



## Health and Safety Policy

### Health and Safety Policy Statement

Company Name: Margaret Cleaning Solutions Ltd

Margaret Cleaning Solutions Ltd is committed to ensuring the health, safety, and welfare of all its employees, subcontractors, clients, and others who may be affected by our cleaning operations. We strive to maintain a working environment that is safe and without risks to health, in compliance with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

We will provide and maintain safe systems of work, safe equipment, and ensure that all individuals are adequately trained and supervised. We actively encourage input from employees on health and safety matters and promote a strong safety culture throughout the business.

This Health and Safety Policy is reviewed annually or whenever significant changes in legislation, activities, or company structure occur.

Signed:

A handwritten signature in black ink, appearing to read "Stawicka", is written over a light blue circular stamp.

Margaret Stawicka  
Managing Director  
Date: 17.07. 2025

### 1. Responsibilities

Managing Director:

- Overall responsibility for health and safety within Margaret Cleaning Solutions Ltd.
- Ensures adequate resources are provided for health and safety compliance.

Health and Safety Representative / Consultant:

- Provides guidance on legislation, risk assessment, and safe practices.
- Conducts audits, investigates incidents, and ensures corrective actions are implemented.

Supervisors / Team Leaders:

- Day-to-day responsibility for ensuring cleaning tasks are conducted safely.
- Provide training, PPE, and ensure staff follow safe systems of work.

Employees:

- Take reasonable care of their own health and safety and that of others.
- Report hazards, use equipment correctly, and follow training and procedures.

## **2. Arrangements**

### **2.1 Accident Reporting**

- All incidents, including near misses, are recorded in the company accident book.
- RIDDOR-reportable incidents are notified to the HSE as required.
- Incidents are investigated to identify causes and prevent recurrence.

### **2.2 Training and Supervision**

- All staff receive induction training, including COSHH and manual handling.
- On-the-job training ensures safe cleaning practices are followed.
- Supervisors monitor staff and provide refresher training as needed.

### **2.3 Communication and Workforce Involvement**

- Regular team meetings and toolbox talks address safety topics.
- Feedback from cleaning operatives is encouraged and acted upon.
- Safety alerts and policy updates are circulated as required.

### **2.4 Monitoring, Audit, and Review**

- Routine site inspections and internal audits are carried out.
- Near-miss trends and incident data are reviewed monthly.
- This policy and related procedures are reviewed annually or when changes occur.

### **2.5 Welfare Provisions**

- Adequate welfare facilities (toilets, wash areas, rest breaks) are available at all sites or arrangements are made with clients.
- Staff have access to clean drinking water and PPE.
- First aid kits are maintained and available to all teams.

### **2.6 Subcontracting (if applicable)**

- Subcontractors are vetted for competence, insurance, and safety history.
- They must adhere to our Health and Safety Policy and procedures.
- Work is monitored and reviewed for compliance.

## **2.7 Cooperation and Coordination**

- Margaret Cleaning Solutions Ltd coordinates with clients and site managers to prevent risks from overlapping activities.
- Information is shared before work begins, and all access or safety arrangements are agreed in writing.

## **2.8 Risk Assessment and Safe Systems of Work**

- Risk assessments and COSHH assessments are carried out for all tasks.
- Safe systems of work (SSoW) and method statements are prepared and briefed to operatives.
- Updates are made regularly or when new risks are introduced.

## **3. Working in Occupied Buildings**

When working in residential blocks, offices, healthcare environments, or other occupied buildings:

- Residents and Occupants: We minimise disruption and risk by using signage, barriers, and quiet machinery wherever possible. Cleaning staff are trained to engage professionally and respectfully with residents.
- First Responders: Fire routes, exits, and access points are kept clear. Staff are briefed on emergency procedures for each building.
- Others on Site: Coordination with building managers ensures work is planned to avoid high-traffic areas or vulnerable groups (e.g. children, elderly).