

Health & Safety Policy

Zenith Crest Maintenance Limited

Policy Statement

Zenith Crest Maintenance Limited is committed to ensuring the health, safety, and welfare of its employees, contractors, clients, and members of the public who may be affected by our activities. We recognise that effective health and safety management is essential to the success of our business and to maintaining high professional standards in all property maintenance services.

Our aim is to conduct all operations in a manner that prevents injury, ill health, damage to property, and harm to the environment.

This policy is implemented in accordance with the **Health and Safety at Work etc. Act 1974** and all other relevant UK health and safety legislation.

1. Company Responsibilities

Zenith Crest Maintenance Limited will:

- Provide and maintain safe working environments for employees and contractors.
- Ensure all equipment, tools, and materials are safe and properly maintained.
- Provide appropriate **training, instruction, and supervision** for all staff.
- Carry out **risk assessments** for all tasks and projects.
- Implement **safe systems of work** for property maintenance activities.
- Supply and enforce the use of appropriate **Personal Protective Equipment (PPE)**.
- Ensure compliance with relevant regulations including:
 - Working at Height Regulations
 - Control of Substances Hazardous to Health (COSHH)
 - Electricity at Work Regulations

- Manual Handling Operations Regulations
 - Investigate all accidents, incidents, and near misses to prevent recurrence.
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2. Employee Responsibilities

All employees must:

- Take reasonable care of their own health and safety and that of others.
- Follow company safety procedures and site rules.
- Use equipment, tools, and PPE correctly.
- Report hazards, unsafe conditions, or accidents immediately.
- Cooperate with management on all health and safety matters.
- Not misuse or interfere with safety equipment.

Failure to comply with safety procedures may result in disciplinary action.

3. Risk Assessments

Zenith Crest Maintenance Limited will conduct **task-specific risk assessments** for all work activities including:

- Plumbing and heating work
- Electrical repairs and installations
- Cleaning and maintenance services
- Painting and decorating
- Pest control activities
- Emergency repair call-outs

Risk assessments will identify hazards, evaluate risks, and establish control measures to ensure safe working practices.

4. Safe Working Practices

To reduce risks during maintenance work, the company will ensure:

- Proper training for electrical and plumbing tasks.
 - Safe ladder and **working-at-height procedures**.
 - Correct manual handling techniques.
 - Safe use of tools and machinery.
 - Appropriate isolation of electrical systems before work begins.
 - Safe handling, storage, and disposal of chemicals and materials.
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5. Personal Protective Equipment (PPE)

Where necessary, employees will be provided with suitable PPE, including:

- Safety boots
- Protective gloves
- High-visibility clothing
- Eye protection
- Respiratory protection
- Hard hats (where required)

Employees must wear PPE whenever required for the task being performed.

6. Accident Reporting

All accidents, incidents, injuries, and near misses must be reported immediately to management.

Where required, incidents will be reported under **RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)**.

Accident records will be maintained and reviewed regularly to improve safety practices.

7. Training

Zenith Crest Maintenance Limited will ensure employees receive appropriate training including:

- Health and Safety awareness
- Manual handling
- Working at height
- Electrical safety
- COSHH awareness
- Tool and equipment safety

Additional training will be provided where necessary for specialist tasks.

8. Contractors and Subcontractors

All subcontractors working with Zenith Crest Maintenance Limited must:

- Follow this Health & Safety Policy
- Provide evidence of relevant qualifications and insurance
- Work in accordance with site safety procedures

- Provide their own risk assessments and method statements when required
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9. Review of Policy

This Health & Safety Policy will be reviewed annually or sooner if:

- There are changes in legislation
 - Work practices change
 - An incident highlights the need for improvement
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Signed

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Director
Zenith Crest Maintenance Limited