

**CAPITOL FLOOR & HYGIENE
MAINTENANCE LTD**

**HEALTH & SAFETY
HANDBOOK**

ISSUE AND REVISION CONTROL:

The person responsible for the control of this document will ensure that any revisions and amendments are issued and recorded below.

Issue Control:

Issue	Reason for Issue/Re-Issue	Approved	Date
0	Initial Issue		
1			
2			
3			

Revision Control:

Section	Rev.	Description of Change	Approved	Date

Address

Unit 15 Woodside Trading Estate

Thornwood

Epping

Essex

CM16 6LJ

Responsible Person in Control of Document

Mr Lance Edwards

Director

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Introduction

Health and Safety is of prime importance to Capitol Floor & Hygiene Maintenance Ltd, who will seek to conduct its business in such a way as to avoid harm to its Employees and all others who may be affected directly or indirectly by its activities.

This handbook supplements the Company health and safety management system documentation. It outlines the responsibilities and arrangements for ensuring your health and safety at work. The aim is to help you work safely and avoid accidents by providing a framework within which a safe method of work can be established. It is therefore important that you read the advice given here before you start work in the Company.

Accident prevention is mainly common sense, tidiness and forethought, but safety within our Company does require constant vigilance and care. Remember that a little planning and thought can save a great deal of trouble and regret. Always seek expert advice when in doubt.

You are required to sign and return the declaration issued with this handbook stating that you have read the handbook and are satisfied as to your and the Company responsibilities with respect to health and safety.

This handbook will be reviewed annually and supplementary information distributed to all employees of the Company. Suggestions for inclusion, corrections and revision for future editions of this Handbook should be sent to your line manager