



## CS Flooring Contractors Ltd H&S Policy Manual

REVUE LOG		
DESCRIPTION/ITEM	DATE AMMNDED/REVUED	BY
Legislation/Law section updated	July 25	GR
Working at Height statement added to arrangements	July 25	GR
July 22	July 25	GR
Working at Height Risk assessment added section 4	July 25	GR
Height & Vibration expanded in Op pullout section	July 25	GR
CDM Statement added to Law Section	July 25	GR
Subcontractors assessment section added-arrangements	July 25	GR
First aid –arrangements section upgraded	July 25	GR
Monitoring etc process chart added-organisation	July 25	GR
Consultation added to organization & arrangements	July 25	GR
Consultation added to operatives info section	July 25	GR
Fire/emergency procedure copied from operatives information to arrangements section	July 25	GR
Work equipment and tools	July 25	GR
	July 25	GR
Policy review May 2019 Reference to GDPR added	July 25	GR
	July 25	GR
	July 25	GR

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## **CS FLOORING CONTRACTORS**

### **STATEMENT OF COMPANY SAFETY POLICY**

#### **HEALTH AND SAFETY AT WORK ETC. ACT 1974**

It is the policy of the Company to:-

#### **ENSURE THE SAFETY OF THOSE UNDER OUR CONTROL**

So far as is reasonably practicable provide the Organisation and Arrangements for safe methods of work, safe conditions, and a healthy environment for all persons under our control.

#### **PROVIDE SAFETY CONSULTATION/TRAINING**

Facilitate consultation with persons under our control on matters affecting the Health, Safety & Welfare initially through the safety induction training program and then through the regular tool box talks given by the supervisor(s). Any recommendations brought forward will be given every consideration by the Company when reviewing and updating its Safety Policy, Organisation and Arrangements.

#### **CONSULT INDIVIDUALS**

Consult individual persons under our control before giving them particular Health & Safety responsibilities.

#### **OBTAIN SPECIALIST ADVICE**

Obtain expert advice on all matters connected to our activities with regard to the Health, Safety & Welfare whilst at work to determine risks likely to affect us and ensure that all relevant precautions are taken to guard against such risks to all persons who may be affected by our undertakings.

#### **PROVIDE SAFETY INFORMATION**

Provide any relevant information necessary to persons under our control in respect of risks to their Health and Safety which may arise out of their work or at their workplace.

#### **PROMOTE PERSONAL SAFETY COMMITMENT**

Promote personal responsibility and effort on the part of persons controlled at all levels to prevent health hazards and injuries to themselves, other persons and members of the public.

#### **ISSUE SAFETY POLICY**

Inform all persons under our control of the Company Health and Safety Policy and ensure they fully understand the statutory regulations appropriate to the work being undertaken.

**ADVISE INDIVIDUALS OF THEIR LEGAL DUTY**

Advise each and every person under our control of their legal duty to take reasonable care for the Health & Safety of themselves and of any other persons who may be affected by their acts or omissions at work, and to co-operate with the Company in any way that is necessary to enable the Company to perform or comply with any duty or requirement imposed upon it, or under any relevant statutory provisions.

**APPOINT ACCOUNTABLE PERSONS**

Appoint a Manager or Supervisor on site or at a place of work who will be accountable for failure to achieve the required standard and ensure all accidents and dangerous occurrences are investigated, reported and preventative action taken against repetition.

To execute this Safety Policy the Company has appointed a Professional Safety Advisor to provide expert advice on matters affecting the Health, Safety & Welfare of all persons under our control and has appointed Mr C Slater to have special responsibility to ensure the Safety Policy is enacted.

Chris Slater

*Chris Slater*

Director—Chris Slater

Date 5.7.25

## **SECTION 2**

# **ORGANISATION**

**COMPANY SHE ORGANOGRAM**

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DIRECTOR  
(SAFETY CO-ORDINATOR)

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HEAD OFFICE SUPPORT  
ADMINISTRATION

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Site  
Supervision  
Supervision

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Sub Contract  
Site

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Operatives

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Operatives

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## **INDIVIDUAL RESPONSIBILITIES**

### Director

Main responsibilities are to:-

- a) Ensure the policy laid down by CS Flooring contractors Limited is fully implemented within the Company.
- b) Liaise with H.S.E. and other external accident prevention organizations and committees.
- c) Ensure that the written safety policy and rules are reviewed on a periodic basis.
- d) Know and implement the requirements of the health and Safety at Work Act 1974 and other relevant regulations and legislation.
- e) Ensure that all personnel are advised on all appropriate new legislation. This must include all new codes of practice and guidance notes relevant to the industry.
- f) Encourage & ensure safety training at all levels within the Company.
- g) Ensure weekly toolbox talks are carried out with open forum sessions for consultation
- h) Insist that safe working practices are observed.
- i) Ensure that site activities between main contractor, the company, and any other individual contractors are fully coordinated.
- j) Instigate proper reporting, investigation and costing of injury, damage and loss, promote action to prevent recurrence and analyze work to discover trends.
- k) Reprimand any member of staff failing to discharge satisfactorily the safety responsibilities allocated to him.
- l) Arrange for sufficient funds and facilities to meet the requirements of the policy.
- m) Ensure that written Risk Assessments/Method Statements are carried out before work commences on site and that the information in these documents is communicated to the workforce.
- n) Set a personal example to others.

## Design, Estimating and Planning Personnel

Main responsibilities are to:-

- a) Read, understand and implement the Company Safety Policy, organisation and arrangements.
- b) Know the requirements of the relevant law in health and safety and welfare matters and ensure compliance with CDM regulations when designing and planning projects. Seek advice from the Safety Advisor and project CDMC where necessary.
- c) Ensure the health, safety and welfare matters are considered when considering construction methods and materials at all stages of the contract.
- d) Liaise with any nominated Principal Designer under CDM 2015 as applicable
- e) At design and planning see that activities of all subcontractors can be carried out safely and without risk personnel, third party person, property, the “end user” and subsequent maintenance personnel.
- f) Be aware of any hazards relating to the project or to any proposed plant or materials to be used and bring to the notice of the relevant construction management.
- g) Define any areas of high risk, plan and design the relative areas in order to eliminate or minimise risk. Ensure all relative management information.
- h) Ensure proposed plant is suited for the purpose and location.
- i) Set a good example by wearing any protective clothing required to comply with site rules.

## Procurement Personnel

Main responsibilities are to:-

- a) Read understand and implement the Company Safety Policy, organisation and arrangements.
- b) Ensure all orders to suppliers for material, plant and equipment etc., include the Company health and safety requirements and that suppliers provide all necessary information, operating instructions and material safety data information, so that their products can be used safely.
- c) When new or unusual products are being specified, inform the relevant contract managers and ensure product information is forwarded.
- d) Seek advice from Company Safety Advisor as needed.
- e) Ensure no undertakings, either verbal or written are given to any subcontractor or supplier relieving them of their health and safety responsibilities.
- f) Ensure that all potential subcontractors are issued with the standard subcontract health and safety requirements and that they can demonstrate safe working procedures and practices.
- g) Ensure that all subcontractors quoting for work have allowed provision for safe methods of work in accordance with Company and statutory requirements.
- h) Ensure outline method of work and provisional risk assessments are submitted with subcontract quotations. Especially where high risk activities are involved.
- i) Set a good example by wearing any protective clothing required to comply with site rules.

Contracts Managers  
(If applicable to project)

Main responsibilities are to:-

- a) To read, understand and implement the Company Safety Policy, organisation and arrangements.
- b) To make themselves aware of legislation, codes of practice, guidance notes and safe working practices relevant to their work. To take advice from the Safety Advisor in these matters.
- c) To provide for their staff and implement, or where necessary, agree or determine for others safe methods of working and systems which identify hazards at each place of work within his responsibility.
- d) Where appropriate ensure & produce and sign written method statements and/or site safety rules, ensure they are brought to the attention of those affected and in addition, and when appropriate, post copies at relevant points at the workplace. Seek the advice of the Safety Advisor in these matters.
- e) Plan and organise work to be carried out to the required standard with minimum risk to persons, plant, equipment and materials. Give Company personnel under their control and contractors precise instructions as to their responsibilities to ensure correct working methods where risk of physical harm or damage exists.
- f) To establish prior to commencement of their contract works that all persons, including sub and work package contractors, are aware of the need for their operations to be carried out in a safe manner and that all subsequently comply with this regulation. To this end arrange for adequate discussion of safety matters at contract meetings so that their potential hazards can be identified.
- g) Together with the Safety Advisor identify any specific training requirements for work activity and have this training arranged. When arranged, release those who require training. Make arrangements for safety induction training for all new starters at the workplace under his control.
- h) Ensure adequate welfare facilities, protective clothing and equipment and first aid relevant to the work places.
- i) Ensure that members of the Health and Safety Executive are accompanied when carrying out site inspections.

- j) Ensure that any Safety Advisor is accompanied on site inspections. Following such inspections take such action as may be advised, thereafter report as requested on the action taken.
- k) Appoint personnel to undertake safety duties in accordance with Company safety arrangements.
- l) Ensure that plant, equipment and materials supplied are adequate for the job in hand and that sufficient information is provided with them to safely use that plant, equipment and materials within their limits or specification and that supervisors check operators' competency.
- m) Be prepared to amend or propose amendments to method statements and safety rules where necessary in conjunction with those affected and make known any alterations.
- n) To act immediately on any breach of safety rules or unsafe situation which comes to his attention and report such breaches to appropriate management.
- o) To make arrangements to bring the Company Safety Policy and other safety procedures to the notice of all employees, subcontractors and work package contractors.
- p) To be alert to any inadequacies of the effectiveness of the Company Safety Policy, its arrangements or rules and to bring such inadequacies to the attention of the appropriate management.
- q) Ensure weekly tool box talks are carried out with open forum sessions for consultation and supervisors report findings to yourself. Consult and act on these findings with the aid of the H & S Consultant.

#### Managers/Site Foreman/Supervisors

Main responsibilities are to:-

- a) Read and understand Company Safety Policy.
- b) Organise sites so that work is carried out to the required standard in accordance with any Company safety co-ordinators method statement and without risk to men, equipment or the public.
- c) Know the broad requirements of the construction Regulations and other relevant legislation.
- d) Ensure Risk Assessments and Method Statements are produced prior to operations.
- e) Give all site operatives precise instructions on their responsibilities and working methods; see that they do not require or permit men (particularly apprentices) to take unnecessary risks.
- f) Arrange delivery and safe stacking of materials to avoid risk by double handling; position plant efficiently; ensure that any electricity is safely installed and properly maintained without endangering men and equipment.

- g) Plan and maintain a safe and tidy site. Inspect site formally weekly.
- h) Implement safe working arrangements with subcontractors and other contractors particularly to avoid any confusion about areas of responsibility. Read the sub contractors Safety Policy.
- i) Check and ensure that all machinery and plant, including power and hand tools, are maintained in good condition and that each operator has received adequate instructions as to its operation and use. When appropriate inspect the operator's certificate to ensure that he is a trained operator.
- j) Make sure that suitable protective clothing is made available where appropriate and that it is correctly used.
- k) Make sure adequate plant and equipment is available on site before commencing temporary works (e.g. excavation, shoring and falsework).
- l) Notify immediately the safety co-ordinator of any serious accident.
- m) Set a personal example including the wearing of appropriate protective clothing and safety helmets. Discourage horseplay and reprimand those who fail to consider their own well-being and that of others around them.
- n) Ensure weekly tool box talks are carried out with open forum sessions for consultation. Record any items that have been raised to your contract manager. Act on any findings that can be resolved at site level. Encourage your operatives to report any problems or concerns in private to yourself.

### Operatives

Main responsibilities are to:-

- a) Read and understand the Health & Safety Policy of the Company.
- b) Develop a personal concern for safety, for yourself and for others, particularly newcomers and young people.
- c) Use the correct tools and equipment for the job; use safety equipment and protective clothing supplies, e.g. safety helmets, belts, goggles, etc. as defined in the risk assessments
- d) Keep tools in good condition.
- e) Report to supervisor defects in plant and/or equipment.
- f) Avoid improvising which details unnecessary risk.
- g) Warn new men of known hazards.
- h) Refrain from horseplay and the misuse of welfare facilities.
- i) Ensure that all plant/equipment within your personal control is used correctly.

- j) Co-operate with any Company safety representative,
- k) Set a personal example in all safety matters.
- l) Ensure you obtain and follow risk assessments and method statements.

## Subcontractors

Any subcontract who provides a service to the Company must conduct their undertakings as required by:-

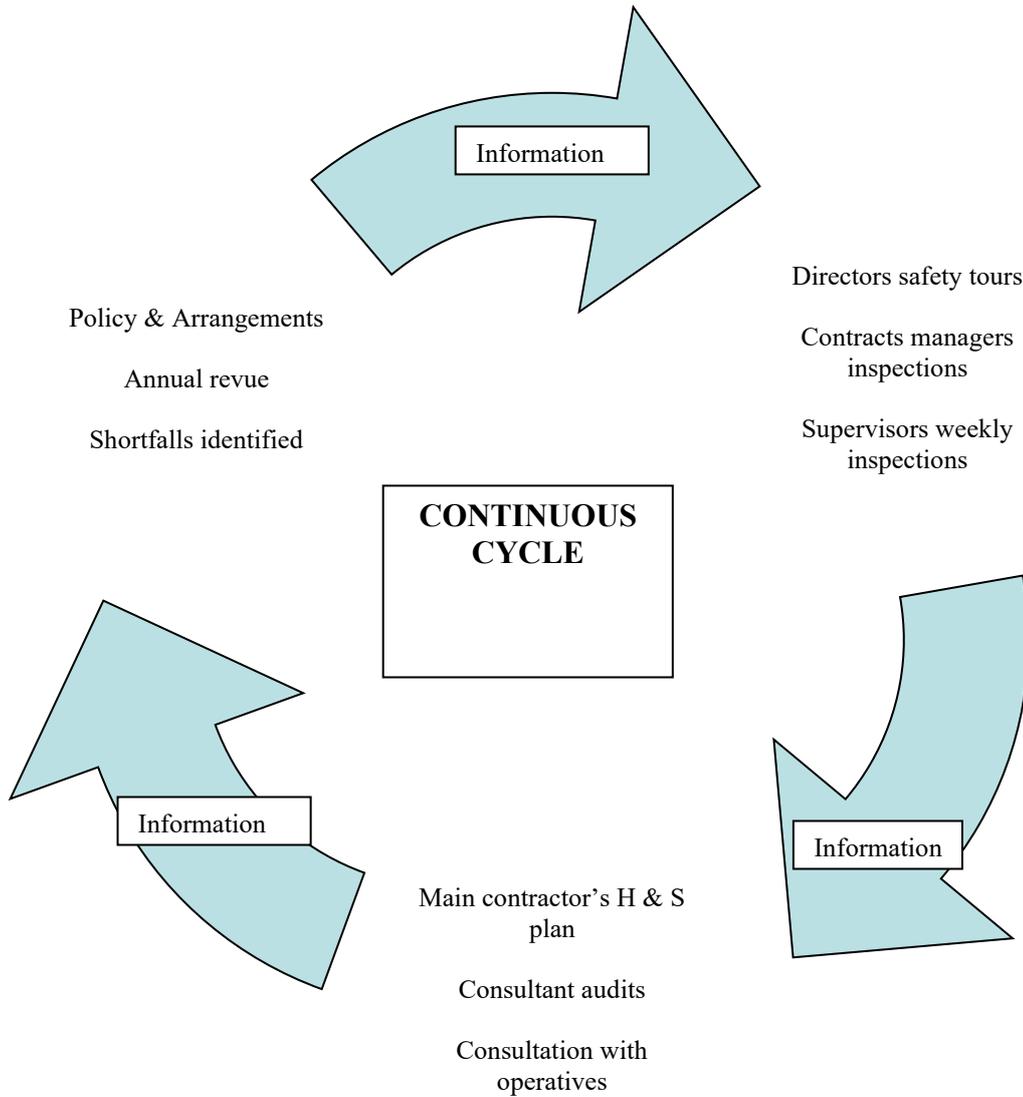
The Company Safety Policy  
Statute  
British Standards/Code of Practice  
Contract Conditions

Subcontractors must provide to the Company a copy of their own safety policy-where applicable, risk assessments and method statements, before work commences.(if applicable) Subcontractors are required to provide competent and trained supervision and operatives who are suitable for and conversant with the description of the work being carried out.

The subcontractor's supervisor nominated for a particular project shall liase with, and be subordinate to, the appointed supervisor.

Subcontractor's supervisors and operatives shall always be required to co-operate with and implement the requirements of any control measures and method statements given.

Monitoring Policy & Arrangements Process



## **SECTION 3**

### ARRANGEMENTS

## ARRANGEMENTS

### Introduction-Risk Assessment

The hazards associated with the operations of the Company are those normally encountered in the construction industry and can be summarised as follows:-

- a) Lifting, handling and transportation of materials, often over rough ground.
- b) Exposure to substances harmful to health.
- c) The use of mechanical and electrical equipment.
- d) Stacking and storage on site with associated slinging, lifting and transporting of goods.
- e) Operations involving cutting.
- f) Eye risks associated with dust, chips, metals, cutting, etc.
- g) Moving around sites owing to the changing nature of safe routes and work places resulting in slips, trips and falls.
- h) Working at height.

Although this list is not exhaustive it does indicate prime areas of concern. It is necessary to control or guard against such hazards by drawing up and implementing safe systems of work and ensuring the correct use of devices and protection.

The required safety standards can only be achieved if the management at all levels give their commitment to matters affecting health and safety. The work force should be equally committed to following correct procedures and reporting hazards.

The following procedure will be adopted by the contract manager prior to the operation starting:

Principles of risk assessment to be applied to tasks for contract  
(Plan, evaluate, control and monitor)

Risk assessment form-see sections 4 & 5, must be used as a template.

Assistance must be sought from retained Healy & Safety advisor you are unsure.

Produce written risk assessment and submit to main contractor if applicable

Brief operatives on content and ensure their understanding prior to task commencement.

### Financial Planning For Safety

The cost planner/estimator must ensure that an adequate preliminaries budget has been prepared to include all necessary and statutory items which will foresee ably be required on the project.

The following list is not exhaustive, but typical examples of those items to be included in the cost plan;

- A. Safety Advisor.—visits/inspections
- B. Safety literature, signs, posters, reference books.
- C. Safety training facilities and equipment.
- D. First aid facilities and medical supplies.
- E. Training of first aiders.
- F. Personal protective clothing.
- G. Access systems.(scaffolding).
- H. Housekeeping arrangements/waste removal.
- I. Slinger/Banksmen.
- J. Radio communications.
- K. Service labour gang.

## Design Planning for Safety

The project team must review the initial, and take account of the following;

- A. The Construction Design & Management Regulations CDM 2015
- B. All other legislation including environmental.
- C. That the works does not lead to works involving the infringement of private air space outside the site.
- D. That hazardous interfaces between elements of work are eliminated as far as possible.
- E. That the maximum use of, "off site" pre-fabrication has been considered.
- F. That complex or difficult works at height have been eliminated as far as possible.
- G. That the future maintenance and use of the finished building, is without significant risk to the end user as far as possible, and if not that information is made available for inclusion in the safety file.
- H. The previous use and current conditions of the land or building to be developed have been considered.
- I. That a written and agreed dilapidation survey has been carried out.

NB This is not a definitive or exhaustive list.

## CDM

As a trade or subcontractor we recognise our duties under CDM Regulations.

The following applies:

We will comply with all principal contractor rules and regulations, overlapping and undertakings.

All works undertaken will be within the management of health & safety regulations requirements.

Information on all materials and suppliers used will be collated in timely fashion for submission to the principle contractor or the planning supervisor.

We generally have no design input on a project, however if the case arises then we will fully comply with 'Designers duties' as prescribed in the regulations and in conjunction with our H & S advisor

The Law

The person in control of site works has a vital part to play in conforming to the various legal requirements affecting building and construction work. He should have working knowledge of the law, particularly:-

The Health & Safety at Work (etc.) Act 1974

The Working At Height Regulations 2005

Lifting & Operations regulations 1998

The Construction (Health Safety & Welfare Regulations) 1996

Construction (Head Protection) Regulations 1989.

The Control of Substances Hazardous to Health Regulations 2002

The Noise at Work Regulations 1989.

The Electricity at Work Regulations 1989.

The Management of Health & Safety at Work Regulations 1999.

Personal Protective Equipment Regulations 1992.

The Provision and use of Work Equipment 1998.

The Manual Handling Ops Regulations 1992.

The Construction, Design and Management Regulations 2015

R.I.D.D.O.R. 2013

Where applicable the following documents must be displayed on sites:-

- a. Health & Safety Law Poster  
(ISBN 0 7176 24935 10/99).
- b. Placard giving instructions as to the treatment of persons suffering from electric shock (names and addresses of suppliers of approved placards are given on Form F731).
- c. Control of Lead at Work Regulations 2002

- d. The Control of Asbestos at Work Regulations 2012
- f. Copy of Employers Liability Insurance Certificate.
- g. Accident books kept on site must now comply with the DATA PROTECTION Act 1998 & GDPR 2018
- l. The following notifications must be sent to Health & Safety Executive:-
  - A. When site a project is classed as notifiable under the CDM Regulations 2015.
  - B. Employer of young persons. F2404.
  - C. When certain types of poisoning or disease occur. F2508A.\*
  - D. In the event of a serious accident or dangerous occurrence. F2508.\*

## Planning & Control

Consideration will be given when specifying the works to inherent risks involved in the operations and if necessary an alternative method devised, to reduce the hazard to a minimum.

Some suggestions of criteria to examine:-

- a) Basic site layout.
- b) Use of cranes, site transport, etc.
- c) The elimination of working at height by hierarchical design
- d) The sequence of work and phasing of operations to minimise the possibility of putting each other's workforce at risk. Consider possible segregation.
- e) Provide adequate information, instruction and training appropriate to specific site hazards.
- f) Environmental monitoring and health surveillance, e.g. noise, asbestos, COSHH, etc.
- g) Site security, risks to others including directional and warning signs.
- h) Safe storage facilities, e.g. hard standing, undercover.
- i) The provision of safe access to places of work at various stages of the contract.

### Subcontractor assessment

The company very rarely appoints subcontractors (Lump sum price basis), however if an appointment is required the following procedure must be observed:

- a) If a company has completed past works and has demonstrated technical competence and have produced satisfactory risk assessments and method statements for their works then they will be deemed satisfactory for inclusion in tender selection.
- b) If a company has 5 or more employees then a full written health & safety policy and arrangements must be received prior to appointment consideration.
- c) All new potential subcontractors must undergo an evaluation/assessment process which will be carried out by our retained H & S consultant using an industry standard assessment form.
- d) Unrealistic goals will not be placed on the subcontractors however equally they must in turn comply and demonstrate at least basic H & S standards and procedures.
- e) The company will not tolerate any continual deliberate breaches of standards.
- f) All subcontractors are expected, unless otherwise agreed to provide all equipment and resource required to carry out their commissioned tasks within all statute legislation guidelines as a minimum.

## Control of Substances Hazardous to Health (C.O.S.H.H.)

There are numerous activities within the construction industry that can create environmental concerns. Suitable arrangements must be made to deal with such matters in order to eliminate the risk at source. In situations where this is impracticable, steps must be taken to control or guard against exposure by providing and maintaining protection.

Upon the award of a new contract and prior to starting work on site, an assessment must be taken of all substances and processes that may be hazardous to health. All relevant details are to be recorded and the findings notified to the workforce.

### General Assessment

The Control of substances Hazardous to Health Regulations (2002), or C.O.S.H.H. as it is more commonly known, require that an assessment is made of every hazardous substance or process. Each assessment must be carried out before work commences and should follow along the following guidelines:-

- ⇒ What substances are present and in what form?
- ⇒ What harmful effects are possible?
- ⇒ Where are these substances stored and how they are transported/handled?
- ⇒ What harmful substances (gases, fumes, particulates, etc.) are given off during their use and are they to be mixed with other substances?
- ⇒ When and under what circumstances could persons be affected?
- ⇒ How likely is it that exposure will happen?
- ⇒ What precautions need to be taken to eliminate exposure, or methods used to protect from exposure.
- ⇒ Can the hazard be eliminated by the use of an alternative substance?
- ⇒ What extra training is required to enable operatives to carry out their work in controlled environment?

### Site Assessments

Where new substances are introduced to site during the contract the aforementioned must still be adhered to.

### Procedure for Reporting Injuries, Disease & Dangerous Occurrences

Action to be taken by manager/Senior Site Representative.

Any written diagnosis from a doctor (e.g. medical certificate) must be forwarded to Company Safety Co-ordinator immediately, together with a description of the type of work done by the person concerned.

The statutory reporting can then be undertaken.

## Accidents on Site

Any accident on site must be recorded in the Accident Book. The casualty must be dealt with as required on site or at hospital.

All accidents on site resulting in:-

1. Fracture of a bone.
2. Head Injury.
3. Eye injury (loss of sight, burns).
4. Unconscious.
5. Fatal.
6. Electrical shock.
7. Amputations.
8. A person being off work for over seven days (not including the day of the accident)
9. Where a person is off work for more than 3 days this should be recorded not reported
10. The threat of, or act of any form of physical violence against any parties, directly, or indirectly involved with the contract

must be reported immediately to the Managing Director. The area must not be disturbed pending an accident investigation and all main contractors instructions adhered to.

If an accident results in one of outcomes identified in the RIDDOR Regulations 2013, it must reported to the HSE as follows:

All incidents can be reported online but a telephone service remains for reporting fatal and specified injuries only. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting should be carried out using the HSE form F2508

## Dangerous Occurrence

As with accidents, a dangerous assurance must be reported to the Company Safety Co-ordinator immediately and the area left undisturbed pending an investigation.

A dangerous occurrence may or may nor result in an injury to an individual.

A dangerous occurrence can be defined as:-

- I. The collapse or overturning of:-
  - A. Lift, hoist, crane, access platform.
  - B. Excavator.
  - C. Piling Rig.

Explosion, collapse, bursting of any closed vessel.

- II. Electrical short circuit which causes a fire.
- III. Explosion or fire to any item of plant.
- IV. Collapse of any scaffold or working/loading platform.
- V. The unintended collapse, partial collapse of any:-
  - A. Building, Structure or falsework.
  - B. Floor or wall whether or not under construction.
- VI. Any incident in which plant or equipment comes into contact with or close overhead electric lines.

Any accident or dangerous occurrence detailed in the previous paragraphs must be reported to the Director by the quickest practicable means.

#### Consultation with Employees

As a company we recognise the importance of employees' views in augmenting a best practice system.

Each supervisor giving a toolbox talk (weekly) will hold an open forum session at the end.

Any valid arisings from these sessions will be reported back to the contract manager, who in turn, and in consultation with the H & S consultant, will instigate any remedial or additional arrangements to our policy or processes.

## Safe Working Procedures

Site activities are inherently dangerous and complex. They must therefore have written procedures which clearly indicate hazards and the steps to be taken to minimise the risks involved. Some procedures will be written as guidelines and others on an ad hoc basis devised and pursued locally dependent on the nature of the operation.

Employees for their part must follow the procedures and rules prescribed for a safe system of work and inform their supervisor of any problems which they encounter.

It is the intention of the Company to co-operate fully with contractors through whom we are employed and it will be our policy to adhere to strongly the procedure available. Decisions on all matters of health and safety must be laid down so that the responsibilities of all parties are made clear before work commences. The following should be resolved at any pre-commencement meeting.

- a) The appropriate precautions and work method for dealing with risks or hazardous work.
- b) Arrangements for provision, maintenance, use and inspection of plant, equipment and welfare facilities.
- c) The co-ordination of safety.
- d) Arrangements for induction training for new starters and/or any specialist training.
- e) Arrangements for promoting health and safety information, i.e. noticeboards, memos.

## Training for Health & Safety

An essential part of the Company's Health and Safety Policy is that appropriate training must be given to all employees to enable them to recognise hazards and take appropriate precautions to prevent injury.

An assessment must be made of new employees to determine the exact nature of training, which individuals will require in order to carry out their duties proficiently and safely.

Specific training must be implemented for those personnel involved in certain hazardous operations. In some instances this may already have been completed. A certificate of training must then be produced as proof and a copy kept at the Company's office.

Examples appropriate to the majority of the Company's operations are as follows:-

- a) Operative Safety Awareness/COSHH/manual handling
- b) Training of appointed persons to mount or change abrasive wheels.
- c) C.I.T.B (or approved similar), competency/CSCS.
- d) Plant, rough terrain fork lift, dumper etc.
- e) Training in the use of cutting equipment.
- f) Training in use of fire fighting equipment and means of escape.
- g) Training in the use of cartridge tools.

The above are some of the basic training requirements and will be augmented by the appropriate job training on items of plant/equipment and process. It may become necessary to provide further information, as and when new development arise which affect health and safety.

## Induction

The Company will require all our employees to be inducted on to site by the employing Site Manager. Below is a list of induction items, but this is not a definitive list.

Content of the induction to be as follows:-

- ⇒ Company policy and procedures on breaches of safety regulations with particular reference to working at height (tie off policy), hard hat regulations and safety footwear. The dangers of altering scaffold.
- ⇒ An explanation of the objectives we wish to achieve by conducting weekly tool box talks.
- ⇒ Basic safety, use of guard, protective equipment and where extraction and earthing.
- ⇒ Changes to access and egress will be given as necessary.
- ⇒ Muster points location.
- ⇒ Fire points location.
- ⇒ Acknowledgment of induction training.
- ⇒ First Aid arrangements

## Management of the Policy

- a) **Decisions** - The health, safety and welfare of all employees is affected by everyday decisions made in response to changing business situations. The prime responsibility for ensuring that such decisions do not have an adverse effect rests with the Company Managing Director and subordinate line management.
- b) **Delegation** - Delegation is a normal management function, applicable to health and safety as to any other Company business.
- c) **Duties** - All employees are reminded of their general health and safety duties under the Health and Safety at Work etc. Act 1974. Employees have a duty to take reasonable care to avoid injury to themselves and to others. Employees are also required to co-operate with their employers and to others in complying with statutory requirements and are not permitted to interfere with, or misuse, anything provided to promote and protect health, safety and welfare.

## Working at Height

All operations involving working at height will be carried out in accordance with the Working at Height Regulations 2005.

Effective planning will be used to ensure working at height is avoided wherever possible.

Where working at height cannot be avoided, then the planning process will identify the correct type of equipment to be used working at height. Ladders will only be used as a last resort..

## Covid-19

From March 2019 to April 2022 the construction industry operated under a series of government approved protocols contained within a document called Site Operating Procedures (SOP).

The SOP was revised 7 times during that period to take account of new requirements and government advice.

Once the legal requirement to self-isolate, in the event of a positive test for Covid-19, was removed the SOP ceased to be the protocol framework for site operations.

Covid-19 remains a hazard, although the consequence of contacting the virus has been greatly reduced by the vaccines available to all.

CS Flooring will continue to monitor the situation in respect of Covid-19 and will take the necessary action to ensure the health and wellbeing of its personnel.

## Occupational Health

CS Flooring takes due account of the hazards in terms of occupational health issues inherent in the company's activities.

Wherever possible those hazards will be designed out of processes using techniques such as off-site fabrication and the use of up to date equipment to minimize the risk from:

- Manual handling
- Noise
- Hand arm vibration
- COSHH
- Dust

Monitoring of the health of the workforce is an important aspect of minimizing the Risks, and this monitoring will be carried out on a regular (minimum annually) completion of questionnaires to identify any problems and/or trends.

Mental health is also seen as potentially an occupational health issue. CS Flooring will adopt an open-door policy for its personnel so that anyone with an issue which may be affecting their mental health can seek help and guidance from the company on a confidential basis.

Toolbox talks will be provided to brief the workforce on how to deal with mental health issues.