



Health & Safety Policy

2024

Welpol Contract Cleaning (Welpol) accepts its responsibilities for ensuring, so far as is reasonably possible, the health, safety and welfare of its employees, self-employed staff and other persons who may be affected by our activities. Welpol will take steps to ensure compliance with the relevant statutory provisions and our statement of intent is shown below:

Part 1: Statement of Intent

Our health and safety policy aims to:

- Prevent accidents and cases of work-related ill health Manage health and safety risks in our employees workplaces Provide PPE where required
- Consult employees on matters that affect their health and safety from any risk assessment Provide and maintain safe equipment
- Ensure safe handling and use of substances
- Maintain safe and healthy working conditions
- Provide clear instructions and specifications to ensure employees are competent to do their work
- Issue Company handbook to all employees
- Review and revise this policy regularly

Part 2: Responsibilities for health and safety

The day to day health and safety responsibility falls to the relevant Area Manager / On-site supervisor. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Ops Manager: Responsible for safety of staff, having up-to-date risk assessments and COSHH assessments, follow-up accidents and work related ill-health, emergency procedures, fire and evacuation procedures.

Onsite supervisor: Responsible for ensuring Health and Safety controls are adhered to in the workplace, maintaining equipment, cleaning materials used in a correct manner, information, instruction and training of employees.

All employees are responsible for:

- Co-operating with supervisors and managers on health and safety matters
- Using the correct safety equipment and personal protective equipment as required
- Reporting all health and safety accidents, incidents and concerns to an appropriate person as detailed above
- Taking reasonable care of their own health and safety

Competent Health and Safety advice:

Welpol has retained the services of the Safety Performance Group Ltd to provide advice on Health and Safety matters.

The appointed Competent Person is:

Steve McAtominey
CMIOSH, MBA, BSc
Principal Consultant, Safety Performance Group

Part 3: Arrangements for health & safety

Risk Assessments

Wepol is committed to reducing the risk of accident or injury to its employees or other persons who might be affected by its operations. It recognises the process of risk assessment as a valuable management tool in the reduction of accidents and injuries at work. Wepol will prepare written risk assessments for all reasonable foreseeable risks that may affect staff and other who may be affected by the company's activities. We will follow the HSE's 5 step approach for preparing risk assessments.

Risk assessments (particularly COSHH assessments for chemical risks) will be used to determine the appropriate control measures including PPE and work equipment suitable for hazards, and ensure the appropriate information, instruction, training and supervision is available to allow staff to carry out their jobs as safely as possible, and without risks to their health.

Training will be given to allow managers to undertake risk assessments on behalf of the company.

Accident and Incident Reporting

Wepol accepts that to help maintain a safe and healthy environment for employees and others, who use its premises and facilities, accidents and incidents need to be reported and investigated.

The responsibility for such investigation rests with the Ops Manager with appropriate support from the appointed Competent Person. Wepol also accepts its obligation to report certain types of injury, disease and dangerous occurrence to the Health and Safety Executive classified as RIDDOR.

Wepol is committed to ensuring that all employees are made aware of the need to report such accidents to management.

First Aid

First Aid is the initial management of any injury or illness suffered at work. It is administered to minimise the consequences of injury and illness and to preserve life until professional medical assistance can be obtained.

Where possible, Wepol will provide suitably trained personnel for rendering first aid to employees if they become ill or injured. Wepol will also provide adequate first aid equipment for such treatment.

Training

Training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to an effective Health and Safety culture and is needed at all levels.

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training is provided as follows:

- Risk assessments and COSHH assessments
- Induction training for new employees (Health & Safety awareness, company procedures and values)
- Changes to work methods, use of new equipment, or new cleaning chemicals
- A change in employee position work activity or responsibility
- Ongoing updates of Health & Safety policies, procedures and safety campaigns

Method Statements

Outputs from risk assessments will be incorporated into our recommended methods of working for all our work activities, where required.

Co-operation with Clients

Employees will always familiarise themselves with client procedures when attending site. In particular general site access, security, emergency procedures and high risk work activities including permit to work systems. Client site procedures and specific instructions will be followed at all times.

Manual Handling

Welpol has a policy of discouraging significant Manual Handling where-ever possible. Staff receive basic training on Manual Handling techniques and the use of relevant equipment and aids. Before moving heavy items consideration should be given to use lifting equipment or more than one person and using lifts when moving loads between floors in a building.

Hazardous Substances

Risks relating to hazardous substances are evaluated through COSHH assessments. The controls required including wearing PPE are covered in training to staff.

Working at Height

It is Welpol's express policy that all cleaning work undertaken by standard cleaning staff will be conducted with their feet firmly on ground level. Cleaning activity above ground level is not permitted.

Personal Protective Equipment

Welpol always intends to provide a safe and healthy working environment and practices. Welpol is committed to reducing the risk to it's employees and other persons. Personal Protective Equipment (PPE) will be provided to wear while at work on Welpol business.

Work Equipment Provision

Welpol will ensure employees and other persons connected to the business will have suitable work equipment to undertake their work safely as determined by risk and COSHH assessments.

Emergency Procedures

Welpol will ensure emergency procedures are in place to ensure employees are able to leave the building safely during an emergency situation. These include having fire protection measures and evacuation arrangements in place.

Communication

In order to meet the legal requirements of the Safety Representative and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate with all employees on the following:

- The health and safety policy Any rules specific to a site or job
- Changes in legislation or working best practice
- New method of work, new equipment and new cleaning chemicals