



This is the statement of general policy and arrangements for:		S.Phillips Window Cleaning Company Limited - 8979834
Mr Sam Phillips – Managing Director		has overall and final responsibility for health and safety
Mr Sam Phillips – Managing Director		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of:	Action/Arrangements
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Sam Phillips - Managing Director	Relevant risk assessments will be completed for working at HO or at each new site and actions arising out of those assessments implemented. Risk assessments reviewed every year or earlier if working habits or conditions change.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Sam Phillips - Managing Director	Staff and subcontractors given necessary health and safety induction and provided with appropriate training for the domestic and commercial cleaning services work we undertake. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from HO.
Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	Sam Phillips - Managing Director All staff members All subcontractors	Staff and subcontractors routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures - evacuation in case of fire or other significant incidents or accidents at Head Office or remote sites	Sam Phillips - Managing Director	Office escape route well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Staff working on site will assess fire evacuation plan and to determine where nearest fire alarms and available fire-fighting equipment may be located. Staff to be trained in giving First Aid for injuries.
Maintain safe and healthy working conditions, provide and maintain vans, plant, equipment and machinery, and ensure safe storage/use of substances	Sam Phillips - Managing Director	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of vans, equipment and machinery and for ensuring that action is promptly taken to address any defects. Staff to regularly review Health & Safety Guides. See www.hse.gov.uk/toolbox

Signed on behalf of S.Phillips Window Cleaning Company Limited:		Date:	15-05-2016
Subject to review, monitoring and revision by:	Mr Sam Phillips	Every:	12 Months or sooner if work activity changes

Health and safety law poster is displayed:	In HO – 15A Avon Road West, Christchurch, Dorset, BH23 2DF
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations http://www.hse.gov.uk/riddor	First Aid boxes located in office and on each company van. First Aid mini-kits issued to all workers on site. All accidents to be reported to Mr Sam Phillips immediately.
Accident book is located:	Accident book located at office.