

# **SHINING WINDOWS**

## **HEALTH AND SAFETY STATEMENT**

**This statement sets out the health & safety policy of Shining Windows and the means through which our policy is to be implemented. Our objective is to provide a safe and healthy place of work for all staff members, the general public and to meet all our duties and obligations to our clients. It is Shining Windows's intention to protect our employees and the general public from accident or ill health at work or in a working environment.**

**The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of anyone concerned and we will consult with employees, clients and contractors on risk assessments and improvements.**

**Our approach to Health & Safety as far as is reasonably practicable will be:**

- 1. To Provide a Safe Place of Work.**
- 2. To continue to identify and control hazards.**
- 3. To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the welfare, Health and Safety of employees, public or anyone at risk.**
- 4. To consult with staff, contractors and clients on all Health & Safety matters.**
- 5. To provide protective clothing and equipment where necessary.**
- 6. To provide a safe means of entering and leaving working environments.**
- 7. To provide a safe system of work practices, routine and environments.**
- 8. To provide appropriate information and training to staff members on a continuous basis.**
- 9. To make Health & Safety a key issue.**

**Employer Responsibilities:**

**The responsibility for the provision of a safe place of work rests with Matthew Mcdaid, Shining Windows. Specifically these responsibilities are:**

- To maintain a safe and healthy work environment for employees, in addition to conforming to all current statutory requirements.**
- To provide the appropriate type and level of training to enable employees to perform their work safely and efficiently.**
- To make available to every employee appropriate equipment to ensure Health & Safety.**
- To maintain a vigilant and continuing interest in all Health & Safety matters relevant to both the company and staff.**

## **Employee Responsibilities:**

**All employees of Shining Windows have the responsibility to themselves and their fellow workers to carry out any work in a safe and considerate manner.**

## **Employees must:**

- 1. Co-operate with the company in maintaining a safe work place.**
- 2. Report any potential hazards to management and not work in any hazardous conditions.**
- 3. Be aware of the nearest emergency exits and fire fighting / first aid equipment and emergency procedures.**
- 4. Never interfere with or misuse anything provided by the company, clients or contractors in the interests of Health & Safety.**
- 5. Read the company Health & Safety statement and obey all mandatory signs.**
- 6. Not partake in any form of irresponsible behaviour to lead to injury to themselves or others.**
- 7. Employees are not permitted to be smoking or consuming alcohol or drugs: It is not permissible to attend work under the influence of intoxicating liquor or drugs. The smoking of tobacco products is prohibited on site.**

**This smoking policy forms part of the overall Health & Safety Policy and any breach will be dealt with under the Company's disciplinary procedure. Visitors, contractors and temporary members of staff are expected to abide by the terms of this policy.**

## **Manual Handling:**

**Manual Handling is defined as the "transporting of a load by one or more employees and includes lifting, putting down, pushing, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury to employees".**

**This is a priority issue because it is a major cause of accidents in the workplace. It is Shining Windows policy to minimise the need for manual handling of loads and so therefore should be avoided as far as is reasonably practicable. Employees must check the weight of the load before attempting to lift it and if the load is too heavy they must seek assistance.**

## **Training:**

**The company is committed to identifying the safety training needs as a continual process. Staff will be involved in the identification of hazards in working environments and advised of the particular hazards pertaining to their area. Staff will be trained to respond to such hazards in order to prevent accidents/injury to themselves, their colleagues, members of the public, contractors or clients. All staff will be trained in emergency procedures and where appropriate, staff will be trained in the use of special machinery and equipment. All staff will be trained in the correct techniques involved in safe manual handling.**

## **Consultation:**

The company is committed to consulting with its staff members, contractors and clients regarding safety, health and welfare in the working environments. Staff are involved in the identification of hazards and are trained in dealing with the hazards identified. The safety statement will be included in induction training and staff will be advised on how to deal with any problems that arise in a responsible manner.

## **Reporting of Accidents:**

Staff are required to report all accidents and near misses, whether resulting in injury or not, to management. Under the Safety, Health & Welfare at Work General Application Regulations, employers must report occurrences to the Health & Safety Authority and ensure records are kept on site.

The following details are required:

- Date, Time and Place of the incident.
- Name, Address, Occupation and Age of the injured person.
- Circumstances, including cause and nature of the injury and the arrangements made for its treatment. All accidents will be investigated by a member of management and a written report prepared. Corrective action will be taken where necessary to avoid a re-occurrence. Accidents involving persons who are not members of staff but are visiting or working on the premises must also be reported.

## **Fire Procedures:**

In the event of a fire and providing there is no danger to the persons concerned every effort should be made to extinguish or contain the fire pending the arrival of the fire brigade. The magnitude of the outbreak must dictate whether attacking the fire should take priority over reporting and evacuation. All staff are familiar with the exit routes and should also know the location and type of fire extinguishers in the office. All staff will follow the fire drill and procedure initiated by staff on site to ensure that a full count can be completed.

If you discover a fire you should:

- Activate the fire alarm.
- If there is a reasonable hope of extinguishing the blaze, use fire safety equipment.
- Do not under any circumstances, expose yourself to danger.
- Leave the building by the nearest fire exit and proceed to your designated assembly point. If you hear the alarm you should:
  - Switch off any equipment under your control and leave the building by the nearest fire exit.
  - Do not stop to collect personal belongings.
  - Once outside, do not enter the building until you are told it is safe to do so.
- Management will on occasion perform fire drills to ensure that procedures are known and followed in the event of a real fire.

### **Hazard Analysis:**

**A hazard is anything at work that might cause harm e.g. electricity, hot surfaces, lifting heavy loads, slippery floors, and poorly lit stairways etc. Staff must be aware of the potential hazards and risks involved and report specific hazards to management. A hazard analysis will be carried out continually by management. Particular attention will be paid to areas of high risk i.e. floors, stairs and manual handling. The company will remove hazards by engineering means where necessary.**

### **First Aid:**

**A First Aid box is provided to ensure that first aid supplies are easily accessible when required in an emergency. First Aid boxes are located at within the working vehicles. They are to be checked weekly and shortages replaced. Employees have an obligation to ensure that First Aid Boxes, like any safety equipment, are not tampered with. Free access to First Aid Boxes must be maintained at all times. Painkillers cannot be provided in the First Aid Boxes.**

### **Security:**

**All security information relating to on site security access codes will be kept confidential at all times. Entrance doors and exits will be monitored at all times during cleaning to ensure no unlawful access is granted.**