



Management System Certification Audit Summary Report

Organization:	B. & B. Service Società Cooperativa				
HQ Address:	Via dei Carpentieri, 11/13 Capezzano Pianore (LU) 55041				
Standard(s):	SA 8000 :2014	Accreditation Body(s): SAAS			
Date(s) of audit(s):	15.11.2021				
Start date of audit :	20.11.2021				
End date of audit :					
EAC Code:	35,30,31A	NACE Code:	74,55,60	Macrosector:	5,6,2
Stakeholder consultation done before Audit and records (with actual recorded evidence) updated	È stato intervistato rappresentante sindacale territoriale e effettuata verifica su internet. Nessuna criticità emersa				
This report is confidential and distribution is limited to the audit team, audit attendees, client representative, the SGS office and may be subject to Accreditation Body, Certification Scheme owners or any other Regulatory Body sampling in line with our online Privacy Statement which can be accessed here					

1. Current audit findings and conclusions

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives required by the standard(s). The audit methods used were interviews, observation of activities and review of documentation and records.

The structure of the audit was in accordance with the audit plan included as an annexe to this audit summary report.

The audit team concludes that the organization has has not established and maintained its management system in line with the requirements of the standard and demonstrated the ability of the system to systematically achieve agreed requirements for products or services within the scope and the organization's policy and objectives.

Number of nonconformities identified : _____Critical _____Major 1 Minor _____TB

Therefore the audit team recommends that, based on the results of this audit and the system's demonstrated state of development and maturity, management system certification be:

Granted / Continued / Withheld / Suspended until satisfactory corrective action is completed.

2. Previous Audit Results

The results of the last audit of this system have been reviewed, in particular to assure appropriate correction and corrective action has been implemented to address any nonconformity identified. This review has concluded that:

<input type="checkbox"/>	In case of certification audit, Stage 1 Risk of non-conformances have been appropriately addressed (refer to Section 6 for details)
<input checked="" type="checkbox"/>	Any nonconformity identified during previous audits has been corrected and the corrective action continues to be effective. (Refer to Section 6 for details)
<input type="checkbox"/>	The management system has not adequately addressed nonconformity identified during previous audit activities and the specific issue has been re-defined in the nonconformity section of this report.

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3. Audit Findings

The audit team conducted a process-based audit focusing on significant aspects/risks/objectives. The audit methods used were interviews, observation of activities and review of documentation and records.			
The management system documentation demonstrated conformity with the requirements of the audit standard and provided sufficient structure to support implementation and maintenance of the management system.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
The organization has demonstrated effective implementation and maintenance / improvement of its management system and is capable of achieving its policy objectives.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
The organization has demonstrated the establishment and tracking of appropriate key performance objectives and targets and monitored progress towards their achievement.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
The internal audit program has been fully implemented and demonstrates effectiveness as a tool for maintaining and improving the management system.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
The management review process demonstrated capability to ensure the continuing suitability, adequacy and effectiveness of the management system.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Throughout the audit process, the management system demonstrated overall conformance with the requirements of the audit standard.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Certification claims are accurate and in accordance with SGS guidance and the organization is effectively controlling the use of certification documents and marks. (Confirmation of correct use of logo on letterheads, website etc. Confirmation that it is not used on product, primary packaging, etc.) 1781	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

4. Significant Audit Trails Followed

The specific processes, activities and functions reviewed are detailed in the Audit Planning Matrix and the Audit Plan. In performing the audit, various audit trails and linkages were developed, including the following primary audit trails, followed throughout:

- Relating to Previous Audit Results:

1) La prossima riunione del SPT è stata pianificata per il giorno 1/6/2021 (ultima riunione del 24/11/2021) [vista ultima riunione dell'SPT del 27.10.2021](#)

2) Risulta essere in fase di applicazione e completamento la gestione operativa prevista dalla nuova modalità di qualifica dei fornitori per SA8000. [Non analizzato e riproposto come non conformità minore](#)

- Relating to this Audit; including any significant changes (eg: to key personnel, client activities, management system, level of integration, etc.):

Nessun cambiamento significativo emerso dall'ultimo audit. minima la variazione del personale

5. MANAGEMENT SYSTEMS MATURITY DECLARATION (FORMERLY REFERRED SOCIAL FINGERPRINT):

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Last Management Systems Self-Assessment (SA) [Formerly referred Self-Assessment] overall score and date	4,56 del 20.10.2021
Management Systems Maturity Declaration (MD) [Formerly referred Independent Evaluation] overall score and date (if MD activity was foreseen for this audit)	3.41
<p>Mandatory note: (to provide a brief comment of improvement progress by the Organization against the MD score, SA8000 Standard and PIA requirements. Maturity Declaration (Independent Evaluation scores) and correlation to NC's as appropriate.)</p> <p>:</p> <p>Il sistema di gestione è ben implementato ed il punteggio assegnato è in linea con la crescita del sistema. Tutti i rilievi dell'audit precedente sono stati recepiti e gestiti anche se non tutti completamente chiusi. L'organizzazione dimostra una positività ed una visione molto piena del proprio sistema di gestione</p>	

Description of the Company activities (mandatory for all audits)

Brief overall description of the organization being evaluated with some information on the nature of the business, the size, number of sites (in case of multisite Companies), number of employees for each site etc.

La B. & B. Service Società Cooperativa viene fondata in provincia di Lucca nel 1993 per erogare, prevalentemente a favore delle aziende locali, servizi complementari alla loro attività produttiva. Nel giro di pochi anni, grazie alle scelte gestionali del management e alla struttura organizzativa preposta, riesce ad affermarsi dapprima in tutta la Toscana e, di lì a poco, ad espandersi in ambito nazionale acquisendo clienti sia nel settore pubblico che in quello privato. Tale sviluppo porta all'apertura di numerosi poli logistici in diverse regioni italiane e di due filiali operative situate, per il Centro Italia, in provincia di Lucca e per il Nord Italia, nel comune di Milano. Alla base di questo trend evolutivo troviamo principalmente una politica aziendale sempre orientata verso la massima soddisfazione del cliente che sa di poter contare quotidianamente su un valido supporto nello sviluppo della propria attività.

Specializzati soprattutto nelle pulizie per il settore pubblico (scuole, enti pubblici). Lavorano su tutto il territorio nazionale: in Versilia e Lucca, ma anche a Roma, Verona, La Spezia, Genova, Arezzo, Firenze, Pistoia, Massa. La B&B nasce all'inizio degli anni Novanta a Pietrasanta e tre anni fa, per ampliare la sede operativa, si trasferisce alle Bocchette, dove al momento dispone di un ampio spazio per uffici e magazzino (per i materiali e attrezzature per fare le pulizie). Oltre alle pulizie altri servizi sono: trasporto scolastico, trasporto pasti per la mensa delle scuole.

Overview Tour

Have any changes from Stage 1 audit/previous audit been identified ? If positive leave a description	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Describe which potentially hazardous areas of work (if any) are present	Stoccaggio prodotti per pulizie presso i cantieri. Elenco schede di sicurezza – DVR chimico
Have any major structural problems, that are clearly evident, been identified?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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<i>[if any leave a description]</i>	
Is CB and SAAS contact information available and listed in a prominent place at the certified organization ? Pls indicate location	Bacheca aziendale/Sito internet www.bebsservice.it Documentazione disponibile presso i cantieri verificati
SA8000 Standard & Policy The organization has openly displayed a copy of the SA8000 standard & Policy (in local language) ? Pls indicate location	Bacheca aziendale/Sito internet www.bebsservice.it Documentazione disponibile presso i cantieri verificati
Interviews and relevant Records	
<i>To ensure that different individuals are interviewed during subsequent audits a list of interviewees has been maintained and included in the audit package.</i>	
Management interviews <i>(key interview comments, e.g. describe level of commitment of management)</i>	
<p>La dott.ssa Bigi Susanna Amministratore delegato e Datore di Lavoro ha partecipato alla riunione iniziale e finale. Fondatrice della B&B service nel 1993 insieme al fratello intervistata ha dichiarato che l'imprinting dato all'organizzazione è il rispetto delle regole e la tutela dei lavoratori. Attenta alle osservazioni degli auditor e dei consulenti esterni. Attenta alle esigenze dei lavoratori ed alla sicurezza.</p> <p>Intervistato Vicepresidente e responsabile ufficio personale Lorenzo Moriconi disponibile e presente sulle problematiche specifiche delle varie mansioni e della sicurezza in generale. La direzione in generale si è dimostrata consapevole delle attività e dei rischi, dei principi della SA8000 e dell'importanza di una piena consapevolezza da parte dei lavoratori.</p>	
Staff and other employees (including staff and junior managers, first aiders, fireman) <i>(key interview comments, e.g. describe level of commitment and awareness about their SA8000 management system implementation)</i>	
<p>Intervistato sig. Cima Giancarlo addetto ufficio del personale con il quale sono state gestite ed analizzate buste paga ed aspetti di risorse umane. Dal colloqui è emersa disponibilità ed attenzione all'azienda ed un buon coinvolgimento. Una buona consapevolezza dei principi della SA8000.</p> <p>Intervistata sig.ra Giovanna Maranzana RSG e membro dell'SPT consapevole del proprio ruolo e dei sistemi di gestione. Ha un buon rapporto con i membri dell'SPT e ritiene che il clima aziendale sia buono e che la consapevolezza sia buona in tutti gli operatori.</p>	
Worker representative(s) interviews and SPT members <i>(key interview comments, e.g. Knowledge and competence of Worker representatives. Activities of the WR(s) since the previous audit. Any complaints from workers? Provide a brief description of how any SA8000 worker representatives or committees were elected and when. Include any evidence of meetings, minutes, negotiations).</i>	
Sono stati intervistati I rappresentanti dei lavoratori RLS e RSA presenti anche nell'SPT. Tutti sono consapevoli del proprio ruolo. Tutti hanno conoscenza dei rischi specifici delle varie mansioni e ritengono di essere punto di riferimento dei lavoratori. Nessuna criticità gestita al momento e nessuna segnalazione/reclamo ricevuto al momento	
Workers interviews <i>(key interview comments, e.g. describe level of awareness about role of worker(s) representatives, whether they know their representative, how worker representatives elected and when, whether workers know and understand how to raise a concern/complaint, etc.</i>	

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Sono stati intervistati 35 dipendenti. I dipendenti sono stati intervistati presso le sedi ed i cantieri. tutte le interviste sono state effettuate in luoghi riservati e senza interferenze. Il personale si è dimostrato attento e partecipativo e tutti sono a conoscenza dei principi della SA8000. Il personale intervistato è diviso tra i cinque contratti presenti in azienda in proporzione ai medesimi. Sono stati intervistati stranieri e donne.

On-site subcontract labour and suppliers interviews (if any)

(key interview comments e.g. general thoughts and awareness about their employer's SA8000 management system, **their working hours & wages**)

L'organizzazione si avvale occasionalmente di lavoro interinale. Al momento sono presenti 7 lavoratori interinali che non rappresentano una percentuale significativa per chiedere un incontro con il management della società di lavoro interinale. È stato intervistato un lavoratore interinale. Nessuna criticità emersa.

Home worker interviews (if any)

(key interview comments e.g. general thoughts and awareness about their employer's SA8000 management system, their working hours & wages)

NA

Client Proposed Action to Address Non-Conformances Raised at this Audit: *[please make reference to CAR form GS0401 if used, or to Client's Corrective Action Plan]*

Vedi non conformità

Nonconformities detailed here shall be addressed through the Organization's corrective action process, in accordance with the relevant corrective action requirements of the audit standard and shall include actions to analyse the cause of the nonconformity and prevent recurrence, and complete records maintained

1 <input type="checkbox"/>	Corrective actions to address identified <u>Critical nonconformities</u> shall be carried out immediately including a cause analysis , and SGS notified of the actions taken within 7 days. An SGS auditor will perform a follow up visit within 30 days to confirm the actions taken, evaluate their effectiveness, and determine whether certification can be granted or continued.
2 <input type="checkbox"/>	Corrective actions to address identified <u>Major nonconformities</u> shall be carried out immediately including a cause analysis , and SGS notified of the actions taken within 30 days. An SGS auditor will perform a follow up visit within 90 days to confirm the actions taken, evaluate their effectiveness, and determine whether certification can be granted or continued.
3 <input type="checkbox"/>	Corrective actions to address identified <u>Major nonconformities</u> shall be carried out immediately including a cause analysis , and records with supporting evidence sent to the SGS auditor for close-out within 90 days (where a remote review of documented evidence has been determined by the auditor).
4 <input type="checkbox"/>	Corrective Actions to address identified <u>Minor non conformities</u> including a cause analysis , shall be documented on a action plan and sent by the client to the auditor within 60 days for review. If the actions are deemed to be satisfactory they will be followed up at the next scheduled visit (180 days)
5 <input checked="" type="checkbox"/>	Corrective Actions to address identified <u>Minor non-conformities</u> including a cause analysis , have been detailed on an action plan and the intended action reviewed by the Auditor, deemed to be satisfactory and will be followed up at the next scheduled visit.
6 <input type="checkbox"/>	Corrective Actions to address identified Time-Bound non conformities (TB) including a cause analysis, shall be documented on a action plan and sent by the client to the auditor within 60 days for review. If the actions are deemed to be satisfactory they will be followed up at every surveillance audit on site and off-site audits up to 24 months (maximum Corrective Action timeline for complete implementation).

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Note:- Initial, Re-certification and Extension audits – recommendation for certification cannot be made unless check box 5 is completed. For re-certification audits the time scales indicated may need to be reduced in order to ensure re-certification prior to expiry of current certification.

Note: At the next scheduled audit visit, the SGS audit team will follow up on *all* identified nonconformities to confirm the effectiveness of the corrective actions taken.

General Observations & Opportunities for Improvement

Dal presente audit sono emersi i seguenti rilievi:

9.10.1 MN Risulta essere in fase di applicazione e completamento la gestione operativa prevista dalla nuova modalità di qualifica dei fornitori per SA8000 (modalità di analisi dei rischi legati alle società di lavoro interinale, identificazione parametri di criticità)

9.1.6 OFI: sarebbe opportuno migliorare la definizione degli obiettivi per la SA8000

9.4.1 OFI: sarebbe opportuno migliorare il monitoraggio delle ore di straordinario, supplementare e ferie effettuate dai dipendenti.

Annexure: photographic records

(in case of Multi-site Organization, a complete set of photographic records for each audited site SHALL be attached separately)

Vedi file allegati

Annex A: Health & Safety Checklist

3. Health and Safety	Yes	No	Verification Comments with evidence verified on site
<p>3.1.The organisation shall bear in mind the prevailing knowledge of the industry and of any specific hazard and take effective steps to prevent potential health and safety incidents and occupational injury or illness arising out of, associated with or occurring in the course of work. It shall minimize or eliminate, so far as is reasonably practicable, the causes of all hazard in the workplace environment, based upon the prevailing safety and health knowledge of the industry sector.</p> <p>To verify at least :</p> <p><u>Documents / licenses / permits / certificates</u> <i>Licenses, permits and/or certificates are maintained as required by law and renewed in order to retain their validity. These documents are issued by a valid and recognized legal entity and issued to the organization possessing them, with the appropriate location, scope and validity date</i> <i>These documents include, for example:</i> <i>a. Business and operating permits; fire safety and electrical certificates; permits for equipment such as boilers, generators, elevators, fuel and chemical storage tanks; and building, emissions and waste--disposal permits.</i></p> <p><i>A record of the maximum number of people allowed to be in the building at one time (maximum occupancy) is available. In multi-story buildings, the maximum occupancy number for each floor is publically posted on the appropriate floor</i></p>			<p>Azienda certificata ISO 45001 con SGS</p> <p>Documentazione della sicurezza elaborata dall'azienda: DOCUMENTO DI VALUTAZIONE DEI RISCHI (ai sensi del D.Lgs. n. 81/08, artt. 17, comma 1, lettera a, 28 e 29) delle sede legale di Piazza Giosuè Carducci, 18 – Pietrasanta e della sede operativa di Via dei Carpentieri 11/13 – Capezzano Pianore R17 del 15/11/2019 DOCUMENTO DI VALUTAZIONE DEI RISCHI (ai sensi del D.Lgs. n. 81/08, artt. 17, comma 1, lettera a, 28 e 29) – sede di Milano – c/o committenti vari R5 del 07.12.2020 Allegato – Documento di</p>

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<p>A list of the individuals on site can be produced in real time so that an accurate head count can be performed</p>					
<p>Ergonomics Workstations are designed or modified in line with the results of the health and safety risk assessment to minimize bodily strain</p>					<p>valutazione dei rischi derivanti da AGENTI CHIMICI (D.Lgs. 81/08, Titolo IX, Capo I) R6 del 10.09.18 Allegato – Documento di valutazione dei rischi da IMPIANTI E APPARECCHIATURE ELETTRICHE (D.Lgs. 81/08, Titolo III, Capo III) R2 del 09.11.17</p>
<p>Emergency preparedness Exit doors are unlocked during working or are push-bar doors that can be unlocked from the inside, and are clear and unblocked. Exit doors open in the direction of travel, can be readily opened from inside the workplace by any worker without the use of keys or tools, and open wide enough to safely evacuate personnel in the case of an emergency</p>					<p>Allegato – Documento di valutazione dei rischi derivanti da ESPOSIZIONE AD AGENTI BIOLOGICI R1 del 01.12.19 Documento di valutazione dei rischi da MOVIMENTAZIONE MANUALE DEI CARICHI (D.Lgs. 81/08, Titolo VI) R3 del 09.11.17</p>
<p>There are enough exits to safely serve the number of workers and the height and type of building or structure. Window fire exits are not acceptable as viable fire exits. a. There are at least two emergency exits per floor. b. The maximum travel distance to an emergency exit is 200 feet or 60 meters for industrial buildings with no sprinkler systems.</p>					<p>Allegato – VALUTAZIONE DEL RISCHIO DI INCENDIO della sede operativa di Via dei Carpentieri – Capezzano Pianore (LU) R7 del 15/11/2018</p>
<p>All doors to exit hallways and staircases open in the direction of travel and can be readily opened from inside by any worker without the use of keys or tools. Evacuation routes are clear and unblocked.</p>					<p>Allegato – VALUTAZIONE DEL RISCHIO DI INCENDIO della sede operativa di Milano R5 del 07.12.20</p>
<p>Doors that lead to the exterior of the building that are not designated as exits are labeled as such (e.g. "Not-An-Exit" sign in the local language(s) and the language of the workers)</p>					<p>Allegato G – Documento di valutazione dei rischi collegati allo STRESS LAVORO-CORRELATO (D.Lgs. 81/08, art. 28, 1° comma) della sede di Via dei Carpentieri – Capezzano Pianore (LU) R7 del 26/4/2021</p>
<p>There is one or more designated and marked assembly points outside the workplace. The assembly points are in an area that is a safe distance away from the reach of a possible fire. The area is large enough to accommodate the full number of employees and other personnel who may reasonably be on site at any given time.</p>					<p>Allegato G – Documento di valutazione dei rischi collegati allo STRESS LAVORO-CORRELATO (D.Lgs. 81/08, art. 28, 1° comma) della sede operativa di Milano e c/o Committenti vari R6 del 26/4/2021</p>
<p>Emergency exit signs are visible from 30m, use letters at least 18cm high and are illuminated in bright colours or have a photo-luminescent front panel.</p>					<p>PIANO PER LA GESTIONE DELLE EMERGENZE delle sedi operative di Via dei Carpentieri – Capezzano Pianore (LU) R8 del 30.05.18</p>
<p>Exit routes have emergency lighting and are marked with signs, with at least one easily seen from any area within the workplace. Battery-operated exit signs are checked regularly and batteries replaced after the manufacturers designated time period.</p>					<p>PIANO PER LA GESTIONE DELLE EMERGENZE della sede operativa di Milano R5 del 07.12.20</p>
<p>Personnel are guided to exits or away from hazardous areas with floor markings, tape or other indications.</p>					<p>PIANO PER LA GESTIONE DELLE EMERGENZE DURANTE L'UTILIZZO DELLO SCUOLABUS R4 del 25.07.15</p>
<p>Emergency battery lighting is provided for all stairways and where needed on exit routes.</p>					<p>PIANO DELLE MISURE DI</p>
<p>Fire extinguishers Fully operational fire fighting equipment is maintained, regularly tested, unobstructed, clearly marked and accessible. If fire hydrants are present, then the hoses, standpipes and all water sources, including fire pumps, are inspected and flushed at least twice per year (e.g. during fire drills).</p>					
<p>Alarm system An alarm system exists and is audible throughout the entire organization on every floor, including production areas, warehouses, dormitories, canteens or crèches, and any other employer-provided worker service facilities. The alarm has a distinct sound that is different from any other noise notification systems. An alternative system is available when the alarm system is undergoing maintenance.</p>					
<p>General working environment Workplaces, including walkways and aisles, yard and storage areas, lifts and stairways, are kept clean and maintained in good condition. All primary aisles are a minimum of 1.12 meters wide or wider</p>					

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number.			Docente Eliana Bizio
<i>In cases where first aid supplies are locked for security reasons first aid trained staff can access the supplies within 2 minutes.</i>			RLS area Nord: Spagnolo Isabella, area Milano Tencati Tiziana, area Milano Attestati di formazione del 25/6/2019, corso di 32 ore Aggiornamento formazione del 3/2/2021 RLS area centro Giorgio Robustelli - area Roma Attestato formazione corso 32 ore modalità FAD dal 03/12 al 14/12 - attestato Itinera Servizi alle Imprese del 15/12/2020 - Docente Eliana Bizio
<u>Childcare facilities</u> <i>Childcare facilities are located on the ground floor, away from the production and storage areas and children do not have access to production areas.</i>			
3.2 The organisation shall assess all the workplace risks to new, expectant and nursing mothers including those arising out of their work activity, to ensure that all reasonable steps are taken to remove or reduce any risks or their health and safety			
3.3 Where hazards remain after effective minimization r elimination of the causes of all hazards in the workplace environment, the organisation shall provide personnel with appropriate personal protective equipment as needed at its own expenses. In the event of a work-related injury the organization shall provide first aid and assist the worker in obtaining follow-up medical treatment. To verify at least :			MC, Bruno Ricci, nomina del 29/3/2019 ID 11190, provincia Forli/Cesena Coordinatore del servizio. Elenco dei medici competenti: Andrea Montagna, ID 22511, provincia Ferrara Nomina del 21/11/2019 Fabio Bulgarelli, ID 11656, provincia Forli/Cesena Nomina del 1/4/2019 Valeria Fonti, ID 22521, provincia Cosenza Nomina del 01/07/2020 Giulia Boschi, ID 22494, provincia Forli/Cesena Nomina del 1/7/22020
<u>Personal protective equipment (PPE)</u> <i>Personnel are provided with and use PPE as mandated by the organisation's occupational health and safety risk assessment.</i>			
<u>Water, air, noise and temperature</u> <i>In high noise level areas, hearing protection is provided. In addition, clear signage requiring the use of such protection is posted and worker usage is enforced in an appropriate manner.</i>			
3.4 ...A senior management representative shall be appointed and be responsible for ensuring a safe and healthy workplace environment for all personnel and for implementing these Health and Safety requirements.			
3.5 A Health and Safety Committee, comprised or a well-balanced group of management representatives and workers, shall be established and maintained. Unless otherwise specified by law, at least one worker member(s) on the Committee shall be by recognized trade union(s) representative(s), if they choose to serve. In cases where the union(s) does not appoint a representative or the organisation is not unionized, workers shall appoint a representative(s) as they deem appropriate. Its decisions shall be effectively communicated to all personnel. The Committee shall be trained and retrained periodically in order to be competently committed to continually improving the health and safety conditions in the workplace. It shall conduct formal, periodical occupational health and safety risk assessments to identify and then address current and potential health and safety hazards. Records of these assessments and corrective and preventive actions taken shall be kept. To verify at least :			Protocollo sanitario del 21/5/2021 Relazione sanitaria anno 2020 del 3/1/2021 Infortuni: 33 infortuni nel 2018 per un totale di giorni di inattività di 1462 giorni 30 infortuni nel 2019 per un totale di giorni di inattività di 1059 giorni 24 infortuni nel 2020 per un totale di giorni di inattività di 816 giorni 33 infortuni nel 2021 per un totale di giorni di inattività di 317 giorni Verificate 2 pratiche
<u>Health and safety committee</u> <i>A documented procedure for the Health and Safety Committee's periodic occupational health and safety risk assessments is available.</i>			

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<p>The risk assessment covers current and potential health and safety hazards, including ergonomic risks and geographic risks and threats, such as hurricane, seismic activity, flood and landslide</p>			<p>correttamente gestite</p>
<p>The Committee is trained on incident investigation and health and safety inspection and hazard recognition</p>			<p>Addetto antincendio: Francesca Bucci, corso del 16/9/2019, erogato da Itinera, validità 5 anni.</p>
<p>The Committee is involved in all incident investigations</p>			<p>Susanna Bigi, corso del 30/10/2018 erogato da Itinera</p>
<p>Ergonomics Adequate and accurate records of measures implemented to address the ergonomics risks identified by the health and safety committee's health and safety risk assessment are maintained</p>			<p>Benedetti Laura corso del 20/12/2017 erogato da Croce Verde Viareggio</p>
<p>3.6 The organisation shall provide to personnel, on a regular basis, effective health and safety training, including on-site training and, where needed, job-specific training. Such training shall also be repeated for new and reassigned personnel, where incidents have occurred, and when changes in technology and/or the introduction of new machinery present new risks to the health and safety of personnel. To verify at least :</p>			<p>Addetto primo soccorso: Francesca Bucci, corso del 02/09/2020, erogato da Croce Verde Viareggio, validità 3 anni. Susanna Bigi, corso del 18/10/2021 erogato da Itinera</p>
<p>Training Personnel are trained on emergency evacuation. Fire drills take place at least once per year for all shifts. All personnel, including new personnel, know the drill procedure and consider it routine.</p>			<p>Benedetti Laura corso del 2/9/2021 erogato da Croce Verde Viareggio</p>
<p>Personnel are trained on recognition of hazards and emergencies and appropriate action.</p>			<p>Prova di evacuazione presso la sede di Capezzano del 18/3/2021, verificato il verbale con le firme dei partecipanti</p>
<p>Personnel are trained on the proper operation and storage of personal protective equipment (PPE), tools, machinery and equipment.</p>			<p>Verifica della messa a terra dell'impianto elettrico effettuata in data 5/10/2021 da Sovepi (validità quinquennale), verbale 1005PD1</p>
<p>Authorized personnel are trained on tools, systems, jobs and work areas that require specific training and skills. Unauthorized personnel are trained to avoid using or visiting those tools, systems and work areas.</p>			<p>4 estintori presenti presso la sede di Capezzano. Rapporto di intervento del 21/9/2021, n°76879/1 effettuato da FraSar2 Snc, con indicazione delle matricole.</p>
<p>Chemical handlers are trained on the safe use and handling of chemicals, as well as any relevant medical treatment if needed.</p>			<p>Sede di Milano La sede dell'azienda è ubicata in Via Carlo Pisacane 7 a Pero nella città metropolitana di Milano.</p>
<p>All new personnel are trained, as noted in the indicators above, as part of their orientation training and within one month of joining the organization.</p>			<p>L'area circostante l'azienda è caratterizzata dalla presenza di altre attività di tipo amministrativo, commerciale, artigianale e la zona ha carattere residenziale.</p>
<p>Fire extinguishers Personnel demonstrate knowledge and understanding of the basic practical use of fire extinguishers.</p>			<p>Nella zona non sono presenti attività soggette alla normativa sui rischi di incidente rilevante.</p>
<p>Personal protective equipment (PPE) All personnel demonstrate their knowledge and understanding of: a. Which PPE is necessary for each task, operation or process; b. When the PPE is necessary; c. How to use and adjust the equipment; d. Limitations of the equipment; and e. Proper care and maintenance of the equipment</p>			<p>La sede si sviluppa su due piani, il piano seminterrato ed il piano superiore (rialzato di 1,35 metri rispetto al livello stradale). Vi si accede attraverso un ingresso pedonale, salendo alcuni scalini,</p>
<p>Machine guards and safety Personnel demonstrate their knowledge and understanding of how to operate machinery in a safe and effective manner.</p>			
<p>Special permits and training are required to operate high-hazard equipment such as elevators, forklift trucks, boilers and welding equipment.</p>			
<p>Chemical and hazardous waste handling and storage : Only authorized employees handle hazardous waste.</p>			
<p>Kitchen, cafeteria and canteens (if available on the premises) 100% of Kitchen, Cafeteria and Canteen personnel received</p>			

training in hygienic food preparation and nutrition.			
<p style="text-align: right;">3.7</p> <p>The organisation shall establish documented procedures to detect, prevent, minimise, eliminate or otherwise respond to potential risks to the health and safety of personnel. The organisation shall maintain written records of all health and safety incidents that occur in the workplace and in all residences and property provided by the organisation, whether it owns, leases or contracts the residences or property from a service provider</p>			<p>percorrendo il marciapiede intorno all'edificio sul lato stradale.</p> <p>Al piano seminterrato è presente uno spazio open-space, suddiviso per mezzo di pannellatura tecnica a vetro, in sala riunioni, uffici, sala corsi.</p> <p>Sempre al piano seminterrato è presente una porzione dell'edificio destinata a magazzino con ingresso separato dalla strada per mezzo di una rampa.</p> <p>Per mezzo delle scale presenti nell'atrio d'ingresso, si accede al piano superiore.</p> <p>Piano superiore: è presente uno spazio open space, una sala riunioni, 2 uffici, locale bagno ed antibagno.</p> <p>DVR R8 del 18/10/2017</p> <p>Piano per la gestione delle emergenze R4 del 18/10/2017</p> <p>Valutazione rischio incendio R5 del 18/10/2017</p> <p>il sito è costituito da una zona uffici in cui lavorano tre lavoratori.</p> <p>Visto estintore mantenuto il 14/09/2021 N° 5 polvere N° 3 a Co2</p> <p>Vista Verifica luci di emergenza</p> <p>Visto piano di emergenza del 18/10/2017</p> <p>Vista informazione documentata di registrazione della prova di emergenza del sito del 16/09/2020, prevista nuova prova entro fine anno</p> <p>Intervista Rossella Pisanu che è risultata competente rispetto al sistema di gestione e agli indirizzi generale dell'organizzazione in termini di politiche. La sede segue prevalentemente i cantieri di Milano con circa 100 scuole seguite con 15000 pasti gestiti al giorno.</p> <p>Postazioni possibili circa 7- 8 normalmente 2-3 persone (utilizzo del lavoro a distanza).</p> <p>Viste vie di esodo e estintore le postazioni risultano sgombre sia al piano seminterrato e primo</p>
<p>Emergency preparedness</p> <p>A documented emergency preparedness and response plan that outlines the actions that all personnel should take in case of fire and/or other emergencies (manmade and/or natural disasters) is available.</p> <p>The plan clearly defines the persons responsible for preventing, reducing the impact of, and addressing any such emergency event</p>			
<p>Automated fire safety systems (fire detection, smoke detection, alarm, fixed or mobile extinguisher systems) exist and are subject to routine checking and maintenance</p>			
<p>Evacuation plans are posted at regular intervals by the organization in the workplace and in residences and property provided by the organisation, in the language(s) of the workers, with a clear "You are here" mark</p>			
<p>Signs that indicate the identity of the first aid providers, fire wardens, emergency response team and the manager in charge of health and safety are posted conspicuously in the workplace</p>			
<p>General working environment</p> <p>A documented procedure to prevent the ignition of fires from sources of heat, open flames, electrical sparking, hot surfaces, welding, smoking, heat or sparks is available.</p> <p>The procedure includes a mandate for adequate housekeeping to ensure that uncontrolled combustible material is removed, as well as decontamination measures.</p> <p>It mandates that hazardous material is stored and handled in a safe way and includes the following measures:</p> <p>a. Workplaces are clean, free from dirt and dust, and are not exposed to potential ignition sources, such as cigarettes.</p> <p>b. Flammable and hazardous materials are properly stocked and kept away from ignition sources.</p> <p>c. Gas sensors are placed around gas-using and processing equipment.</p>			
<p>Machine guards and safety</p> <p>A documented risk assessment of machinery is available and updated when new machines are incorporated into processes.</p> <p>All machines have the necessary safety devices and guarding, as identified in the risk assessment, such as pulley guard, needle guard, eye guard and/or finger guard.</p> <p>Cutting, stamping and punching machines are required to have two-handed button operation.</p>			
<p>A documented maintenance plan that outlines industrial machine, equipment and wiring inspections is available.</p> <p>Adequate and accurate records are kept of machine, equipment and wiring inspections and repairs.</p>			
<p>Chemical and hazardous waste handling and storage :</p> <p>A documented procedure for storing chemicals in order to avoid contact between incompatible chemicals and providing for secondary containment is available.</p>			
<p>A documented procedure for proper labeling of chemicals is available.</p>			
<p>A documented procedure for the proper handling and storage of hazardous waste is available.</p>			
<p>Medical care</p>			

<p>Adequate and accurate records of incidents and near misses. These records are reviewed during the management review meeting and Health and Safety Committee meetings. These records are kept for at least two years.</p>		<p>piano. La luce è garantita dalle finestre ad entrambi i piani. Vista cassetta di primo soccorso posta all'interno dei servizi.</p>
<p style="text-align: right;">3.8</p> <p>The organisation shall provide, for use by all personnel, free access to: clean toilet facilities, potable water, suitable spaces for meal breaks, and, where applicable, sanitary facilities for food storage</p>		<p>Addetti antincendio Bono Giovanni attestato corso di 8 ore del 8/10/2019 Pisanu Rossella attestato corso di 8 ore del 14/12/2016</p>
<p><u>Water, air, noise and temperature</u> Safe and clean drinking water is free and available at all times and within a reasonable distance of all workstations. There is an adequate amount of potable water stations relative to the number of personnel. The means to drink water (i.e. cups) is safe, sanitary and available in an appropriate amount.</p>		<p>Addetti PS Tancredi Ofelia attestato corso di 12 ore del 18/3/2019 Colaizzi Marisa attestato corso di 12 ore del 18/3/2019</p>
<p><u>Restroom facilities</u> An adequate number of restroom facilities are provided. The facilities meet local hygiene requirements and have functioning toilets and sinks with running water. There are a sufficient number of facilities relative to the number of employees and, where practicable, facilities are separated by sex.</p>		<p>Visite mediche Andruccioli Susi visita medica del 5/7/2021 Liuzzi Maria Rosaria visita medica del 2/9/2021</p>
<p>Restroom facilities are cleaned and serviced regularly.</p>		<p>CANTIERI VERIFICATI</p>
<p>Toilet paper is free of charge. Cleansing agents or hand soap and hand towels or dryers and garbage pails are provided in all restroom facilities.</p>		<p>Cantiere Milano Scuola dell'infanzia via Paravia n° 3 , Milano</p>
<p><u>Kitchen, cafeteria and canteens (if available on the premises)</u> Kitchen, cafeteria and canteens areas operate under sanitary, safe conditions and have anti-slip floor mats.</p>		<p>Vista zona ingresso scuola con controllo green pass . Personale della B&B intervistato Rana Loredana , Santoro Rosanna, Arcadu Annalisa, Stefania la Grazie , Cecilia d'Alessandro nella zona bambini per supporto alla</p>
<p>K-class fire extinguishers are provided in all kitchens (The K-class fire extinguisher works on fires caused by fats, greases and oils).</p>		<p>somministrazione . Attività in essere nel cantiere "Servizi di gestione mense con preparazione, confezionamento, distribuzione sporzionamento, somministrazione e trasporto pasti per la ristorazione collettiva. Servizi ausiliari in ambito scolastico, sorveglianza non armata. Servizi di pulizia."</p>
<p>Kitchen, Cafeteria and Canteens have sufficient seating to accommodate the majority of workers working at a given time. The seating is also sufficient if there is enough space for workers to eat in shifts.</p>		<p>Controllo Green Pass Stefania la Grazie all'ingresso con termometro , prova eseguita durante la visita, presente rete dati del cellulare dedicato (delegata al controllo Monica Copi). Non sono presenti altri lavoratori diversi dalla B&B se non la docenza Dall'intervista ai lavoratori ci sono stati casi fra i bambini di covid-19 con quarantena dei lavoratori. Tutti gli operatori indossano la mascherina chirurgica. Visto</p>
<p>Kitchen, Cafeteria and Canteen staff ensure that any spoiled or questionable food is not served and is properly disposed. Staff ensures that utensils, dishes and cookware are properly sanitized after each use.</p>		
<p>Kitchen, Cafeteria and Canteen staff have a health check at least annually and/or obtain a health certificate if required by local law.</p>		
<p>All workers that handle food wear an apron, gloves and hair net and wash their hands after using restroom facilities.</p>		
<p>The kitchen has a pest and vermin program that effectively ensures that there are no pests and vermin present.</p>		
<p style="text-align: right;">3.9</p> <p>The organisation shall ensure that any dormitory facilities provided for personnel are clean, safe and meet their basic needs, whether it owns, leases or contracts the dormitories from a service provider.</p>		
<p><u>Dormitories</u> Dormitories are located in a building separate from the production areas and warehouses and are well maintained.</p>		
<p>Dormitories are secure, clean and have adequate safety provisions, such as: potable water, fire extinguishers, first aid kits, unobstructed and clearly marked emergency exits with doors that cannot be locked against egress, fire alarms in working order and emergency lighting. Emergency evacuation drills are conducted at least once per year.</p>		
<p>Each dormitory floor has at least 2 accessible, unlocked, and</p>		

clearly marked exits leading to the outside.			
The minimum amount of square footage allocated per resident is 3.7 meters per worker, or as is provided by law.			
Each resident has his or her own bed or mat, an area for personal items, and the ability to secure belongings.			
Water usage for showering and bathing should not be restricted and/or limited to unreasonable hours of operation. Hot water is provided.			
Each dormitory has adequate lighting and ventilation to produce a comfortable living area.			
<p style="text-align: right;">3.10</p> <p>All personnel <i>shall</i> have the right to remove themselves from imminent serious danger without seeking permission from the organisation.</p>			<p>piano autocontrollo con presente schede tecniche di sicurezza Es Biospot disinfettante in compresse sanificazione Scheda Rev 10 del 12/02/2018 (candeggina). Vista scheda Extra ALKO scheda 09.06.2020 REV 02.</p> <p>Tutto il personale intervistato è risultato competente rispetto alle attività svolte e ai rischi ad esso associati.</p> <p>Vista prova di emergenza coordinata e registrata dal Comune di Milano , presente copia all'interno del cantiere, visto documento prova effettuata il 21/10/2021 con presenza educatori addetti antincendio e primo soccorso . Prova positiva. Vista cassetta primo soccorso che risulta in regola (es fisiologica 04.2022).</p> <p>Vista cartellonistica covid all'interno del cantiere (sia in ingresso che nel locale mensa). Visto estintore presso cantiere , ultima verifica maggio 2021 a cura dell'istituto.</p> <p>Visto "piano delle misure di sicurezza dei lavoratori relativo all'attività svolta nelle scuole d'infanzia comunali e statali, primarie, secondarie e d'infanzia nel comune di Milano del 01/08/2016"</p> <p>Visto DUVRI formalizzato a novembre 2019 a cura del Comune di Milano</p> <p>L'organizzazione è conforme alla Legislazione Nazionale.</p> <p>La valutazione dei rischi copre tutti gli aspetti operativi sia per la sede che per i cantieri verificati. La formazione del personale in materia viene correttamente gestita (pianificazione e consuntivazione. Le visite mediche vengono effettuate regolarmente, il sistema di controllo delle scadenze è risultato efficace. I lavoratori sono dotati dei DPI previsti dai DVR aziendali.</p>