

General Safety Policy

1. Procure will endeavour to make sure that all staff are fully compliant with the Health and Safety Policy and the Health and Safety Policy of its' clients, and know where the client's first aid kit and accident book are located. Any mishaps, however minor, must be reported to the client as part of their safety record and to Procure. Ensure that only products covered by COSHH sheets issued to the client are used on the premises.
2. Procure will always ensure that only recognised products, covered by accessible COSHH data are used.
3. We will always ensure that all electrical equipment used, is covered by a current 'Electricity at Work' certificate.
4. Always wear a protective uniform if it has been issued to you and wear appropriate suitable hand, face and other protection, if necessary.
5. Never smoke on client's premises.
6. Never use client's equipment such as shredders or compactors unless you have been thoroughly instructed in their use.
7. Always ensure that a member of your family or close friend is aware of your cleaning routine and schedules so that your whereabouts are known by a third party at all times.
8. Wherever possible keep a mobile phone with you, so that in the event of any serious mishap you can summon help should the client's night phone service be inoperative.
9. Never lift or carry any equipment or materials, which would be of risk or which may result in physical injury.
10. If you have any medical condition, which might cause you to be at risk e.g. a heart condition or epilepsy, they you must not work alone. Provided you have notified Procure then they would ensure you are assigned only to contracts where there is a full time security provision.
11. If you are in any doubt as to the scope of your work or to the safety and security of the premises to which you are assigned or to the access or exit arrangements then notify your Procure office immediately. Procure will then ask your client to clarify the situation and to issue any further necessary guidelines or training.
12. Procure will follow all current Government guidelines regarding Covid 19 to ensure safety of staff and clients at all times.