



HEALTH & SAFETY POLICY

HEALTH & SAFETY STATEMENT

CWC360 Limited is committed to demonstrating, providing and maintaining ongoing safe and healthy working conditions for all its employees, contractors and visitors and we will ensure that anyone else who may be affected by our business operations are protected.

We are aiming high by promoting best practice and exceeding the guidance of the Health and Safety Executive and other regulatory bodies.

There will be active open communication and consultation between all our employees, the sub-contractors and stakeholders. Health and safety will be integrated into our communications wherever appropriate.

The Company further resolves to reduce and even eliminate all risks to health and safety by providing the necessary equipment, safe systems of work, information and training required to achieve that objective.

Every employee has their own duty to co-operate in seeking the ultimate in health and safety performance. All employees will be given the opportunity to contribute by way of regular discussion, consultation and suggestion at all times.

Safety is the most important aspect of the business operation and to achieve business and safety objectives it is vital that the Health and Safety Policy is monitored consistently and modified to suit changing conditions, duties and responsibilities.

In addition this statement/policy will be reviewed and revised on an annual basis using signature and the date and communicated to all concerned when required ensuring real involvement at all times.

A handwritten signature in black ink that reads 'Stephen G Teare'.

Stephen G Teare
Managing Director
11.04.2026



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THE ISSUE & REVIEWED STATUS

The issue status is indicated by the version number in the header of this document and identifies the issue status of this Health and Safety Policy.

When any part of this Health and Safety Policy is amended a record is made in the Amendment or Reviewed Log shown below.

The Health and Safety Policy can be fully revised and re-issued at the discretion of the Management Team.

Scope

This document applies to all employees and visitors to Head Office along with any other individuals performing duties in relation to CWC360 Limited, such as agency workers and contractors.

Communication/Consultation

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

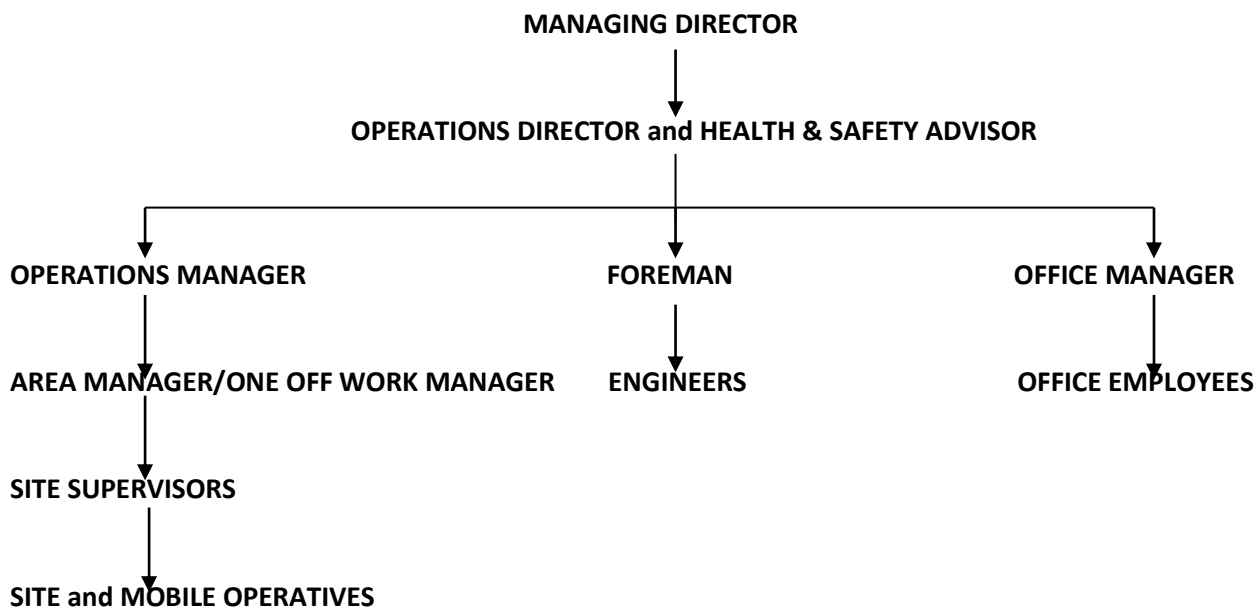
- **The content of this policy**
- **Any rules specific to a site or job**
- **Changes in legislation or working best practice**
- **The planning of Health and Safety training**
- **The introduction or alteration of new work equipment or technology**

This communication and consultation will take place directly with the employees via regular safety meetings, tool-box talks, e-mails and internal memo's along with any site audits completed.

Issue No.	Amendment or Reviewed & Date.	Initials.
1	30 th November 2009 (prepared & reviewed)	ST
2	16 th July 2010 (amended)	KF
2	31 st August 2010 (reviewed)	ST
3	4 th October 2011 (amended & reviewed)	KF & ST
3	18 th August 2012 (reviewed)	ST
4	15 th November 2013 (reviewed & amended)	KF & ST
5	15 th November 2014 (reviewed)	KF & ST
6	16 th November 2015 (reviewed)	KF & SGT
7	16 th November 2016 (reviewed)	KF, SGT, SMC
8	10 th November 2017 (reviewed)	KF, SGT, SMC
9	1 st November 2018 (reviewed)	KF, SGT
10	7 th November 2018 (amendments after CHAS assessment)	KF, HQ
11	9 th November 2018 (reviewed, updated and amended)	KF
12	8 th November 2019 (reviewed)	KF SGT
13	8 th November 2020 (reviewed)	KF SGT
14	8 th November 2021 (reviewed)	KF SGT
15	8 th November 2022 (reviewed)	KF SGT
16	26 th September 2023 (reviewed, updated)	KF SGT
17	11 TH June 2024 (reviewed)	KF
18	11th June 2024 (reviewed, updated)	KF
19	23 rd July 2024 (reviewed, amended, updated)	KF SGT
20	11 th July 2025 (reviewed)	KF SGT PW
21	11 th April 2026 (reviewed)	KF SGT PW



RESPONSIBILITIES FOR HEALTH AND SAFETY



MANAGING DIRECTOR

- Has the ultimate and final responsibility for the implementation of the Company's Health & Safety Policy and arrangements.
- Will ensure that the resources necessary to fulfill the objectives of the Policy are made available.
- Will demonstrate leadership in health and safety.

OPERATIONS DIRECTOR

- Is responsible to the Managing Director for the general implementation of the Health & Safety Policy.
- Ensures that all aspects of health and safety provisions are fully communicated to line and functional managers.
- Encourages continual liaison between the operating divisions and the Health & Safety Advisor in all matters concerning Health & Safety at Work.
- Ensures regular meetings of safety committees and checks that all matters arising have been actioned as necessary.
- Has regular meetings with the Health & Safety Advisor to verify the monitoring of the Health & Safety Policy, revision of instructions, new legislation etc. In addition the Office Manager will ensure that the Health & Safety Advisor keeps them fully informed on all new developments by way of training courses etc. and in doing so passes on that training to relevant personnel.
- Takes personal control of the investigation of serious accidents and dangerous occurrences and any matters arising from them.

OPERATIONS MANAGER

- Is directly responsible to the Operations Director for all matters concerning health and safety.
- Must understand the Company Health & Safety Policy and recognise that its application is an integral part of good business relationship with clients, enforcing authorities, unions and specialist advisers.
- Assess training needs for Area Managers.



AREA MANAGERS

- Is directly responsible to the Operations Manager for all matters concerning health and safety within their areas of activity.
- Must understand the Company Health & Safety Policy and recognise that its application is an integral part of good business relationship with clients, enforcing authorities, unions and specialist advisers.
- Assess training needs for Site Supervisors and all site based employees within their allocated area.

ONE OFF WORK MANAGER

- Is directly responsible to the Operations Director for all matters concerning health and safety within their areas of activity.
- Must understand the Company Health & Safety Policy and recognise that its application is an integral part of good business relationship with clients, enforcing authorities, unions and specialist advisers.
- Assess training needs for mobile operatives under their management

ORGANISATION

- Should have a sound knowledge of the Health & Safety at Work Act and any associated regulations.
- Must apply appropriate procedures to ensure that any sub-contractors observe the Health & Safety requirements.
- Assess training needs for their area and arrange for all employees under their control to have suitable safety training on an ongoing basis.
- Set a personal example when visiting sites by wearing the correct personal protection equipment, observing the safe system of work and insisting that others on the site do the same.

SITE SUPERVISOR

- Is directly responsible to the Area Manager for the health and safety arrangements on their site.
- Ensures that work is carried out as planned observing the appropriate regulations and in accordance with the planned safe system of work.
- Plans and maintains an orderly and tidy site.
- Supervises arrangements with sub-contractors and others on site to avoid confusion about areas of responsibility.
- Constantly looks out for potential hazards from equipment, materials and other sources.
- Check that plant and machinery brought on to site is in good safe condition and maintained accordingly.
- Investigates accidents and dangerous occurrences immediately and reports them as appropriate.

ALL EMPLOYEES have a legal responsibility:-

- To work in a safe manner.
- Follow the training received from your employer and to comply with any health and safety directions given.
- To co-operate fully in all efforts made to create safer working conditions.
- To report any unsafe equipment or dangerous situations in work to their Site Manager/Supervisor or Area Manager.
- To not interfere with anything provided to safeguard their health and safety.
- To ensure health and safety of others in the workplace.



- To ensure their own personal health and safety.
- Where appropriate wear any required Personal Protective Equipment.

HEALTH & SAFETY ADVISOR

- Is responsible to the Managing Director for providing advice on all matters concerning health and safety throughout the company.
- Ensures the Health & Safety Policy is current and keep up to date the amendment and reviewed log as and when required but with a minimum term of yearly.
- Will advise on all aspects of health and safety, with the objective of fostering an understanding that injury and ill-health prevention is of prime importance to the entire workforce.
- Will monitor all locations of the company's operations by way of site audits, safety committees and accident and occurrence investigation.
- Maintains safety records in accordance with legal and company requirements.
- Keeps fully informed on all new legislation and maintains a continuous relationship with external and professional bodies.

ARRANGEMENTS FOR HEALTH AND SAFETY

MANAGEMENT OF HEALTH & SAFETY

The Client

On acceptance of a tender the Operations Manager will establish if the client has prepared a health and safety plan/policy and if this is available for review so all implications can be discussed with the respective Site Supervisors and Area Managers prior to commencement of the contract. We ensure that all relevant individuals are made aware of any client health and safety site requirements.

Contractors

All contractors must be vetted for their health and safety capability and competence and must have adequate resources to comply with our Health & Safety Policy to fulfil our expectations. This includes: Health and Safety Policy, adequate insurance documentation, method statements and risk assessments and training records/certificates for competent individuals. We ensure that contractors work activities have minimal health and safety impacts on our activities. We maintain an approved supplier/contractor list at all times ensuring contractors performance is monitored and reviewed.

Information

The Area Manager will ensure that all essential information is made available at each site. This will include:-

- A copy of the Health & Safety Statement
- Client Emergency Procedures
- Company Accident Reporting Procedures and accident report form
- Training cleaning manual
- Use of Warning Sign Procedures
- Use of Colour Coding Procedures
- Relevant Risk Assessments and Method Statements
- COSHH data sheets for all products
- CWC360 Communications Handbook

Ref: [The Management of Health & Safety at Work Regulations 1999](#)



SITE MANAGEMENT OF HEALTH & SAFETY

Risk Assessment

We will assess the risks associated with health and safety hazards in the workplace. All our people will be informed of the health and safety hazards and risks that affect their work through a risk assessment. We will take action to prevent, reduce or control risks to an acceptable level and reduce the potential for incidents and accidents.

We will require our contractors to identify health and safety risks that may impact on our work activities.

Risk assessments will be reviewed annually or when the work activity changes or dictates otherwise. They are also reviewed annually via our CHAS membership renewal process.

Health and Safety Assistance

All Site Supervisors and Area Managers have a duty to assess health and safety risks on a continuous basis and the Health & Safety Advisor will assist as and when required in formalising assessments.

Special Danger Areas and Situations

Emergency procedures will be issued indicating what measures have to be taken when there is serious and imminent danger to persons on site.

The procedures will include the nomination of competent persons who will control the emergency, ensuring evacuation and restriction of movements to the danger area.

All persons in the area will be informed of dangers which are known.

Area Managers and Site Supervisors will ensure that contractors and others on site co-operate in all matters concerning the health and safety of all persons.

Training

Before starting on site every operative will be vetted for capability and previous experience and will undergo an induction training process which is signed on completion and a record held at head office.

All further training will also be recorded and held at Head Office.

All training at site level must include a particular emphasis on the employees' own responsibilities in connection with:-

- The proper use of machinery, plant and substances provided to them.
- The reporting of any work situation considered dangerous.
- The reporting of any protection provided which is deemed inadequate.

Where required training will be delivered by a supplier in relation to their specific product through on-site tool box talks.

Ref: [The Management of Health & Safety at Work Regulations 1999](#)

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The risk assessment previously referred to will have identified measures required to ensure the health and safety of employees and these will include the provision of PPE when it is needed.

Having determined the type of equipment required it is important that:-

- It is appropriate for protection against the risk identified.
- It takes account of the shape, size and physical characteristics of the wearer.

PPE must be maintained in a good state of repair, efficient working order and cleaned as necessary. It is the employees' responsibility to report any faults immediately to head office.



All employees must be provided with information, instruction and training in the use of PPE.

Ref: [Personal Protective Equipment Regulations from 6 April 2022](#)

SAFE SYSTEMS OF WORK

Access Plant and Equipment

Independent scaffolds will be erected by the supplier and only modified or dismantled by them.

All relevant paperwork from the supplier must be checked.

Mobile tower scaffolds will be erected, modified and dismantled by competent trained personnel.

Ladders should be used for access only and must be footed at all times and used in line with a risk assessment and method statement (RAMS020 Use of ladders and stepladders).

Safety nets, safety belts and harnesses should be used at all times when relevant and the risk assessment identifies.

Prevention of falls

The above equipment is not a complete list and when considering the possibility of falls where there is a risk of causing personal injury the Area Manager or Site Supervisor will use a combination of these and any other equipment required to prevent them.

Safety nets, safety belts and harnesses should be used at all times when relevant and the risk assessment identifies (RAMS016 High level cleaning inc. windows)

Ref: [The Work at Height Regulations 2005](#)

Fragile Material

The Area Manager or Site Supervisor will ensure that areas deemed as fragile material have warning notices displayed prominently and where possible working platforms with handrails.

The client must always be made aware of any areas deemed as fragile.

Ref: [The Management of Health and Safety at Work Regulations 1999](#)

Office, Retail and Industrial Cleaning

For the purposes of the Health & Safety Policy cleaning is considered to be the same operation wherever the Company works, although it must be recognised that a risk assessment has to be made before commencing all contracts. This assessment will cover any special circumstances applicable to differing locations.

Machines

Before commencing duties operatives will visually check for faulty leads and any damage and report as necessary.

The Site Supervisor will inspect all machines on a regular basis for plugs, fuses, leads and damage etc.

At all times when cleaning stops the machine must be unplugged at the socket.

A safe system of labeling machines must be carried out with all faulty machines clearly labeled for all to see.

Ref: [Provision and use of Work Equipment Regulations 1998 PUWER](#)
[Lifting Operations and Lifting Equipment Regulations 1998 LOLER](#)
[The Supply of Machinery \(Safety\) Regulations 2008](#)

Materials

All materials must be safely stored in a secure area as provided by the client.

Containers must be correctly labeled as to the contents and upon issue the operatives will follow the manufacturer instructions for correct use.



The Site Supervisor must be aware of COSHH. All COSHH data sheets will be allocated onto site stored along with the chemicals.

It is Company best practice that COSHH items are not flammable or hazardous.

Ref: [Control of Substances Hazardous to Health Regulations 2002](#)
[The Chemicals \(Hazard Information and Packaging for Supply\) Regulations 2009](#)

Operatives

Before commencing work with the Company all operatives must undergo training and be assessed as to their suitability and ability to do the required tasks.

Care must be taken when parking machines and crossing of doorways in occupied buildings.

Over-reaching is dangerous. Ask for another operative for assistance if necessary.

Only use step ladders as a last resort and you must refer to the risk assessment and method statement (RAMS020 Use of ladders and stepladders). Ensure that all step ladders and ladders are tagged and in date before use.

Keep hold of any cables and trail behind as much as possible.

Floors should not be left in a slippery condition after cleaning. Use warning signs as per outlined procedures. Do not remove warning signs until the floor is dry.

Work in confined spaces

Confined spaces are encountered in many different forms with a variety of work involved. It is therefore not practical to issue an instruction which would cover every possibility, and the purpose of this issue is to suggest key areas, which must be considered before work commences;

- Access to and egress from the place of work.
- The atmosphere conditions prevailing in the area.
- Contingency plans for rescue operations if necessary.
- Liaison with the client.
- Provision of suitable equipment.

A suitable risk assessment and method statement (RAMS031 Working in confined spaces) of work will be formulated before work commences and will vary according to the nature of the confined space, what its contents have been and what the consequences would be of introducing and using new substances/activities into the area. All employees must refer to the risk assessment and method statement for confined spaces as well as the COSHH data sheets for the use of chemicals and ventilation requirements.

Ref: [The Confined Spaces Regulations 1997](#)
[The Management of Health & safety at Work Regulations 1999](#)

Lone Workers

Lone workers may be affected by many of the same health and safety risks as other workers, but there are potential risks which are more likely to affect lone works. To reduce these risks we ensure the following:

- Lone workers are medically fit & suitable for the role
- We are aware that some tasks may be too risky to be carried out by an unaccompanied worker
- Supervision is provided more regularly i.e. regular site visits & contact with operative
- Contact details are in place for emergencies
- Operatives take responsible care to look after their own health & safety & are adequately trained on an on-going basis
- Operatives co-operate with our clients health & safety requirement & site specific rulings



- Operatives use equipment properly via training

We also request that lone workers report any accidents or near misses etc. so that the situation they are working in can be monitored regularly & any changes made as & when required.

All lone workers must refer to the prepared risk assessment and method statement (RAMS010 Lone working). They must also refer to the Lone Workers Policy DOCLWP001.

Ref: [Health & Safety at Work Act 1974](#)
[The Management of Health & Safety at Work Regulations 1999](#)

SAFE PLACE OF WORK

General

Before work commences the Site Supervisor must ensure that:-

- There is suitable and safe access to and egress from the place of work.
- The place of work is permanently safe for persons working there and others who may be affected by their activities.
- The working space for operatives is both sufficient and suitable for their activities.

Traffic Routes and Vehicles

The Site Supervisor must ensure that:-

- Traffic entering and leaving the site is organised in such a way as to prevent injury to drivers and pedestrians.
- Vehicles on site are controlled in their movement whether loading, off-loading, tipping or towing.
- Signs and barriers are used as necessary.
- PPE is worn at all times in areas where it is a requirement.
- Employees are made aware of warning signs and designated areas that are not pedestrianised.

Ref: [The Workplace \(Health & Safety at Work\) Regulations 1992](#)
[The Provision of use of Work Equipment Regulations 1998](#)
[The Traffic Signs Regulations & General Directions 2002](#)

Electricity

The Site Supervisor must ensure that:-

- All work associated with the installation and maintenance of electrical equipment is carried out by a competent electrician.
- All maintenance of Company owned property is carried out by a competent electrician. Hired equipment is the responsibility of the hirer.
- All electrical equipment must be visually inspected prior to use to ensure that its condition and Company owned equipment must be tested by a competent electrician annually. All such tests must be recorded and the equipment labelled.
- A system is introduced for cutting off power and isolating the supply as necessary when operatives are working near electrical equipment.
- Precautions are taken to ensure that the equipment is made dead when being worked on.
- Adequate working space, suitable access and lighting are provided when work is carried out near electrical equipment.
- When in doubt about dangers from electrical current they consult a competent electrician or engineer.

Ref: [Electricity at Work Regulations 1989](#)



Fire

An assessment is to be made at the commencement of any contract which will determine:-

- The number and type of fire extinguishers and/or other fire fighting equipment.
- Communication arrangements with emergency services.
- Effective evacuation places with adequate means of escape.
- Storage areas for flammable liquids. It is Company best practise to not use COSHH items that are flammable.

As a result of the assessment fire procedures will be displayed on notice boards or in cleaning cupboards.

Ref: [Highly Flammable Liquids & LPG Regulations 1972](#)
[Construction \(Health, Safety & Welfare\) Regulations 1996](#)
[Control of Major Accident Hazards Regulations 2015](#)

Hard Hats

The wearing of hard hats must be enforced where persons are likely to be hit by falling objects or may injure themselves by bumping their heads.

The hard hats will be of the right quality and maintained in a good condition.

Ref: [Personal Protective Equipment Regulations from 6 April 2022](#)

Safety Signs & Signals

After a risk assessment has been carried out and a need arises and at all times when carrying out cleaning duties signs and signals must be displayed.

The signs must be maintained in a serviceable condition, conform to the requirements of the law and be understood by the workforce.

A safe place of work is a tidy place of work and all supervisors will insist on good housekeeping practices.

Ref: [The Health & safety \(safety Signs & Signals\) Regulations 1996](#)

HEALTH & WELFARE

COSHH (The Control of Substances Hazardous to Health)

All substances used or encountered in connection with the work carried out, either harmful or not, a data sheet will be provided on site. If a substances is deemed hazardous then a further risk assessment will be made.

A file will be held on the site containing any data sheets used.

The situation will be monitored as long as the risk remains.

Ref: [Control of Substances Hazardous to Health Regulations 2002](#)

First Aid

An assessment will be made to establish the number of operatives on site and a first aid box will be provided in accordance with that number.

In the absence of a trained First Aider the Site Supervisor will accept responsibility for any situation involving injury or illness.

All information on first aid will be displayed on notice boards or in the cleaner's cupboards.

We will ensure that any client First Aid requirements are also adhered to whilst working on their site.

Ref: [Health & Safety \(First Aid\) Regulations 1981](#)

Noise

An assessment will be made to establish if noise levels are likely to be high enough to damage hearing.

If it proves so, a competent person will monitor the levels and record the assessment.



Wherever possible the cause of the noise level will be either removed or ways found to reduce the level below the danger limits.

If this is not possible suitable ear protection must be provided.

Ref: [The Control off Noise at Work Regulations 2005](#)
[Noise at Work Regulations 1989](#)

Asbestos

Any exposure encountered will be reported to the Site Supervisor immediately for action to be taken. We prevent exposure where possible to asbestos fibres in all situations.

Where necessary we will obtain an asbestos register prior to commencement of work. We will not carry out any work where there is asbestos present if not already sanctioned safe.

Refer to RAMS034 Asbestos awareness.

Ref: [The Control of Asbestos Regulations 2006](#)

Manual Handling

The Site Supervisor will make an assessment of loads to be lifted and where possible supply mechanical aids. Operatives must be fully aware of the nature of the load and the conditions under which lifting is carried out.

All lifting must be carried out in the correct manner shown in training and in guidance with the risk assessment and safe systems of work.

Refer to RAMS006 Manual handling.

Ref: [Manual Handling Operations Regulations 1992](#)

Vibration White Finger

The use of hand held rotary and percussive tools can cause Hand-Arm Vibration Syndrome and all efforts must be made to use non-vibratory tools.

Ref: [Control of Vibration at Work Regulations 2005](#)

Welfare Facilities

The Company will ensure that welfare facilities for our employees are made available at our client sites during the initial site visit prior to work commencement. This information will then be relayed to our employee through their site induction. This will include w/c provision, facilities to wash hands and an area for the safe storage of personal belongings.

SITE PROCEDURES

Accidents

An investigation will be started by the Site Supervisor as soon as possible after an accident.

Depending on the seriousness of the accident the Operations Manager and the Health & Safety Advisor will be informed.

Details of ALL accidents are entered onto the Accident Report Form (Doc. ARF001). Copies of which are held on all sites. The Accident Report Form must be sent to the Health & Safety Advisor within 24 hours of the incident.

Ref: [Riddor Reporting Procedures](#)

Emergency Procedures

In the event of an emergency it is important that the Site Supervisor is aware of who is on site. They must therefore:-

- Satisfy themselves that all CWC360 Limited employees who should be on site are there.



- Ensure that all sub-contractors working for CWC360 report to them on arrival and on leaving site.
- Sign in/out at site if there is a requirement from client.

Safety Audits

Audits will be carried out on a regular basis and in conjunction with client requirements. A copy of the audit will be filed at Head Office and made available for inspection and possible approved action. Health & Safety is also a feature on the Company quality audit completed by Area Managers. The audits are discussed at the quarterly management meetings.

OFFICE SAFETY

General

The Workplace (Health, Safety & Welfare) Regulations 1992 cover the requirements of office workers as well as persons who might be in an adjoining factory as far as conditions and facilities are concerned.

These are numerous and wide in their scope, ranging from cleanliness, ventilation and lighting, through to sanitary conveniences, washing facilities and drinking water etc. Rather than enumerate all of these requirements, the officially printed HSE placard is posted conspicuously in the reception areas of all office buildings and the Health and Safety Advisor is responsible for the monitoring of the application of the requirements and the investigation of matters arising.

Ref: [Workplace \(Health, Safety & Welfare\) Regulations 1992](#)

Risk Assessment

Offices are subject to risk assessment as in Site Management of Health & Safety and in addition to including items above, should also take into account possible hazards such as: -

- Noise
- COSHH
- Manual Handling
- Electricity
- Fire

Visual Display Units

The constant and increasing use of computers requires that a suitable assessment is carried out with the aim of producing a safe working environment in which the "user" is protected.

The assessment should take into account: -

- The suitability of the equipment for the job.
- The layout of the workstation.
- The suitability of the "user".
- The number of hours worked.

In formulating a procedure, the assessor should refer to the detailed information in the Schedule to the Regulations.

Refer to RAMS022 Display screen equipment.

Ref: [Health & Safety \(Display Screen Equipment\) Regulations 1992](#)



Relevant Named Persons

Managing Director = Stephen Teare
Operations Director = Andrew Hodson
Health and Safety Advisor = Kathryn Fell
Operations Manager = Ryan Harden
Area Managers = Jeanette Holmes, Stephen Peter
One off Works Manager = Peter Butler

References: www.hse.gov.uk

Links:

PPE:

<https://www.hse.gov.uk/ppe/index.htm>

Using Work Equipment Safely:

<http://www.hse.gov.uk/pubns/indg229.htm>

Working at Heights:

<https://www.hse.gov.uk/work-at-height/index.htm>

COSHH:

<http://www.hse.gov.uk/coshh/>

Confined spaces:

<http://www.hse.gov.uk/confinedspace/>

Lone Workers:

<https://www.hse.gov.uk/lone-working/>

Traffic Management:

<http://www.hse.gov.uk/workplacetransport/trafficmanagement.htm>

Electricity at Work:

<http://www.hse.gov.uk/electricity/>

Flammable Liquids:

<http://www.hse.gov.uk/pubns/books/hsg140.htm>

First Aid at Work:

<http://www.hse.gov.uk/firstaid/index.htm>

Noise:

<http://www.hse.gov.uk/noise/>

Manual Handling:

<https://www.hse.gov.uk/msd/manual-handling/index.htm>

RIDDOR:

<http://www.hse.gov.uk/riddor/report.htm>

Display Screen Equipment:

<http://www.hse.gov.uk/msd/dse/>



RAMS LOG

Next review date: 16.4.2026

Last review date: 16.4.2025

RA Number:	RA Description:	Date Issued:	Date last amended:	Version:
001	Vacuum cleaning	13.11.2009	16.4.2025	2
002	Stairs, landings, balustrades, handrails	30.11.2009	16.4.2025	2
003	Single solution mopping	30.11.2009	16.4.2025	2
004	Toilets and urinals	30.11.2009	16.4.2025	2
005	Wiping of hard surfaces	12.01.2021	16.4.2025	2
006	Manual Handling	15.11.2013	16.4.2025	2
007	Cleaning lifts	30.11.2009	16.4.2025	2
008	Washroom cleaning	30.11.2009	16.4.2025	2
009	Emptying bins	16.4.2024	16.4.2025	1
010	Lone working	15.11.2013	16.4.2025	2
011	Cleaning electrical switches	15.11.2013	16.4.2025	2
012	Kitchen cleaning inc deep cleaning	13.1.2021	16.4.2025	2
013	Litter picking	27.2.2017	16.4.2025	2
014	Buffing	30.11.2009	16.4.2025	2
015	Carpet cleaning	30.11.2009	16.4.2025	2
016	High level cleaning inc windows	30.11.2009	16.4.2025	2
017	Machine scrubbing/drying	1.11.2009	16.4.2025	2
018	Spray buffing	30.11.2009	16.4.2025	2
019	Strip and seal	30.11.2009	16.4.2025	2
020	Ladders/stepladders	15.11.2013	16.4.2025	2
021	Open/closing of shutters	30.11.2009	16.4.2025	2
022	Display screen equipment	15.11.2013	16.4.2025	2
023	Driving	15.11.2013	16.4.2025	2
024	Reach and wash system	28.1.2014	16.4.2025	2
025	Ground level window cleaning	30.11.2009	16.4.2025	2
026	Internal window cleaning – misty system	3.2.2015	16.4.2025	2
027	Pregnant employee	1.9.2015	16.4.2025	2
028	Jet/Hot washing	14.7.2016	16.4.2025	2
029	Dispenser installation	19.4.2017	16.4.2025	2
030	Electrostatic sanitise spray clean/fogging	16.9.2022	16.4.2025	2
031	Working in confined spaces	26.1.2024	16.4.2025	2
032	Guano removal	26.4.2018	16.4.2025	2
033	Portable appliance testing	30.11.2009	16.4.2025	2
034	Asbestos awareness	16.4.2024	16.4.2025	1
035	Tank scrubbing	30.11.2009	16.4.2025	2



036	Grounds maintenance	1.2.2019	16.4.2025	2
037	Removal of rodent droppings	16.4.2024	16.4.2025	1
038	Larvae removal	16.4.2024	16.4.2025	1
039	Workplace Harassment	27.8.2024	16.4.2025	1
040	Tower Scaffolding	06.09.2024	16.4.2025	1
041	Use of electrical equipment	31.10.2024	16.4.2025	1
042	Working within a prison	17.4.2025	16.4.2025	1
043	Spillages	30.11.2009	16.4.2025	1
044	Duct Cleaning	8.7.2025	16.4.2026	1