

West Midlands Window Cleaning Services Safety at Work Policy

1.0 Reporting of injuries and dangerous occurrences

- 1.1** In accordance with the Health and Safety Regulations Act 1981 all our vehicles carry the appropriate first aid equipment and P.P.E and a fully qualified first aider will be on site at all times.
- 1.2** All staff are fully informed on the safety precautions necessary on site, and in the event of an accident the procedures that have to be followed, those being:
- Securing the site to eliminate the risk of further injury.
 - Immediate first aid.
 - All accidents to be reported in the first instance to the supervisor on site.
 - Incidents to be reported in the accident book and necessary changes in work practices will be implemented if applicable.

2.0 Personal Protective Equipment (PPE)

- 2.1** PPE is carried in vehicles at all times and checked on a regular basis.

Equipment comprises of:

- Safety helmets.
- Safety footwear.
- High Visibility jackets.

3.0 Use of Ladders

- 3.1** Place ladder on a firm base.
- 3.2** Ladders to be set at an angle of 75 degrees or 1 metre out for every 4 metres up.
- 3.3** Ensure the ladder is secured or footed to prevent slipping, best secured at the top and if possible at the bottom.

- 3.4 Both stiles must be in contact with the ground and the upper resting point of the ladder.
- 3.5 The surface that the ladder is resting on must be strong enough to withstand the weight carried. Plastic gutters and glass are unsuitable surfaces to rest the ladders against.
- 3.6 The condition of ladders to be checked daily for wear and tear. Faulty ladders not to be used.
- 3.7 All ladders are fitted with anti-slip feet.
- 3.8 Three point contact on the ladder at all times.
- 3.9 Suitable footwear to be worn at all times.
- 3.10 Ladders will not be left unattended and warning signs will be displayed in public areas.
- 3.11 Ladders not to be used in unsafe weather conditions such as high winds, heavy rain, snow and ice.

4.0 Scaffolding

- 4.1 Safety guidelines will be adhered to in accordance with Construction (Design and Management) Regulations 1994. A certified scaffolding erector to supervise the assembly of the equipment to be used.

5.0 Good Housekeeping

- 5.1 All staff must ensure that the site and all work areas are kept tidy at all times in order to minimise any hazards.

6.0 Site Precautions

- 6.1 Warning signs, barriers and cordons to be used in areas as and when required to ensure the safety of the general public.

7.0 Control of Substances Hazardous to Health (COSHH)

- 7.1 At no point do we use substances or liquids that pose a risk to health or the environment.

8.0 In case of fire

- 8.1** Prior to commencing work all staff will be informed of the arrangements in the event of a fire or the warning to be given and procedure for notification of the fire service.
- 8.2** All personnel to be made familiar with the assembly point in the event of a fire.
- 8.3** Supervisor to take nominal role in the event of evacuation due to fire.

Robert Mitchell
Manager
26th June 2008

Reassessment date 25th June 2009