



PUREWATER
WINDOW CLEANING SERVICES

64 Phoenix Avenue, Gedling, Nottingham, Nottinghamshire, NG4 4DT

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HEALTH & SAFETY POLICY

Last updated: 19/02/2016



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STATEMENT OF INTENT

Under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and associated protective legislation, Pure Water Window Cleaning Services, both as an Employer and as a Company, has duties in respect of health, safety and welfare. Pure Water Window Cleaning Services recognises these responsibilities and undertakes to implement all measures that are reasonably practicable to:

- Ensure the health, safety and welfare of all persons at work; and
- Protect the general public from risks to health and safety arising from Pure Water Window Cleaning Services' activities.

In this regard, management will provide the necessary resources and seek the co-operation of all employees.

In order to comply with this statutory duty, Pure Water Window Cleaning Services will:

1. Define the responsibilities relating to health and safety for all persons at work;*
2. Promote joint consultation and employee involvement in health and safety at work;
3. Provide information and instruction as necessary to ensure the health and safety at work of its employees, to comply with Health and Safety legislation and regulations; and to promote awareness and understanding of health and safety throughout the workforce;
4. Provide and maintain safe systems of work, and a safe and healthy working environment.
5. Ensure safety and absence of health risks in connection with use, handling, storage and transport of articles, equipment, materials and substances;
6. Provide adequate arrangements for welfare of persons at work;
7. Carry out risk assessments to identify any hazards, and bring the attention of these hazards and any precautionary measures to the attention of persons at work;
8. Record and investigate accidents and incidences of occupational ill health;
9. Monitor health and safety on a regular basis;
10. Provide and maintain appropriate personal protective equipment where necessary; and
11. Review this statement of Health and Safety Policy regularly, and when necessary due to changes in legislation, work practices and systems, and articles and substances used in the workplace.

Organisation and arrangements for implementing the Health and Safety Policy:

1. Ultimate responsibility, for the health and safety of all persons at work, lies with Mr. Graham Bruce.
2. Mr. Graham Bruce has responsibility for ensuring that Pure Water Window Cleaning Services complies with all legal and regulatory requirements in relation to health and safety and implementing any guidance as far as is reasonably practicable.
3. Mr. Graham Bruce is responsible for identifying and fulfilling the training and information needs of persons at work in regard to health and safety.
4. Management will ensure that there is an effective system for joint consultation with employees on health and safety issues.
5. Safe systems of work will be designed and documented by management.
6. Management will ensure that there is an effective system for reporting, recording and investigating accidents. The system implemented will comply with legal requirements.
7. First aid facilities will be provided and a first aider designated to be readily available.
8. Management will ensure that all tools and equipment, (particularly high-risk equipment such as ladders and other access equipment) is used in such a manner so as to comply with specific health and safety regulations and legal requirements.
9. Management will ensure that vulnerable staff is adequately supervised to prevent, as far as reasonably practicable, risk of injury or ill health.
10. Management will ensure that all work is carried out in compliance with the Work at Height Regulations 2005.

* Throughout this statement, "all persons at work" includes managers, employees, sub-contractors and their staff, and any other person visiting the place of work.

Date..... Signed.....

Position..... Printed.....



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INTRODUCTION TO HEALTH & SAFETY POLICY

PRINCIPLES

Pure Water Window Cleaning Services' Health & Safety Policy is based upon the following principles:-

1. Employees

Every Employee has the legal and moral right to be provided with:-

- (a) A safe means of access to and egress from his place of work
- (b) A safe place of work.
- (c) Safe Materials, substances, machinery, equipment and tools with which to carry out his work.
- (d) Proper instruction as to a safe method of work.
- (e) Adequate supervision.

2. General Public

Members of the General Public have the legal right and moral right to be protected against anything likely to:-

- (a) Cause them injury as the result of any of Pure Water Window Cleaning Services' activities.
- (b) Endanger their health as the result of any of Pure Water Window Cleaning Services' activities.

3. Visitors

Visitors to any of the Company's premises or places of work over which the Company has jurisdiction have the legal and moral right to be protected against anything likely to:-

- (a) Cause them injury as the result of any of Pure Water Window Cleaning Services' activities.
- (b) Endanger their health as the result of any of Pure Water Window Cleaning Services' activities.



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THE HEALTH & SAFETY POLICY

1. Information

Both Employers and Employees have a legal obligation to comply with statutory regulations in respect of health and safety and it is the policy Pure Water Window Cleaning Services, to promote an awareness of such obligations.

It will be the responsibility of Mr. Graham Bruce to pay attention to any current and pending legislation applicable to the Pure Water Window Cleaning Services' activities and implications thereof.

2. Safety Rules

The following safety rules are company policy and blatant disregard for these rules may result in dismissal on the grounds of gross misconduct according to the severity of the negligent action.

General Safety

- All employees must read and apply the following rules and procedures.
- Any unsafe working practices or conditions must be reported immediately to the safety officer or to the manager overseeing operations.
- Employees should not undertake a job unless they have received adequate safety instruction and are authorised to carry out the task
- Any operative whose level of alertness is reduced due to illness or fatigue will not be allowed to work, where to do so, would put at risk the health and safety of any person.
- Foolish conduct, dangerous practical jokes and misuse of equipment in such a manner as to put at risk the health and safety of any other person are forbidden.
- All injuries, including minor injuries, must be reported to the safety officer and recorded in the accident book.
- All materials and equipment must be used correctly and safely.
- When not in use equipment must be properly stored and safely secured.
- Equipment placed in work vehicles must be properly and safely secured.
- Employees must drive with due care and attention in harmony with the Highway Code and road laws.
- Vehicles should be parked in such a way as to not cause nuisance or danger to members of the public.
- Appropriate footwear and suitable clothing must be worn at all times.
- Where the risk assessment shows it to be necessary, Personal Protective Equipment such as high visibility vests, steel toe capped boots, goggles, harnesses, hard hats, gloves etc. must be worn.

Work Practice

- No employee should undertake a task if they view it to be unsafe to do so.
- Working at height should be avoided where reasonably practicable to do so. This means ladders are to be used where a risk assessment justifies it and only for short duration.
- If a walkway or passageway floor becomes wet, it should be mopped up immediately and clearly marked with warning signs.
- Where work is taking place near entranceways and passageways, alternative routes should be used by pedestrians where possible. If no alternative route is available, the area must be clearly marked with warning signs.
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment.
- Employees should take care to ensure that all protective guards (such as scraper blades) are properly fitted and in good working order and any defects are to be immediately reported to the safety officer.
- Water Fed Poles and ladders should not be used where weather conditions deem it unsafe to do so. (E.g. During electrical storms or high winds.)
- A risk assessment should be carried out before undertaking any works.
- Employees should ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are defective must be duly reported to safety officer



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Work Practice (Continued...)

- Machinery such as cherry pickers and scissor lifts are not to be used by untrained or unqualified operatives.
- Buckets and other obstacles are not to be left where they could cause a trip hazard.
- Poles and ladders are not to be left unattended against a wall. Rather they should be stored safely on the ground or on the vehicle.
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably on their own. Employees should ask for assistance if there is any danger of strain.
- When lifting an object off the ground, keep the back straight by squatting to take the load and straightening the knees to lift it.
- Employees should never use chairs or any other makeshift device as a substitute for ladders or steps.
- Where necessary, a second operative should assist in erecting and using long water fed poles.

3. Operating Personnel

All staff are given a company induction period of at least one day to confirm that they are, or have become, competent in safe and efficient use of equipment.

Legal obligations and regulations are highlighted i.e. *isolation of work areas/ correct angles of ladders/ not exceeding height limits, use of a harness, eyebolts etc.*

Employees are monitored on a regular basis, using observation along with open talking and discussion.

The following criteria are used at initial and ongoing assessments:

- Daily use check;
- Manual handling;
- Securing and footing;
- Ladder stability devices;
- Pole operation skills;
- Ground conditions;
- Common hazards;
- Emphasis is placed on not overreaching, and the dangers of overconfidence and complacency.
- Do's and don'ts.

4. Use and Maintenance of Equipment

It is of the utmost importance that all staff are able to use the equipment provided in a safe and responsible way. Regular checks and maintenance of such equipment is also emphasized. Defects must be dealt with immediately.

- Work at height is to be avoided where reasonably practicable to do so.
- 9m is the maximum length of a portable ladder to be used.
- No window cleaner should work alone on portable ladders longer than 6m;
- All ladders longer than 6m must be secured;
- Ladders must be fitted with anti-slip feet;
- Ladders should be placed at the correct angle. (75 degrees or 1m out for every 4m up);
- The ladder and its intended use must comply with British standards. (Ladders are at least to BS EN131) ;
- Transit of equipment in a safe manner is also emphasized.



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5. Third Party Care

It is essential to make sure that no third parties are in danger when carrying ladders or other equipment. This is true whether on the premises or during transportation by road vehicle.

The following aspects are particularly highlighted in staff training;

- Signage/ barriers when the base of the ladder may be struck by pedestrians or vehicles;
- Ladders and pole are not to be left unattended;
- Personal tools and equipment are to be secured at all times when going up and down ladders;
- Understanding of any potential hazards related to their work.

6. Overhead Power Lines

Where overhead power lines cross a workplace, it will be the responsibility of the supervisor to ensure that all employees take the following precautions:-

1. Choose a safe route through the hazardous area.
2. Ensure that any telescopic poles, ladders or other equipment is carried at a safe height, preferably between two persons, at waist height, to eliminate the risk of electrical shock.
3. Only allow the ladder to be erected at a safe distance from any power lines.

7. Ladder Use

Pure Water Window Cleaning Services will do all that it reasonably can to ensure that no employee sustains injury due to falling from height. In harmony with the Work at Height Regulations 2005, Pure Water Window Cleaning Services will take all reasonable steps to ensure that;

- Work at height is avoided where possible
- Work equipment or other measures are taken to prevent falls where work at height cannot be avoided
- Work equipment or other measures are taken to minimize the distance and consequences of a fall should one occur, where risk of a fall cannot be avoided.

Portable Ladder Safety Procedure

- Before choosing to use a ladder be sure to consider all other reasonably practicable methods of cleaning so as to avoid working at height. (E.g. Water fed pole, or traditional extension pole, or MEWP – Mobile Elevated Working Platform).
- No operative should use ladders longer than 6m whilst working alone.
- When working in a team, hourly checks should be made on any lone worker using a ladder.
- If the window is deemed to be too dangerous to clean by ladders and is not accessible in any other way, (e.g. Water fed pole, or cleaning from the inside), then the window should be left unclean or alternative methods at greater cost suggested, (Such as boom lift)
- Before using a ladder, check the ladder for faults or defects which could make it dangerous to use. (See the Ladder Safety Checklist – Appendix A/2).
- If the ladder is deemed unsafe, it should be reported using the Ladder Safety Checklist and handed to the Safety Officer who will arrange for repairs or replacement to be made. (See appendix A/24)
- Be sure that the ladder is sufficiently strong and long enough for its intended use.
- Ladders should be fitted with anti-slip feet.
- Ladders should be placed at the correct angle. (75 degrees or 1m out for every 4m up)
- Both stiles must be in contact with the ground and the upper resting point of the ladder.
- Ladder rungs and stiles should be clean and not slippery.
- Operatives should face the ladder at all times when going up and down.

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- Operatives should always have one hand on the ladder or other secure handhold and both feet on the ladder at all times when working from the ladder.
- Operatives should wear suitable footwear that is in good condition, has good grip and is flexible enough to feel the position of the foot on the ladder rung.
- Ladders should not be left unattended.
- Warning signs should be displayed in public areas and protection from traffic is essential.
- Personal tools and equipment should be secured at all times when going up and down the ladders. (Using a hip bucket or tool belt).
- If the ladder is too heavy then get assistance.
- Ladders longer than 6m may require two people to carry, erect and put the ladders onto the vehicle.
- Allow 1m of ladder length above the highest rung that you use.
- Avoid standing on the top three rungs.
- Limit the ladder length to a maximum of 9 m.
- Ladders longer than 6 m must always be secured.
- Tying the ladder to a suitable point to prevent movement should be done where site conditions permit. This should be done by tying partway down using anchorages at a height of 2m and quick release straps.
- Where tying is not reasonably practicable, then other ladder stability devices should be used or at the very least ladders should be footed.
- For ladders less than 6m long careful consideration should be given as to whether there are unstable conditions which would deem using the ladders unsecured too dangerous.
- Unstable conditions where ladders should not be used, including weather conditions such as high winds, heavy rain, snow, ice.
- Metal ladders should not be used in electrical storms.
- Unstable conditions would also include uneven ground, loose unstable surfaces, and slippery surfaces such as wet leaves, moss, or grease, sloping ground either in line with or away from the face of the building.
- Operatives should never over-reach.
- Do not straddle from a ladder to a nearby foothold.
- Do not place ladders on boxes, bricks, drums or other unstable surfaces to gain extra height.
- The surface that the top of the ladder is resting on must be strong enough to withstand the load. Plastic gutters, infill panels and glass are unsuitable surfaces to rest a ladder against.
- Ladder accessories such as stile extensions, swivelled cupped or articulated feet should be used where necessary.
- Roofs should only be used for access when there is no other reasonably practicable way of safely reaching and cleaning the windows above the roof.
- Under No circumstances should any operative stand, or rest a ladder against an asbestos roof, or soffit board.
- Use a suitable support for ladder feet to spread the point load from the stiles and ensure stability if using a ladder on flat roofs.
- Before stepping onto the roof make sure that the ladder is secure and cannot slip sideways using an ladder-top stability device where possible.
- Ladders should be extended at least 1m above the stepping-off point when accessing a flat roof.
- Do not access a roof where there is not enough space to do your work safely without going too near the edge (making sure there is a width of 2m.)
- If stepping onto a flat roof – crawl boards must be used.
- Never work from a sloping roof.

8. Statutory Notices & Registers

It will be the responsibility of Mr. Graham Bruce to ensure that the needed statutory notices, registers and other documentation are displayed / used / issued in accordance with their specific requirements.

It will be the responsibility of all supervisors to ensure that notices provided by Pure Water Window Cleaning Services, are displayed in a proper manner in places that are appropriate and easily accessible to all personnel concerned.

It will be equally the responsibility of supervisors to ensure that registers and other documentation provided by Pure Water Window Cleaning Services are filed in a proper manner in a place easily accessible to all personnel concerned.



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9. Keeping of Records

It will be the responsibility of all supervisors to ensure that accurate records are kept in respect of all matters appertaining to health, safety and welfare as may be required by the regulations and that such records are readily available for inspection at all reasonable times.

It will be the responsibility of Mr. Graham Bruce to ensure that accurate company records are kept in respect of all matters appertaining to health, safety and welfare as may be required by the regulations and that such records are readily available for inspection at all reasonable times.

10. Lighting

Pure Water Window Cleaning Services recognises that poor lighting can be the cause of eye strain, poor workmanship, and accidents resulting in injuries and/or damage to plant or equipment. It is therefore company policy to provide as far as is reasonably practicable, adequate lighting within the confines of its offices or other places of work taking into account any circumstances which may require special lighting.

11. Consultation

It is company policy to encourage constructive discussions between Management and Employees on all matters appertaining to health, safety and welfare and to encourage Employees to bring potential hazards to the attention of Management. Hazard Report Forms see Appendix A/1 have been provided for this purpose and can be obtained from:-

- All company vehicles
- Any company office.

Pure Water Window Cleaning Services believes that in many instances, accidents and consequential injuries and/or damage to plant and equipment can be reduced to an acceptable minimum given responsible co-operation by all concerned.

12. Training Policy

In harmony with the Health and Safety at Work Act 1974, Pure Water Window Cleaning Services recognises that it is also required to provide adequate training to its staff. Other more specific legislation governing the use of machinery, handling activities, hazardous substances and the wearing of personal protective equipment, ladders and other equipment is part of our ongoing training program.

It is our intention to providing sufficient training to ensure that all employees can carry out their duties and job without putting either their own health and safety at risk, or that of their work colleagues and visitors. The extent of training will be determined by the requirements of the employee's job description.

In order to achieve we will provide comprehensive induction training for all new employees. This will also be given to other workers, such as temporary subcontractors who may work under our supervision. We will provide ongoing training for existing staff as and when deemed necessary in harmony with the findings of relevant assessments and changing legislation.

To comply with our obligations to provide adequate training we will implement the following:

- All new employees will receive full induction training. This training will comprise of all elements outlined in our Health and Safety Induction Checklist. The employee will be required to sign the checklist to confirm that they have fully understood and accept the training contents. A copy of this signed form will be kept in their personnel file.

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- Induction training will also be provided to third parties working under our supervision (such as temporary workers or subcontractors).
- We shall provide some training for manual handling activities such as carrying ladders and erecting water fed poles. In some cases a risk assessment will be carried out to decide whether further training is necessary.
- On-the-job training will be provided in the use of such equipment as water fed poles and ladders by an assigned supervisor.
- When new equipment is purchased or hired, further training may become necessary. This will be arranged before work using the new equipment commences.
- Where training cannot be provided in-house, (such as harness training or IPAF) then the manager will source and pay for a suitable course.
- Employees are expected to fully co-operate in regard to attending health and safety training courses and meetings. All reasonable effort should be made to attend such courses and meetings. If this isn't possible adequate advance notice should be given. Disciplinary action may be taken if an employee should intentionally fail to attend a course which is a legal requirement.

13. Safe Means of Access

It will be the responsibility of each individual supervisor to ensure that a safe means of access to and egress from a place of work is provided and maintained in respect of all personnel under his supervision. Such places of work shall take into account tidiness, timbers with protruding nails, openings in floors and walkways, ladders platforms, stairways etc.

It will be the duty of all employees to co-operate in this matter by ensuring that their immediate workplace is kept tidy & clear of obstructions and refrain from doing anything either by their acts or omissions that is likely to endanger either themselves, their work mates or any other person.

14. Machinery, Equipment & Tools

Pure Water Window Cleaning Services will, so far as is reasonably practicable, provide and maintain such machinery, equipment and tools as is necessary to enable work to be carried out safely and without risk to health.

It will be the responsibility of supervisors to ensure that machinery, equipment and tools provided are maintained in good order and if found to be defective withdrawn from service until such defects have been rectified.

It will be the responsibility of all employees to co-operate by reporting defects to their supervisor immediately such defects have been observed. Safety devices provided for the protection of personnel must not be removed or interfered with by unauthorised persons, or be abused in any way.

All machinery, equipment and tools so provided must only be used in accordance with the Manufacturer's instructions or recommendations and must not on any account be used for any purpose other than that for which it was designed.



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15. Protective Equipment & Clothing

(a) Direct Labour & Labour Only Subcontractors

Where risks to health or safety cannot be eliminated at source or reduced to an acceptable minimum, Pure Water Window Cleaning Services will provide protective equipment and clothing and take such precautions as are practicable and in accordance with the circumstances.

Their protective equipment and/or clothing are provided, it will be the responsibility of supervisors to ensure that:-

1. Such equipment and/or clothing is used or worn by the operators concerned.
2. Such equipment and/or clothing is used or worn correctly and is not subject to abuse.

(b) Other Subcontractors

It will be the responsibility of all other subcontractors to supply for themselves and/or their employees such protective equipment and/or clothing as may be required in accordance with the hazards associated with their activities and to ensure that such equipment and/or clothing is used or worn.

16. Eye Protection

(a) All Personnel

The Protection of Eyes Regulations 1974 places a statutory duty upon all Employers to provide approved eye protection for their employees in accordance with such regulations.

Pure Water Window Cleaning Services is very much aware of the need for eye protection and accordingly would bring to the attention of all personnel the various processes in which the use of eye protection is a statutory requirement.

These include:

1. Cleaning by means of high pressure water jets
2. The striking of masonry nails (or pitons) by means of a hammer or other hand tool, or by means of a power driven tool.
3. The chipping of paint from the surface of metal or other hard surfaces by means of a hand tool.

(b) Direct Labour & Labour Only Subcontractors

Pure Water Window Cleaning Services will provide eye protectors as required by the new regulations and also provide replacements in respect of those lost or damaged, applications should be made to the supervisor

Employees who have been issued with eye protectors will be required to give an undertaking to use them and to sign a receipt for record purposes (See appendix A/4)

Employees who have been issued with eye protectors are reminded that they have a legal obligation to use such eye protectors and that failure to do so could lead to personal prosecutions by the Health & Safety Executive.



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17. Ear Protection

Direct Labour & Labour Only Subcontractors

The company recognises that long exposure to loud noise can lead to impaired hearing and occupational deafness, it is therefore Company policy to make every endeavour to contain the noise level within the prescribed limit of 90dB(A) and where the noise level cannot be contained within such limits, the Company will provide appropriate ear protectors.

Ear protectors will be provided for all employees working in, or whose official duties make it necessary for them to enter an area where the noise level is likely to affect their hearing.

Where ear protectors are provided, the recipients will be required to give an undertaking to use the protectors and to sign a receipt for record purposes see Appendix A/4

Pure Water Window Cleaning Services, upon application will provide replacement ear protectors in respect of those lost or damaged; applications should be made to the supervisor.

18. Head Protection -All Personnel

Safety helmets must be worn if there is a risk of injury from falling objects, if the employee is working in a cradle, abseiling or using any fall arrest equipment.

In accordance with the foregoing, Pure Water Window Cleaning Services will provide the requisite safety helmets and the recipients will be required to give an undertaking to wear such helmets and to sign a receipt for record purposes see Appendix A/4

Pure Water Window Cleaning Services, upon application will provide replacement helmets in respect of those lost or damaged; applications should be made to the supervisor.

19. REPORTING HEALTH AND SAFETY RELATED INCIDENTS

It is a legal requirement that **all** accidents occurring during working hours will be reported in the accident books. (See: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR'95).

In order for Pure Water Window Cleaning Services to monitor the effectiveness of our health and safety policy, all employees are expected to follow the procedures outlined below in the event of an accident, however small it may be.

Accident books are kept in each vehicle and one is kept in the admin office filing cabinet.

All accidents are to be recorded immediately after the event using accident report form (See appendix A5). This may also be done by a work colleague. If a member of the public has an accident whilst visiting the workplace, then the employee whom they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the case then they are responsible for reporting the accident.

If an employee is working on third party premises, then details of any accident should also be reported in their accident book (if applicable) as well as ours. This is because third party sites have obligations under RIDDOR to report any reportable accidents which may occur on their premises.

Note: Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

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According to the above regulations in some cases a report must be made to the enforcement authorities, in which case a telephone call will be made immediately to the incident contact centre. By telephone: **0845 300 9923** (8.30 am-5.00pm), or anytime by fax: **0845 300 9924**, internet: **www.riddor.gov.uk** or by email: **riddor@natbrit.com**.

A F2508 form will then be completed by Mr. Graham Bruce within 10 days of the accident and sent electronically or by post to **Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG**

Appropriate records must be kept, for example by keeping copies of completed F2508/ F2508A report forms or recording the details on a computer.

Such reportable events include:

Major Injuries or Death:

- an employee, or a self-employed person working on the premises, is killed or suffers a major injury (including the result of physical violence);
- a member of the public is killed or taken to hospital;

Major injuries include:

- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent)
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;
- Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent;
- Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Over-Three-Day Injury

If there is an accident connected with work (including an act of physical violence) and an employee, or a self-employed person working on the premises, suffers an over-three-day injury. (An over three-day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than three days, including non-work days).

Disease

If a doctor notifies in writing that an employee suffers from a reportable work-related disease then a completed disease report form F2508A must be sent to the enforcing authority.

Reportable disease would include:

- Certain poisonings,
- Some skin diseases such as occupational dermatitis,
- Skin cancer,
- Oil folliculitis/acne,
- Lung diseases including occupational asthma,
- Asbestosis and mesothelioma,
- Certain infections (e.g. leptospirosis)
- Other conditions (e.g. occupational cancer, certain musculoskeletal disorders).



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Dangerous Occurrence

If something happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported immediately (e.g. by telephone). A summary of the reportable dangerous occurrences is given later.

As with serious accidents, this must be reported within ten days by filling in a completed accident report form.

Reportable dangerous occurrence would include:

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe work
- Electrical short circuit or overload causing fire or explosion
- Unintended collapse of any building or structure under construction, alteration or demolition where over 5 tonnes of material falls a wall or floor in any place of work or any false-work.
- Accidental release of any substance which may damage health.

20. FIRST AID POLICY

Pure Water Window Cleaning Services recognise a duty to provide first aid at work as governed by the **Health and Safety (First Aid) Regulations 1981**.

In harmony with the above regulations it is the policy of Pure Water Window Cleaning Services, to ensure that adequate arrangements are in place for providing our staff or visitors first aid treatment.

This involves providing sufficient training to an appropriate number of employees, keeping and maintaining an adequate supply of first aid equipment and providing enough information to staff for them to quickly find first aid assistance during normal working hours.

A risk assessment is carried out periodically to determine what first aid facilities and personnel are necessary to meet the needs of our business. In order to comply with the above regulations, the risk assessment takes into account a number of factors, including;

- The size of the business
- The type of business
- Past history of accidents
- Needs of travelling and/or lone workers

All staff assigned first aid duties will have received full training in accordance with current legal requirements. The first-aider must first have attended an approved Health & Safety Executive four-day course. Further appointed persons will attend a basic four-hour course.

To be able to carry out their duties effectively, first aid personnel have the following responsibilities.

- To respond promptly to all cases requiring assistance
- To summon further help where necessary
- To look after the injured person until recovered or until further medical help has arrived
- To report details of any treatment provided in the accident book.

Where a First Aider is not present, appointed persons will have the responsibility of;

- Taking charge if a person injures themselves or falls ill
- Calling for an ambulance where need be
- Maintaining the first aid equipment and making sure that supplies are re-stocked as and when necessary.



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General first aid procedures to be followed by all staff:

- Call for assistance if you see that an employee falls ill or has had an accident.
- Where present a qualified first aider should be called
- Generally, no employee should use their own vehicle to transport a casualty to hospital. A taxi is to be used where an ambulance is not required.
- Do not remove the first aid kit from its designated place if you need to use the first aid kit for personal use,
- Any damage loss or to first aid equipment must be reported to _____.
- If you notice that a first aid kit is poorly stocked, report it to _____.
- Van drivers are expected to carry a first aid kit with them at all times. They are also responsible for maintaining the kit and its supplies.
- If a visitor feels unwell or has an accident, then the employee overseeing their visit should call for a first-aider/appointed person. In the case of an accident, _____ is responsible for ensuring that it is reported in the accident book.

21. Young Persons

No Young Person shall be allowed to -

- (a) Operate or use a Cradle or Boswains Chair under any circumstances.
- (b) Clean any power driven machinery.
- (c) Work between the hours of 10:00 p.m. and 6:00 a.m.
- (d) Work more than 45 hours in any one week.
- (e) Work at a height in excess of 27 feet (3rd floor)

22. Company Vehicles

It will be the responsibility of all personnel supplied with Company Vehicles to ensure that such vehicles are maintained in a road worthy condition and are driven in accordance with the Traffic Regulations and conditions as set out in individual Contracts of Employment.

23. Subcontractors

It will be the responsibility of the supervisor to ensure that subcontractors are familiar with the Company Health & Safety Policy and to obtain an undertaking that they will conduct their activities in accordance with the rules embodied in the policy so far as such rules affect their activities.

24. General Public

It will be the responsibility of the supervisor to ensure so far as it is reasonably practicable, that the General Public are protected from anything likely to endanger their health or safety as a result of the Company's activities and to take all practical measures to achieve this objective.



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APPENDICES

Appendix A/1

HAZARD REPORT FORM

REFERENCE _____

PLACE _____

NATURE OF HAZARD:

ACTION TAKEN - IF NO ACTION TAKEN, STATE REASON WHY

REPORTED BY _____

REPORTED TO _____

DATE _____

ACTIONED BY _____

DATE _____



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APPENDIX A/2

LADDER SAFETY CHECKLIST

Note: This checklist is to be updated at regular intervals and kept on file for at least three years. However a daily pre-use check should be routine practice.

LADDER NO:
DUTY/WEIGHT/CLASS RATING:
DATE FIRST PUT TO USE:

	Yes	No
Are the ladders damaged or bent?	<input type="checkbox"/>	<input type="checkbox"/>
Are any of the rungs dented?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any missing or loose rungs?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any cracks in the stiles or rungs?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any warping or splitting on the ladder stiles?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any warping or splitting on any of the ladder rungs?	<input type="checkbox"/>	<input type="checkbox"/>
If the ladders have pulleys and ropes, are they in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
If the ladders have previously been repaired, have repairs been carried out properly?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any corrosion to any part of the ladder?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any sharp edges or splinters?	<input type="checkbox"/>	<input type="checkbox"/>
Does the ladder have defective or missing feet?	<input type="checkbox"/>	<input type="checkbox"/>
Does the ladder have defective or missing tie rods?	<input type="checkbox"/>	<input type="checkbox"/>
Does the ladder comply with European standards? (BS EN 131).....	<input type="checkbox"/>	<input type="checkbox"/>

Repairs carried out:.....
.....
.....
.....

Repairs carried out by..... Date.....

The above checklist has been completed according to the best of my knowledge.

Date:

Signed..... Print.....

Position..... Renewal Date.....



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Appendix A/3

SUBCONTRACTORS DECLARATION

NAME OF SUBCONTRACTOR _____

TRADE / OCCUPATION _____

I understand that copies of Pure Water Window Cleaning Services' Health & Safety Policy are available for perusal at the office and I hereby give an undertaking that I will familiarise myself with the contents of such policy.

I give a further undertaking that I will :-

- a) Carry out my work in accordance with the requirements of such policy and ensure that my operatives do likewise.
- b) Supply for myself and my operatives Protective Equipment and Clothing in accordance with the requirements of paragraph 15b of such policy.
- c) Make sure that myself and all my operatives are covered by my public liability insurance, and employers liability insurance(where applicable)

Date:.....

Signed..... Print.....



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Appendix A/4

PROTECTIVE EQUIPMENT - EYES/EARS/HEAD

COMPANY _____

EMPLOYEES NAME _____

OCCUPATION _____

I understand that a copy of Pure Water Window Cleaning Services' Health & Safety Policy are available for perusal at the office, or with Mr. Graham Bruce and I hereby give an undertaking that I will familiarise myself with the contents of such policy and conduct my activities accordingly.

I acknowledge that my attention has been drawn to paragraphs 16, 17 & 18 of the policy relating to Eye protection, Ear protection and Head protection respectively and I give a further undertaking that I will apply for, and use, such equipment as may be necessary from time to time, in accordance with the requirements of such paragraphs.

I understand that should such equipment become lost, damaged, or ineffective due to wear, it will be replaced upon making application to my supervisor.

Date:.....

Signed (Employee).....

Print.....



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Appendix A/5
ACCIDENT REPORT FORM
 (TO BE KEPT OF FILE FOR AT LEAST 3 YEARS)

Name of injured person:		
Address of injured person:		
Occupation of injured person:		
Date:	Time:	Male/Female:
Location:		
Employee: <input type="checkbox"/> Contractor: <input type="checkbox"/> Visitor: <input type="checkbox"/>	Details of injury:	
Description of accident:		
First Aid treatment applied:		
The injured person was: Able to carry on working <input type="checkbox"/> (Minor injury only) Sent home <input type="checkbox"/> Time _____ Sent to Hospital <input type="checkbox"/> Time _____		Supervisor/Manager: <hr/> Reportable Incident? Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact details of first witness: Name: Address:	Contact details of second witness: Name: Address:	

