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## HEALTH AND SAFETY POLICY STATEMENT

### 1. Statement of Intent

- 1.1. The Company recognises and is committed to ensuring the health, safety and welfare of all its employees, visitors and others who use the Company's premises and those in which we operate are not exposed to risks that might easily have been avoided.
- 1.2. The Company recognises and accepts these duties. The Company's policy is to achieve and maintain high standards of health, safety and welfare that comply fully with the Health and Safety at Work Act 1974 and related legislation.

### 2. Policy

- 2.1. To meet its responsibilities for health and safety, the Company will, so far as is reasonably practicable, take steps, which include arrangements for:
  - a) Ensuring that plant, equipment and systems of work are safe and without risks to health;
  - b) Making safe arrangements for the use, handling, storage and transport of hazardous articles and substances;
  - c) Promoting safety awareness and developing a positive health and safety culture on its sites;
  - d) Making available sufficient information, instruction, training and supervision to enable all employees to avoid hazards and contribute actively to their own health and safety at work;
  - e) Maintaining the Company's premises and those in which we operate in a condition that is safe and without risks to health, together with means of access and egress that are safe and without risk;
  - f) Providing a safe and healthy working environment for all employees with adequate facilities and arrangements for their welfare;
  - g) Ensuring that there are methods and systems for the assessment of risks in the workplace;



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- h) Encouraging effective consultation with all employees on health and safety matters; and
- i) Publicising the health and safety policy statement and keeping it annually under review.

**2.2.** Although a prime responsibility for health and safety is placed on the employer, staff are reminded that they have duties under the health and safety legislation to co-operate with the employer and to take reasonable care for the health and safety of themselves and others. If it were shown that, through an employee's "acts or omissions", other people had been put at risk, the employee may have a liability.

**2.3.** Ultimate responsibility for health and safety rests with the Company as the employer. In practice, the Company will need to delegate its functions to achieve an effective link between policy and practice. The Managing Director (who has direct responsibility for the management of health and safety) has the responsibility for establishing and maintaining the structures, which are necessary both to implement the Company's policy and to ensure compliance with relevant legislation.

### **3. Organisation for carrying out the policy**

#### **3.1. Company**

The Company accepts full responsibility for health and safety on site. It will seek to ensure, through the Managing Director, that the policy statement is widely available and effectively implemented by all managers, supervisors and staff. The management structure for implementing the policy is shown in Appendix 1.

The Company will nominate a Director whose function will be to report to the Board on H&S matters. Responsibility regarding health and safety management will remain with the nominated Director. Ultimate responsibility for all matters pertaining to H & S will be that of the Managing Director.

#### **3.2. Managing Director**

The Managing Director, with assistance from appropriate managers and advisers, is responsible for the safe functioning of all site activities. The site managers are responsible to the Managing Director for health and safety matters. The Managing Director will, so far as is reasonably practicable:

- a) Monitor the effectiveness of the health and safety policy in connection with the work on site and report annually.



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- b) Consult with managers responsible for health and safety matters.
- c) Ensure that members of the Senior Management Team and other managers understand their health and safety responsibilities and encourage the effective management of health and safety on site.
- d) Promote the active participation and co-operation of all managers and staff in implementing the health and safety policy.
- e) Take steps to ensure that consideration is given to the health and safety implications of changes in Company policies and systems.

The Managing Director will delegate responsibilities for health and safety in accordance with the management structure in Appendix 1.

### 3.3. Senior Management Team

The Senior Management Team will be responsible to the Managing Director for:

- a) Making arrangements to ensure that members of staff who report to them (directly or indirectly) are aware of the necessity to manage their areas of responsibility according to the standards in this policy statement, to meet statutory requirements and to other appropriate standards determined by Company management.
- b) Ensuring that staff understand the Company's health and safety policy and the various legal requirements that apply within their areas of responsibility
- c) Ensuring that staff, for which they are responsible, are aware of the high priority the Company gives to health and safety matters.
- d) Seeking advice on health and safety from the Health and Safety Officer and the site manager.



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### 3.4. Site Manager

The site manager is the Company's Health and Safety Manager. The Managing Director's responsibility for day-to-day management of health and safety will be delegated to the site manager, who will be supported and assisted by other managers and staff. The site manager will:

- a) Be responsible for the general oversight of health and safety management on site.
- b) Facilitate and assist with the implementation of the health and safety policy.
- c) Advise the Managing Director and the Senior Management Team on the measures necessary to comply with statutory requirements and to deal with any issues related to health and safety.
- d) Chair the Health and Safety Committee.
- e) Monitor, with the assistance of the Health and Safety Officer, the effectiveness of the health and safety policy and report to the Senior Management Team and other managers as appropriate.
- f) Produce policy guidance and procedures for the effective management of health and safety on site.
- g) Organise monthly site health and safety inspections and audits, prioritise and approve the action required within specific timescales.
- h) Review periodically emergency procedures including fire and first aid
- i) Co-ordinate, in conjunction with the Health and Safety Officer and the appropriate managers, the disposal of hazardous waste.

### 3.5. Site Supervisor

The site supervisors will be responsible to the Director of Facilities for implementation of health and safety policy and arrangements within their areas of responsibility and they will:

- a) Facilitate and assist with the implementation of the health and safety policy within their areas of responsibility.



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- b) Arrange for the dissemination of relevant information on policies, procedures and systems in connection with health and safety arrangements within their areas of responsibility.
- c) Co-ordinate the preparation and review of risk assessments for activities within their areas of responsibility.
- d) Identify and implement the training needs of their staff in connection with health and safety.
- e) Monitor, with the assistance of the Health and Safety Officer, the effectiveness of the health and safety policy and report to the Senior Management Team and other managers as appropriate.
- f) Designate competent persons to carry out all statutorily required examinations and tests of specialist equipment in areas of vocational curriculum.
- g) Ensure management health and safety inspections are carried out and actions implemented in line with College procedures.

### 3.6. Health and Safety Officer

The Health and Safety Officer will:

- a) Advise and assist the site supervisor, including advise on current, new and pending legislation.
- b) Advise all managers, supervisors and staff of their responsibility for health and safety, and implementing the Health and Safety Policy and on the standards the Company expects for health and safety.
- c) Advise managers, supervisors and staff on the completion of the appropriate risk assessments in accordance with the Management of Health and Safety at Work Regulations, the Control of Substances Hazardous to Health Regulations, and other relevant regulations and maintain central files of completed assessments.
- d) Act as Secretary to the company and Safety Committee.
- e) Disseminate the content and results of site health and safety inspections and monitor that approved recommendations are implemented.



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- f) Co-ordinate, in conjunction with the site manager and other managers, the training of staff on health and safety matters.
- g) Check that records of health and safety training are maintained.
- h) Monitor that competent persons designated by Company management carry out all statutorily required examinations and tests of equipment, and that records are kept available for inspection.
- i) Ensure that records of fire drills and fire alarm testing are maintained and monitor the records for each site.
- j) Ensure that records are kept of reportable injuries and dangerous occurrences, and through the site manager, for their statutory reporting to the Health and Safety Executive and Learning and Skills Council.
- k) Investigate where appropriate, any accident or incident and report the findings and necessary remedial action accordingly.
- l) Oversee the implementation of first aid arrangements and procedures.
- m) To prepare and co-ordinate the company H&S Plan and produce performance indicators and statistical data for consideration of the Senior Management Team.

### 3.7. Managers and Supervisors

Managers and supervisors are required to:

- a) Monitor the effectiveness of the health and safety policy on a day-to day basis and report periodically to the site manager.
- b) Ensure that their area of responsibility is managed for health and safety purposes according to the standards in the policy, to minimum statutory standards and to other appropriate standards that may be set by the Company.
- c) Ensure that the staff for whom they are responsible understand the practical aspects of this policy and the various statutory requirements that apply within their areas of responsibility.



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- d) Be responsible for ensuring that their staff are aware of the high priority that should be given to ensure a safe and healthy working environment for themselves and other staff
- e) Draw up, maintain and review the risk assessments for their areas required under the Management of Health and Safety at Work Regulations, and the Control of Substances Hazardous to Health Regulations, and draw up and implement Health and Safety Management Plans for their areas of work
- f) Report any damage or defects in plant, machinery, equipment or buildings and take effective measures to deal with any related hazards;
- g) Report to the Health and Safety Officer any accidents, incidents, near misses or damage for appropriate investigation;
- h) Nominate the appropriate members of staff to co-ordinate health and safety matters in their area of responsibility and carryout Health and safety Inspections;
- i) Ensure, where appropriate and in consultation with the Health and Safety Officer that any necessary supplementary policies are drawn up and implemented for their area of responsibility, particularly in connection with specialist cleaning activities;
- j) Draw up, implement and maintain any necessary detailed arrangements or systems for safe working;
- k) Arrange and carry out on site health and safety inspections / audits at least once per month. This is to be done for their area of responsibility and implement agreed measures within specific timescales;
- l) Where appropriate, be responsible for ensuring that guarding, interlocking and other safety devices for machinery and equipment are checked and that records are kept available;
- m) Maintain health and safety manuals and records for their areas of responsibility.

Managers and supervisors are encouraged to seek advice and support in connection with their health and safety responsibilities from the site manager and the Health and Safety Officer.



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### 3.8. Staff

All staff have duties and responsibilities in connection with health and safety at work and in particular:

- a) Under the Health and Safety at Work Act 1974,
  - i. It is the duty of every employee while at work:
    - to take reasonable care for the health and safety of themselves and of other people who may be affected by their acts or omissions at work; and
    - to co-operate with the employer or any other person so far as is necessary to enable the employer or other person to perform or comply with any relevant statutory duty or requirement
  - ii. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of the relevant statutory provisions.
- b) Each employee must comply with the requirements of relevant health and safety legislation and of this policy statement and with Company rules and arrangements for health and safety;
- c) Each employee must report all accidents, incidents and damage to their immediate manager;
- d) Each employee must comply with their duties under the Management of Health & Safety at Work Regulations, by informing the appropriate Company manager of:
  - i. Any work situation, which represents a serious and imminent danger to health and safety;
  - ii. Any shortcomings in the Company's protection arrangements for health and safety.
- e) Each employee must wear and use any personal protective equipment and safety devices that are provided by the College for their protection



# Ridge Crest Cleaning Limited

[www.ridgecrestcleaning.com](http://www.ridgecrestcleaning.com)

Ridge Crest Cleaning Limited  
Aylesford Business Centre  
High Street  
Aylesford  
ME20 7AX  
Kent

Phone 01622 717414

Fax 01622 717498

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#### **4. Arrangements and procedures**

The Company intends that this section of the policy statement should set out the arrangements for carrying out the functions described in section 3. The arrangements listed in Appendix 3 form part of this policy and are available separately: They will be kept under review by the Senior Management Team and revised as and when necessary.

#### **5. Health and Safety Committee**

The Health and Safety Committee is an integral part of the health and safety arrangements of the Company at all of its sites. It has the role assigned to it by the Board of Directors. It may make recommendations to the Board of Directors and these recommendations will be considered with the aim of reaching an acceptable decision.