

## Health and Safety Policy Statement

Parker Contract Cleaning Limited aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work etc. Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Company, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes;
- setting and monitoring of health and safety objectives for the Company;
- effective communication of and consultation on health and safety matters throughout the Company;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Company;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

## Procedure

Prior to commencing employment with our company the prospective employee will need to complete the 'Right to work' checks that are necessary for them to prove their right to work. Once this initial stage has been completed the new member of staff will be inducted. This induction process includes an introduction to other members of staff and the business.

Our Health and Safety responsibilities are taken very seriously and the employee is guided through their responsibilities and ours as a business within the first hours of them working for us. The new employee is trained to use the chemicals and equipment that will enable them to complete their duties safely and effectively.

After talking through the relevant risk assessments we check the cleaners competency in carrying out cleaning duties and they are then trained accordingly. Emergency procedures such as Fire evacuation and location of First aid boxes as well as accident reporting are discussed and demonstrated.

Communication and consultation is key to our Health and Safety policy and all our staff are encouraged to report any concerns they may have about the well being of themselves and work colleagues with respect to Health and Safety.

All employees are given access to our employee Health and Safety handbook which is available for them to read on line on this website or a hard copy is made available for them if they have no internet access.

***Please note that a signed copy of the Health and Safety Policy Statement, which demonstrates our commitment to health and safety, is available at our main business address.***