



MARCASPUS CLEANING CONSULTANTS

Health and Safety Policy

Document Title:	Health and Safety Policy
Organisation:	Marcaspus Ltd (t/a Marcaspus Cleaning Consultants)
Approved by:	Directors (Hajrah Kimera / Serena Bira)
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1. Policy Statement

Marcaspus Ltd (t/a Marcaspus Cleaning Consultants) is committed to providing a safe and healthy working environment for all employees, subcontractors, clients, visitors and any other persons who may be affected by our activities. We will take all reasonably practicable measures to prevent injury, ill health, property damage and environmental harm arising from our work. Health and safety performance is a core business priority and is integrated into planning, supervision, training and quality management.

We will comply with applicable UK health and safety legislation and client requirements, consult and engage with employees, and continually improve our safety management arrangements through monitoring, learning and corrective action.

2. Scope

This policy applies to all Marcaspus employees, temporary workers and subcontractors working under our control, and to all locations and activities where we provide cleaning and associated services, including mobilisation and site visits.

3. Roles and Responsibilities

3.1 Directors

The Directors have overall responsibility for health and safety and will ensure adequate resources are provided to implement this policy. They will set objectives, review performance at least annually, and ensure competent support is in place.

3.2 Operations / Contract Management

Contract management is responsible for implementing site-specific arrangements, including risk assessments and method statements, ensuring staff training and competence, coordinating supervision, and liaising with the client on safety matters.

3.3 Supervisors / Team Leaders

Supervisors will brief staff, ensure safe systems of work are followed, carry out routine checks, report incidents and hazards, and stop work where an immediate risk is identified.

3.4 Employees and Subcontractors

All workers must take reasonable care of their own health and safety and that of others, follow training and site rules, use equipment and chemicals as instructed, wear PPE where required, and report hazards, near misses and incidents promptly.

4. Arrangements

4.1 Competence, Training and Induction

All staff receive induction covering safe working practices, COSHH awareness, manual handling, slips and trips prevention, use of PPE, incident reporting and site-specific rules. Toolbox talks and refresher training are provided, and training records maintained.

4.2 Risk Assessment and Safe Systems of Work

We identify hazards and assess risks for our activities. Risk assessments and method statements are produced and communicated to staff. Assessments are reviewed when tasks change, after incidents, or at least annually. Site-specific assessments are used where required by clients.

4.3 COSHH and Chemical Safety

Cleaning chemicals are controlled under COSHH. Safety Data Sheets are obtained and COSHH assessments completed. Products are stored securely, clearly labelled, and used in accordance with manufacturer instructions. Dilution is controlled to avoid overuse and reduce exposure. Staff are trained on safe handling, PPE and spill response.

4.4 Equipment Safety and Maintenance

Equipment is selected to be suitable for the task and maintained in a safe condition. Portable electrical equipment is visually checked before use, and formal inspection/testing is arranged where required. Defective equipment is taken out of service immediately and reported.

4.5 Slips, Trips and Falls

We manage slip and trip risks by using warning signage during wet cleaning, maintaining good housekeeping, controlling trailing cables, and selecting appropriate cleaning methods and times. Spillages are dealt with promptly and reported where necessary.

4.6 Manual Handling

Manual handling risks are reduced through task planning, use of trolleys and aids, correct storage heights, and staff training on safe lifting and carrying. Where heavy or awkward items are involved, team lifting and suitable equipment are used.

4.7 Lone Working and Personal Safety

Where lone working is required, risks are assessed and controls implemented, which may include check-in/check-out procedures, supervisor contact arrangements, and restrictions on higher-risk activities when working alone. Staff are briefed on personal safety and reporting.

4.8 Welfare, First Aid and Emergency Arrangements

We comply with client welfare arrangements and ensure staff know the location of first aid provisions and emergency procedures, including fire exits and assembly points. Accidents and near misses are reported immediately, recorded and investigated.

4.9 Incident, Near Miss and Hazard Reporting

All incidents, near misses and hazards must be reported promptly. We investigate to identify root causes and implement corrective actions. Where required, we notify the client and comply with statutory reporting obligations.

4.10 Consultation and Communication

Marcaspus encourages open communication on health and safety. Staff can raise concerns to supervisors or management without fear of reprisal. We consult with staff through briefings, toolbox talks and feedback during supervision.

4.11 Contractor and Subcontractor Control

Subcontractors are selected based on competence and compliance. They must follow our safety standards and site rules. Relevant risk assessments and method statements will be provided and monitored.

4.12 Monitoring, Audit and Review

We monitor performance through supervision checks, inspections and contract review meetings. Corrective actions are tracked. This policy and associated arrangements are reviewed at least annually or following significant changes.

5. Policy Review and Approval

This policy is reviewed annually or earlier if there are changes to legislation, services, or client requirements.

Signed (Director):	<u>J. Kimera</u>	Name:	Hajrah Kimera	Date:	<u>15/08/25</u>
Signed (Director):	<u>Serena Bira</u>	Name:	Serena Bira	Date:	<u>15/08/25</u>