

metrocleaning

COMMERCIAL CLEANING SPECIALISTS

METRO CLEANING (UK) LIMITED
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Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision of employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals.

- Overall and final responsibility for health and safety is that of **THE SAFETY OFFICER**

- Day to day responsibility for ensuring this policy is put into practice is delegated to **THE SITE SUPERVISOR**.

- All employees are required to:
 1. Co-operate with supervisors and managers on health and safety matters.
 2. Not interfere with anything provided to safeguard their health and safety.
 3. Take reasonable care of their own health and safety.
 4. Report all health and safety concerns to an appropriate person.

Risk assessments

THE SAFETY OFFICER will be responsible for:

The findings of risk assessments and taking appropriate action.
Reviewing assessments annually or when the activity changes.

Employee representatives are the SITE SUPERVISORS.

Safety of equipment:

THE SAFETY OFFICER will be responsible for:

Identifying all equipment needing maintenance.
Ensuring effective maintenance procedures are drawn up.
Checking that new equipment meets health and safety standards before it is purchased.

Safe handling of substances.

THE SAFETY OFFICER will be responsible for:

Identifying all substances which need a COSHH assessment.
Undertaking COSHH assessments.
Ensuring that all actions identified in the assessments are implemented.
Ensuring that relevant employees are informed about the COSHH assessments.
Checking that new substances can be used safely before they are purchased.
Reviewing assessments annually or when the work activity changes.

Supervision of trainees

Will be undertaken by THE SITE SUPERVISOR.

THE SAFETY OFFICER is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Accidents and First Aid

All Site Supervisors will be made aware of the location of first aid boxes.
The Site Supervisor is responsible for reporting accidents and dangerous occurrences to THE SAFETY OFFICER

Emergency procedures and fire and evacuation

All Site Supervisors are responsible for informing their staff where the fire exits/fire extinguishers are located.

Signed ...Elizabeth O'Hanlon..... Date 01/05/2018
ON BEHALF OF METRO CLEANING