

# Health & Safety Policy For Washroom Washroom Ltd



Washroom Washroom Ltd  
The Loughton Seedbed Centre  
Langston Road  
Loughton  
IG10 3TQ

**REFERENCE 709/HS/REV 4**

Prepared by  
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# Health & Safety Policy Contents

	<b>Page</b>
Health and Safety Statement of Intent for Washroom Washroom Ltd	2
Responsibility for Health and Safety Matters.	3
The Responsibility and Role of staff, (self Employed or permanent) and temporary workers working on behalf of Washroom Washroom Ltd	4
 <b>GENERAL ARRANGEMENTS FOR WASHROOM WASHROOM LTD</b>	
Achieving Safe Working Practices Within Washroom Washroom Ltd	5
Stress in The Workplace	6
Risk Assessments	6
Training	7
Co operation and care	8
Fire Safety	8
Accident Reporting (RIDDOR) & Communication	8
Personal Protective Equipment	9
Manual Handling	10
Workplace Health, Safety and Welfare	11
Control of Hazardous Substances	12
Protection of Persons in Work Areas	12
Environmental Considerations	13
Work Equipment	13
Alcohol, Drugs & Smoking	13
 <b>Appendices</b>	
	<b>Number</b>
Staff Induction Plan & Health Monitoring Of Employees	1
Quarterly Health & Safety Monitoring Document for Washroom Washroom Ltd	2
Factory Plan	3
Office Plan	4
Fire Emergency Evacuation Plan for offices & Factory	5
Sample Risk Assessment Documentation	6

**HEALTH & SAFETY STATEMENT OF INTENT FOR  
WASHROOM WASHROOM LTD**

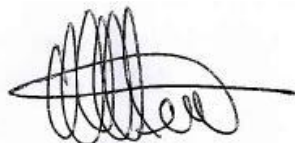
The policy of Washroom Washroom Ltd is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our staff, (self Employed or permanent) and temporary workers, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities which includes our customers and visitors.

The following is intended as a guide to health & safety in the workplace and the Regulations are made under the Health and Safety at Work Act 1974 (the HSW Act). Co-operation from all employees is essential to ensure that all necessary actions are taken to prevent accidents occurring. Please ensure that you are familiar with this Policy Statement on Health & Safety at Work.

This policy statement has the following objectives:

- (1) To ensure the statements and procedures designed to create and maintain a safe and healthy environment are followed at the workplace under our control.
- (2) To ensure that these statements and procedures are embodied in suitable administrative and operational instructions readily available for reference by all staff and other persons at the workplace under our control.
- (3) To maintain and promote standards by complying with all relevant statutory requirements.
- (4) To review and where appropriate improve procedures on a continuing basis to ensure a working environment that is safe, and minimise the risks to health.
- (5) To ensure that all of staff, (self Employed or permanent) and temporary workers and others to whom we have a duty are informed of safety procedures and standards by means of effective communication, instruction and training.
- (6) To ensure that all staff understand their responsibilities and discharge them with reasonable care as far as practicable possible
- (7) To encourage the effective participation of all staff in accident prevention.

The following pages provide additional advice, guidance and directives for the benefit of all members of the Company.



Signed.....

Name Mr Malcolm Read

For and behalf of Washroom Washroom Ltd

**Dated: This day the 10<sup>th</sup> March 2008**

**Revision Number 4**

This Policy will be reviewed on an annual basis or: If there is reason to suspect that it is no longer valid; or if there has been a significant change in the matters to which it relates.

## **Responsibility for Health and Safety Matters**

1. The overall responsibility for the implementation of this policy in health and safety matters rests with **Mr. Malcolm Read** who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation. **Mr. Malcolm Read** is responsible for the implementation and carrying out the policy and its aims set out in this document under the guidance of **Mr. Ricky Plumb from PIP Professional Health & Safety Services (Subject to contract)**.

2. **Mr. Malcolm Read** will identify any necessary preventative and protective measures and prioritize the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident and procedures.

### **3. The additional responsibilities of Mr. Malcolm Read shall include:**

3.1 Updating the Health and Safety Rules to improve Health & Safety within Washroom Washroom Ltd.

3.2 Ensuring that all new members of staff, (self Employed or permanent) and temporary workers are aware of this policy and any rules.

3.3 Ensure that all staff, (self Employed or permanent) and temporary workers are trained and competent to do the job safely and without putting their Health or others at risk.

3.4 The systematic assessment of all risks to staff, (self Employed or permanent) and temporary workers and customers or visitors.

3.5 Issue all new members of staff, (self Employed or permanent) and temporary workers with this Health and Safety document and ensure that they carry out induction training.

3.6 Provide training and re-training where necessary for on health and safety matters.

3.7 Ensure that all staff are fully trained to discharge their duties.

3.8 Investigate all accidents.

3.9 Appoint an adequate number of First Aiders and ensure they receive the necessary training to obtain a First Aid Certificate as required by current legislation.

3.10 Provide First Aid boxes and ensure they are adequately stocked at all times.

3.11 Ensure that all staff are made aware of whom the First Aiders are.

3.12 Maintain records of accidents in the Accident Book.

3.13 Carry out reporting procedures relating to Health and Safety as required by Statute.

3.14 To ensure that safety signs are displayed where they can help reduce risk.

## **The Responsibility and Role of Employees and Sub Contractors and persons Working On Behalf Of The Washroom Washroom Ltd**

Whilst the duty to ensure compliance with Health and Safety matters remains with **Mr. Malcolm Read**, staff, (self Employed or permanent) and temporary workers are expected to take care of the health and safety of their fellow employees and visitors under their immediate supervision. All members of staff are expected to report to **Mr. Malcolm Read** or their immediate supervisor, any hazards in the workplace which have the potential to cause harm.

All contractors staff, (self Employed or permanent) and temporary workers are to comply with their individual duties under Section 7 and Section 8 of the Health and Safety at Work Etc. Act 1974 and Regulation 14 of the Management of Health and Safety at Work Regulations 1999. That is to ensure their own safety and the safety of others and to generally co-operate with their Employer so as to enable the Employer to carry out his Health and Safety duties towards them. Failure to comply with Health and Safety duties and legislation on the part of the Employee, may lead to dismissal from employment. The following will apply:

1. Every member of staff must acquaint themselves with the rules governing health and safety within Washroom Washroom Ltd the "Organisation" and in addition ensure the following:

- A. Report any faulty or hazardous equipment, Protective Equipment or Vehicle.
- B. Do not attempt to repair faulty equipment.
- C. Report all accidents involving injury to their manager or supervisor or **Mr. Malcolm Read**.
- D. Keep all emergency exits, stairs and corridors free of obstructions when working on site or at a customer's premises.
- E. Understand and be familiar with all rules and procedures relating to evacuation of premises during an emergency.
- F. Attend training and updates as required by Washroom Washroom Ltd.

## Achieving Safe Working Practices Within Washroom Washroom Ltd

1. Washroom Washroom Ltd (the organisation) will ensure that staff, (self Employed or permanent) and temporary workers are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others. This includes the correct reporting procedures with regard to accidents on site in accordance with RIDDOR 95. **Mr. Malcolm Read** will ensure that any accident on site or the factory, which results in an injury to any person, is reported in accordance with RIDDOR, if applicable, and entered into the accident book on every occasion.
2. **Mr. Malcolm Read** will ensure that of staff, (self Employed or permanent) and temporary workers are trained and competent in the use of work equipment and plant and have the appropriate certification on site where required.
3. All staff, (self Employed or permanent) and temporary workers are expected to co-operate in the carrying out of this policy and the Organisation will encourage full participation of all employees in matters concerning health and safety within Washroom Washroom Ltd.
4. The Organisation will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.
5. The Organisation is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.
6. The Organisation also recognises its responsibilities to provide a clean healthy and safe working environment.

### **Date of Implementation**

This policy is effective from the **23rd of December 2007 (revision number 4)** and shall not apply to any actions that occurred prior to this date.

### **Questions**

If you have any questions regarding this policy document and how it applies to you please consult **Mr. Ricky Plumb - contact telephone number 0800 111 6303.**

### **Alteration of these Guidelines**

These guidelines will be subject to change and updating. **Mr. Malcolm Read or Mr. Ricky Plumb** will communicate any alterations to staff, (self Employed or permanent) and temporary workers including sub-contractors.

## **Stress in the Workplace**

Washroom Washroom Ltd recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on staff, (self Employed or permanent) and temporary workers, which might cause them to suffer stress, which has a detrimental effect on their health. This does not include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.

**Mr. Malcolm Read** in conjunction with **Mr. Ricky Plumb from PIP Professional Health & Safety Services** will carry out regular risk assessments to identify, control or eliminate the risk of stress in the workplace.

Washroom Washroom Ltd will regularly review its risk assessments. This will include monitoring workloads, monitoring working hours and overtime, monitoring holidays taken to ensure staff are taking their full entitlement. Ensuring that bullying and harassment is not tolerated within the workplace.

## **Risk Assessments**

The company will carry out on-going risk assessments as detailed within “The Management of Health and Safety at Work Regulations 1999” regulation number 3. A “competent person” will carry these out. The risks and controls will be implemented and communicated to all staff and persons on whom the works may impinge. Risk assessments will be undertaken in order to reduce the risk during the undertakings of Washroom Washroom Ltd but also in order to reduce the risk of incidents that may occur as a result of the undertakings of others e.g. other contractors or non-normal risks (bombs / arson / acts of terrorism). This procedure will be continuous and assessments will be updated as required by situations or statutory requirements. Risk Assessments will be undertaken with an aim of eliminating the hazard in the first instance but where this is not practicable risks will be lowered as far as is reasonably practicable. Assessments will consider the risk to staff, (self Employed or permanent) and temporary workers and the general public.

Risk assessments will be reviewed with a view to removing the hazard, taking into account the existing control measures and the introduction of new control measures if required. A “competent person” will carry out all risk assessment reviews.

## **Training**

All staff, (self Employed or permanent) and temporary workers, will receive induction training in safe working practices and procedures prior to working on sites or in the factory on behalf of Washroom Washroom Ltd.

All staff, (self Employed or permanent) and temporary workers will be trained to ensure their competency in all tasks to be undertaken. When necessary, refresher training will be given. When operatives are required to carry out key tasks, for example operating a new piece of machinery, they will be provided with the necessary additional training, which could mean that they will be requested to attend specific training such as Manual Handling. Staff, (self Employed or permanent) and temporary workers, will be required to demonstrate that they have obtained the necessary training and that they fully understand the required standard and provide proof of competency by demonstration or answering questions before being allowed to carry out the task.

Washroom Washroom Ltd will send and pay for all appropriate training as is required to carry out their duties. Washroom Washroom Ltd will also provide any additional specialised courses or training as is appropriate and necessary for the requirements of their duties.

All training deemed to be beneficial would be provided and paid for by Washroom Washroom Ltd. In the interests of staff, (self Employed or permanent) and temporary workers, Health and Safety training will be mandatory with records of training retained at our head office.

The Company has a firm commitment to the training of its of staff, (self Employed or permanent) and temporary workers in matters relating to absolute Competency, Health, Safety and Welfare. The objective of this is to ensure that the obligations of the Company in these matters are not only fully complied with, but are exceeded in order that locations of works are as safe as is reasonably practicable within Washroom Washroom Ltd.

Training is provided in both a formal and informal manner and all employees are encouraged to positively identify to Mr Malcolm Read or their supervisors any areas where they feel they require training or retraining so that safe systems of work are maintained throughout Washroom Washroom Ltd in relation to Health and Safety issues.

On site training will be provided in the form of induction training to staff, (self Employed or permanent) and temporary workers, new employee or sub-Contractors who are working on behalf of Washroom Washroom Ltd. Washroom Washroom Ltd will also provide "on the job" specific training as required. Time will be made available for this instruction and will, where necessary, include familiarisation with the place of work, provision and explanation of any information contained in risk assessments or method statements. On site training will also deal with the use of any personal protective equipment together with instructions on maintenance of work equipment equipment.

By adopting this strategy Washroom Washroom Ltd will ensure that we operate safe systems of work creating a safe and risk free environment for customers, visitors staff, (Self Employed or permanent), temporary workers and sub-contractors.

## **Co Operation and Care**

Washroom Washroom Ltd has built and wants to maintain a Clean, Healthy and Safe working environment. To achieve this it is essential that there is co-operation between all staff, (self Employed or permanent) and temporary workers, all are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Health and Safety of themselves and all other people affected by the Company's undertakings, which includes customers and visitors.

## **Fire Safety**

Fire risk assessments will be carried out in line with the Regulatory reform (Fire Safety) order 2005 (as amended) by a competent person. Washroom Washroom Ltd will hold regular fire drills (minimum of 2 per year) at the Hill Farm Epping Lane Site. All staff, (self Employed or permanent) and temporary workers, have a duty to ensure their safety and the safety of others that may be affected by their acts or omissions and a duty to report immediately any fire, smoke or potential fire hazard to the fire service (dial 999). You are to assess the risk of fire prior to starting work. Fire exits must **never** be blocked or used as storage space.

## **Accident Reporting (RIDDOR) & Communication**

In recognition of its duties under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), Washroom Washroom Ltd has introduced a system for reporting accidents, diseases and dangerous occurrences to the Health and Safety Executive. In the first instance Washroom Washroom Ltd will, so far as is reasonably practicable, provide and maintain a safe place of work, safe systems of work, safe appliances for work and a clean, safe and healthy working environment. In addition Washroom Washroom Ltd will also provide such information, instruction, training and supervision as may be necessary to ensure the Health and Safety at work of its of staff, (Self Employed or permanent) temporary workers and its customers and visitors. The organisation will also promote awareness and understanding of the Environment and Health and Safety throughout the workforce. Washroom Washroom Ltd will also as part of it day to day arrangements:

- Ensure the safety and absence of health risks in connection with use, handling, storage and transport of articles and substances.
- Carry out regular (minimum 1 per quarter) site risk assessments.
- Take appropriate preventive/protective measures to ensure the safety of of staff, (self Employed or permanent), temporary workers and customers or visitors.

- Appoint only competent personnel to undertake tasks, which have associated hazards or risks.

Washroom Washroom Ltd (Mr Malcolm Read) in conjunction with PIP (Mr Ricky Plumb) will undertake risk assessment and ensure that there are sufficient competent trained First Aiders to meet the risks of first aid requirements and also that there are well maintained First Aid facilities in accordance with The Health and Safety (First Aid) Regulations 1981.

Risk assessments in accordance with The Health and Safety (First Aid) Regulations 1981 will be carried out and will examine:

- The number of employees.
- The nature of the work in which they are involved and the hazards associated with the work in the factory and on site.
- The size of the operation.
- How widely staff, (self Employed or permanent) and temporary workers, are distributed within Washroom Washroom Ltd.
- The location of the site number of customers and visitors and its proximity to medical treatment.

The first aid kits and their location shall be known by all staff and its contents replaced as they are used or when an expiry date is exceeded. It will be the responsibility of Mr Malcolm Read (or designated persons) to ensure that a regular check is made of the contents. One person holding a current First Aid certificate or an "Appointed Person" certificate will be responsible for the proper use and maintenance of the first aid kits in the factory, offices and company vehicles.

All Near Misses, Minor & Major accidents are to be reported to Mr Malcolm Read or their immediate supervisor. All accidents must be entered into the accident book and can be entered by anyone. Where applicable, the statutory requirement to report under RIDDOR 95 must be completed and forwarded within the required time, which are detailed with associated risk assessment. Records will require as a minimum:

Name and address of injured person(s)  
 Date, time and place of accident(s)  
 A full explanation of the circumstances leading to the accident(s)  
 Name of injured person(s) employer(s).

## **Personal Protective Equipment (PPE)**

PPE will be identified as necessary after an initial risk assessment of the task and only as a measure of "last resort". Reasonable PPE will be provided as specified under the Personal Protective Equipment at Work Regulations 1992. PPE will be supplied to staff, (self Employed or permanent) and temporary workers, free of charge by Washroom Washroom Ltd. staff, (self Employed or permanent) and temporary workers, will be supplied with

equipment, trained in its use and maintenance, advised of the possible results of non-use and the reporting procedures for faulty equipment. Washroom Washroom Ltd will operate an on-going policy of monitoring equipment use. It will be a disciplinary matter if staff do not adhere to the use of PPE and the associated controls that are to be implemented as part of the risk assessment.

## **Manual Handling Operations**

Obviously Manual Handling cannot be avoided as Washroom Washroom Ltd business is the manufacturing, supply, delivery and installation of Washroom Cubicles, Locker Systems, Concealed Ducting vanity units, glass partitions and specialist joinery. This involves the delivery of goods to customers and this requires the manual handling of goods to carry out works. In all instances staff, (self Employed or permanent) and temporary workers, of Washroom Washroom Ltd will carry out manual handling operations in accordance with the Manual Handling Operations Regulations 1992 a copy of which can be obtained from PIP Professional Services.

Regulation 2 (2) makes the self employed (Sub Contractors of Washroom Washroom Ltd) responsible for their own safety during manual handling. However, the Manual Handling Operations Regulations 1992 should not be considered in isolation. Regulation 3 (1) of the Management of Health and Safety at Work Regulations 1992 should be considered regarding suitable and sufficient assessment of the Hierarchy of Measures. A copy of the Management of Health and Safety at Work Regulations 1992 can be obtained from PIP Professional Services upon request.

Washroom Washroom Ltd in conjunction with **PIP Professional Health & Safety Services** will carry out a minimum of 1 manual handling assessment per calendar month in the factory or on site. We will ensure that all staff, (self Employed or permanent) and temporary workers, representing Washroom Washroom Ltd are instructed in safe and effective Manual Handling by a competent person or someone who has attended and holds the CIEH accredited manual handling qualification prior to carrying out manual handling tasks for Washroom Washroom Ltd.

However, Manual handling operations (human effort) will be avoided as far as is reasonably practicable i.e. by using mechanical devices such as lift trucks, but where a risk of injury still exists it will be reduced to the lowest level possible.

Staff, (self Employed or permanent) and temporary workers, are reminded that they are to ask for assistance when a load is heavy or unwieldy but are in the first instance **not to:**

Hold the load away from the trunk; Twist the trunk; Stoop while lifting; carry for long distances or hold the load in an awkward posture for long periods.

**But are: -**

To use kinetic lifting methods; clear routes; ensure lighting is good; split loads and undertake team lifting.

## **Workplace Health, Safety and Welfare**

Washroom Washroom Ltd have a general duty under section 2 of the Health and Safety at Work etc Act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees at work.

In order to achieve this Washroom Washroom Ltd will: -

1. Monitor, control and correct the Health and Safety actions of operatives and contractors and others who may be under their jurisdiction to ensure Health and Safety is given top priority and that the Companies Health and Safety Policy is fully understood and implemented by them.
2. Ensure that all staff, (self Employed or permanent) and temporary workers, are kept fully up to date on any matters relating to Health and Safety. This includes new legislation, good working practices, risk assessments and COSHH data.
3. Pay particular attention to ensuring that Health and Safety matters are effectively communicated to those working on site and abide by the Health & Safety rules when working on a customers site i.e. the customer's health & safety rules.
4. To undertake positive vetting of the Health and Safety policies and practices of staff, (Self Employed or permanent) and temporary workers
5. To ensure all staff, (self Employed or permanent) and temporary workers, receive Company Safety Induction and Safety Awareness training before they start work on site.
6. Develop a strong concern for the safety of those that the Company engages and for those who may be affected by the activities of the Company, which includes customers and visitors.
7. Ensure that all staff, (self Employed or permanent) and temporary workers, understand that Washroom Washroom Ltd safety culture is a serious one and that Health and Safety is paramount at all times. All persons should understand and implement the Company Health and Safety Policy with the objective of ensuring a safe workplace and safe systems of work.
8. Ensure that all staff, (self Employed or permanent) and temporary workers, engaged by Washroom Washroom Ltd are treated equally with regards Health and Safety and have a good understanding of the hazards and risks associated with their activities.
9. Ensure that risk assessments are produced by a competent person and are issued or otherwise related to employees. Check that those who need to be aware of them understand. Washroom Washroom Ltd will never assume or leave Health and Safety matters to chance.
10. Ensure that adequate personal protective equipment is provided and worn (as a measure of last resort) when appropriate and that a tidy workplace and storage area are maintained and materials not needed are removed or stacked in an orderly fashion.

## Control of Hazardous Substances

Washroom Washroom Ltd will endeavour through our purchasing policy to purchase only those substances that are not hazardous to health. Substances that may be hazardous will be eliminated or substituted where possible with a safer product where possible. Washroom Washroom Ltd will do everything reasonably practicable so as to lower the risk during usage and hold data sheets on all of the products that are used in the factory and on site. Personal Protective Equipment (PPE) is to be used as a control against exposure as a last resort only. The use of those substances purchased will be assessed under the COSHH Regulations 1999, restricted and strictly controlled. Assessments will be reviewed periodically and whenever there may be reason to suspect that the assessment may no longer be valid. A full survey of all chemicals used within the company and its work sites will be carried out and maintained, in line with the COSHH regulations. The results of such findings will be communicated to employees together with controls. Protective equipment, if required, will be provided free of charge. It will be a disciplinary matter if staff do not adhere to the use of PPE and use controls identified as part of the assessment.

Customers and visitors will not be allowed in areas where substances that are hazardous to health have been identified.

The HSE have advised that it is sensible to assume that any building constructed or refurbished before the 1980s will contain asbestos materials. I.e. insulation boards, corrugated roof sheets, cement guttering and boilers and associated pipe work and lagging. No work will be carried out which is likely to expose staff, (self Employed or permanent) and temporary workers to asbestos.

If asbestos, or what is suspected to be asbestos, which was not identified during the initial assessment of the building is discovered, staff, (self Employed or permanent) and temporary workers will **STOP WORK**, they will not to handle asbestos products.

If asbestos is confirmed then a **Licensed Contractor** will be employed to protect and remove the asbestos to a specified disposal site that is **licensed** by the local waste disposal authority. Work can only commence when the asbestos has been made safe or removed and clearance certificates have been issued. Work can then continue with caution.

## Protection of Persons in Work Areas

All necessary measures required for the protection of others will be allowed for by carrying out risk assessments prior to works commencing. Works will be planned, taking into account Section 3 of the Health and Safety at Work etc. Act 1974. Consideration will be given at the planning stage to ensure the protection of others and when necessary, permits to work, barriers, screens etc. will be provided to ensure their protection.

## **Environmental Considerations**

Washroom Washroom Ltd recognises its Duty of Care under The Environmental Protection Act 1990, the Environmental Protection (Duty of Care) Regulations 1991, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, Special Waste Regulations 1996 and other associated statutory provisions.

“Controlled Waste” will only be released to a “Registered Carrier” after proof (original only) has been produced by the “authorised person” all parts of the “Waste Transfer” note will be suitably completed with a copy remaining with Washroom Washroom Ltd for no less than 2 years. “Special Waste” will only be moved by a “Registered Carrier” after the completion of a “Special Waste Transfer Note” and the pre-notification of the movement to the Environment Agency, a copy of which will be kept by Washroom Washroom Ltd for no less than 3 years.

All waste will be suitably packed to ensure the safety of others during storage and carriage and also to prevent spillage, leakage, waste blowing or falling or the pilfering of contents by third parties.

## **Work Equipment**

Washroom Washroom Ltd will endeavour to provide a workplace that complies with the statutory provisions contained within the Provision and use of Work Equipment Regulations 1998.

All work equipment within the workplace shall be visually inspected to ensure it is safe and suitable for the purpose for which it is to be used and will be maintained in good working order.

Workers will be provided with adequate information and training to enable them to use work equipment safely.

## **Alcohol Drugs & Smoking**

Anyone found under the influence of or in possession of alcohol or narcotics will be removed from the areas of work and may be subjected to appropriate disciplinary measures, which could include dismissal for serious offences. The current “ No Smoking legislation” must be adhered to by all staff, (self Employed or permanent) and temporary workers. A copy of this policy will be issued during the induction and prior to carrying out any works for and behalf of Washroom Washroom Ltd.

## **Monitoring of This Policy**

Employees are encouraged to bring to the attention of Mr Malcolm Read, areas, which in their opinion, this policy appears inadequate. All such comments will be passed to **PIP Professional Health & Safety Services**, Washroom Washroom Ltd Independent Health & Safety Consultants for their consideration and review. This Policy and Arrangements will be reviewed on at least an annual basis. Provision will also be made to undertake a review in the event of the changes within the business, introduction of new, or the amendment of existing legislation, codes of practice or guidance notes.

# Appendices