HEALTH AND SAFETY POLICY

The following persons are responsible for the following tasks related to your Health & Safety:

Overall & final responsibility	Company Director – Mihaela Cristian
Risk Assessments	Company Director – Mihaela Cristian
Appointed Persons for First Aid	Company Director – Mihaela Cristian
Day-to-day responsibility	Company Director – Mihaela Cristian
Safe Equipment	Company Director – Mihaela Cristian
Safe Handling & Use of Substances	Company Director – Mihaela Cristian
Health & Safety Induction Training	Company Director – Mihaela Cristian
Ongoing Health & Safety Training	Company Director – Mihaela Cristian
Accidents at Work	Company Director – Mihaela Cristian

The Health & Safety Law Poster is displayed at office/unit address.

OUR HEALTH & SAFETY POLICY:

- 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 for 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.

All employees must:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety;
- report all health and safety concerns to their Line Manager

Full details of our health & safety arrangements are available for your information in the folder marked Health & Safety.

GENERAL HEALTH
During your first two weeks of working as a cleaner you may experience some aching due to not being used to the physical nature of the job. Take care of your back. Do not overdo it and ensure you take a hot bath at the end of every day and give yourself time to recover.

After the first two weeks your muscles will be stronger and there will not be any serious risks involved in your day to day duties. However, always be aware that you must take care of yourself whilst working. Don't do anything that you have not been shown how to do and don't take unnecessary risks.

GENERAL SAFETY
You must always abide by the safety rules and procedures demonstrated and discussed with you during your induction training.

You must not do anything that could threaten the safety of yourself, fellow employees, customers or members of the public.

In particular, **do not stand on chairs,** or other household furniture to reach items to clean. If you have a Company provided stepladder with you then use it. If you do not, then make a note to take it next time. Extendable cobweb brushes are available for hard to reach areas.

WORKING TIDILY
Get into the habit of never leaving equipment or products lying around a client's home or premises. Work methodically, finishing a room before closing the door behind you so that you are not creating risks and trip hazards for yourself and others.

WORKING ALONE
At times you may be going to clients' homes or premises to work alone. In these circumstances please take extra care as you do not have someone to assist you. You may be asked to text your Line Manager to let them know you are safe and well at the end of the day.

FIRST AID
Your Line Manager is the Appointed Person for First Aid. Their job is to manage an incident and call the relevant assistance. Please report all injuries/incidents to your Line Manager asap.

In reality, you may have to deal with an emergency alone or without an appointed person and our policy is that unless an injury is undoubtedly minor then you should call the emergency services. A first aid kit is provided in your kit for your use, however this is only for very minor injuries such as small cuts and bruises and should not be used in place of professional help.

COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH
Your Line Manager will take you through all you need to know to ensure safe use of cleaning chemicals during your induction. Data Sheets and Risk Assessments for every chemical we use are in the office in the folder marked Health & Safety. Please ensure you read and familiarise yourself with these as they contain important information relating to their use and any risks associated with using them.

PERSONAL PROTECTION EQUIPMENT (PPE)
Rubber gloves must be worn during all 'wet cleaning' activities due to the risk of contamination. Gloves must also be worn when handling any chemicals that require it such as for oven cleaning, etc. If you are allergic to latex, there are non latex gloves available. Ask your Line Manager to provide them for you.

Goggles are provided for use when items or cleaning product may get in your eyes.

Dust masks are also available should you require them in heavily dusty environments.

Overalls will be provided when necessary and must be worn when advised to do so.

Failure to use the recommended PPE may contravene the Health and Safety at Work Act.

HYGIENE
If you are suffering from an infectious or contagious disease or illness, or if you are suffering from a bowel disorder, boils, skin or mouth infection, you must not report to work without clearance from your doctor.

In these circumstances even after obtaining clearance from your doctor you must get clearance from your Line Manager.

Any contact with a person suffering from an infectious or contagious disease must be reported to your Line Manager before commencing work.

RISK ASSESSMENTS
We have carried out risk assessments for every cleaning task you will be carrying out. Your Line Manager will go through these during your induction training but copies are available in the office for your information in the folder marked Health & Safety.

GENERAL RISKS
We have listed below some common risks associated with your cleaning job. Please be aware of them and the controls we have in place to minimise these risks. Please also refer to the Health & Safety folder for more detailed risk assessments.

Potential Risk	**Controls in Place**
Irritation to skin caused by contact with chemicals	Wear gloves & other PPE.
Possible slips on wet floor	Use signage. Do not return to room when floor still wet
Inhalation of fumes due to mixing of chemicals.	Use chemicals only for purpose. Do not mix chemicals. Read COSHH Data Sheets & Risk Assessments
Potential scalding from hot water	Take care to maintain temperature control. Wear gloves.
Damage to eyes caused by spray bottles	Take care that spray is pointing in right direction before use. Use only as directed. Read COSHH Data Sheets & Risk Assessments.
Damage to eyes caused by splashes.	Eye goggles to be worn
Electrocution from broken cables.	Visually inspect equipment before use. Team Manager to monitor equipment safety & repair. Regular PAT Testing.
Trip over cable	Keep cable behind line of work. Do not allow cable to become taut at ankle height.
Injury due to falls.	Never stand on any item of furniture, etc to reach. Use small stepladders provided or long reach handles.
Back injury due to movement of furniture	Move heavy furniture in pairs. Do not move furniture that cannot safely be moved alone or in pairs. Follow safe manual handling procedures.
Back injury due to movement of equipment	Make more than one trip if necessary. Follow safe manual handling procedures.
Risk of falling down stairs whilst walking backwards	Take care when vacuuming staircases that there are no items to trip over, including cables.
Injury from Sharp Objects	Never put your hand in a bin to compact rubbish.