

Pure Water Cleaning Contractors Ltd

Health & Safety Policy

Approved by: Andrew Jukes

Job Role: Director

Signed: *Andrew Jukes*

Date:

This policy must be reviewed by the following date: Sep 5, 2024

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| Company Name: | Pure Water Cleaning Contractors Ltd |
| Approved By: | Andrew Jukes |
| Review Date: | Sep 5, 2024 |

General statement of intent: Health and Safety

Pure Water Cleaning Contractors Ltd has prepared this Statement to define how Pure Water Cleaning Contractors Ltd intends to manage, comply, and implement all aspects of Health and Safety, the associated regulations, legislation and client requirements.

Pure Water Cleaning Contractors Ltd recognise the importance of Occupational Health, Safety and Welfare in the successful operation of its activities.

Pure Water Cleaning Contractors Ltd believes that it is everyone's responsibility to participate in the occupational health safety and welfare systems and to contribute towards achieving our overall objectives of the highest standards of accident prevention while continually improving health and safety for employees and others.

Our policy and critical objectives for this year are to:

Provide, so far as is reasonably practicable, safe methods/systems of work, safe working conditions and a healthy environment, in particular to:

- Ensure the Health & Safety of all employees in connection with the use, handling, storage and transport of any articles or substances.
- Provide and maintain safe access to and egress from any place of work under our control.
- Provide and maintain a working environment which is adequate as regards facilities and arrangements for the health and welfare of employees while at work.
- Strive for active and continual improvement of its performance in managing occupational health and safety through implementing an H&S Management System.
- Ensuring that sufficient welfare facilities are provided in all workplaces before starting work and that checks are made to ensure that welfare facilities meet or exceed the minimum statutory requirements for the type of workplace.
- Communicate the contents of the policy to all employees with the intent that employees are made aware of their health and safety obligations.
- Provide training and instruction as may be necessary to personnel at all levels.
- Provide means of consultation on Health and Safety matters for all employees.
- Provide and display this policy and any such written instructions as are necessary to assist in the regulation of Health and Safety practices and operations.
- Provide a copy of the policy to all relevant parties and persons.

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Occupational health, safety and welfare are all employees' responsibility. Everyone is expected to contribute towards achieving the organisations, overall aims and objectives.

I aim to encourage initiative and adopt best practice in a culture where employees and managers are aware of their health and safety responsibilities and are actively engaged and committed to improving standards of Health, Safety and Welfare and to maintaining our Management Systems and all necessary resources will be allocated to achieve this. I commit to providing all required resources, including financial, to ensure the full and proper implementation of this policy.

This policy is to be reviewed periodically to ensure that it remains relevant and appropriate to the organisation, and takes account any changes in legislation or changes to company policy.

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Organisation and Managerial Responsibilities

The company is owned and managed by Andrew Jukes who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of the Company Directors, who remain responsible for ensuring that all operatives implement the company's Health & Safety Policy and associated procedures.

Day to day management of the company's operations is the responsibility of Andrew Jukes who may be supported by supervisors and managers. Depending on the size and nature of the workplace, the responsible person may be supported by one or more supervisors accountable for the direct supervision of the company operatives.

Faction Health and Safety Group Responsibilities

Pure Water Cleaning Contractors Ltd contract Faction Health and Safety Group to provide health and safety assistance and act as our competent health and safety advisor in accordance with regulation 7 of the management of health and safety at work regulations 1999.

Faction Health and Safety Group are responsible for working with Pure Water Cleaning Contractors Ltd based on the information provided by Pure Water Cleaning Contractors Ltd and advising on measures that will ensure compliance with all relevant health and safety legislation, legal reference documentation; HSE issued guidance documentation and industry best practice.

Faction Health and Safety Group provide this service to Pure Water Cleaning Contractors Ltd for the period as stated on the certificate of services.

Employee/Contractor Responsibilities

All company employees and contractors have a statutory duty to take reasonable care of their health & safety, and the health and safety of any other person who may be affected by their acts or omissions.

Therefore, it shall be the duty of all employees/Contractors while at work:

- Take reasonable care for the health & safety of themselves and others that may be affected by their acts or omissions at work.
- Co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.
- Refrain from intentional or reckless interference with equipment or systems provided in the interest of Health, Safety and the Environment.
- Co-operate with management when required on such things as accident prevention and all procedures related to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974, the Environmental Protection Act 1990 and all associated Regulations and approved code of practices.
- Maintain excellent standards of housekeeping in our premises and on client premises.
- Report any accident or incident including near misses (whether or not personal injury results) to the office.
- Report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which

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they have not been authorised and specially trained and competent to undertake.

- Ensure that no potentially hazardous item, substance or machine is brought on to the site or used without the prior knowledge and authority of their immediate Supervisor.
- Use, and if applicable, wear any item of Personal Protective Equipment. Law requires that any equipment supplied for safety must be used, and when not in use, it is properly cleaned, stored and maintained.
- Undergo any Health, Safety, Environmental and operational training deemed necessary by the company.

Staff Consultation;

If an employee or contractor becomes aware of any potential breaches of health & safety legislation or unsafe working practices, they must notify the Site Supervisor who will duly report to the Company Director/s.

If an employee or contractor feels that health & safety procedures may be improved, for example, by use of alternative equipment, they are encouraged to discuss any suggestions directly with the company management.

Specific Safety Functions and Named Responsibilities;

| Safety function | Person responsible |
|--|---|
| Overall responsibility | Company Director/s |
| Accident and incident investigation | Company Director/s |
| Provision of a safe system of work | Company Director/s |
| Provision of safe to use electrical appliances | Company Director/s |
| Providing information, instruction training and Supervision on projects | Company Director/s |
| Ensuring sufficient first aid provisions are available on each site and inspected accordingly | Company Director/s |
| Ensuring sufficient firefighting provisions are available on each site and inspected accordingly | Company Director/s |
| Liaise with Site Management and provide support and progress reports to Company Director as required | Works Supervisors |
| Reporting any issues | All employees and contractors |
| Taking care of their own health and safety and that of others who may be affected by their acts or omissions | All employees and contractors |
| Pre-Use equipment inspections | All employees, contractors and users of the equipment |
| Inspection of all equipment to protect workers from the risks associated with work at height | All employees, contractors and users of the equipment |
| Provide health and safety advice and support as required by Pure Water Cleaning Contractors Ltd | Faction Health & Safety Group Ltd |

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25. Behavioural Safety Management

1. Training and Supervision

Pure Water Cleaning Contractors Ltd (“the Company”) commit to ensuring that we provide all known and relevant health and safety information related to the activities at hand to both employees and any sub-contractors.

An initial assessment will be carried out, followed by ongoing training where needed to ensure that employees at all levels are:

- Competent to carry out work safely, to operate standard and specialist tools, plant and work equipment.
- Aware of their health and safety responsibilities.

Decisions relating to ongoing training of employees will be regularly reviewed on a needs basis. The designated Health and Safety person will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee’s personal file.

Before any works are awarded to sub-contractors, checks will be made to ensure that they are competent to carry out the tasks applicable to their trade and that they have appropriate health and safety management systems in place.

Principal Contractors or Site Duty Holders will undertake induction of all operatives on the 1st day of working on each respective site. The Pure Water Cleaning Contractors Ltd Work Supervisor will ensure that risk assessments and method statements are briefed to all operatives before starting work on any Site.

In domestic properties, a basic induction will be completed by the Work Supervisor and access and escape routes discussed before starting work.

Training requirements will be identified, and an annual training programme developed. The training programme will form part of our set aims for the year – Internal training will be undertaken via toolbox talks/modular training programme.

Toolbox talks are provided by our Health and Safety consultancy on a fortnightly basis and delivered to our workforce accordingly. All Attendees to the toolbox talk will sign the briefing record. Pure Water Cleaning Contractors Ltd may deliver several toolbox talks on relevant topics on the same day, following a safety alert, upon request by a Client or following an accident or incident.

Where required, additional toolbox attendance registers can be obtained here:

Key Documentation to comply with this Policy

Recruitment, Training and Competence internal audit Pro-forma

Induction training record

Toolbox Talk Briefing record

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2. Lone working

Pure Water Cleaning Contractors Ltd commit to ensuring that best practice methodologies and areas for consideration relating to any person(s) that are required to work along with planning such works to ensure that the activity is completed safely.

Lone and out-of-hours working poses a potential risk to those carrying out the activity, especially when issues such as emergencies, loss of communications and unexpected changes in circumstance take place.

When planned correctly, lone and out-of-hours working can be undertaken in a safe manner and is often the only practical way to complete certain types of work.

For most circumstances, there are no specific legal duties on employers about lone working. However, Pure Water Cleaning Contractors Ltd have a general duty under Section 2 of the Health and Safety at Work Act to provide and maintain safe working arrangements and ensure the safety of employees. Regulation 3 of the Management of Health and Safety at Work Regulations specifies the need to carry out a risk assessment of tasks to which their employees are exposed.

Lone working can is defined as:

Any work activity that is to be carried out in isolation from other workers by an individual or a small team. Depending on the nature of the site, some cleaning operations may require lone working.

Additional control measures will be identified within the Risk Assessment and Method Statement when managing individuals who are required to lone work, or those that may be working outside of audible range / line of sight of the rest of their working colleagues.

Out-of-hours working is defined as:

That is generally considered being outside the normal working hours of a workplace where supervision and/or site activities are at a minimum or even non-existent. Such situations may include night shift or weekend cleaning work. In such situations, it is imperative that an agreement has been reached in the planning stages as to how supervision and activities will be maintained.

Lone Working competency and fitness

It is essential that the worker identified to undertake the activity is competent and fit to do so. It is important that both the Works Supervisor and the Worker concerned appreciate the nature of the activity and the work involved.

The Company Director must ensure the Risk Assessment and Method Statement for which the lone or out-of-hours work activity is to be undertaken is completed and reviewed to ensure that it is suitable and sufficient for the activity. They must take account of the individual, the location, the equipment and/or materials to be used and any emergency that could arise.

The Company Director must consider the following points during the risk assessment process (further guidance is available below):

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- Remoteness and Isolation
- Communications and personal alarms
- Supervision and monitoring
- Medical suitability
- Emergency situations
- Information and training
- Out of hours controls
- Management of change (activity, location etc.)

-
Communications and personal alarms

It should be ensured that appropriate communications are maintained with the lone worker, especially when continuing supervision is required. The lone worker will be equipped with a means of two-way communication, a pager or a personal alarm.

The system should enable the worker to raise an instant alarm or be located accurately if assistance is required.

Automatic warning devices, which operate if specific signals are not received periodically from the lone worker, are also available. It should be remembered that mobile phones have limitations such as restrictions of the work environment, battery life, signal strength and incapacity of the lone worker

Medical suitability

The Company Director shall consider whether the job imposes any extra demands on the lone worker's physical or mental stamina and if the lone worker suffers from any illness that might increase the task risks.

Both routine work and foreseeable emergencies may impose additional physical and mental burdens on the individual.

Emergency situations

The risk assessment should identify foreseeable events and emergency procedures should be established, and employees trained in them, consideration should be given on how to communicate if the operatives' first language is not English.

Lone workers should be capable of responding promptly and correctly to emergencies and should have access to adequate first-aid facilities (the risk assessment may indicate that lone workers need training in first aid). In addition, those persons designated to respond in such an event must be available at all times specified and must act promptly and according to the agreed system.

Information and training

Training and information must be provided to a lone worker to enable him/her to identify hazards and take appropriate action to avoid them. She/he must be entitled to leave the workplace if there is serious and imminent danger. Training is particularly important where there is limited supervision to continuously guide and help in situations of

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uncertainty.

In addition to this guidance, the Health and Safety Executive document, Working Alone (INDG 73), can be used as a further source of information.

Out-of-hours

The main issue is the type and level of control measures that are necessary in order to maintain well-being when undertaking out of hours working. Should the risks be considered too high for out-of-hours working by third party individuals owing to lack of supervision, Pure Water Cleaning Contractors Ltd will arrange for competent supervision to be provided and subsequent health and safety provisions to be made as necessary.

It is imperative that out-of-hours working is agreed in advance and that all hazards and risks in addition to those posed by lone working are identified. A Safe System of Work will be developed and include risk assessments and method statements, emergency procedures, site briefings (to include 'no go areas', etc.) and communications.

On contracts where out-of-hours working is likely owing to a client's need to have 24-hour access to deal with emergencies, for example, the interface with project out-of-hours status should be agreed between all relevant parties and written down in the form of a Safe System of Work.

Key Documentation to comply with this Policy

Lone Working internal audit Pro-forma

3. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

When planning work, Pure Water Cleaning Contractors Ltd shall ensure that all potentially hazardous work activities undergo a suitable and sufficient Risk Assessment and ensure that control measures are implemented to prevent any accident, incident, disease or dangerous occurrences arising and that these will be maintained and revised as needed.

Risk Assessments will always be carried out on:

- Work above ground level.
- Any activity that involves the operation of any mobile equipment as part of the contract.
- All activities that involve the use or creation of a hazardous substance.

Where required, a point of work risk assessment shall be undertaken on-site by Operatives that are representing Pure Water Cleaning Contractors Ltd.

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Key Documentation to comply with this Policy

[Return to work risk assessment](#)

[Expectant Mother risk assessment](#)

[Young Person risk assessment](#)

4. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

Pure Water Cleaning Contractors Ltd will work with the Duty Holder &/Or Principal Contractor to ensure that the required pre-start safety provisions are in place before commencing with work.

All staff involved in programming work and supervising it on site will ensure that at no time are any premises left with exposed edges, trailing leads or live cables, or anything that may present a hazard to anyone who uses the area.

Where works are to take place where members of the public have access, the Work supervisor will ensure that measures will be taken to ensure that they are not adversely affected.

Pure Water Cleaning Contractors Ltd will ensure that all workplaces are provided with welfare facilities that meet the needs of all those who will use them, including contractors and wherever appropriate, people with disabilities.

[Void Properties](#)

Prior to working within any void property – The Client Representative and Pure Water Cleaning Contractors Ltd Director will inspect the premises. The client will then issue a report before cleaning work commences, which will identify and hazards or if any specialist PPE is required. If anything is identified such as needle sticks or sharps, these will be removed from arrangements made by the client and once they are removed, Pure Water Cleaning Contractors Ltd can start the work within the property.

Inspections will be recorded using the following forms:

Key Documentation to comply with this Policy

[Site inspection report form](#)

[Welfare inspection report form](#)

5. Control of Substances Hazardous to Health

(COSHH 2002)

For all materials or substances utilised which may be hazardous to health, a risk assessment for the use or creation of a hazardous substance will be carried out by a competent person.

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A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets.

The COSHH assessment includes determining the hazardous substances that are likely to be encountered, thinking about the risks they present to health, asking how much and how often the substances are used, how hazardous they are and what are the exposure routes and finally deciding on the action needed to prevent exposure or to reduce it as far as is reasonably practicable. This will also include the steps to be taken in an Emergency, to clear up any spills and to safely dispose of any residues. Except for the most trivial cases, the conclusions of this assessment must be recorded, made readily accessible and reviewed as required.

Where respiratory protective equipment is provided, the manufacturer's instructions will be reviewed and followed for limitations of use, maintenance and storage of the equipment.

Key Documentation to comply with this Policy

[COSHH internal audit Pro-forma](#)

[Skin Protection assessment](#)

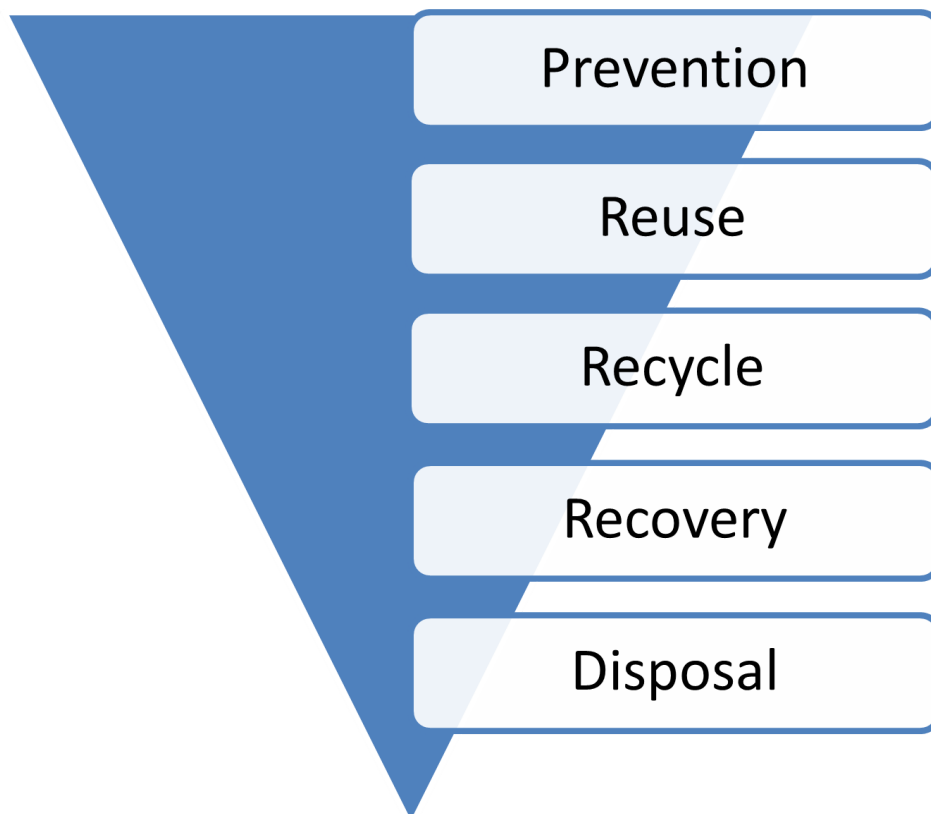
[COSHH Assessment form](#)

6. Waste Management


Pure Water Cleaning Contractors Ltd is committed to managing waste arisings in accordance with current legal and other requirements and, as far as reasonably and economically practicable, the principles of the Waste Management Hierarchy in order to continually improve the organisation's environmental impacts.

The following waste management hierarchy denotes the steps that Pure Water Cleaning Contractors Ltd take to minimise waste and reduce our environmental impact.

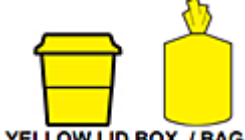

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Types and Management of Waste

| Waste type | Description and Examples | Correct storage and disposal method | Type of bag/receptacle |
|--|--|--|--|
| Potentially infectious and known infectious waste EWC: 18 01 03* | Waste from patients treated in isolation. Dressings wound packs, soiled bandages, swabs, wound drains, suction containers, used chest drains and central lines. Items contaminated with blood. | Discard into UN approved orange bags, which must be clearly labelled or tagged. These bags must be transferred to a designated wheelie bin or storage cupboard that is appropriately colour coded and/or labelled. Disposal by Alternative Treatment. |  ORANGE BAG |

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| <p>Infectious or hazardous waste which requires disposal by incineration</p> <p>EWC: 18 01 03*</p> | <p>Medicinally or chemically contaminated waste</p> <p>Clinical waste which is known or suspected to be contaminated with Category A pathogens if unable to be treated on-site</p> <p>Examples: Items infected with CJD Reagent containers, chemically contaminated samples and diagnostic kits containing chemical residues</p> <p>Chemically contaminated spill kits.</p> | <p>Discard into UN approved yellow bag / box as required. The label must be signed when the box is assembled.</p> <p>These containers must be transferred to a designated wheelie bin or waste storage cupboard that is appropriately colour coded and/or labelled.</p> <p>OR</p> <p>Collected on request by portering staff in line with local operational procedures In the event that this waste cannot be pre-treated, e.g. autoclave breakdown, local departmental contingency procedures apply.</p> <p>Disposal by Incineration.</p> |  <p>YELLOW LID BOX / BAG</p> |
| <p>Hygiene / Offensive waste</p> <p>EWC: 18 01 04</p> | <p>Non-infectious healthcare waste</p> <p>Examples</p> <p>Contenance pads, sanitary waste, Stoma / catheter bags, faecal contaminated items. Lightly soiled gauze, cotton wool including from phlebotomy and cannulation Empty IV bags containing saline and glucose (sharp concealed in the bag)</p> <p>Note: No free-flowing liquid. Non-infectious bodily fluids must be disposed of via the sluice.</p> | <p>Discard into a yellow bag with black stripes (tiger stripe bag).</p> <p>Bags must be transferred to a designated wheelie bin or storage cupboard that is appropriately colour coded and/or labelled.</p> <p>Disposal in landfill</p> |  <p>BLACK / YELLOW STRIPE BAG</p> |

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| <p>Domestic waste</p> <p>EWC: 20 03 01</p> | <p>Any non-hazardous general waste, where recycling facilities are not available</p> <p>Examples</p> <p>Non-recyclable items, e.g. crisp packets, coffee cups, many plastic packaging, paper plates uncontaminated wipes and cloths, some nutritional product packaging</p> | <p>Discard into black bags.</p> <p>Bags must be transferred to a designated wheelie bin or waste cupboard that is appropriately colour coded and/or labelled.</p> |  <p>BLACK BAG</p> |
| <p>Confidential Paper</p> <p>EWC: 20 01 01</p> | <p>Any paper containing information deemed confidential by the Health Board.</p> <p>Examples</p> <p>Please see Data protection policy</p> <p>Items where the confidential element has been removed, e.g. using a black permanent marker</p> | <p>Where facilities are available, any confidential paper should be shredded to a minimum DIN Level 3 standard and disposed of in a clear paper recycling bag.</p> <p>All other confidential paper must be disposed of in a designated confidential waste bag.</p> <p>Any confidential paper must not be disposed of in any other bag. When full to the line, the confidential waste bag must be secured, and a collection request made to portering staff in line with local operational procedures.</p> |  <p>SHRED PAPER WHEN POSSIBLE</p>  <p>CONFIDENTIAL WASTE BAG</p> |

Collection, storage and disposal of waste

Local waste disposal points

Waste shall only be stored at designated waste disposal points. Waste containers must never be left awaiting collection in public areas.

All waste disposal points shall be clearly marked with the type of waste and the associated colour coding, to ensure that waste is clearly segregated and prevent mixing.

Areas must be secure and not accessible by unauthorised personnel.

All waste disposal points shall be provided with the appropriate storage containers and/or fixtures.

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Storage containers and/or fixtures must not be used if broken. Action must be taken to ensure such items are removed and replacements introduced.

Must be kept clean and cleared of waste on a regular basis.

Removal and Disposal of waste

Waste must only be removed from a site by a suitably registered waste carrier for onward treatment or disposal at suitably permitted waste sites.

Each waste collection must be recorded when the collection occurs, on a waste transfer note (for non-hazardous waste) or a waste consignment note (for hazardous waste). These notes are a legal record of the waste transfer.

Transfer Notes must be retained for a minimum of 2 years, and Consignment Notes a minimum of 3 years. These must be retained in a designated file and made available for review on request.

If any doubts arise as to the correct method for conducting such checks, or about the legitimacy of a particular waste contractor, contact the Company Director for clarification.

7. Asbestos

(Control of Asbestos at Work Regulations 2012)

Asbestos is an extremely hazardous substance and as such, must be treated with the utmost care. When working on-site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary. All Pure Water Cleaning Contractors Ltd Operatives (Including Sub-Contractors) that are liable to be exposed to Asbestos during their works shall complete Category A Asbestos awareness training.

No disturbance such as drilling, breaking or cutting etc. shall be carried out to any material suspected of containing asbestos fibres.

Any suspicious material shall be reported to the site or building manager immediately.

A Management Survey should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACM's) in the building which could be damaged or disturbed during standard occupancy, including foreseeable maintenance and installation, and to assess their condition before starting work.

Refurbishment and demolition surveys should be made available to Operatives where refurbishment work or other work involving disturbing the fabric of the building is carried out.

Pure Water Cleaning Contractors Ltd's company policy is that we will not work on asbestos or asbestos-containing materials.

If any substance suspected to be containing asbestos is found during the project on any site, all work in the area will cease immediately to avoid any risk of exposure. Work will be suspended in that area until the substance has been identified and made safe/removed by specialist contractors.

Key Documentation to comply with this Policy

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Asbestos internal audit Pro-forma

8. Manual Handling

(Manual Handling Operations Regulations, 1992.)

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Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load.

Regulation 4 of MHOR requires the employer to avoid the need for hazardous manual handling activities, so far as is reasonably practicable. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk.

Suitable controls must then be introduced to reduce the risk of injury to the lowest extent that is reasonably practicable. This may be achieved by the use of automation, mechanical aids, or redesigning the system of work or even the workplace itself.

An assessment should take into consideration the task, the load, the individual, the environment and any other factors which may affect safe lifting and carrying (for example, the use of personal protective equipment).

Assessments should be reviewed when there is a significant change in the:

- Activity or process.
- Working environment.
- Numbers or abilities of personnel.
- Nature of the load(s) to be handled.

Reassessment may also be required where accident/absence statistics show that the original control measures were not effective.

The company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include the ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

An assessment of manual handling activities will be carried out by the Work Supervisor and the Operative involved with the task.

Risks which are identified will be reduced to the lowest level reasonably practicable.

Key Documentation to comply with this Policy

Manual Handling internal audit Pro-forma

Manual handling risk assessment

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9. First Aid

(Health and Safety (First Aid) Regulations, 1981)

To enable Pure Water Cleaning Contractors Ltd to comply with Health and Safety at Work act 1974 and specifically meet its objections under the health and safety (First Aid) regulations 1981. We shall:

- Provide appropriate treatment for all injuries and ill health experienced at work. To provide adequate numbers of trained First Aiders and Medical personnel along with suitable facilities, equipment and supplies.
- Ensure that all employees always have access to adequate First Aid provision . The risk assessment or first aid needs assessment will determine the level of cover that is required. It will be the Company Director's responsibility to ensure that every site has a first aid trained person.

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On shared or multi-occupied sites, Pure Water Cleaning Contractors Ltd reserve the right to utilise the first aid cover provided by other Employers. If this right is exercised, it will be agreed in advance with written agreement obtained from the other employers. Pure Water Cleaning Contractors Ltd will be required to share all associated Risk Assessments (Including COSHH assessments) with the other employers as part of due diligence checks to ensure that the shared first aid provisions are adequate.

Key Documentation to comply with this Policy

First Aid internal audit Pro-forma

First-aid needs assessment

10. Accident Reporting

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

Pure Water Cleaning Contractors Ltd aims to progressively reduce the accident rate and the level of ill health by ensuring that all accidents/incidents and near misses, which occur at work, will be reported, investigated and where appropriate controls implemented to reduce the risk of recurrence. The records of all accidents within the company will be recorded within the company accident book as required

All reportable Accident/Incidents, Dangerous occurrences and cases of Occupational ill-health and Industrial disease shall be reported to the Health and Safety Executive by the Company Director per RIDDOR 2013.

All accidents will be recorded in an accident book at the site/location where it occurred. All personal details will be kept secure to comply with Data Protection legislation.

Key Documentation to comply with this Policy

Accident & Incident Internal Audit pro-forma

Accident and Near Miss Report

Injured Person Report

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11. Electrical systems and equipment

(Electricity at Work Regulations, 1989)

The primary duties imposed upon employers and employees about electrical safety are contained in the Health and Safety at Work Act 1974 (HSW Act) and the Electricity at Work Regulations 1989 (EAWR).

All practicable steps will be taken to ensure that electrical equipment is safe to use or maintain. Pure Water Cleaning Contractors Ltd acknowledges that work on electrical equipment can be hazardous, and it is, therefore, the company's intention to reduce the risks to an acceptable level for both the Company and the Operatives. The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors that have been contracted to undertake work involving electrical equipment. In the event of issues involving electric power, employees and contractors must stop work and inform a responsible person immediately, and the Pure Water Cleaning Contractors Ltd will then take the necessary measures to investigate and remedy the situation.

Pure Water Cleaning Contractors Ltd will ensure electrical systems and equipment are installed maintained and managed to the appropriate standard and that persons working with electrical systems and equipment are competent to do so.

It is the policy of the Company that wherever possible, all hand tools will be battery-powered or 110v. Where this is not possible, a Residual Current Device (RCD) will be used.

Key Documentation to comply with this Policy

Electrical Safety internal audit Pro-forma

12. Noise

(Control of Noise at Work Regulations, 2005)

Noise at work can cause temporary or permanent hearing loss. People often experience temporary deafness after leaving a noisy place, but usually, recover their hearing within a few hours. Permanent hearing damage can be caused immediately by sudden, loud, explosive noises, for example, from guns or cartridge-operated machines, but hearing loss is usually gradual due to prolonged exposure to noise. People may only realise how deaf they have become when damage, caused over the years by noise, combines with hearing loss due to ageing. Hearing loss is not the only problem. People may develop tinnitus (ringing in the ears), a distressing condition that can lead to disturbed sleep.

The Control of Noise at Work Regulations have laid down critical limits to noise exposure. These are:

Lower exposure action values:

- Daily or weekly exposure of 80 dB(A)
- Peak sound pressure of 135 dB(C)

Upper exposure action values:

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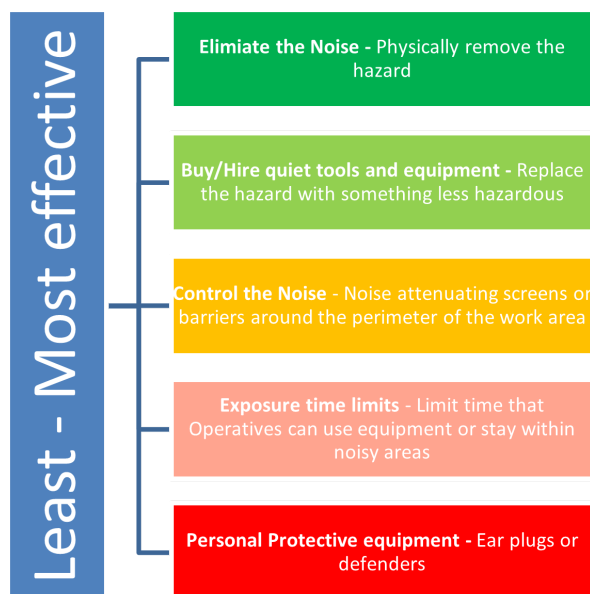
- Daily or weekly exposure of 85 dB(A)
- Peak sound pressure of 137 dB(C).

To ensure that we prevent or reduce risks to health and safety from exposure to noise at work and that our policy will be clearly understood throughout the company, we will:

- Identify all operations within the business where there is a noise risk and who is likely to be affected;
- Ensure that the risks to employees from noise at work are assessed by a competent person, where we have identified a potential problem;
- Take the necessary action to reduce the noise exposure that produces these risks, ensuring that the legal limits of noise exposure are not exceeded;
- Provide employees with suitable hearing protection (see the personal protective equipment (PPE) policy) where noise exposure cannot be reduced enough by using noise control techniques;
- Provide our employees with adequate information, instruction and training to understand the noise risks that they may be exposed to and how to use noise control techniques and the hearing protection provided;
- Carry out health surveillance where the noise risk assessment has identified there is a risk to health; and
- Review, and amend as necessary, the noise risk assessment on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

The Work supervisor will ensure that noisy works do not cause a nuisance to others. Where practicable, noisy works will be undertaken at times where the premises are empty. The Work supervisor will ensure that occupants of any neighbouring properties who may be affected by noisy operations are informed before the works starting. All Personnel who will be working in the vicinity of the noisy work will be provided with suitable hearing protection to wear.

The following diagram shows the steps that will be taken within the company to help control noise-related hazards.



Key Documentation to comply with this Policy

Noise at Work internal audit Pro-forma

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Noise – Annual health assessment

13. Hand Arm Vibration

(Control of Vibration at Work Regulations, 2005).

Hand-arm vibration (HAV) is vibration transmitted into the hands and arms when using hand-held, powered, work equipment. Excessive exposure to HAV can cause hand-arm vibration syndrome (HAVS) and carpal tunnel syndrome. HAVS affects nerves, blood vessels, muscles and the joints of the hand, wrist and arm: it includes vibration white finger, which can cause severe pain in the affected fingers. If ignored, HAVS can become disabling.

The Control of Vibration at Work Regulations have laid down essential limits to vibration exposure. They are as follows:

- The exposure action value (EAV) for hand-arm vibration - a daily exposure of 2.5 m/s²
- The exposure limit value (ELV) for hand-arm vibration - a daily exposure of 5 m/s².

These values represent a high risk above which employees should not be exposed to.

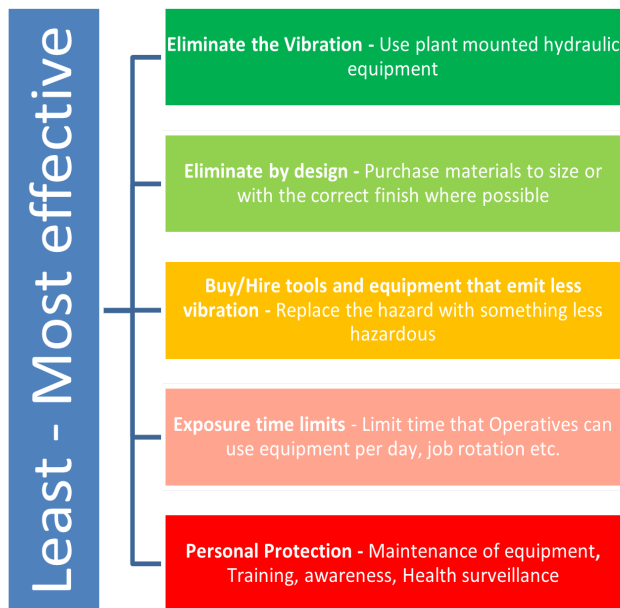
To ensure that we prevent or reduce risks to health and safety from hand-arm vibration and that our policy will be clearly understood throughout the company, we will:

- Identify work processes, tasks, activities and machinery that could expose our employees to risks caused by hand-arm vibration;
- Carry out an initial hand-arm vibration survey
- Ensure that the risks to employees from exposure to hand-arm vibration are assessed by a competent person, where we have identified a potential problem;
- Take the necessary action to reduce the exposure to hand-arm vibration that produces these risks, ensuring that the legal limits of hand-arm vibration exposure are not exceeded;
- Ensure that all work equipment provided is regularly maintained and tested under statutory requirements or manufacturers' instructions, where applicable, using competent contractors, where necessary;
- Provide suitable and sufficient information and training for employees;
- Provide employees with adequate hand-arm vibration protection (see the personal protective equipment policy) where vibration exposure cannot be reduced enough by the selection of low vibration equipment or through the use of engineering control techniques;
- Provide appropriate health surveillance where the risk assessment indicates that there is a risk to the health of employees; and
- Review, and amend as necessary, assessments on an annual basis, when a competent reviewer considers a change in circumstances in the workplace will affect hand-arm vibration exposure levels, when other significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

The following diagram shows the steps that will be taken within the company to help control vibration-related

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hazards.



Key Documentation to comply with this Policy

[Hand Arm Vibration internal audit pro-forma](#)

[Individual Vibration exposure calculator](#)

[Hand Arm Vibration Screening question](#)

[Hand Arm Vibration Annual Health assessment](#)

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14. Work at Height

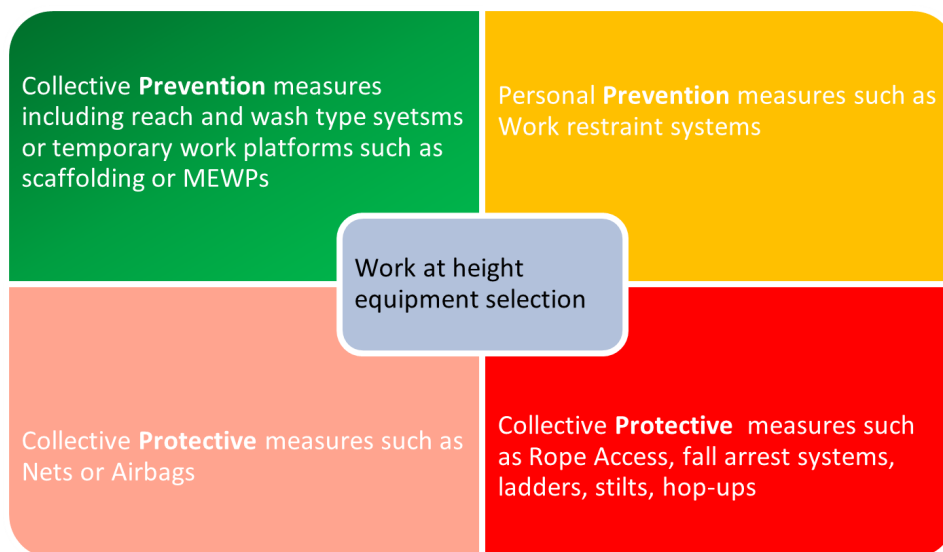
([Work at Height Regulations 2005](#)).

Most cleaning work undertaken by Pure Water Cleaning Contractors Ltd is at ground level; however, work at height may be required. During the planning phase of cleaning work, the task will be assessed, and any work at height will be identified, the most suitable means of access equipment will then be determined – Wherever reasonably practicable, ‘podium hop-ups’, or similar will be used. Ladders and Step Ladders will only be used for short term access (30 minutes duration, or less) or where the use of ‘podium hop-ups’ etc. is deemed unsuitable or unnecessary due to the duration of the works. Proper control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

This policy outlines the steps to be taken to ensure that staff or others do not work at height where it can be avoided. Where this is not possible, a written suitable and sufficient risk assessment must be undertaken, and a safe system of work developed.

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Any work at height needs to be carefully planned before the work activity, appropriately supervised and carried out safely. Careful consideration should be given to the selection and use of work equipment referencing the table below to determine the safest, possible solution:



Key Documentation to comply with this Policy

[Work at height internal audit Pro-forma](#)

[Work at height rescue plan](#)

[Ladder Inspection form](#)

[Scaffold Inspection form](#)

15. General Work Equipment

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998).

Pure Water Cleaning Contractors Ltd shall ensure that provide:

- Suitable equipment for all work to be done (Reg 4).
- Well maintained equipment that is in good working order and repair (Reg 5).
- A suitable inspection regime on all equipment and plant as required (Reg 6).
- Training and development to ensure that all employees are competent to use the equipment (Regs 8 & 9).
- Sufficient pre-checks on operating certificates of any employees or sub-contractors' equipment before they use it.

On occasion, the Pure Water Cleaning Contractors Ltd may need to hire specialised cleaning equipment due to either the nature or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and where necessary supply training to ensure all users are trained and competent

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in the use of the equipment.

The following diagram shows the steps that will be taken within the company to help control hazards related to work equipment.

Key Documentation to comply with this Policy

Work Equipment internal audit Pro-forma

16. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Director/s and the Works Supervisors to ensure an adequate supply of fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

The Works Supervisors will be responsible for ensuring that escape routes are maintained at all times on each respective site.

Key Documentation to comply with this Policy

Fire Safety internal audit Pro-forma

Fire Risk Assessment

17. Computer screens

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Directors/Partners will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a Visual Display Unit and the work done, the usability of their workstation and general working environment.

Key Documentation to comply with this Policy

Display Screen Equipment internal audit Pro-forma

DSE Assessment (HSE)

18. Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work (Amendment) Regulations (PPE) 2022)

Pure Water Cleaning Contractors Ltd will provide task appropriate PPE free of charge to guard against hazards, which

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have been identified through a risk assessment and control measures do not reduce the level of risk to an acceptable level. We will provide information on the correct use, maintenance, storage and any hazards relating to the use of PPE and monitor and ensure the correct wearing of PPE where required.

The company acknowledges that hazards and associated risks will have been identified if this equipment is used.

It is the intention of the Pure Water Cleaning Contractors Ltd to ensure, through the proper use of this equipment, that any risks are reduced to an acceptable level. While it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

The implementation of this policy requires the total co-operation of all members of management and staff.

There will be full consultation with employees through existing channels of communications.

Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

The Director and the Works supervisor will ensure that all employees and sub-contractors have access to a sufficient supply of PPE when required.

Key Documentation to comply with this Policy

PPE issue record

PPE internal audit Pro-forma

19. Monitor and review

Monitoring will be undertaken by regular visits to the site from the Managing Director/Work Supervisor, and at these times any deficiencies will be immediately rectified. Monitoring will also be conducted via regular communication with Site Duty Holders or Principal Contractors and by attending site meetings as requested.

We will formally review our policies, procedures and aims and objectives at regular intervals and no later than the date in the footer of this document. This will be documented within the health and safety policy, statement of intent.

Key Documentation to comply with this Policy

Site Inspection report

Workplace inspection form

H&S Policy Internal Audit Pro-forma

Management system audit form

20. CDM Regulations

(The Construction (Design & Management) Regulations, 2015)

Pure Water Cleaning Contractors Ltd recognises the requirements of these regulations and makes every endeavour to

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comply.

Briefly, the regulations call for:

- Competence of all - A person must be capable of carrying out duties placed on him/her and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless they are either:

- Competent
- Under the supervision of a responsible person

Pure Water Cleaning Contractors Ltd selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained, and personnel are encouraged to take on additional training to improve skills. Further in-house training refresher sessions are provided to keep personnel up to date with current regulations.

Where Pure Water Cleaning Contractors Ltd is working as a contractor on construction-related projects, we will request a copy of the Principal Contractor's CPP before working on site. In the event of any uncertainty regarding our duties under CDM 2015, the Company Director will bring this to the attention of the retained health and safety consultancy.

Key Documentation to comply with this Policy

Construction, Design and Management internal audit pro-forma

21. Welfare

(The Workplace (health, safety and welfare) Regulations, 1992) or (The Construction (Design & Management) Regulations, 2015)

In most cases, company employees/contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Company Director to ascertain if this is possible before the commencement of a contract. Where it is not possible, it will be the responsibility of the Company Director to establish the location of suitable temporary or public facilities.

Where work is carried out in people's homes/domestic premises, we will make a verbal request to use their washing facilities if required – Welfare arrangements will be managed and documented within the RAMs document for that site or within a Project Construction phase plan when applicable.

Key Documentation to comply with this Policy

Welfare Provisions internal audit Pro-forma

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22. Site/Premises Security

Construction-related

Pure Water Cleaning Contractors Ltd generally work as a contractor on behalf of the Principal Contractor; therefore, Site security is controlled and Managed by the Person/Company with the responsibility of ensuring health and safety on site. Pure Water Cleaning Contractors Ltd Employees and Sub-Contractors (Where applicable) will abide by all Principal Contractor & Site Duty Holder site rules regarding Site Security.

On construction sites where Pure Water Cleaning Contractors Ltd are required to work, the following security measures will be implemented depending on the nature of the site:

- Locking of all access and egress points (Including windows).
- Security fencing or hoarding around the perimeter of the site.
- Warning Signage compliant with the Health and Safety (Signs and Signals Regulations) displayed in appropriate locations.
- Site Inspection complete before leaving the site to identify any potential entrance points for unauthorised persons.

Non-Construction related

Where Pure Water Cleaning Contractors Ltd provide cleaning service on non-construction industry sites, access to and from the premises shall be controlled in one of two ways:

1. Using the site security officers/personnel were employed to provide 24-hour security
2. Controlled access into the premises from a remote security operative.
3. Using key access provided by the Duty holder by means of Keys, fobs, access cards etc. depending on the nature of the security arrangements at the premises.

Prior to leaving the premises following the completion of work, all Operatives working on behalf of Pure Water Cleaning Contractors Ltd will ensure that the following is complete before leaving the site:

- All windows and doors are locked closed.
- A site inspection is undertaken to identify any potential locations where unauthorised persons may be able to access the premises.

23. Occupational Health & Mental Health

Pure Water Cleaning Contractors Ltd commit to ensuring the ongoing health of employees physical and mental wellbeing. This policy aims to ensure that no employee will be adversely effected by their duties and that support is available where required.

Fatigue Management

The Working Time Regulations 1998 (as amended) (WTR) lay down the minimum legal requirements on how to organise working time. Some workers in certain sectors, such as the aviation industry and mobile workers in road and sea transport, are currently exempt from WTR and are subject to specific legislation that relates to working time.

Pure Water Cleaning Contractors Ltd shall comply with the Working time directive. In general, the Working Time

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Regulations provide rights to:

- A limit of an average 48 hours a week on the hours a worker can be required to work, though individuals may choose to work longer by "opting out".
- Paid annual leave of 5.6 weeks' a year (Only applicable to PAYE Employees).
- 11 consecutive hours' rest in any 24-hour period.
- A 20-minute rest break if the working day is longer than six hours.
- One day off each week.
- A limit on the normal working hours of night workers to an average eight hours in any 24-hour period, and an entitlement for night workers to receive regular health assessments.

There are special regulations for young workers, which restrict their working hours to 8 hours per day and 40 hours per week. The rest break is 30 minutes if their work lasts more than 4.5 hours. They are also entitled to two days off each week.

Health Surveillance

Health surveillance are the measures that managers and employees of Pure Water Cleaning Contractors Ltd need to take in the prevention of work-related ill health by implementing the appropriate control measures necessary to protect staff and effective health surveillance required where there is any residual risk to the employee's health and wellbeing.

Health surveillance is about putting in place systematic, regular and appropriate procedures to detect early signs of work-related ill health among workers who are exposed to certain health risks and acting on the results. Health surveillance information is particularly important where there is an identifiable disease or adverse health condition associated with the work, where there are valid techniques to detect indications of the disease or condition and a reasonable likelihood that this disease or condition might develop under the conditions at work.

Health surveillance is a term used for any activity which involves routinely seeking information about any employee's state of health in relation to their work. The purpose of health surveillance is to:

- Detect adverse health conditions at an early stage.
- Check the effectiveness of the control measures in place.
- Provide feedback on the accuracy of the risk assessments.
- Identifying and protecting individuals at risk.

The means of determining when health surveillance is necessary is via risk assessment. The risk assessment process should identify if health surveillance is necessary, and this must be identified and recorded as a health risk control system.

Occupational health is a distinct branch of medicine concerned with how a worker's health can affect his or her ability to do the job and how the work environment can affect an employee's health and wellbeing.

Pure Water Cleaning Contractors Ltd will provide health surveillance:

- Initial Emploment.
- Annual health checks.
- When the findings of a risk assessment identify the requirement for health surveillance.

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Following the report of ill health or industrial disease from a worker.

24. Coronavirus / Covid 19

Pure Water Cleaning Contractors Ltd recognise that Coronavirus / Covid 19 is a hazard that poses a significant risk to our workers and our industry has needed to react to control the cross contamination of this virus.

We have developed this policy so that all Employees (and sub-contractors working under our control) understand and respect how Pure Water Cleaning Contractors Ltd will manage and maintain Coronavirus / Covid 19 routinely as part of our work, this includes social distancing at work along with arrangements for travelling to and from work.

Pure Water Cleaning Contractors Ltd shall comply with the requirements of the "Site Operating Procedures" document issued by the Construction leadership Council & any additional requirements stipulated by the Principal Contractor on sites where we are contracted to work.

All Operatives will be required to attend a Covid-19 toolbox talk and specific company Covid-19 induction.

Training and Instruction

All Pure Water Cleaning Contractors Ltd Employees (and sub-contractors working under our control) will attend a Coronavirus / Covid 19 based toolbox talk which will be delivered by either the Works Supervisor or the Company Director.

Additional training may be provided by Principal Contractors in the form of site specific Covid 19 based induction for their site.

Risk Assessment and Method Statements

All Pure Water Cleaning Contractors Ltd Risk Assessments and Method statements will include details on how contact with Coronavirus / Covid 19 pathogens will be reduced to an acceptable level.

Where required, we will add any site-specific information as required by the Principal Contractor following a review of our document.

Resources

As Coronavirus / Covid 19 is an ever-changing situation, Pure Water Cleaning Contractors Ltd shall complete a daily check of the current status from the following sources

Covid 19: Guidance for employees, employers and businesses: <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>

Site Operating Procedures: <https://www.constructionleadershipcouncil.co.uk/news/>

Following the identification of change in work practices, this will prompt a review of our risk assessments and method

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statements to ensure that they are in line with the latest guidance and instruction.

Stop the Job authority

In the event that any job cannot be completed safely, or if it is felt that other workers (Including co-workers, other workers on site, the Principal Contractor or Client) are not complying with site and company rules related to Coronavirus / Covid 19, they have full permission of Pure Water Cleaning Contractors Ltd to stop the job and report this to the Company Director.

25. Behavioural Safety Management

Pure Water Cleaning Contractors Ltd has implemented a behavioural safety initiative as we want all persons representing our company to think safe and work safe. This is founded on the belief that behaviour turns systems and procedures into reality. Safe behaviour at work is of paramount importance and, as such, needs to be treated as a critical work-related skill.

Our continuing aim will be to promote an understanding of safety and to identify how we can positively influence behaviour. It is estimated that up to 90% of workplace injuries are caused by unsafe behaviour. Pure Water Cleaning Contractors Ltd will also operate a number of initiatives to support a reduction in unsafe behaviour.

- Visible health and safety leadership is invaluable and, as such, Supervisors and Managers will be trained in behavioural safety techniques through attending training courses.
- All employees will receive on-going training to recognise both safe and unsafe practices and are encouraged to stop unsafe activities and suggest improvements to working methods through attending on site team briefs, toolbox talks and other relevant industry training.
- Through our internal reporting system and on-site suggestions by all employees to allow them the opportunity to report unsafe working conditions/practices and provide feedback and voice concerns on safety issues.
- Pure Water Cleaning Contractors Ltd is strongly committed to an 'Open Door' management style and operatives are encouraged to voice any concerns or opinions directly to Managers in a relaxed environment.
- Operatives will receive feedback on their safety performance on site and actions resulting from their suggestions through a regular team briefs and appraisals.
- A formal warning system on all of our workplaces across the business, where if operatives are found to be ignoring Safe Systems of Work, not wearing the required PPE for the task that they are carrying out, or not working in accordance with the work instructions, etc, they will be issued with a first warning.
- Further formal warnings within a 6-month period and they will be immediately suspended pending a disciplinary hearing within (one week) which may lead to a final warning or dismissal.

Our Employees will be encouraged to play their part encouraged to consider whether they think it is safe, otherwise

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don't do it. They are also able to challenge and report all people that disregard safety instructions and procedures (this can be done anonymously).

Safety procedures, instructions, equipment, and tools have been provided to keep our operatives, sub-contractors and visitors safe.

Pure Water Cleaning Contractors Ltd will uphold to following best practice safety culture by:

- Examining past incidents and near misses to improve safety standards.
- Practice positive reinforcement – to recognise safe behaviour, instead of only fault finding, positive reinforcement of behaviour-based safety results in behavioural changes that last.
- Apply people focused interventions - Encouraging staff to take a proactive role in eliminating the root cause of unsafe acts is a step in the right direction. Participate in individual and group safety observations, coaching, and mentoring to demonstrate a commitment to open communication, fair leadership, and continuous improvement.
- Streamlining the reporting process – making it more user to friendly to report and follow up on improvement actions for a safer working environment for everyone involved.

These arrangements shall be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

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