

HEALTH AND SAFETY POLICY



Manchett Facilities
service starts when you call

PART ONE

General Statement of Policy, Duties & Responsibilities

1.1 Policy Statement

Manchett Cleaning Limited recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. When working within the European Union Manchett Facilities will ensure that all relevant laws and legislations are abided by and reviewed depending on the region we are working within.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of the company to promote the health and safety of staff and of all visitors to the companies premises and where Manchett Cleaning Ltd workers/staff are appointed to clients premises to carry out services as requested by the client to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the company in all safety matter, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Advisor or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the companies activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the company arising out of or in connection with the company’s activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer’s workers on the company premises may be exposed.
- Work to any European Unions laws and legislations that are relevant to the region we are working within and to work with the company within that region to ensure we are complaint and working under the correct directives.

This policy statement and/or the procedures for its implementation may be altered at any time by the company's Directors and Health and Safety Advisor. The statement and the procedures are to be reviewed each year by the Health and Safety Advisor. A report on the review, with any other proposals for amendment to the statement of procedures, is to be made to the next following ordinary meeting of the Directors.

1.2 Statutory Duty of the Company

The company will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to the premises in the UK and European Countries we work within and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the company will:

- Assess the risks to health and safety of its volunteers/workers/staff;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.
- Working with the 'Safer and Healthier Work for All - Modernisation of the EU Occupational Safety and Health Legislation and Policy' when working in the EU
- Make sure we work to The European Framework Directive on Safety and Health at Work to ensure all European working is carried on within the guidelines as below in each country;

- Specific tasks (e.g. manual handling of loads)
- Specific hazards at work (e.g. exposure to dangerous substances or physical agents)
- Specific workplaces and sectors (e.g. temporary work sites, extractive industries, fishing vessels)
- Specific groups of workers (e.g. pregnant women, young workers, workers with a fixed duration employment contract)
- Certain work-related aspects (e.g. organisation of working time)

1.3 Statutory Duty of the company's Workers

Employees also have legal duties, and the company confidently requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the company's on health and safety;
- To use work items provided by the company correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the company;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.
- To take responsibility to work within the relevant laws and legislations of the regions we will be working within i.e. EU Countries

1.4 Policy for Visitors and Contractors

On arrival all visitors should be directed to the Manager, or a representative of the building. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident.

On arrival, all visitors, including contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Health and Safety Advisor who will investigate and report to the company.

Contractors working at any EU Sites will need to work and abide by all laws and legislations that are relevant to that region they are working within. This includes all Health and Safety regulations and Training required to carry out the works they are being assigned too.

PART TWO

Organisation of Health and Safety

2.1 Health and Safety

The company has appointed a Health and Safety Advisor who will manage all aspects of health and safety, including representation both of themselves and of staff (both paid and volunteer):

- To have a broad overview of Health and Safety matters;
- To keep the Organisation's Health and Safety policy and procedures under review;
- To conduct safety tours of the premises;
- To ensure that risk assessments are carried out, including assessments regarding substances hazardous to health (COSHH Regulations);
- To take such action as may be required to ensure that the company's responsibilities for Health and Safety are fulfilled;
- To report to the Directors on their performance of these responsibilities.
- To ensure that the Health and Safety laws and legislations are abided by, especially when working in the European Union and ensuring the laws are followed relevant to the region we are working within.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Health and Safety Advisor who will investigate and report to the company Directors.

Safety Audits

The Health and Safety Advisor or Representative shall carry out 6-monthly tours and inspections of the premises and make a report to the next ordinary meeting of the Directors. All necessary actions as a result of the tour shall, where reasonable and practicable, be implemented.

2.2 Health and Safety Rules

All workers/staff must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the company may publish from time to time.

Accident Forms and Book

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker/staff or visitor in the course of employment or otherwise on the company's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Organisation.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the company's in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the company and any directions for the use of such must be followed precisely as per talk box talks and training provisions.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment must be reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Display Screen Equipment

The company recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the company's expense.

Alcohol, Drugs and Smoking

Smoking within any premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

PART THREE

Arrangement and Procedures

The Health and Safety Advisor, nominated by the Directors is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels.

Ken Benmore	07591 204674
Richard Love	01375 892464

3.1 Incident reporting and investigation

It is our policy that all injury accidents, however minor, are recorded on an accident form. All accidents, near misses and incidents of work-related ill-health are investigated in order to identify root causes and prevent a recurrence. The Health and Safety Advisor is responsible for reporting incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

We have a detailed policy the subject of accident/incident reporting which outlines our reporting and investigation arrangements.

3.2 Training

All employees are trained in safe working practices and procedures, their responsibilities under this policy and any specific skills required. In particular, employees are given training when they start work with the company. We have a detailed policy on the subject of training which outlines our arrangements in more detail.

3.3 Employees at special risk

From time to time, some workers may be at increased risk of injury or ill-health resulting from work activities, e.g. those with medical conditions or permanent or temporary disability, those taking medication, young people and those who are pregnant. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. Risk assessments will then be reviewed accordingly and action taken as necessary to control the risks. We have a separate detailed policy on the subject of new and expectant mothers.

We also recognise that due to the nature of some of our workers there are potentially at increased risk because of their work away from our base location. We have therefore developed detailed policies to cover the work of lone workers, homeworkers, mobile workers and those travelling abroad.

3.4 Consultation

We recognise that the involvement of staff in their own health and safety arrangements is essential to the success of this policy. We therefore consult with staff by team meetings on a regular basis.

3.5 Personal protective equipment (PPE)

We provide PPE without charge to our employees as required. The type of equipment is selected with regard to the risks of each work activity, the level of protection required and the needs of individuals. We have a separate detailed PPE Policy.

3.6 Signs and notices

Statutory health and safety notices are displayed including the “no smoking” sign, Health and Safety Law poster and the current Employers’ Liability Compulsory Insurance certificate. Signage is also displayed to indicate fire escape routes and fire extinguisher locations, and to highlight particular hazards or precautions required.

First Aid and Accident Reporting

3.7 Fire Drills and Evacuation Procedures

3.7.1 First Aid

- The First Aider for each site is the Supervisor and each worker/staff has had training to administer minimal first aid
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- First Aid Boxes are provided in each of the cleaners cupboards on site which is designated by the client. If there no cupboard/storage available on site our workers/staff will use the sites First Aid which will be communicated to the Health and Safety Advisor.

3.7.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Advisor or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from the reception desk. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Advisor will investigate incidents and accidents, writing a detailed report for the Directors to consider the actions necessary to prevent recurrence.

3.8 Fire Drills and Evacuation Procedures

3.8.1 Fire Drills

- All workers and volunteers must know the fire procedures for the site they are working upon, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by the clients The Fire Officer/Health and Safety Officer of that site.
- The sites Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out as they prefer (at least 3 months).

3.8.2 in the event of Fire

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point information for the clients building will be providing by the client at the beginning of the contract
- No-one should leave the assembly point without the permission of a member of staff;
- If **any** fire occurs, **however minor**, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

3.8.3 Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use;

- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.8.4 General

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the clients Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users. All information should be provided to our Health and Safety Advisor immediately.

3.9 Work equipment

All work equipment supplied by the company is assessed for suitability. Employees are encouraged to report defects to their supervisor or manager, at which point the equipment is repaired or replaced. Equipment is maintained in accordance with manufacturers' instructions. Staff are instructed in the correct use of power tools, including the correct use of guarding, where applicable.

Portable electrical equipment including tools and office equipment is subject to a programme of portable appliance testing, as well as the pre-use inspections that all staff are instructed to carry out.

Where necessary for safety, power tools are of 110v CTE type or battery powered. In any case we ensure that use of 240v tools is limited to circumstances where conditions are dry and mechanical damage is unlikely. Residual current devices (RCD) are always used with 240v power tools to minimise the risk of electric shock.

3.10 Electricity

Our employees are not permitted to carry out electrical repairs or to work on the electrical installation.

All work on electrical installations are carried out by qualified electricians, who are required to follow standard working practices as defined by IET guidance, Building Regulations and the Electricity at Work Regulations. It is the company's policy that live working is prohibited although live testing is permitted with appropriate controls and suitable equipment.

Our own installation will be tested and inspected periodically by a competent electrician and improvements implemented as necessary to ensure its continuing safety.

3.11 Manual handling

Certain aspects of our business involve manual handling, for instance operatives working in industrial sites. Where we have not been able to eliminate the manual handling risk we undertake detailed risk assessments and proscribe risk control measures for the protection of our staff, e.g. training, PPE, safe methods of work, trolleys etc. Employees are instructed in the outcome of the assessments and the risk control measures including safe lifting techniques. They are instructed to report to their manager any health concerns that may make manual handling less safe for them.

PART FOUR

Appendices

APPENDIX A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for Manchett Cleaning Limited, or the premises under the control of the client must be recorded.

2. Accidents to Workers or clients Staff

- a) For ALL Accidents

Complete Accident Form and give to Health & Safety Advisor

- b) **For accidents reportable to the Health & Safety Executive** (for contractors see c))

If accident results in incapacity for work for more than 3 calendar days then complete the online form F2508 with copies to the Directors.

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then **immediately notify:**

Health & Safety Executive on HSE's Infoline Tel: 0345 300 9923

And the Health and Safety Advisor / Directors

Follow up within seven days with completed online form F2508 with copies to the Health and Safety Advisor / Directors

- c) If a reportable accident involves a clients employee and the premises are under the control of someone other than the contractor then the person in control of the premises is responsible for reporting the accident.

If a clients employee is at work on premises under the control of the client then it is the client or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

1. For ALL Accidents

Complete Accident Form and give to Health & Safety Advisor

2. For accidents reportable to the Health & Safety Executive

If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then **immediately notify:**

Health & Safety Executive

And the Health and Safety Advisor and Directors

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.
- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed
- Other specified injuries and conditions:
 - The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact
 - Loss of consciousness resulting from lack of oxygen
 - Decompression sickness requiring medical treatment
 - Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin
 - Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
 - Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours

IF IN DOUBT REPORT IT

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery
- Explosion/collapse of closed vessel/boiler
- Electrical explosion/fire

Notify the following immediately:

Health & Safety Executive
And the Health Safety Advisor and Directors

6. Occupational Diseases

- Poisoning
- Skim Diseases
- Lung Diseases
- Infections

On receipt of a written diagnosis from a Doctor, report the disease using online form for the HSE

And the Health Safety Advisor and Directors

IF IN DOUBT REPORT IT

Appendix B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review

- What substances are present and in what form?
- What harmful effects are possible?
- Where and how are the substances actually used or handled?
- What harmful effects are given off, etc.?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers have to ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by

- Removing the hazardous substance by changing the process
- Substituting with a safe or safer substance, or using a safer form

Or, here this is not reasonably practicable, CONTROLLING exposure by

- Totally enclosing the process
- Using partial enclosure and extraction equipment
- General ventilation
- Using safe systems of work and handling procedures

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to do the job properly.

Appendix C – FIRE PREVENTION

1. Has the Fire brigade been consulted on:
 - The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
 - Emergency lighting and its maintenance?
 - The most suitable way of raising an alarm in the event of fire?
 - The contents of fire instruction notices?
 - The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
 - Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
 - The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
 - The maximum number of people who should be allowed on the premises at any one time?
 - Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
 - Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
 - Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
 - Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?
2. Is Fire Equipment properly looked after?
 - Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
 - Are staff/duty officers trained to use this equipment?
 - Is equipment kept in its proper position and always clearly visible and unobstructed?
3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?
 - No smouldering fires or cigarettes left burning?
 - Heater and cookers turned off?
 - Televisions and other electrical apparatus turned off and unplugged?
 - Lights off?
 - Internal doors closed?
 - Outside doors and windows closed and secured?
4. Are all reasonable steps taken to prevent fires?
 - Smoking not allowed in store rooms or backstage?
 - Substantial ashtrays provided in areas where smoking is permitted?
 - Heating appliances fitted with adequate and secure fire guards?
 - If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
 - Precautions to ensure that convector type heaters are not covered with clothes and curtains?
 - Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
 - Sufficient socket outlets provided to obviate the need for long trailing flexes?

- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- Scenery, decorations and costumes for stage performances treated to make them flame retardant?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms?

Appendix D – HEALTH AND SAFETY AUDITS

1. Inspection

- A Health and Safety Audits of the client building should be undertaken **at least** every month. One of these inspections may be undertaken at the same time as the annual building maintenance check with the client.
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Health and Safety Advisor.
- The whole form should be made available to Directors and the client.
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box

2. Risk Assessment

- Risk assessments relate to activities within the client premises or grounds that Manchett Cleaning Limited are providing their services
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by Manchett Cleaning Limited or contractors and including the work of paid staff AND volunteers
- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding
- A risk assessment needs to be carried out whenever a new activity is envisaged
- Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment
 - Observing trends on the accident form
 - Changes in staff
 - Introduction of new procedures, processes or materials

Appendix E – DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a **significant part of their normal work**.

In some cases it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job, as alternative means are not readily available for achieving the same results.
- The individual has no discretion as to the use or non-use of the display screen equipment
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- The individual uses display screen equipment in this way more or less daily
- Fast transfer of information between the user and the screen is an important requirement of the job
- The performance requirements of the system demand high levels of attention and concentration by the user; for example where the consequences of error may be critical.

Approved by the Health and Safety Advisor and Directors at Manchett Cleaning Limited



Signed:

Date: June 2019

Managing Director

Review Date: July 2020