

SWIFTCLEAN GROUP
HEALTH & SAFETY POLICY STATEMENT

This policy is that of the Swiftclean Group incorporating:-

Swiftclean (G.J. Nicholls and J.A. Argles trading as)

Swiftclean (UK) Ltd

Swiftclean (Midlands) Ltd

Any reference to 'The Company' refers to all of those listed above.

The Company recognises, that under the Health & Safety at Work etc. Act 1974, it has a legal duty to ensure, in so far as is reasonably practicable, the health, safety and welfare of all its employees, visitors to its premises, its customers, members of the general public and any other 3rd party.

The Board of the Company accepts this duty and it will be their policy to attach proper importance to those matters, recognising that HEALTH & SAFETY is a Management responsibility equal to any other Management function.

The Board are therefore committed to the prevention of injury and ill health and continual improvement in occupational health and safety and occupational health and safety performance.

In order to achieve this, the board have established measurable occupational health and safety objectives which are regularly reviewed, updated and communicated to all staff.

Equally, it is the duty of each and every Employee to ensure that they comply with the above Act, in so far as to protect themselves and others, including members of the general public, by their acts and their omissions.

Co-operation between Management and Employees is essential to ensure that our joint responsibilities to the Health & Safety at Work etc. Act 1974 occur.

The Board believe that, with care and consideration on the part of all concerned, accidents to persons and damage to property/plant/machinery would be kept to an absolute minimum.

To achieve this end, appropriate Health & Safety training will be given, as and when required.

Joint consultation between all concerned parties will take place as and when required, with at least two meetings per annum including representatives of all departments, known as the Health & Safety committee (see lines of reporting tree). It will be the responsibility of this committee to ensure that reviews and development of this policy take place. Safety advice will be obtained from membership of and consultation with the Heating Ventilation Contractors Association (HVCA) who have specifically qualified individuals in this respect. All resources required to ensure Health & Safety will be provided by the company.

It will be the responsibility of the Company to supply suitable protective clothing and equipment as and when necessary. All Employees issued with the aforementioned equipment, are responsible for keeping it in good condition and to report any loss or defect to a member of Management. In the event of loss or extreme damage, replacements will be provided, the responsibility for maintenance, inspection, testing and supply of PPE will be that of the Store Manager.

Prior to any contract commencing a specific contract risk assessment must be conducted by either the sales consultant, surveyor or project supervisor, in all cases it will be the responsibility of the project supervisor to ensure that all measures identified in the risk assessment to control health & safety risk are strictly followed, monitored and reviewed and where possible risks are avoided.

All individuals who use, Store or transport substances, hazardous to health must ensure that an adequate COSHH assessment has been conducted on that substance and that any necessary protective measures and precautions are strictly followed. COSHH Assessments will be the responsibility of the Head of Surveying.

Risk assessments must be conducted prior to the commencement of all contracts and it will be the responsibility of the Administration Manager to ensure that these are conducted by the appropriate person in all cases.

The control and development of manual handling procedures with an aim to minimise the risk of back strain or injury will be the responsibility of the Senior Project Supervisor.

Routes of access and egress must at all times be kept clear, free of any obstructions, slip or trip hazards and where appropriate must have suitable hazard warning barriers/signage.

The assessment of sub-contractors for suitable competence will be the responsibility of the Administration Manager, who will keep, update and review the companies approved list of sub-contractors.

It will be the responsibility of all members of Management, and all employees to report to their line manager all Health & Safety problems that they cannot rectify themselves.

The responsibility for Safety training, carrying out of site inspections, and the investigation of accidents (where necessary in conjunction with client representatives and/or the Health & Safety Executive) is that of Julia Argles (Director responsible for Health & Safety), who is certified under the NEBOSH qualification (cert. No. C56277). She is also responsible for ensuring disciplinary action is taken against employees who have been proven of making breaches of the health and safety policy and procedures.

Overall and final responsibility to the Board for the implementation of all Health & Safety matters within the Company, is that of Mr G J Nicholls - Managing Director.

All line supervisors and members of management are ultimately responsible to Mr G J Nicholls for ensuring that all aspects of the Company Health & Safety policy, and the Health & Safety at Work etc.. Act. 1974 (where applicable) are implemented in all areas under their control.

All personnel (Management and Employees) are issued with a copy of the Company's Health & Safety policy on joining the company and are required to familiarise themselves with the contents of the Policy and in particular their individual responsibilities for implementing the health & safety policy so as to conduct themselves in accordance with the aforementioned requirements.

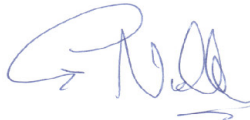
Further copies of the Health & Safety Policy statement are to be found at:-

- 1) HEAD OFFICE:- Aviation Way,
Southend-on-Sea,
Essex,
SS2 6UN
Tel: (01702) 531221
Fax: (01702) 531220
- 2) With any member of the Health & Safety committee.
- 3). On company notice boards.

and are available for perusal at any reasonable time of the day.

This policy will be updated as and when required, but as a minimum annually and amendments shown by a new revision number and the date, when such revisions take place all members of staff will be informed by means of a notice placed on each of the company notice boards. If individual responsibilities are changed then the individual(s) concerned will be directly advised.

SIGNED



G.J. NICHOLLS: MANAGING DIRECTOR
(FOR AND ON BEHALF OF THE SWIFTCLEAN GROUP)

UP DATED: 6th May 2010

Next review Due: May 2011