



## **RISK MANAGEMENT POLICY**

Company Name: CWC360 Limited  
Policy Owner: Managing Director  
Date of Issue: 05.02.2026  
Review Date: 04.02.2027

### **1. POLICY STATEMENT**

This Risk Management Policy sets out the approach to identifying, assessing, controlling, and monitoring risks within the Company.

As a provider of contract cleaning services operating across the UK, the Company recognises that effective risk management is essential to protect employees, clients, the public, assets, and the long-term sustainability of the business.

The Company is committed to:

- Maintaining a safe and healthy working environment
- Complying with all relevant UK legislation and regulations
- Reducing operational, financial, legal, and reputational risks
- Promoting a proactive risk-aware culture
- Continually improving risk management processes

### **2. SCOPE**

This policy applies to all employees, managers, directors, contractors, and any other persons working on behalf of the Company. It covers all business activities including:

- Cleaning operations at client premises
- Office and administrative functions
- Use of vehicles and equipment
- Employment and HR practices
- Data protection and information security
- Financial management

### **3. OBJECTIVES**

The objectives of this policy are to:

- Identify potential risks to the business
- Assess the likelihood and impact of those risks
- Implement appropriate control measures
- Monitor and review risks on an ongoing basis
- Ensure compliance with legal and contractual requirements

### **4. RESPONSIBILITIES**

Directors and Senior Management

- Establish and maintain the risk management framework
- Ensure adequate resources are available
- Promote a culture of risk awareness
- Review significant risks and control measures

Managers and Supervisors

- Identify risks within their areas of responsibility
- Implement and monitor control measures
- Ensure staff are trained and competent
- Report incidents, near misses, and emerging risks

Employees



- Follow all safety procedures and company policies
- Use equipment and chemicals safely
- Report hazards, incidents, and concerns
- Cooperate with risk management initiatives

## **5. RISK IDENTIFICATION**

Risks may be identified through:

- Workplace risk assessments
- Site inspections and audits
- Accident and incident reports
- Client feedback
- Employee consultations
- Business performance reviews

Typical risk categories include:

- Health and safety risks
- Environmental risks
- Financial risks
- Operational risks
- Legal and compliance risks
- Reputational risks

## **6. RISK ASSESSMENT**

All identified risks will be assessed using a consistent method that considers:

- The likelihood of the risk occurring
- The potential impact on people, property, and the business

Risks will be prioritised as:

- Low • Medium • High

High risks will receive immediate attention and senior management oversight.

## **7. RISK CONTROL MEASURES**

Appropriate control measures will be implemented based on the hierarchy of controls, including:

- Elimination of the risk where possible
- Substitution with safer alternatives
- Engineering controls
- Safe systems of work
- Training and supervision
- Personal protective equipment

Examples of key control measures within the Company include:

- COSHH assessments for cleaning chemicals
- Method statements and safe working procedures
- Staff training & induction programmes
- Regular equipment maintenance
- Site-specific risk assessments
- Insurance cover and contractual controls

## **8. MONITORING AND REVIEW**

Risk management arrangements will be monitored through:

- Regular management meetings
- Site audits and inspections



- Review of accident and incident data
- Client and employee feedback

This policy and associated procedures will be formally reviewed at least annually, or sooner if there are significant changes to legislation, operations, or organisational structure.

#### **9. INCIDENT REPORTING**

All accidents, near misses, and hazards must be reported promptly in accordance with Company procedures. Serious incidents will be investigated to identify root causes and prevent recurrence.

#### **10. TRAINING AND COMMUNICATION**

The Company will ensure that:

- All staff receive appropriate induction and ongoing training
- Risk management responsibilities are clearly communicated
- Policies and procedures are readily available

#### **11. CONTINUOUS IMPROVEMENT**

The Company is committed to continually improving its risk management processes by learning from incidents, audits, and industry best practice.

Signed:

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

Name: Stephen Teare

Position: Managing Director

Date: 05.02.2026