

**SECTION 1 – POLICY STATEMENT****Safety, Health, Environmental and Fire Prevention Policy Statement 2008**

**This is the Safety, Health, Environmental and Fire Prevention Policy Statement of AADVARK Group as required by the Health and Safety at Work etc Act 1974.**

**Introduction.**

1. As Managing Director of the Group, I attach great importance to safeguarding the safety, health and welfare of all persons employed within the AADVARK Group, and of others who may be affected by our undertakings. I am equally committed to the protection of the environment and the prevention of fire.
2. I delegate the day to day control of Safety, Health, Environmental Protection and Fire Prevention to the Operations Director (Cleaning Division) and the Operations Director (Supplies Division). The Company also employs the services of a Health and Safety Consultant to advise and assist management on matters of health, safety, environment and fire prevention as required.
3. The Health and Safety Policy Statement set out below is for the information, guidance and compliance of all personnel employed within the AADVARK GROUP. It details the General Policy Statement together with responsibilities and organization for its implementation. Our Policy Statement supports the individual Health and Safety Policy Statements of all Companies on whose premises our staff work.
4. Directors, Supervisors and Charge hands are to acquaint themselves fully with the contents of the Policy Statement and subordinate instructions and ensure that the Safety Procedures are complied with and will promote an awareness of Health and Safety in all employees as an integral part of good management.
5. The Company's aim throughout its activities is to achieve, where practicable, standards which are above the minimum legal requirements of the Health and Safety at Work Act 1974 and all other applicable Acts and Regulations.
6. The overall co-ordination to ensure compliance with Health and Safety Legislation is undertaken by the Director with the assistance of the Health and Safety Consultant.
7. Health, Safety, Environmental Protection and Fire Prevention are an integral part of Management. They are to be one of the principal considerations governing the provision of services and consequently must rank for equal consideration with technical economic and operational objectives. I will :
  - a). Encourage a positive SHEF culture, recognizing that people are a key resource.
  - b). Pursue progressive improvements in SHEF performance by the setting of targets and performance indicators. Utilizing both active and reactive monitoring systems.
  - c). Audit and review the implementation of SHEF policies and utilize the results to plan future development of the policy.
  - d). Produce an annual report of SHEF performance.

8. It is the duty of all those in Management to do everything possible to ensure the safety and absence of risk to the health of employees and other persons who may be affected by the work carried out. This will be achieved by undertaking risk assessments.

9. So far as is reasonably practicable the AADVARK GROUP will :

- a). Provide and maintain safe plant equipment and safe systems of work.
- b). Make arrangements for ensuring safe use, handling, storage and transport of articles and substances.
- c). Provide suitable and sufficient information, instruction, training and supervision to ensure all personnel are capable of carrying out their allocated work safely and are aware of their responsibility for their own safety and the safety of others.
- d). Provide safe places of work with safe access to and safe egress from them.
- e). Provide a safe and healthy environment.
- f). Where hazardous conditions cannot be eliminated, provide as far as reasonably practicable, suitable and sufficient protective equipment.
- g). Provide a system for identifying and remedying hazards rapidly.
- h). Develop procedures to be followed in event of serious and imminent danger.
- i). Appoint competent persons to assist in dealing with Health and Safety matters.
- j). Provide adequate SHEF pro-active and reactive protection and prevention measures.
- k). Provide systems including self-inspection, whereby all hazards can be identified, reported to the appropriate person and rectified.
- l). Maintain and develop as necessary, procedures to be taken in the event of serious and imminent danger, including danger to the environment.
- m). Provide means by which accidents, dangerous occurrences, industrial diseases, environmental and fire incidents can be reported and investigated and means by which corrective action can be taken.
- n). Provide adequate financial and physical resources to enable the SHEF policy to be implemented.
- o). Ensure the competence of all employees.
- p). Ensure the provision of expert advice.
- q). Provide adequate communication arrangements for the dissemination of SHEF matters to Directors, Supervisors, Charge hands and Employees. This will include the Company Safety, Health Environmental and Fire Prevention (SHEF) Committee, updating the SHEF working instructions and the issue of temporary Notices.

10. Everyone whilst at work is to take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions. They shall co-operate to ensure that all SHEF requirements are observed and maintained.

11 . No one shall intentionally or recklessly, interfere with or misuse anything provided in pursuance of Health and Safety legislation. Situations that present a danger to SHEF are to be immediately reported to the Managing Director.

12 . Adherence by all personnel to our policy will contribute to reducing the number of injuries and cases of ill health and assist in the protection of the environment. Unnecessary losses and liabilities will also be minimized.

### **Protection of the Environment.**

1. The requirements of the Environmental Protection Act 1990 are to be complied with. Any effects on the local environment due to cleaning operations will be monitored and controlled where reasonably practical.

2 . In carrying out their normal tasks, it is the duty of all company employees to do everything possible to ensure the protection of the environment. This is to be achieved by suitable and sufficient risk assessments. I will as far as is reasonably practical :

- a). Provide systems including self-inspection, whereby all hazards can be identified, reported to the appropriate authority and rectified.
- b). Maintain and develop as necessary, procedures to be taken in the event of serious and imminent danger, including danger to the environment

### **Distribution.**

1. Detailed arrangements for carrying out this policy are contained in the Company's Safety, Health Environment and Fire Prevention Instructions, copies of which are held in the Office. Directors, Supervisors and Charge hands should be fully conversant with the SHEF Instructions which are to be brought to the attention of, and made readily available to all employees including sub-contractors.

2. I will review our SHEF policy at 6 monthly intervals from the date of issue or as required and will update it annually. All Employees and Sub-Contractors will be notified of any changes.

3. Review this Policy Statement on 02<sup>nd</sup> January 2009.

Signed :

S J HOBBS  
(Managing Director)  
02<sup>nd</sup> January 2008