Clean area with disinfectant. Wash hands and skin surfaces in soapy anti-bacterial disinfectant cleanser. All used equipment should either be disposed of or washed in a antibacterial disinfectant.

Potential Hazards:

7. Slip hazard.
8. Infection from spillage.
9. Damage to machinery and furnishings.

Safety Precautions:

PERSONAL

7. Wear standard issue PPE.
8. Do not cross infect yourself by wiping face etc with hands until cleaned.
9. Dispose of all waste materials equipment correctly. Dispose of all waste materials equipment correctly.
Disposable clothes/ paper towel

EQUIPMENT

8. Ensure that the all equipment id washed or disposed of after use.
9. Do not place equipment in a manner likely to cause injuries to yourself or other people.
10. Where cleaning is carried out with client`s personnel or customers on site, ensure the appropriate

warning signs are displayed, e.g. CLEANING IN PROCESS.

Materials.

Refer to COSHH Material Usage and Risk Assessment for the products you are using.