



# **HEALTH & SAFETY POLICY**

## **Flooring Matters SW Ltd**

**Brimley Business Park  
Pottery Rd, Bovey Tracey  
Newton Abbot,  
TQ13 9JJ**

## **PART 1 - General Statement of Policy**

The Health and Safety at Work Act 1974 imposes statutory duties on all employers and employees alike, those duties will be carried out by this business.

Flooring Matters Ltd. is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the organisation.

Every employee must cooperate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of the business, from the boardroom to the fitting teams.

Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in this policy document and also the Health and Safety Manual.

This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

To achieve the above, the business will provide appropriate training for Managers and employees and participate in joint consultation on matters of Health and Safety. The business will provide protective clothing to employees if and where necessary and will at all times engage fully in its responsibilities in Health and Safety matters.

**Signed:** *Andy Law*

**Date of Review:** 20/01/2020

**Name:** Andy Law

**Position:** Director

## **PART 2 – Organisation and Responsibilities**

### **2.1 Managing Director**

Andy Law has overall responsibility for health and safety in Flooring Matters SW Ltd, and will:

- Ensure suitable financial provision is made for health & safety obligations
- Ensuring Health & Safety performance is regularly reviewed
- Monitoring the effectiveness of the health and safety policy
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Reviewing the policy annually
- Set a good safety example at all times
- Actively promote at all levels the company's commitment to effective health and safety management

### **2.2. Employees**

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) about any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements
- Behave in a responsible manner and take reasonable care for their own health and safety
- Consider the safety of other persons who may be affected by their acts or omissions
- Ensure that safe systems of work are implemented
- Work in accordance with information and training provided
- Not undertake any task for which authorisation has not been given

- Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents
- Co-operate with the business on all matters concerning Health & Safety
- Set a good safety example at all times

### **2.3 External Health & Safety Consultancy**

Named person: Greenlight Safety Consultancy Ltd.

The Health and Safety Consultant will undertake and be responsible for:

- The provision of competent advice, guidance & training
- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking
- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

## **PART 3 – Arrangements**

### **3.1 Communication**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, toolbox talks, e-mails and memos posted on the staff notice board.

### **3.2 Training**

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc.)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility

Employees will be shown how to do things safely prior to use, this particularly applies to the use of any equipment. Records of employees training, and instruction will be kept in the Health and Safety File.

The Company will endeavour to ensure that relevant persons are capable in terms of health and safety for every task that is asked of them.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A program of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Any employee who is uncertain of how to do a job safely must ask Andy Law for clarification. Anyone who wants further training in health and safety is encouraged to request it.

### 3.3 Risk Assessments

#### General

The organisation will carry out suitable & sufficient risk assessments, which it deems, involve significant hazards present in any working environment or arising out of commercial activities and work activities undertaken.

The risk assessment will be used to evaluate the extent of the risks involved, taking into account existing precautions and their effectiveness.

#### Definitions

A hazard is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).

A risk is the likelihood that the harm will be realised and the severity of it. The extent of the risk will depend on:

- the likelihood of that harm occurring
- the potential severity of that harm, i.e., of any resultant injury or adverse health effect
- the population which might be affected by the hazard, i.e., the number of people who might be exposed

#### Step 1 - Look for the hazards

When the risk assessment is undertaken, remember to walk around the workplace/work area, or observe the work task and look afresh at what could reasonably be expected to cause harm. Ignore the trivial and concentrate on significant hazards which could result in serious harm and/or affect several people.

Ask those persons involved in the task/process/premises what they think. They may notice or know of things which are not immediately obvious. Manufacturers' instructions or safety data sheets, accident and ill-health records are a valuable aid to help you spot hazards and put risks in their true perspective.

#### Step 2 - Decide who might be harmed, and how

When the risk assessment is undertaken the persons doing the task are obviously at risk however do not forget other persons who may also be at risk such as:

- cleaners, visitors, contractors, maintenance workers, etc. who may not be in the workplace all the time members of the public, or people you share your workplace with, if there is a chance they could be hurt by your activities
- young workers, trainees, new and expectant mothers, etc. who may be at particular risk

#### Step 3 - Evaluate the risks and decide whether existing precautions are adequate or more should be done

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk.

- can the hazard be removed completely?
- if not, how can the risks be controlled so that harm is unlikely? In controlling risks apply the principles below, if possible, in the following order:
  - try a less risky option (lower vibration level on hand tool, lower-level elec. supply etc.)
  - prevent access to the hazard (e.g., by guarding, fencing, access controls etc.)
  - organise work to reduce exposure to the hazard (reduce time at exposure, reduce numbers exposed by undertaking task during shutdown, closure, lunch breaks etc.)
  - issue personal protective equipment (seen as last resort only protects individual)
  - provide welfare facilities (e.g., washing facilities for removal of contamination and first aid)

#### **Step 4 - Record your findings**

All risk assessments will be recorded regardless of the number of employees within the organisation. The organisation will record the significant findings of the risk assessment(s). This means writing down the significant hazards, findings and conclusions.

Risk assessments must be suitable and sufficient. The risk assessment must be able to show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable, and the remaining risk is as low as reasonably practicable
- the written record is kept for future reference or use

#### **Step 5 - Review your assessment and revise it if necessary**

As soon as there is any significant change i.e., new machines, substances and procedures which could lead to new hazards the risk assessment will be reviewed to take account any new hazard(s). If a new task/job introduces significant new hazards of its own, consider them in their own right and do whatever you need to keep the risks down.

In any case, it is good practice to review the assessment from time to time to make sure that the precautions are still working effectively.

### **3.4 Method Statements**

Formal method statements (safe working procedures) will be prepared in writing. The method statements will provide site specific information on the task to be undertaken including site set up, chain of responsibility and will detail a clear sequence of work that would be followed in order to undertake the given task safely.

### **3.5 Co-operation with Clients**

All operatives will attend a site-specific induction given by the client or principal contractor to the premises and will include general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

### **3.6 Welfare Facilities**

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

The Flooring Matters supervisor will check the facilities available and assess that they are suitable informing the client / pc of any shortfalls. All Flooring Matters operatives are to be respectful of the facilities afforded and will leave them in the same, or cleaner state as when first arrived.

### **3.7 Work Equipment**

All equipment provided by the Company will be to the correct safety standards.

All guards, safety devices and controls must be used at all times by employees/fitting teams and this includes the use of any necessary personal protective equipment.

All work equipment (including Electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by: Andy Law In order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimize a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers' guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Site Supervisor.

### **3.8 Personal Protective Equipment (P.P.E.)**

The Company will provide free of charge all necessary PPE for employees who must use it where instructed and trained to do so. PPE will be to European and British Standards and provided in line with the result of the risk assessment.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to: the Supervisor and/or Andy Law

### **3.9 Hazardous Substances**

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees, and health surveillance undertaken where necessary.

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance undertaken by Andy Law, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.



COSHH assessments will be carried out and copies will be provided to employees before work is carried out. Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions.

Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location. An inventory of all substances and materials hazardous to health is held at head office.

Employees must follow the precautions and rules as a result of the risk assessment so that they do not expose themselves or others to any risk.

If an employee feels ill as a result of using a substance, they must report it to the supervisor and/or Andy Law and record it in the accident book so that the matter can be investigated.

If an employee is uncertain about the use of any substance, they must ask the supervisor and/or Andy Law for advice before using it.

Instruction will be provided to new and existing employees on the safe handling of substances that are potentially hazardous to health and taught how to adequately risk assess their usage under COSHH Regulations 2002.

### **3.10 First Aid & Accident Reporting**

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work. First Aid boxes will be checked weekly and replenished as is necessary by Andy Law.

#### **Qualified First Aider / Appointed Person: Andy Law**

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site. Staff nominated as first aiders will hold a suitable first aid qualification.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to Andy Law as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 7 working days
- fracture other than to fingers, thumbs or toes;
- amputation;

- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and any action taken as a result of an investigation will be formally recorded.

### **3.11 Asbestos**

Operatives are not expected to work with asbestos containing materials. If in doubt contact the Director.

Asbestos containing materials are common in existing buildings and all those in the building trade are at risk of coming across asbestos. Breathing in asbestos fibres can lead to fatal diseases – there is no known cure.

Check at the asbestos register for the building to identify the position of confirmed or suspected asbestos. (The client must carry out an assessment for asbestos containing materials, assess the risks, and make a record available to contractors – Control of Asbestos Regulations 2012).

If you come across any hidden or dusty material which you suspect may contain asbestos, assume it is asbestos, stop work and get advice (via the client) from a competent asbestos professional.

If you find asbestos containing material in poor condition (flaking, broken, cracked) leave the area and erect a suitable cordon to prevent access. Do not return to work until the asbestos has been removed or properly sealed by a competent contractor.

If asbestos containing material is in good condition do not on any account disturb it.

Do not work in an area where asbestos has been removed until a clearance air test has been successfully completed by an accredited laboratory.

#### **Asbestos can be found:**

- In packing between floors and in partition walls
- Sprayed (limpet) on structural beams and girders and on walls
- As lagging on pipe work, boilers & heat exchangers.
- Ceiling tiles, partition walls, service duct covers, fire breaks, heater cupboards, door panels, lift shaft linings, fire surrounds and soffits.
- In cement such as roof and wall cladding, bath panels, boiler and incinerator flues, gutters, rainwater pipes, water tanks, bath panels, roof tiles.
- In floor tiles, mastics, sealants, decorative coatings such as artex, rope seals, gaskets, millboard, paper products, cloth (fire blankets) and bituminous products like roofing felt, vinyl floor tiles, sink drum pads etc.

If, during your works, you see a fibrous material that you think may be asbestos, you should:

- stop work immediately
- prevent any dust/fibres being released e.g. turn off power tools, minimize air movement etc
- evacuate the immediate area and prevent access by others e.g. the public
- inform those responsible for the premises and the Health and Safety Co-ordinator, so that the necessary sampling can be arranged
- do not return to that area until informed that it is safe to do so
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**Remember, if you are uncertain as to the content of the material, stop work and seek advice.**

### 3.12 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimize manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manually handle loads which they feel incapable of moving safely.

Assessments of main tasks have been and will continue to be carried out and training will be given to employees in safe systems of work. Employees must follow the methods described as a result of the risk assessment and the training given. Any employee who is injured during any manual handling operation must report it and record it in the accident book.

Two person lifts are to be encouraged where practical for large pieces of equipment. Employees must follow the methods described as a result of the risk assessment and the training given.

- Test the load, make sure it is stable.
- Stand close to object, spread feet to create a wide base, one foot in front of the other.
- Bend your knees, keep your back straight.
- Grasp the load securely from underneath.
- Lift the load using the large muscles of the legs, keep the lift smooth.
- Raise the head once you start the lift.
- If lifting from the floor the load should be placed at waist level for any adjustments to be made.
- Keep your arms in close to your body.
- Hold the load close to the body all the time.
- Make sure you can see ahead all the time.
- When you place the load down, reverse the lifting procedure.

Remember your health and that of other people may depend on your correct lifting techniques. **DO NOT BECOME** a Statistic.

### 3.13 Fire Safety & Emergency Procedures

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

The person with responsibility for the maintenance and testing of fire alarms and firefighting equipment is: Andy Law. The person with responsibility to ensure that the evacuation arrangements are in place and tested is: Andy Law

In the event of the fire alarm being activated, or in any other emergency situation (e.g. bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

### 3.14 Sub-Contractors

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractor's capability for specific risks will be taken into account during the selection process.

Sub-contractor's health & safety arrangements are assessed by requesting the following documentation and the completion of a Sub-contractor Assessment Questionnaire.

Sub-contractors are selected on the basis of their suitability for the project to ensure a seamless quality provision of service. Supply chains remain flexible throughout the life of the contract. Our suppliers are appointed through an approved supplier process. Suppliers are managed through an approved vendor process and our team have the experience, staff resources and capacity to manage suppliers at each stage of the supply chain. Andy Law also has the responsibility of monitoring the performance of our sub-contractors using regular six-month appraisals.

### 3.15 Public safety

The safety of members of the public and other contractors is considered at all times whilst on site. Any work area that could place others at risk due to the Company's activities will be closed off by appropriate means (e.g., safety signage, bollards, tape, hoarding) in order to restrict access as identified by suitable and sufficient risk assessments.

The organisation will endeavour to ensure the safety, health and welfare of the public whilst on the premises and on client sites by ensuring that:

- provisions are in place to exclude members of the public, where possible, from areas where work is in progress
- in areas to which the public are allowed access, the access / egress routes are clearly identified and clear of obstructions
- safeguards are in place to prevent any person being struck by a falling object caused by or due to work activities

- all entrances and access routes to potential hazards are protected and secured to prevent unauthorised entry
- warning notices are displayed to indicate restricted access to the public
- adequate training, instruction and information has been provided to employees on all matters to maintain safety of the public

### **3.16 Office Staff**

Flooring Matters shall provide the necessary preventive and protective measures to prevent accidents to persons involved in work activities in the office.

Suitable and sufficient risk assessments will be made to minimise the risk that may be involved with the activities associated with the office

The organisation shall provide any information, instruction and training that an employee may require to carry out their trade or skill in a safe manner.

### **3.17 Display Screen Equipment**

As an employer, you must protect your workers from the health risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones. The organisation will:

- Analyse workstations used by employees who meet the criteria for being classed as "users" under the regulations in order to assess and reduce risks.
- Carry out formal assessment of all workstations for identified "users"
- Encourage "users" to plan their work so there are breaks or changes of activity

It is the policy of the organisation to provide eye tests for visual display screen work where an employee is required to work with this equipment. On request, the organisation will arrange eye and eyesight tests for "users" and provided corrective appliances where the eye and eyesight tests suggest that these are required for display screen equipment work

The organisation will provide information and safety training where required.

### **3.18 Good Housekeeping**

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents.

Staff members working in all areas must have regard to the following:

- ensure that damaged flooring is reported to the management without delay
- ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times
- close all cabinets, cupboards and drawers after use
- never overload shelving or store heavy items above head height except on load bearing purpose-built racking

- never leave a lit cigarette unattended in the designated smoking area

Equipment must not be left where it can be a tripping hazard.

### **3.19 Stress**

The organisation recognises its obligations under the Health and Safety at Work etc Act 1974 to, amongst other matters, take reasonable measures to provide and maintain a safe system of work, where such a system of work aims to prevent psychological as well as physical injury. Therefore, the risk assessments undertaken by the organisation will consider the possible risks to health arising from work related stress.

The first step in the organisations approach to stress management being to identify work activities, which impose unnecessarily high levels of stress upon the individual employees undertaking them, where possible such activities will be redesigned in order to eliminate or control the causes of the stress.

The second step being to educate employees identified as being at risk from work related stress as to the dangers to their health and to encourage them to reduce their stress levels, where possible, through participation and cooperative working, where necessary, training will be provided in order for them to monitor and control their own stress levels

Lastly, employees identified as needing rehabilitation due to work related stress will be provided, upon request, with independent and confidential counselling

The organisation encourages employees who feel that either they or other employees are subject to levels of stress, which are detrimental to their health to report this, in the strictest confidence, to the management team

### **3.20 Driving**

The organisation recognises that the use of motor vehicles on company organisation requires additional health and safety measures to protect both employees and third parties

The organisation recognises that the occupational risks associated with driving are related to a wide range of factors including

- driver competence
- vehicle fitness for purpose
- journey (distance / duration)

Flooring Matters is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on company organisation.

### 3.21 Pandemics

The organisation will ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and others who may be affected by our work activities during a pandemic and to adopt measures and advice required by Government Public Health bodies and comply with all relevant health and safety relevant legislation, including:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002 (as amended).

It is the responsibility of the organisation that we will ensure that all work activities are undertaken giving due regard to current measures and advice required by Government Public Health bodies, we will:

- appoint a person within the organisation who will be responsible for identifying and keeping up to date with current measures and advice.
- ensure that credible and reliable sources of information are identified, and these resources are used to establish the organisation's safe working procedures.
- ensure that relevant risk assessments are reviewed to take account of measures and advice required to be taken by Government Public Health bodies
- ensure that relevant risk assessments take account of persons not in our employment but who could be affected by risks to their health and safety, arising out of, or in connection with our work activities.
- provide such information, instruction, training and supervision as is necessary to ensure all employees and others understand the measures to be taken to protect themselves, their colleagues and any other person who may be affected by our work activities.
- ensure that adequate resources are made available to fulfil the requirements of this policy

