



Health & Safety Policy

Carwash Express - Health and Safety Policy Statement

Version 1

Approved by: Graham Cameron on 25/10/09.

A paper copy of this policy is kept at the Peterborough Head Office & in the Site Container.

A copy of this policy has been made available to the persons listed below, who are responsible for circulating this policy as appropriate to interested parties.

- Graham Cameron (Company H & S Director)
- Simon Ward (Carwash Express Operations Director)

By virtue of creating this interactive Health and Safety Policy, Carwash Express has ensured that it remains legible and is fully identifiable.

This policy will be reviewed annually.

Definitions

For the purposes of this document, the following terms apply:

Senior management is defined as the directors, officers and senior managers of the organization.



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Policy Statement

Carwash Express commits to:

- provide adequate control of the health and safety risks arising from our work activities;
- consult with our employees on matters affecting their health and safety;
- provide and maintain safe plant and equipment;
- ensure safe handling and use of substances;
- provide information, instruction and supervision for employees;
- ensure all employees are competent to do their tasks, and to give them adequate training and instruction;
- prevent accidents and cases of work-related ill health;
- maintain safe and healthy working conditions; and
- review and revise this policy as necessary at regular intervals.

Signed by:

A handwritten signature in black ink that reads "Graham Cameron". The signature is written in a cursive style and is positioned above a horizontal line that spans the width of the signature.

(25/10/09)

Graham Cameron GradIOSH RMaPS MIIRSM Dip.RSA

Group HSE Director on behalf of Carwash Express



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Responsibilities

The overall and final responsibility for health and safety is that of the company directors.

The day-to-day responsibility for ensuring that this policy is put into practice is delegated to the Site Supervisor.

The following specific areas of responsibility are delegated as indicated:

In addition to the responsibilities described above, all employees must:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to the Site Supervisor.

Arrangements

Risk assessment

The site Supervisor will be responsible for undertaking risk assessments, putting in place control measures, checking required actions are completed and assessing the effectiveness of those control and actions.

Findings of risk assessments will be reported to the site Supervisor and actions required to put control measures in place will be approved by the site Supervisor.

Assessments will be reviewed every 12 months, or whenever the work activity changes.

Consultation with employees

Employees will be consulted on health and safety matters via their representative.



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Safe plant and equipment

Site Supervisors will be responsible for identifying all equipment/plant needing maintenance.

Mr Simon Ward will be responsible for ensuring effective maintenance procedures are drawn up.

Any problems with plant/equipment will be reported to the Site supervisor.

Mr Graham Cameron will check that new plant and equipment meets health and safety standards before it is purchased.

All employees are responsible for reporting problems with plant/equipment and for completing any maintenance tasks they have been assigned.

Safe handling and use of substances (COSHH)

Mr Graham Cameron will be responsible for:

- identifying all substances that need a COSHH assessment;
- undertaking COSHH assessments;
- ensuring that all actions identified in the assessments are implemented;
- ensuring that all relevant employees are informed about applicable COSHH assessments; and
- checking that new substances can be used safely before they are purchased.

Assessments will be reviewed every 12 months or whenever the work activity changes.

Information, instruction and supervision

The Health and Safety Law poster can be found inside site containers.

The Health and Safety Law leaflets can be found in the site H & S folder. Health and safety advice is available from the Site Supervisor.

Supervision of young workers/trainees will be arranged and monitored by Mr Simon Ward.

Young workers/trainees will be supervised by the Site Supervisor.



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Shopping Centre Management is responsible for ensuring the employees working at locations under the control of other employees are given relevant health and safety information.

Training and competency

Site Supervisors & Mr Simon Ward will be responsible for:

- induction training;
- job-specific training;
- keeping training records;
- identifying training;
- arranging training; and
- monitoring training.

Training records are kept at HR Department - Peterborough.

Certain jobs require special training. Those jobs and the training required are listed below:

- All aspects of car washing & valeting procedures;
- Use of car cleaning and washing chemicals;
- Use of high pressure washing equipment;
- Understanding chemical ratio mix for cleaning;
- Awareness of working with electricity on site;
- Good site housekeeping.

Accidents, first aid and work-related ill health

The first aid box is kept inside the site container.

The appointed first aider is located within the main shopping centre. All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the site H & S folder.

Mr Graham Cameron is responsible for reporting accidents, diseases and dangerous occurrences to the local authority.



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Monitoring

To check our working conditions and to ensure that our safe working practices are being followed, we will:

- All employees must check work equipment and their PPE at the start of each shift;
- Site Supervisors will carry out a weekly site inspection, which will include equipment, COSHH and general housekeeping;
- Management will carry out regular site visits, which will include a written report;
- Shopping Centre management may also carry out random safety audits of the site.

Mr Graham Cameron is responsible for investigating accidents and work-related causes of sickness absences.

Mr Graham Cameron is responsible for acting on those investigation findings to prevent recurrence.

Emergency procedures

Mr Graham Cameron will be responsible for:

- ensuring that the fire risk assessment is undertaken and implemented;
- checking escape routes;
- maintaining and checking fire extinguishers; and
- testing alarms.

Escape routes are to be checked every month.

Fire extinguishers are to be checked every month.

Alarms are to be tested every 6 months where applicable.

Emergency evacuation will be tested as per the shopping centre evacuation procedures.



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Health & Safety advice is available from:

Graham Cameron GradIOSH RMaPS MIIRSM Dip.RSA

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