

OffClean

HEALTH & SAFETY POLICY

General Statement

1. All reasonable steps will be taken by OffClean to ensure the safety of all employees engaged in cleaning operations. Where employees are undertaking these operations the work activity will be subject to risk assessment. Any control measures found necessary as a result of the assessment will be introduced. Training and information required by employees will be provided. The person responsible for implementing this policy is Arthur Edwards.

Arrangements for Securing the Health and Safety of Workers

2. OffClean will ensure the following:
- a. Carry out, or monitor, risk assessments of work activities involving Cleaning.
 - b. Ensure all necessary measures are taken to reduce any risks found as a result of the assessment.
 - c. Ensure all equipment used in the operation is suitable, of good Construction, of sound material, and free from defect.
 - d. Ensure that all equipment is obtained from reputable suppliers and manufacturers and conforms to the relevant British and European Standards.
 - e. Ensure that all plant and equipment used is clearly identified and regularly inspected and maintained.
 - f. Maintain a record system which identifies all company equipment used in cleaning operations and logs each inspection, repair and maintenance procedure undertaken.
 - g. Ensure all equipment is stored correctly.
 - h. Implement a reporting system, so that employees' concerns about cleaning operations are relayed to a responsible person and corrective action taken.

Safe Systems of Work

3. The major hazard of cleaning is falls and chemical spillage. The following precautions should help reduce the likelihood of such accidents occurring:

- a. Selection of suitable equipment and system of work.
- b. Checking equipment before commencing any cleaning operation.
- c. Removal of any defective equipment from service.
- d. Prompt reporting of defective equipment.
- e. Correct storage of equipment between operations.

4. Ensure that you have received the relevant information and training related to general procedures and specific procedures to be followed in order to avoid risks.

Summary Policy Statement

The three most important steps with regard to safe cleaning operations are to:

- a. Carry out risk assessments of each operation in order to identify specific as well as general hazards related to each operation.
- b. Use trained staff to carry out the operations and ensure that they are familiar both with the general and specific procedures, including permit to work systems, which must be followed.
- c. Use suitable, well-maintained plant and equipment which must be inspected at regular intervals and prior to use, so that any defects found are reported and result in the plant or equipment being removed from service immediately.