

Health and Safety General Policy Statement

Not Just Cleaning Ltd (NJC)

At NJC we recognise that our employees are central to the delivery of our service and we are fully committed to meeting our duties under Health and Safety legislation. We will endeavour to maintain a Safe and Healthy working environment. Our workforce is informed of their responsibilities to ensure they take all reasonable precautions to ensure the Safety, Health and Welfare of those that are likely to be affected by the operation of our business.

NJC recognises its duty to make regular assessments of the hazards and risks created in the course of our business.

We also recognise our duty, so far as reasonably practicable, to:

- Provide Safe and Healthy working conditions
- Provide adequate control of the Health and Safety risks so identified
- Consult with our employees on matters affecting their Health and Safety
- Provide and maintain Safe plant and equipment
- Arrange the Safe handling and use of substances
- Provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language
- Check workers are competent and give them appropriate training
- Prevent accidents and cases of work related ill Health
- Actively manage and supervise Health and Safety at work
- Have access to competent advice
- Seek continuous improvement in our Health and Safety performance and management through regular review and revision of this policy
- Provide the resource required to make our Health and Safety arrangements effective
- Co-operate with other employers at the sites we work with, especially sites not under NJC control

To help achieve our objectives we train and induct our employees, explaining their duties and setting out our company Health and Safety rules in an Employee Safety Handbook. This handbook is made available to every worker employed by us and is supported by our OHSAS 18001 compliant occupational Health and Safety Management System.

NJC regard the promotion of Health and Safety measures as fundamental. We recognise and aim to do all that is reasonable to protect anyone who may be affected by our activities from foreseeable work hazards. Through continual improvement we seek to drive both Safety standards and the Safety culture of our workforce. In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Signed:

A handwritten signature in black ink, appearing to read 'Paul Kelly', is written over a horizontal line.

Date: 20 March 2018