Health and Safety Policy Statement – Fairfield Cleaning Services Limited

Part 1: statement of intent

This is the health and safety policy statement of:

Fairfield Cleaning Services Ltd

Our health and safety policy is to:

- prevent accidents and cases of work-related ill health
- manage health and safety risks in our workplace
- provide clear instructions and information, and adequate training, to ensure employees are competent to do their work
- provide personal protective equipment
- consult with our employees on matters affecting their health and safety and the use of PPE
- provide and maintain safe tools and equipment
- ensure safe handling and use of substances
- maintain safe and healthy working conditions
- implement emergency procedures, logging of accidents and on-site emergency contacts
- review and revise this policy regularly
- provide guidelines of fire safety and the importance of knowing the sites fire assembly points and evacuation procedures
- outline the people responsible in specific areas of health and safety

Part 2: Responsibilities for health and safety

1 Overall and final responsibility for health and safety:

Liam Balcombe (Company director)

2 Day-to-day responsibilities for ensuring this policy is put into practice:

Antony Balcombe (Company director)

3 To ensure health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Liam Balcombe – Safety, risks assessments, fire and safety, emergency procedures, accidents, first aid and work-related ill health/investigation Antony Balcombe – maintaining equipment, information, instruction and supervision, training

4 All employees should:

- co-operate with supervisors and managers on health and safety matters
- take reasonable care of their own health and safety
- report all health and safety concerns to an appropriate person (as detailed above)
- fill out an incident report form if and when an accident occurs

Part 3: Arrangements for health and safety

General Health and Safety in the workplace

- The day to day safety in the workplace is managed by making sure all arrangements listed below are followed as best as possible.
- We regularly review our working methods to further improve our safety and the safety of others.
- We continue to grow and improve our health and safety and remain compliant with all regulations

Risk assessment, safe systems of work and permits to work

- We will complete relevant risk assessments and act to further reduce risk in the workplace.
- We will review risk assessments when working habits or conditions change.
- Permits to work will be completed where necessary.
- Method statements will be produced and discussed with employees to provide a safe system of work and guidelines on general safety in the workplace.

Training and PPE

- We will give staff health and safety induction and provide appropriate training (including working at height, asbestos awareness and harness use).
- We will provide personal protective equipment.
- We will give staff the opportunity to get certified in other areas of window cleaning (including powered access and erecting scaffold towers).
-Staff are made aware of the importance of PPE, when to use it and the dangerous of not using it correctly.

Consultation and communication

- We will consult staff routinely on health and safety matters as they arise and formally when we review health and safety.
- Toolbox talks will be carried out and documented regularly.
- All staff will achieve a satisfactory pass mark on manual handling, working at heigh awareness and COSHH awareness.
- These consultations will be carried out by Liam Balcombe who is responsible for the overall health and safety within the company and the current safety representative.

Fire Evacuation and Emergency Procedures

- Staff will familiarise themselves with escape routes and fire assembly points when entering the work site and before any work commences.
- Staff will sign into site before work commences in case of an emergency.

First Aid and Accident reporting

- Any injury, disease or dangerous occurrences are reported to RIDDOR as for the regulations 2013.
- Employees will fill out an incident report form provided by the Health & Safety Officer Liam Balcombe. They will then report this incident to HSE and RIDDOR where any further action will be taken.
- All incidents will also be investigated by Fairfield Cleaning Services Limited to make any improvements to procedures, further reduce risk or provide a different method to further improve safety in the workplace.
- First aid bags can be found in all employees vans and are to be restocked when needed.

Using hazardous substances, dangerous equipment and workplace dangers

- Employees will trained on using any hazardous substances and be given COSHH Assessment paperwork on any substances we use, for example Viakal and Sodium Hypochlorite.
- Employees have access to site specific RA-MS outlining workplace dangerous and the necessary steps taken to reduce risk.
- Employees have undergone COSHH Awareness training and achieved a satisfactory pass mark.
- Dangerous equipment will only be operated by staff who are qualified to use them, for example only IPAF ticket holders will be able to operate scissor lifts and MEWPS.
- Pre-use checks will be carried out on all equipment used.
- PAT testing will be carried out on all electrical equipment.

Date of Issue	Signed
16/10/2026	Liam Balcombe
Date of Next Review	Position
16/10/2027	Managing Director