



GENIE
CLEANING GROUP

HEALTH & SAFETY POLICY

INTRODUCTION

This document sets out the Health & Safety policy of The Genie Group in relation to its delivery of commercial cleaning services & related services.

This document sets a base level of Health & Safety awareness, and outlines a commitment by The Genie Group to effectively manage, develop and improve the overall health and safety knowledge & standards embedded in the delivery of services.

PART 1 – GENERAL STATEMENT OF POLICY

1.1 The Genie Group acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities, including our client's employees and the general public.

1.2 The Genie Group recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to its operation.

1.3 The Genie Group is committed to continuing to improve the following aspects of Health & Safety within the organisation:

- Utilise our Vision and Values to guide and assist The Genie Group in creating a robust and enduring Health & Safety management approach to service delivery.
- Ensure there is a high level of engagement with all colleagues on Health & Safety management that will assist in its ongoing development.
- Add value to our client base by supporting their own health & Safety responsibilities.
- Ensure safe methods and systems of work are in place and regularly reviewed.
- To ensure any equipment used in the delivery of service is well maintained and fit for purpose.
- To ensure all our colleagues are issued with appropriate Personal Protective Equipment relevant to their working tasks.

1.4 The Genie Group will carry out a regular review of this policy to ensure that standards of health and safety are maintained and enhanced.

SIGNED:



DATE: 30/08/2024



PART 2 – ORGANISATION AND RESPONSIBILITIES

2.1 Directors

The Directors are responsible for setting the overall Health & Safety Policy statement and also responsible for the associated Health & Safety sub policies of the company. In particular the following falls within this remit:

- Ensure suitable systems and procedures are in place to record, monitor and improve the overall Health & Safety within the company.
- Effective Communication of the Health & Safety Policy to Managers and all employees of the company.

The Directors are also responsible for the delivery of the Health & Safety Policy statement, sub policy statements and collation of relevant data required to effectively managed and enhance the overall Health & Safety. In particular the following falls within this remit:

- Ensure suitable financial investment is made for adhering to the Health & Safety obligations of the company.
- To promote an effective and compliant Health & Safety culture throughout the organisation.
- Responsible for overseeing the production of an Annual Health & Safety Plan and the setting of Health & Safety objectives for the financial year

2.2 Senior Operations Management

The Senior Operations Management have overall responsibility for administering and delivering the various Health & Safety policies of the company and will:

- Actively promote at all levels the company's commitment to effective health and safety management.
- Provide appropriate information, training and instruction to team leaders and employees.
- Ensure work is planned to take into account health & safety issues and legislative obligations.
- Monitor and assess any relevant risks to health & safety.
- Understand the company policy for health & safety and ensure it is readily available for team leaders and employees.
- To assist in the promotion an effective and compliant Health & Safety culture throughout the organisation.
- Collating and reporting any accidents reportable under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations (RIDDOR) 2013
- Responsible for helping implement the annual Health & Safety plan.

PART 2 – ORGANISATION AND RESPONSIBILITIES

2.3 Managers

- Actively promote with colleagues the company's commitment to effective health and safety management through.
- The Managers are responsible for assisting the Senior Operations Management with the delivery of the Health & Safety policies and procedures to all employees
- The Managers are responsible for the day-to-day monitoring of Health and Safety amongst the staff and reporting issues and problems through the appropriate channels.
- The Managers are responsible for assisting in implementing the annual Health & Safety plan and meeting the various Health & Safety objectives set.
- Managers will ensure that all staff are made aware of and trained on the contents of the Employee Guide and understand them and any other Health & Safety information.


2.4 Employees

Under the Health and Safety at Work Act 1974, the following applies:

It shall be the duty of every employee while at work:

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirements imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding Genie Cleaning's health & safety policy and carry out their work safely and in accordance with its requirements.
 - Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health & safety policy.
 - Reporting any defects to work equipment immediately to the Team leader or Manager.
 - Reporting any accidents, incidents, ill health or near misses however minor to the Team leader or Manager.
 - Using the correct tools and equipment for the job in hand and in accordance with training and instructions.
 - Co-operating with any investigation, which may be undertaken with the objective of preventing re-occurrence of incidents.
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PART 3 – ARRANGEMENTS AND GENERAL POLICY STATEMENTS

3.1 Communication

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate with all employees on the following issues:

- The content of this policy.
- Any rules specific to a site or job.
- Changes in legislation or working best practice.
- The planning of Health & Safety training.
- The introduction or alteration of new work equipment or technology.

3.2 Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and Safety awareness, company procedures and values etc).
- The introduction or modification of new / existing machinery or technology.
- A change in employee position / work activity or responsibility.
- On going re-enforcement of the Health & Safety policies of the company

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded.

3.3 Risk Assessments

The Genie Group will prepare written risk assessments for all reasonably foreseeable risks that

may affect The Genie Group staff and others who may be affected by the company's activities.

Managers are trained to identify new hazards on Client sites and seek advice and support if unable to control risks.

Risk Assessments (particularly COSHH Assessments) will be used to determine the appropriate control measures for hazards, and to ensure that appropriate information, instruction, training and supervision is available to allow Genie Cleaning staff to carry out their jobs as safely as possible, and without risks to their health. Training will be given to allow managers to undertake risk assessments on behalf of the company.

PART 3 – ARRANGEMENTS AND GENERAL POLICY STATEMENTS

3.4 Method Statements

Data from risk assessments will be incorporated into The Genie Group's recommended methods of working for all tasks such that work will be undertaken in accordance with a safe system of work. The RAMS forms combine both the risk assessment and method statements required for each task.

3.5 Co-operation with Clients

Employees will always familiarise themselves with client procedures when attending site, in particular general site access, security, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

3.6 Work Equipment

The procurement and use of all work equipment (including Electrical equipment) used by The Genie Group staff as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (PUWER).

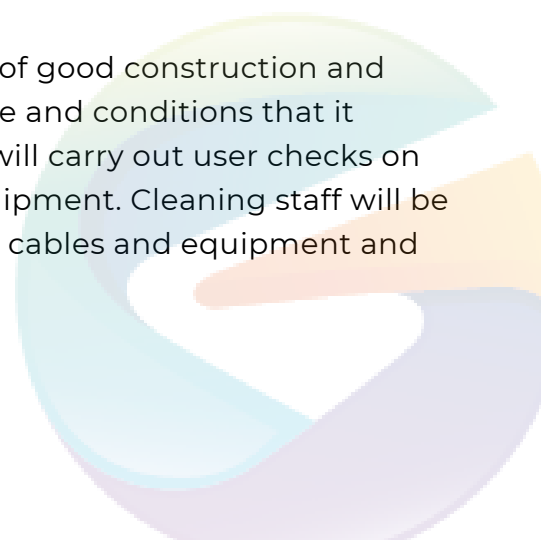
- Before new equipment is introduced into the working environment, an assessment will be made by the Manager in order to ascertain that the equipment is suitable for its intended use.
- No employee will use work equipment for which they have not received specific training.
- Employees will respect all work equipment and be self responsible in the way they use it which will minimise a specific risk.

3.7 Electrical Equipment

The Genie Group recognises that working with mains-powered electrical equipment may pose a risk

harm to its staff. Genie Cleaning recognise the requirements of the Provision and Use of Equipment Regulations 1998 and the Electricity at Work Regulations and will provide and maintain electrical equipment that is suitable for purpose at all times.

Electrical equipment will be procured that is strong enough, of good construction and durability and quality to take into account the foreseeable use and conditions that it might encounter whilst in use by The Genie Group staff. We will carry out user checks on all items of electrical equipment prior to each use of that equipment. Cleaning staff will be trained to carry out these basic checks for condition of plugs, cables and equipment and this training will be refreshed as appropriate.



PART 3 – ARRANGEMENTS AND GENERAL POLICY STATEMENTS

3.8 Personal Protective Equipment (PPE)

Appropriate personal protective equipment, based on a risk assessment of each task/substance as appropriate, will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file. This will be maintained locally by the Directors.

Employees have a legal duty to wear PPE as specified by company policy, in relevant site rules, risk assessments and methods statements. Any defects or malfunction of PPE must be reported to the Manager.

3.9 First Aid

The Genie Group endeavours to provide a level of First Aid protection to staff wherever this is

possible. In the majority of Client sites, agreement has been reached that the Client's First Aid box is available to staff as needed. Where no agreement has been reached, or where staff are cleaning common areas of buildings only, The Genie Group will provide a Genie Staff First Aid box. A First

Aid box is also provided to any person driving a vehicle on behalf of The Genie Group. Basic training will be given to all staff on the contents of the First Aid box at their location, and on what actions to take should an incident requiring First Aid take place.

Where appropriate for Environmental Services, body fluid containment kits and sharps kits are also issued to employees.

3.10 Accident Reporting

All accidents will be reported to the Manager so that appropriate review and modification to working practises and surrounding environment can be made.

3.11 Manual Handling

The Genie Group has a policy of discouraging significant Manual Handling where ever possible.

Staff receives basic training in Manual Handling techniques and the use of relevant equipment and aids. Whenever possible, when moving heavy equipment from floor to floor within a building a lift should be used.

PART 3 – ARRANGEMENTS AND GENERAL POLICY STATEMENTS

3.12 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Managers are responsible for keeping their operating area safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures. Managers should make best endeavours to make sure that all fire exits on clients sites are free from hazards and are freely accessible for use at all times.

3.13 Public Safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g. safety signage, bollards, tape, hoarding) in order to restrict access.

3.14 Working at Height

It is The Genie Group's policy that all cleaning work undertaken by standard cleaning staff will be conducted with their feet firmly on ground level. Activity from any height above ground level is not permitted, unless employee has specifically had Ladder training.

OTHER IMPORTANT HEALTH & SAFETY INFORMATION

All Health and Safety queries may be made to info@genie-group.co.uk

