

THE HIGHLAND FLOORING CO. LTD.

COMPANY HEALTH AND SAFETY POLICY

Signed _____

Date _____

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GENERAL STATEMENT OF POLICY

The Highland Flooring Co. Ltd. recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and other legislation for the Health, Safety and Welfare of all its employees in the course of their employment, sub-contractors and other persons on premises controlled by the company and any other person affected by the company's activities.

Sloan Builders Ltd will comply with all statutory requirements and approved codes of practice as a minimum standard and over and above that, the Company will develop a positive safety culture involving all staff and sub-contractors.

Hazards and risks will be systematically identified and assessed. Control measures will be implemented to suitably remove or reduce risks to the current industry standards and reduce the chances of accidents occurring.

This policy will be reviewed at a minimum of annual intervals and at other times where significant changes in the operations of the company /or legislation changes necessitate change to the policy. This policy details The Highland Flooring Co. Ltd. safety management systems including the allocated responsibilities for health and safety and welfare.

The Highland Flooring Co. Ltd. will, in so far as is reasonably practicable, ensure:-

- a. The relevant contents of this policy are explained to all staff and the whole policy will be made freely available for their further inspection.
- b. This policy will be reviewed and updated at a minimum of annual intervals. The policy will be signed and dated by the Managing Director of The Highland Flooring Co. Ltd. each time it is reviewed.
- c. Management will ensure suitable arrangements are made for consultation with all staff regarding Health, Safety and Welfare provision.
- d. Assessment of risks to the Health and Safety of all employees, and other persons on premises controlled by the Company and all who may be at risk as a result of the Company activities will be conducted, recorded and appropriate controls put in place. These assessments will take into account the vulnerabilities of young or inexperienced persons.
- e. The Company will provide and maintain suitable and adequate premises, safe equipment, safe working environments and safe systems of work.
- f. Suitable and safe arrangements will be made for the use, handling, storage, transport and disposal of articles and substances hazardous to health.
- g. Suitable and sufficient information, instruction, induction, training and supervision will be provided to all employees. This will enable employees to make a positive contribution to their own Health and Safety and the Health and Safety of others.
- h. There is provision for a safe place of work, safe access and safe methods of exit and the provision of suitable emergency equipment and procedures.
- e. Site Health, Safety and Welfare inspections will be conducted and recorded.
- f. On new build sites, employees will receive a specific induction to the site and planned work prior to work commencing.
- g. The Company's Health and Safety performance will be reviewed and assessed at a minimum of annual intervals.

ORGANISATION AND RESPONSIBILITIES

- 1 The Directors of The Highland Flooring Co. Ltd. will be responsible for the implementation of the company Health and Safety policy.
- 2 The named competent person advising management of the nature of safety systems required is Company Safety Advisor Richard Fox C.M.I.O.S.H.. He also has the responsibility for advising staff and management on the safety systems required and making recommendations where appropriate.
Accident and incident investigation and will be conducted by the Company Safety Advisor. The Safety Advisor will report relevant accidents and incidents to the enforcing authority under the RIDDOR regulations.
- 3 Site supervisors will be responsible for ensuring the day to day safety systems are implemented on site including those related to the control of substances hazardous to health.
- 4 Risk assessments will be conducted wherever there is significant risk. Management, will conduct risk assessments and the overall quality of risk assessments and method statements will be monitored by the Company Health and Safety Advisor. Risk assessments and method statements will be recorded where there is significant risk.

EMPLOYEE DUTIES AND RESPONSIBILITIES

It is the duty of all employees to:-

- a. make themselves familiar with relevant sections of this policy, all rules, notices and procedures made known to them and to ask their manager/supervisor if in doubt about any safety matter.
- b. take reasonable care with regard to the Health and Safety of themselves and any other persons who may be affected by their acts or omissions at work.
- c. co-operate with their employer, supervisor and other employees to enable safe working practices to be effective, to ensure they fully understand and follow the emergency procedures.
- d. report to their manager/supervisor all defects in premises and work equipment and not to attempt to carry out unauthorised repairs.
- e. not to interfere with or misuse anything provided by the company in the interests of Health and Safety.
- f. report accidents, near misses and significant occurrences to the Company using the accident and near miss reporting procedures.

GENERAL ARRANGEMENTS

1 THE WORK PLACE

The company will comply with the Workplace Health, Safety and Welfare Regulations. The following aspects are included in the provision of a safe work place and safe working environment and will be regularly monitored on both work sites and the Company premises, office and workshop:-

- Maintenance of a safe work place/site and safety systems
(Maintenance will be pro-active rather than reactive)
- Cleanliness, hygiene and disposal of waste materials
- The control of slip, trip and fall risks
- Work stations and work activities
- Safe access and egress arrangements
- Work place layout including segregation of traffic and pedestrians
- Condition of floors and pedestrian routes
- Segregation of vehicles from pedestrians
- Sanitary and washing facilities
- Facilities for rest, eating, drinking water and accommodation for clothing
- Suitable housekeeping, ventilation, heating and lighting
- Suitable Health and Safety signage

2 WORK EQUIPMENT, PLANT AND MACHINERY

The Highland Flooring Co. Ltd. will comply with the Provision and Use of Work Equipment Regulations regarding the equipment's suitability, maintenance, specific risks and marking requirements.

Suitable training, information and instruction will be issued to all operators of work equipment prior to its use.

All mobile work equipment and plant will have weekly recorded maintenance and inspection. All guards will be suitably maintained and in place when machinery and equipment is in use.

3 INDUCTION, TRAINING AND COMPETENCE

INDUCTION

Health and Safety induction of new staff and trainees will be issued at the start of employment or as soon as possible after the commencement of employment.

The Health and Safety policy will be issued at induction and the relevant sections will be explained.

Induction will include the following:-

- Health and Safety law and responsibilities
- Risk and hazard – relevant risk assessments and method statements
- Controls in place to reduce risk to staff and others
- Safe work place, site safety, site rules and safety plans
- Work equipment, plant, machinery and safety procedures
- Noise, vibration and dust
- Safe working at heights and safety with excavations
- Safe access, housekeeping and slip, trip and fall risks
- Awareness of safe lifting techniques and manual handling risk assessment
- Safe use and storage of hazardous chemicals and procedures
- Personal Protective Equipment and procedures
- Welfare, Hygiene and First Aid facilities and procedures
- Emergency and fire procedures
- Accident and incident reporting
- Procedures for consultation

4 RISK ASSESSMENTS AND METHOD STATEMENTS

The company will comply with the Management of Health and Safety at Work Regulations and other regulations which require suitable and sufficient control measures to be implemented through a process of risk assessment. Risk assessments will be recorded where risks are significant. The company will ensure these risk assessments are carried out by person(s) familiar with the risks, hazards and control measures involved.

The results of these risk assessments and controls will be communicated to all relevant employees and persons. Safe systems of work/method statements will be recorded where appropriate.

Factors considered when making risk assessments will be :-

- a Identification of hazards
- b Assessing the level of risk.
- c The identification of people at risk. This will include employees, contractors, visitors and members of the public, (invited and uninvited).
- d The special needs and vulnerabilities of disabled persons, young persons, inexperienced persons and persons with learning difficulties.
- e Are present control measures suitable and sufficient?
- f Are additional controls required to reduce the level of risk or can alternative less hazardous arrangements be made to avoid the hazard completely?

These risk assessments will be reviewed at a minimum of annual intervals and further risk assessments will be carried out when appropriate.

All areas of high and significant risk will be assessed and method statements recorded.

Method statements will be explained to all relevant staff and subcontractors.

General overall risk assessments may be sufficient for low risk activities but specific risk assessments are to be conducted and recorded where risks are identified to be significant.

Risk assessment forms will be made available to all employees.

5 MANUAL HANDLING

The company will comply with the Manual Handling Operations Regulations which require employers to reduce risks from lifting, handling and carrying objects at work and the risks associated with repeated movements and actions.

Manual handling operations will be risk assessed and employees informed of the results of these assessments and control measures identified.

Manual handling training, information and instruction will be provided by the company to all employees.

Good handling techniques are identified in appendix 1 at the end of this policy.

6 SLIPS, TRIPS AND FALLS & HOUSEKEEPING

Slips, trips and falls are statistically a significant cause of accidents and severe injury.

The Highland Flooring Co. Ltd. will take all reasonably practicable measures to reduce the risk of such accidents on the sites controlled by the company and to anyone who may be at risk from the company's activities.

Good house keeping also reduces the risk from fire, hazardous chemicals and health and hygiene hazards

7 FIRST AID

The Company premises and all work sites will have suitable First Aid boxes available.

The contents of the First Aid boxes are to be monitored and refilled by appointed staff.

Suitable numbers of staff will have benefited from current First Aid training.

The suitability of First Aid training and procedures will be risk assessed and further systems implemented as required.

All details of First Aid administered will be recorded.

All employees will be instructed on the procedures to be followed in the event of injury or illness at work.

Eye wash facilities will be available on site.

8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control Of Substances Hazardous to Health Regulations (COSHH) require the company to identify all such substances used, stored or handled by the company and to record appropriate related risk assessments and control measures.

Relevant data sheets will be available for all who work with, use, handle and store hazardous chemicals.

Risk assessments will be conducted and recorded taking into account the risks identified in the data sheets to ensure the methods used for transport, handling, storage and use of these substances are suitably controlled. Risk assessments and controls identified and will be available and explained to all who work with these substances.

Safe systems of work will be recorded where appropriate. The company will provide this information, instruction and training to all who handle, use and are exposed to these substances. This information will be updated with the new use of or no longer used of substances hazardous to health.

All containers will have labels which clearly identify the contents and the nature of the hazard. Storage of such substances will be risk assessed with suitable and sufficient controls implemented.

Disposal of chemicals and containers will be conducted in a safe manner to reduce risks to all persons and the environment.

9 ACCIDENT AND NEAR MISS PROCEDURES

In the event of an accident causing injury the first priority is to obtain suitable treatment or assistance from a First Aider or other suitably competent person.

Remember that you should not endanger your own or others lives rendering assistance.

(If the accident results in a major injury the scene should be left undisturbed if practicable.)

The Highland Flooring Co. Ltd. employees must report all accidents, near misses, significant occurrences and acts of violence which happen during work.

The three most important steps are :-

- a Ensure all relevant details are reported as soon as possible on the accident and incident forms provided by the company.
- b Ensure any risks caused by the occurrence are minimised to avoid further harm to others.
- c Notify management of incapacity to continue work and of any delayed indications of injury or harm.

The accident records and near miss records will be regularly reviewed to identify trends or any steps which need to be taken to avoid repetition.

The Company Safety Advisor and the Company will ensure accidents which come under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are reported to the enforcing authority. Major incidents as defined by RIDDOR will be immediately reported to the enforcing authority by telephone.

10 FIRE AND EMERGENCY PROCEDURES

The Highland Flooring Co. Ltd. believe that in the event of a fire, the safety of persons and human life shall override all other considerations, such as saving property and extinguishing the fire.

Fire risk assessments will be conducted and recorded.

If a fire is discovered the alarm must be raised immediately.

The Highland Flooring Co. Ltd. will support any such action taken in good faith, even if there is later found to be no fire.

Where relevant the fire brigade should be summoned as quickly as possible.

Suitably maintained fire extinguishers will be provided by the Company.

Emergency procedures will be discussed and formally identified at site inductions.

All staff will be inducted in fire action procedures and basic fire prevention measures.

All staff must report any concerns relating to fire hazards to management.

Emergency exits, stairs, fire doors and walkways will be kept free from obstruction at all times.

Sub contractors on the premises engaged in activities which have a recognised risk of fire must obtain permission from management prior to the commencement of this work.

Permits to work will be required for hot work. Hot work areas will be monitored for a minimum of one hour after completion of the hot work to ensure nothing has caught fire or is smouldering.

11 WORKING AT HEIGHTS

All working at heights will be risk assessed to ensure use of suitable equipment and other relevant safety systems.

Ladders will be inspected and deemed suitable for use prior to use and only staff who have received appropriate training in ladder safety will be permitted to use ladders. Ladders will only be used for access or where a risk assessment shows the task is of low risk and for short duration. Ladders will be tied at both sides and protrude a minimum of 1.2 meters above the platform.

Employees will not be permitted to work at height until they have been trained.

Edge protection will be provided when appropriate. No person will go onto a roof that has been identified as fragile until the work has been carefully risk assessed and suitable equipment is in place.

Risk assessments and method statements will be conducted and recorded for all activities working at height. Working at height is any height from which a person may be harmed if they fall.

12 EXCAVATIONS

Access to the work area for staff and vehicles may be in the vicinity of excavations.

Edge protection and barriers will be erected in such a manner as to ensure the safety of persons working in or adjacent to the excavation.

Industry standards will be applied including where support is required.

13 ELECTRICITY AT WORK

The Electricity at Work Regulations require the company to ensure all electrical systems are safe and fit for use. The company will take all reasonable steps to comply with these regulations.

All electrical systems used on site will be protected by Residual Current Devices.

Low voltage equipment will be used when applicable.

Portable and fixed electrical equipment must have sound, adequately insulated cables, properly connected to an appropriately fused plug. Portable electrical appliances and cables will be monitored for defects each day they are used.

Fixed and portable electrical equipment will receive recorded electrical checks by a competent person at appropriate intervals depending on nature of usage and the nature of the appliance.

Maintenance schedules will be used to ensure all such equipment is checked.

14 PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Highland Flooring Co. Ltd. will comply with the Personal Protective Equipment at Work Regulations, the current Control Of Substances Hazardous to Health Regulations (COSHH) and the Construction (Head Protection) Regulations. The company will comply with current legislation relevant to the work undertaken and the risks and hazards identified.

The Company will provide or contribute to the cost of appropriate PPE and ensure its correct usage, ensure it is compatible with other equipment used, ensure adequate maintenance and replacement, provide suitable accommodation for this equipment, provide suitable information, instruction, training and testing to appropriate employees, ensure employees report loss or defects of the equipment and to risk assess the use of this equipment.

Personal Protective Equipment should only be used as a last resort where no other controls are possible.

The need for PPE will be risk assessed.

Suitable head protection will be worn where there is a potential to fall from a height and where there is a potential to be hit on the head by work equipment or falling objects.

Some sites will have rules stating head protection must be worn at all times.

15 SITE INSPECTIONS/AUDITS

Site inspections will include the following where applicable:-

The Health and Safety Plan

Posting of notices/signs/rules and completion of registers/reports

Risk assessments and method statements

Safe working at heights

Means of access :- Pedestrian routes, ladders, ramps

Machinery :- Suitability, guards, controls & maintenance.

Electrical:- Distribution system, (low voltage & RCDs), temporary lighting, hand tools.

Fire precautions:- extinguishers, no smoking notice.

Materials handling and stacking

Personal Protective Equipment:- use, suitability, maintenance.

Welfare:- rest, eating, washing and toilet facilities.

Emergency procedures

First aid:- box and trained persons

Health Hazards:- COSHH, manual handling.

Site tidiness:- slip, trip & fall hazards.

16 PROCEDURES FOR SUBCONTRACTORS AND VISITORS

The Highland Flooring Co. Ltd. recognises its duty of care for other contractors, invited and uninvited visitors on the company premises or any site or area controlled by the company.

All reasonable attempts will be made to reduce the risk of injury or harm to all staff, other contractors, invited and uninvited visitors. This will include control of access, covering of excavations etc..

Visits to sites will be arranged to ensure risks to them are suitably minimised and controlled and these visits will be escorted.

17 CONTROL OF SUB-CONTRACTORS

Sub-contractors working on sites controlled by The Highland Flooring Co. Ltd. will be assessed to ensure they have suitable safety systems and safe systems of work prior to contracts being issued.

Sub-contractors will be issued with a copy of The Highland Flooring Co. Ltd. Health and Safety Policy and informed of relevant risk assessments, safe systems of work and other relevant safety systems.

The Highland Flooring Co. Ltd. will ensure it is specified in sub-contractor's contracts that they operate suitable safe systems of work. Sub-contractor compliance with their own relevant safety systems and The Highland Flooring Co. Ltd. safety systems will be sampled and monitored by The Highland Flooring Co. Ltd.

Sub-contractors tendering for work with The Highland Flooring Co. Ltd. must provide evidence of the following:-

- (a) Current insurance cover for both personal and public liability and any other relevant insurance cover.
- (b) Evidence of sub-contractor (and staff) being suitably competent to conduct work in a safe manner including recording risk assessments and safe systems of work.
- (c) Evidence that sub-contractor's work equipment used on site is safe, fit for the purpose and has received suitable preventative maintenance.
- (d) Sub-contractors must be able to demonstrate a suitable knowledge of relevant The Highland Flooring Co. Ltd. safety systems.

18 SMOKING

After taking note of recent legislation, The Highland Flooring Co. Ltd. will not permit smoking inside site buildings, inside customer owned buildings and company rest and welfare accommodation or company vehicles and plant.

19 TRAFFIC AND PEDESTRIAN CONTROL

The Highland Flooring Co. Ltd. will ensure, in so far as is reasonably practicable, that pedestrian and vehicular access to premises and sites it controls present the minimum risk to all persons. This will include control measures to ensure suitable surfaces and keeping walkways and vehicle routes as free from obstructions as is far as is reasonably practicable. Where appropriate, banksmen will direct reversing vehicles.

20 CONFINED SPACES

The Highland Flooring Co. Ltd. will comply with the Confined Spaces Regulations. Entry into confined spaces will be risk assessed and is forbidden without permission from either the Site Supervisor or the company Safety Advisor.

21 HEALTH SURVEILLANCE

Health surveillance will be conducted on all staff considered to be at significant risk including noise and vibration. This will include staff who demonstrate allergic symptoms to hazardous chemicals used. Staff are advised to maintain current tetanus immunisation cover.

22 CONSULTATION

The Company will comply with the current legislation in respect to employee consultation. Employees are welcomed to take part in discussions on any matter or concerns relating to health and Safety issues.

Employees will be consulted prior to the issue of new policies and procedures.

23 DRUGS AND ALCOHOL

No employee or sub-contractor will be permitted to work, drive, operate machinery or be on site if they are under the affects of alcohol or drugs. (This does not include prescribed drugs that do not affect the individual's abilities to work).

If a drug or alcohol problem becomes evident, then the company will engage in consultation with the person concerned to try to address the problem and access appropriate help.

APPENDIX 1

GOOD MANUAL HANDLING TECHNIQUES

- (a) **Assess the load.**
If it is beyond your capacity do not attempt to move it. It may be suitable to obtain assistance or use mechanical handling. (Some individuals can only handle light weight loads).
You may require to push or rock the load to obtain some idea of the weight and weight distribution.
Assess the position of the load. (You may lose control of it and it may fall on you when you start to move it).
Assess whether you will be able to see where you are going once you have picked up the load.
- (b) **Plan the lift.**
Assess where the load is to be placed.
Remove obstructions such as discarded wrapping.
Estimate the centre of gravity and position this part of the load close to the body if possible.
Ensure the route over which the object will be carried is free of slip, trip and fall hazards.
If you need help, decide prior to the lift who is giving commands and ensure everyone involved can be heard.
- (c) **Position the feet.**
Position the feet comfortably apart. (e.g. shoulder width)
It may be an advantage to place one foot slightly forward of the other.
- (d) **Grip.**
Try to keep the arms within the area covered by the legs and feet.
Try to obtain a balanced, comfortable grip of the load.
Try to lift with the palms rather than the fingers.
- (e) **The lift.**
Bend the knees if lifting from the floor or low levels.
Do not significantly bend your back.
Lean forward a little over the load.
Lift smoothly and don't jerk.
Do not twist the body. Use the feet to step around to face another direction.
Keep the shoulders level and facing the same way as the hips.
Apply the above when setting the load down.

THE FOLLOWING LIST MUST BE CONSIDERED:-

The task

The environment

The load

The individual capabilities

RISK ASSESSMENT

Area /activity assessed

Persons affected

Nature of risk

Degree of risk (high – medium or low)
(Risk is probability multiplied by the severity of outcome)

Controls in place

Additional controls required

Priority (Urgent, soon or non-urgent)

Conducted by **Date**

ACTION DECIDED