

Health & Safety Policy

Last Updated: March 2025

Statement of Intent

FIG Facilities Management LTD (FIGFM) is committed to ensuring the health, safety, and welfare of all employees, contractors, clients, and visitors. We recognize our responsibility to comply with the Health and Safety at Work Act 1974 and all relevant UK health and safety legislation. Our objective is to create a safe working environment by identifying and managing risks associated with our operations, including cleaning, security, waste management, and landscaping services.

Responsibilities

- **Management:** The leadership team at FIGFM is responsible for implementing this policy, providing necessary resources, and ensuring compliance with health and safety legislation.
- **Supervisors:** Responsible for monitoring compliance, providing training, and ensuring that safe work practices are followed.
- **Employees:** Must take reasonable care of their own health and safety and that of others, follow company procedures, and report any hazards or incidents immediately.

Risk Assessment & Control

FIGFM conducts regular risk assessments to identify potential hazards in the workplace. Control measures are implemented to eliminate or minimize risks. Employees are expected to adhere to these measures, which include:

- Use of personal protective equipment (PPE) where necessary.
- Safe handling and storage of cleaning chemicals (COSHH compliance).
- Security personnel following SIA licensing and safety procedures.
- Proper disposal of waste in line with environmental regulations.
- Safe use of landscaping equipment and tools.

Risk Assessment Procedures

FIGFM follows a structured approach to risk assessment to ensure workplace safety. The process includes:

1. **Hazard Identification** – Identifying potential sources of harm in the workplace.
2. **Risk Evaluation** – Assessing the likelihood and severity of harm occurring.
3. **Control Measures** – Implementing measures to eliminate or reduce risks, such as PPE, training, and procedural controls.
4. **Documentation** – Recording findings in a risk assessment report, including hazards, risk levels, and control measures.
5. **Review & Updates** – Regularly reviewing and updating risk assessments to account for new hazards, changes in processes, or incidents.

Control of Substances Hazardous to Health (COSHH) Policy

FIGFM is committed to the safe handling, storage, and use of hazardous substances in compliance with the Control of Substances Hazardous to Health Regulations (COSHH). Our COSHH policy includes:



1. **Identification & Assessment** – Identifying hazardous substances used in our operations and assessing their risks.
2. **Control Measures** – Implementing measures to prevent exposure, such as using safer alternatives, PPE, and ventilation systems.
3. **Storage & Handling** – Ensuring chemicals and hazardous materials are stored in designated areas with appropriate labelling.
4. **Training & Awareness** – Providing COSHH training for employees to understand risks and proper handling procedures.
5. **Emergency Procedures** – Establishing clear procedures for dealing with chemical spills, exposure incidents, and first aid responses.
6. **Monitoring & Review** – Regularly reviewing COSHH assessments to ensure continued compliance and safety improvements.

Training & Awareness

All employees receive health and safety training relevant to their role. Regular refresher courses are conducted to ensure awareness of best practices and compliance requirements.

Incident Reporting & Investigation

All accidents, near misses, and hazardous situations must be reported immediately. FIGFM will investigate incidents thoroughly to determine root causes and prevent recurrence. A formal incident log will be maintained.

Emergency Preparedness

Emergency procedures, including fire safety, first aid, and evacuation plans, are in place at all sites. Employees are trained on these procedures, and regular drills are conducted.

Monitoring & Review

This policy is reviewed annually or following significant changes to operations or legislation. FIGFM is committed to continuous improvement in health and safety standards.

Signed:

Yemi Joseph
Director
March 2025

This policy will be communicated to all employees and made available to clients, contractors, and regulatory bodies upon request.