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Health & Safety Policy



January 2025

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Section 3 - Arrangements for Implementing the Policy Contd

3.25 Covid-19 & Pandemic Management

3.26 Portable Equipment & Testing

RECORD OF AMENDMENTS

Revision	Date	Index Reference	Brief Description of Amendment
1.0	Feb 2015	-	First Issue
2.0	Feb 2016	-	Full review of the health and safety policy and a new template issued, no amendments made.
3.0	Jun 2016	-	Full review of the health and safety policy a new template issued, amendments to all topics.
4.0	Jun 2017	-	Full review of the health and safety policy. Organisation Chart amended. Text amended:- Responsibilities, First-Aid, Manual Handling, Asbestos, Working at Height, Employee Consultation added to Employee Communication.
5.0	Jan 2018	-	Changed external advisors from Stallard Kane to Citation. Changed SHEQ Manager to Compliance Manager.
5.1	Jan 2018	2.1	Employee updated to Organisational Chart.
5.2	Jan 2018	2.2	Sales & Director position deleted
6.0	Jan 2020	3.18	Incident Reporting Procedures rewritten. Accident and Incident Reporting Flowchart added.
7.0	Jan 2021	3.25 & 3.26	Covid 19 management & Social Distancing added
8.0	Jan 2020	3.25 & 3.26	Amended Covid 19 management & Social Distancing
9.0	Jan 2022	3.16	Changes to Personal Protective Equipment

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10.0	Jan 2023	3.25 & 3.26	Covid 19 Management & Social Distancing replaced with Covid & Pandemic Management
11.0	Dec 2023	ALL 3.26 3.19 3.26	Took out all legislation as contained in Legal Register Social Distancing deleted Equipment & Maintenance amended due to further detail in 3.26 Portable Equipment & Testing. NEW Portable Equipment & Testing
11.0	Jan 2025		Annual policy review - no changes made, just date refreshed

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1.1 Statement of Intent

It is the policy of Central Flooring Services Limited to undertake operations and service in such a manner as to ensure “as far as is practicable”, the Health, Safety and Welfare of its employees and all persons likely to be affected by its operations, including the general public.

Our general intentions are to:

- Provide and maintain a safe place of work, a safe system of work, safe appliances for work and a safe and healthy working environment
- Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.
- Ensure the safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances
- Make regular assessments of risks to employees
- Take appropriate preventative/protective measures as identified by risk assessment.
- Appoint a competent person to secure compliance with statutory duties.

Employees

As a condition of our employment, we require our employees to co-operate with us to ensure we meet our objectives. In particular, we require our employees to:-

1. Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions whilst at work.
2. Not intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety and welfare.

Communication

Central Flooring Services Ltd will endeavour to communicate to all employees, their commitment to Health and Safety and to ensure that employees are familiar with the contents of the Health and Safety Policy.

Responsibility

Central Flooring Services Ltd will ensure adequate resources, both time and money, are made available to the necessary people to ensure that the items listed above are implemented.

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Continuous improvement

Central Flooring Services Ltd is committed to the continuous development and improvement of the Health and Safety Management System. An annual review of the Health and Safety Policy will be undertaken to ensure it remains up to date and relevant.

Consultation

Central Flooring Services Ltd will encourage consultation with its employees on Health and Safety matters to achieve the policy objectives and will give consideration on recommendations made.

Compliance

We shall ensure that all our activities meet regulations and legislation on a national and local level. Where no regulations exist, we will endeavour to set our own appropriate standards. We will also provide appropriate information if requested to interested parties.

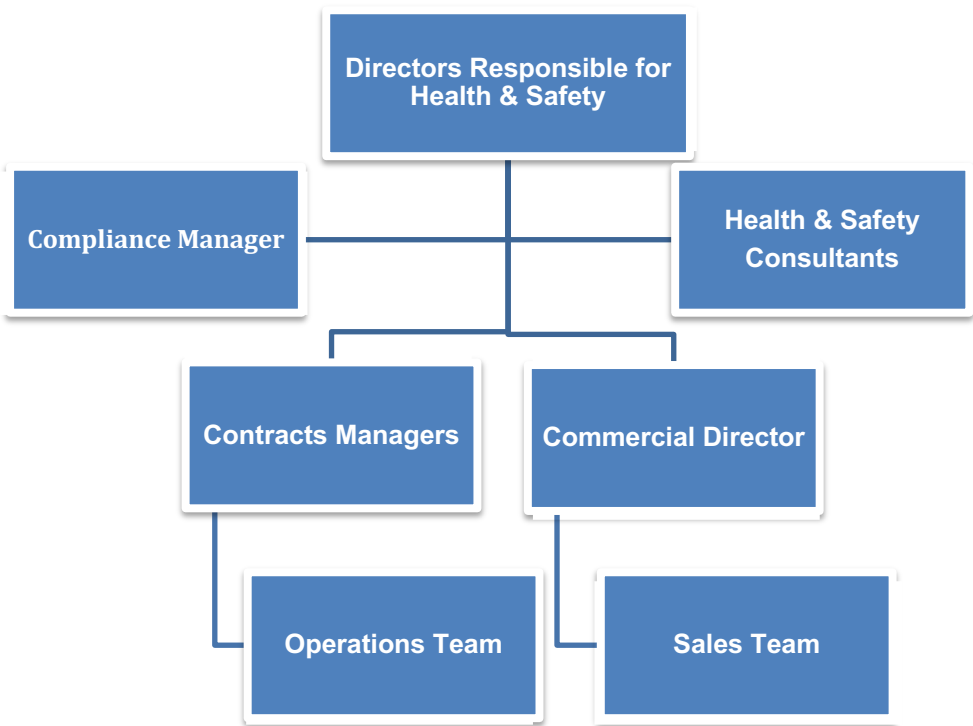
Signed:



Kyle Stokes, Managing Director
January 2025

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2.1 Company Health & Safety Organisational Chart



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is:

Citation

Head Office Address: Kings Court
Water Lane
Wilmslow
Cheshire
SK9 5AR

Telephone No.: 0161 667 4000

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2.2 Responsibilities

Directors Responsible for Health & Safety

Health & Safety responsibilities are to ensure that:-

1. The Company Health & Safety Policy is updated, signed and reviewed annually
2. The Company is compliant with Health & Safety Legislation
3. All Company activities are carried out in accordance with the Company Safety Policies
4. They set a personal example
5. All levels of management and employees understand the requirements placed upon them by this Policy and have received adequate training to undertake their appointment/role
6. Adequate funds are made available for the satisfactory discharge of all duties under health, & safety legislation
7. All accidents and incidents are correctly reported and recorded, and that action is taken to prevent a recurrence
8. Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents
9. Pertinent information is distributed throughout the company
10. Company insurances are updated and maintained for the works being undertaken
11. Provision is made at all meetings, including board meetings, for discussing health & safety issues
12. They carry out Directors Safety Tours and attend Safety Meetings
13. The Company appoint an internal/external competent person to advise on all Health & Safety issues
14. Only PPE to the correct standards has been issued and used.

Compliance Manager & External SHEQ Advisor (Citation)

Health & Safety responsibilities are to ensure that they:-

1. Keep the Directors updated and advised on changes to statutory requirements
2. Effectively administer, monitor and ensure that necessary alterations are made to the policy to reflect changes in legislation, best practice or company development, as instructed by the Directors
3. Report and investigate incidents/accidents
4. Set a good personal example by using the appropriate protective equipment
5. Coordinate and attend Health & Safety Management Reviews
6. Undertake internal audits and produce the resulting audit reports
7. Implement health and safety procedures, precautions and controls
8. Encourage the highest possible standards of health and safety within the Company by effective communication and consultation with employees
9. Oversee the provision and maintenance of suitable personal protective equipment
10. Maintain an up-to-date knowledge in matters of legislation and regulations
11. Assess and meet the health and safety training needs of the Company

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Contracts Managers

Health & Safety responsibilities are to ensure that:-

1. They understand the Company's Health and Safety Policy and appreciate the allocated responsibilities
2. Projects are budgeted to include adequate health and safety requirements
3. The following are established prior to commencement:
 - a. The most appropriate order and method of work against adequate information from the Client
 - b. The provision of adequate lighting
 - c. Allocation of responsibilities with other sub-contractors on site
 - d. The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site, (design risk assessment and pre- tender health and safety plan)
 - e. Facilities for sanitation and welfare
 - f. The provision of basic fire precautions
4. The precautions and work methods are checked with Site Project Manager prior to commencing work
5. Work is carried out as planned and the relevant legislation (best practice) is complied with on site
6. All operatives are inducted before starting work on a site
7. They set a good personal example by using the appropriate protective equipment whilst on site
8. All plant and equipment on site are safe and guarded in accordance with the relevant legislation
9. All plant and equipment are operated by trained and authorised personnel
10. The required personal protective equipment (PPE) is used correctly
11. They carry out regular site inspections to ensure compliance with legislation and safe systems of work
12. All accidents/incidents are reported in accordance with the company procedures

Office Staff

Health and Safety responsibilities are to ensure that they:

1. Report all defects in equipment and materials, or any obvious safety or health hazards
2. Do not endanger themselves or other persons through their actions or failures to act
3. Refrain from horseplay
4. Do not abuse the welfare facilities
5. Do not operate any equipment unless they have been fully trained and instructed in its operation
6. Comply with the Company Policies on all aspects of health, safety and welfare
7. Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks
8. Report all incidents and near misses to Manager

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Operatives

Health and Safety responsibilities are to ensure that they:-

1. Use the correct tools and equipment for the task
2. Report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards
3. Use the personal protective equipment (PPE) provided and maintain in good order.
4. Do not alter, deface or otherwise misuse any safety equipment supplied to them.
5. Do not endanger themselves or other persons through their actions or failures to act
6. Stop work at any time they feel in danger and report to their Manager
7. Refrain from horseplay
8. Do not abuse the welfare facilities
9. Comply with the Company Policies on all aspects of health, safety and welfare
10. Do not operate any equipment or machinery unless they have been fully trained and instructed in its operation
11. Respect and maintain all company equipment and property
12. Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks
13. Comply fully with all instructions given during site inductions
14. Report all incidents and near misses to Manager
15. Attend project inductions and H&S briefings

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3.1 Communication & Consultation with Employees

A requirement of the Health and Safety (Consultation with Employees) Regulations is for us to consult with our employees in all matters relating to health and safety. The Company will convene regular meetings, to discuss all relevant issues relating to health and safety.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety
- The change in appointment of nominated competent persons
- The provision of statutory health and safety information
- Any statutory health and safety training
- Health and safety of implications of introducing new technology, tooling or work activities

The meetings will be formal, and the minutes of the meeting will be documented and displayed on company health and safety notice boards.

We will ensure all employees are briefed on the Company health and safety policy and other relevant health and safety information, firstly during their new starter induction when joining the Company and periodically as the policy is updated or legislation is introduced/removed or after any changes which may affect their health, safety and wellbeing. All employees will be provided with health and safety information on in the form of a health and safety booklet created by our external health and safety advisors. Employees will also be briefed by their supervisor in the form of toolbox talks as required by the management team.

In the event that an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication, the Company will take the necessary steps to ensure the required information is effectively communicated. Where necessary, we will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that the Company operates an open-door policy and all employees are free to contact any member of the management team regarding any health and safety concerns they may have or where they have ideas which may improve the health, safety and wellbeing of employees. All concerns or ideas raised will be given due consideration by the management team and feedback will be given to employees where appropriate.

3.2 Fire

A Risk Assessment will be undertaken and kept up to date.

Furthermore:-

- All office staff will be Fire Safety trained and briefed on the Evacuation Procedures
- Operatives are Fire Safety trained and will comply with specific site procedures.
- Equipment checks and evacuation drills will be held at regular intervals at Head Office.
- The Company will appoint and train Fire Wardens
- The Company will appoint another member of staff who will act as an evacuation "Roll Caller".

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3.3 First-Aid

In order to protect the wellbeing of employees and to promote a safe working environment, the company have appointed emergency first aiders in place to deal with emergencies. Such personnel are certified to the required standard.

Futhermore:-

- We will display the office First Aiders details on our noticeboard, for the benefit of employees and visitors
- We will provide suitably stocked First Aid boxes.
- Stock levels and items required will be checked at regular intervals and boxes will be kept secure, yet quickly available when required.
- The Compliance Manager will maintain a register of certificated First Aiders.

3.4 Manual Handling

Adequate resources are provided in order that manual handling can be avoided wherever possible. Training will also be given to any operative who is required to carry out manual handling operations as part of their work.

The Company will ensure that:-

- Manual handling operations are assessed in accordance with Risk Assessment procedures
- Manual handling is to be avoided wherever possible
- Where Manual Handling cannot be avoided, the Company will provide mechanical handling devices
- Operatives who are required to carry out manual operations have been correctly trained
- Personal protective equipment will be issued as a result of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled
- Work stations are designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation

Employees will ensure that:-

- If injured as a result of a manual handling operation, it is reported in accordance with 3.18 Incident Reporting procedures.
- They use mechanical devices wherever possible.
- When mechanical handling devices are used, that materials are correctly stacked to enable them to be used safely.
- Where manual handling of material is unavoidable, that it is carried out using the best possible method to avoid injury.

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3.5 Drugs and Alcohol

To assist in the safe performance of our duties, this company operates a strict policy that Drugs & Alcohol consumption are strictly prohibited in the workplace. Alcohol or drug abuse by employees and contractors (including supervisory and management staff) can adversely affect the safety and health of not only themselves, but the safety of all other operatives who work with them on site.

It is, therefore, our company policy that any person who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace. If there is any doubt as to the person's medical condition or to the cause of their condition, then, medical advice should be sought immediately.

For their own safety, that of their workmates and members of the public, any member of staff believing that another is under the influence of drugs or alcohol should report this to their manager immediately.

Employees found to be in breach of this policy may be subject to disciplinary action being taken against them.

3.6 Smoke-free Policy

This policy has been developed to protect all Employees, Contractors, Customers and Visitors from exposure to second-hand smoke and to assist compliance with the above regulations. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses.

It is the policy of the Company that all employees have a right to work in a smoke free environment. Smoking is not permitted in our workplaces including company vehicles. This policy shall be reviewed on an annual basis.

Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

Employees found to be in breach of this policy may be subject to disciplinary action being taken against them.

3.7 Asbestos

In the event of asbestos being found or is suspected, work will immediately stop in that area and the matter should be reported to the Manager. The suspected asbestos should not be touched and be isolated from others. The Manager will liaise with the Client as to immediate action. The responsible party will contact a specialist company, which should be to take a sample for analysis. This result of which will determine the next course of action.

In compliance with the above regulations and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of maintenance of control measures.

The head office warehouse building contains asbestos in roofing and insulating boards. The landlord responsible has arranged for an asbestos management plan to be developed and implemented. The plan will be reviewed every two years or as advised by the asbestos surveyor

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3.8 Driving at Work

When using a vehicle supplied by the Company, all employees must conform to all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

Where employees are driving in the course of their employment or driving vehicles supplied by the Company they must:

- Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines
- Be in possession of a valid UK driving license. Checks will be made every year and endorsements notified to the insurers
- Not operate a hand-held mobile phone whilst driving
- Wear glasses or lenses if prescribed for this activity
- Never drive under the influence of alcohol, illegal drugs or medication, which may affect their ability to drive safely. If unsure about medication symptoms, please contact your GP.
- Carry out a visual inspection of the vehicle e.g. tyre pressure, seat belts, before driving.
- Not smoke inside Company vehicles.

On arrival to destination or site:

- Beware of unmetalled roads and soft ground on sites; where possible park off site (not in an area causing an obstruction to highway, site traffic or the emergency services)
- Observe all traffic management arrangements in place for the site
- Make sure the vehicle is secured and any valuable items stored out of sight, such as satellite navigation systems and mobile phones

Employees found to be in breach of this policy or driving a Company vehicle when not authorised to do so, will be subject to the appropriate level of disciplinary proceedings being taken.

3.9 Working at Height

The Company recognises and accepts its responsibility under the above regulation and shall, as far as reasonably practicable, ensure:

- All work at height is avoided where possible
- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety
- Those involved in work at height are trained and competent
- The place where work at height is done is safe
- Equipment for work at height is appropriately inspected
- The risks from falling objects are properly controlled

For more information, refer to the risk assessment for the specific equipment e.g. Podium steps.

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3.10 Workplace Noise Control

Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard and this will be included in the risk assessment.

The above regulation has established noise action levels above which hearing will be damaged. These are based on levels averaged over a working day.

The action levels are expressed as dB(A):

- First Action Level - 80 dB(A)
- Second Action Level - 85 dB(A)

If the First Action Level (80 dB(A)) is reached or exceeded, the actions are:-

- Reduce the risk of damage to hearing to the lowest possible by other means than issuing PPE
- Inform all persons who may be exposed, of the risk to their hearing and of the availability of hearing protection
- Provide hearing protection at the employee's request

If the Second Action Level (85 dB(A)) is reached or exceeded, the actions are:-

- Reduce the exposure to noise to the lowest level possible other than issuing PPE
- Identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas. The notices must warn of the hazards and state that the wearing of hearing protection is mandatory
- Issue correct hearing protection to all persons who may be exposed
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A)

3.11 Vibration Control

Certain types of work equipment when in use can cause Vibration White Finger (VWF). Managers will schedule work to reduce exposure by use of anti-vibration equipment or rotation of personnel with regular surveillance. Tooling will be selected that has the lowest level of vibration possible. Worn or damaged tooling will be replaced as soon as possible to prevent exposure to potentially hazardous levels of vibration.

Where PPE is identified as a result of the risk assessment, it will be provided and training given.

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3.12 Display Screen Equipment

The Regulations apply only to the protection of Employees who are 'users' as defined by the Regulations. A 'user' means an Employee who habitually uses DSE as a significant part of normal work, whether at his/her own employer's workstation, at another employer's workstation, or at a workstation at home.

"Users" shall receive sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to reducing reflection and glare.

"Users" shall be entitled to request an appropriate eyesight test. If spectacles are required for display screen work, these will be prescribed. Any costs arising from these tests and appliances will be borne by Central Flooring Services Ltd.

3.13 Stress

The Company is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health & safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes:

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and well-being are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress

As far as reasonably practicable the Company will:

- Provide managers with advice and support to help identify specific causes of stress
- Develop team building & management skills for people managers
- Provide suitable training such as time management & stress awareness
- Monitor the occurrence and levels of absence associated with stress

3.14 Health Surveillance

Health surveillance is provided for employees where necessary. Records are maintained in line with data protection and health and safety legislation. Where necessary, reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Company. In order to monitor the health of all employees, an annual medical questionnaire will be issued, reviewed, and appropriate action taken.

Where known occupational health risks exist, a suitable and sufficient risk assessment and Safe System of Work will be developed for the work activity and control measures implemented to ensure the health, safety and welfare of all employees affected. Where health surveillance is required, this will be outlined in the risk assessment and communicated to affected employees.

Should any person have a health problem which could affect their health, safety and welfare while at the workplace, they shall inform their Manager.

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3.14 Health Surveillance Contd

Directors shall, where work activities could cause health problems, regularly review the work activities and where possible implement engineering controls or substitute existing substances for less hazardous ones, and so reduce the occupational risk to employees and other third parties affected by the Company's scope of works.

3.15 Safety Training

The Company recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any foreseeable significant risk, unless they have received adequate training to help understand the hazards involved and the precautions to be taken.

We will undertake a review of training needs for all employees on an annual basis. This will ensure all employees have the necessary training and level of competence for the scope of works they undertake.

A skills matrix and training records will be kept up to date.

3.16 Personal Protective Equipment (PPE)

The Company acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is, however, recognised that PPE is often required to bolster other controls. As such the organisation will:

- Assess the risks and provide the appropriate PPE to workers.
- Supply PPE to the relevant standards and conformity markings (such as UKCA)
- Maintain, clean and replace PPE as required.
- Provide storage for PPE when it is not being used.
- Give training and instruction to workers on its use and how to look after it.
- Monitor use and condition of PPE.

Some examples of PPE used by workers include, but are not limited to: Protective footwear, gloves, high visibility clothing (vests / jackets), hard hats (with and without chin straps, dust masks and safety glasses.

Workers will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage. All workers will confirm receipt of their PPE.

All PPE is provided free of charge and is expected to be kept in a good condition by the workers using it.

Worker Duties:

- Make full and proper use of all PPE that has been issued to them
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged
- Report any defective PPE to the employer
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any work unless the correct equipment is being worn
- Store PPE securely at all times and in line with instructions.

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3.17 Premises and Welfare

Environment, Welfare and other related facilities will be maintained to the standard required by the above regulations. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

Where Company employees are required to undertake work on site, the Directors will ensure at the planning stage that the requirements for welfare provision are suitably assessed and provisions made before work commences on site.

3.18 Incident Reporting Procedures

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all employees, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Employer's Responsibilities

Central Flooring Services Ltd will ensure that:-

- All accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All employees are adequately trained to carry out their work safely and are provided with information on safe working practices
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm, of any relevant accident, dangerous occurrence and/or instance of work-related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work-related accident where:-

- A member of staff, or a self-employed person, working for or on behalf of Central Flooring Services Ltd is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public or other person not at work is killed.

RIDDOR reportable instances include those described below. This list is not exhaustive and Central Flooring Services Ltd will contact Citation Limited's advice line for further guidance, support and clarification.

Death

- Workers and non-workers who have died of a work-related accident.

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HEALTH & SAFETY POLICY

Part 3 - Arrangements



Specified Injuries

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body, or
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness, or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- Occupational dermatitis
- Carpal tunnel syndrome
- Severe cramp of the hand or forearm
- Hand arm vibration syndrome
- Occupational asthma
- Tendonitis or tenosynovitis of the hand or forearm
- Any occupational cancer
- Any disease attributed to occupational exposure to a biological agent.

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:-

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- Plant or equipment coming into contact with overhead lines
- Electrical short circuit or overload causing fire or explosion
- Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

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People Not at Work

- A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury
- A member of the public or person who is not at work has died.

In addition, Central Flooring Services Ltd will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the Incident Reporting Spreadsheet will constitute an investigation
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

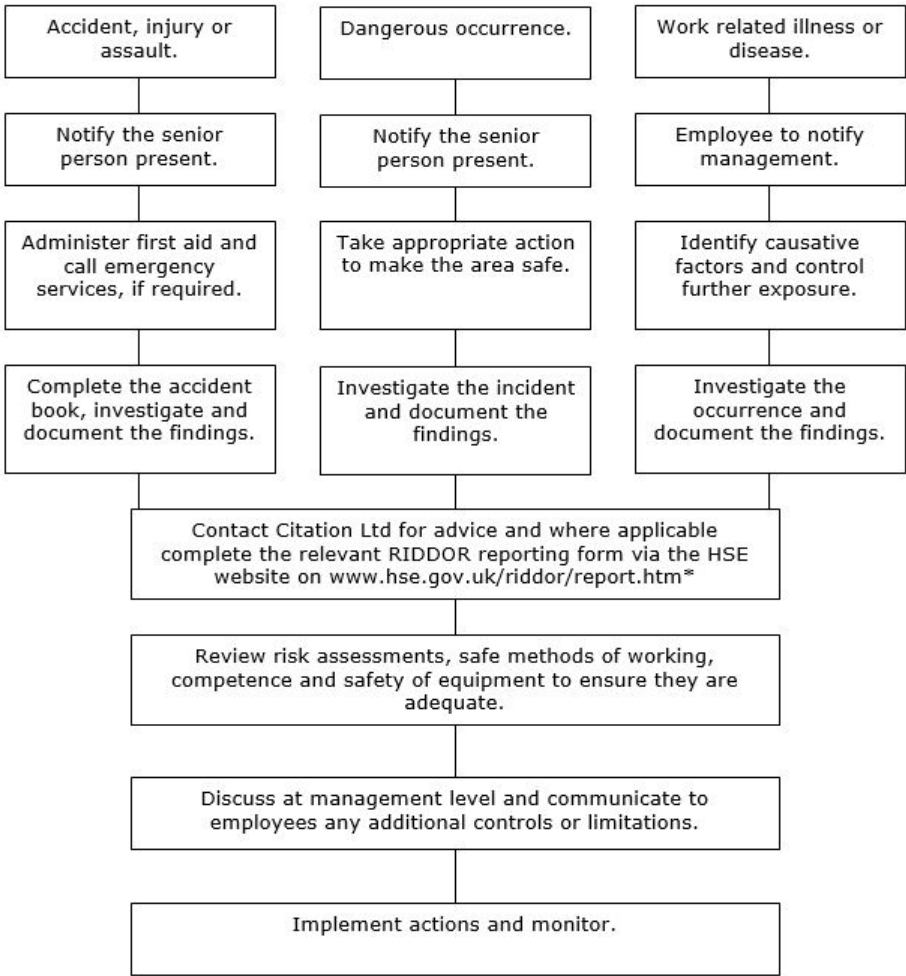
Employees Responsibilities

Any employees who are involved in, or aware of an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including incident reporting spreadsheet entry, investigation and comply with any notification and reporting requirements.

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Accident and Incident Reporting Flowchart



*Note the HSE Incident Contact Centre telephone reporting service is only available for specified injuries and fatalities on 0345 300 9923.

3.19 Equipment and Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed to be safe and without risk to the Health and Safety of employees. Only qualified competent persons are permitted to carry out work on equipment using safe systems of work.

3.20 Control of Substances Hazardous to Health (COSHH)

All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved.

Furthermore:-

- No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.
- Any significant findings of any COSHH Assessment, including the safety precautions to be adopted, are communicated to all operatives who will be exposed to the substances.
- Employees will not use any substances unless a COSHH assessment has been carried out and its findings communicated to them. If an employee has not received a COSHH assessment or the relevant training, they are to cease use immediately and contact their manager.
- A COSHH Assessment will be carried out for every substance.
- Any safety precautions recommended as a consequence of a COSHH Assessment must be adhered to at all times while the substance is in use.
- The Safety Data Sheets for all substances being stored can be found on the company database and are available.
- Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and safety precautions for hazardous substances.
- All spillages will be soaked up using sand, contaminated materials are then to be disposed of in accordance with Waste Management Procedure. Hazardous substances are not allowed to enter any drain or watercourse. The Directors are to be informed of any substantial spill immediately.
- All employees who may be exposed to any hazardous substances will be informed of the existence of the COSHH Assessment files at their Safety Induction. They will be instructed to use these documents as reference to ensure that safety precautions are adhered to.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes
- If it is requested by the operative
- In any case, every 12 months

Any review must be recorded on the assessment with a review date and the name of the person who carried out the review.

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3.21 Risk Assessment Procedures

Site specific risk assessments and method statements will be carried out for all company related activity and communicated to all employees.

All significant hazards will be assessed with the 5-step procedure:-

1. Identify the hazards
2. Decide who might be harmed
3. Evaluate the risks and decide on precautions
4. Record findings and implement
5. Review assessment at regular intervals or when significant changes occur.

3.22 Construction, Design & Management

The above regulation places duties on contractors to ensure we cooperate with all parties involved in the project and that we manage our work to ensure a safe site for all parties involved.

Whilst undertaking the role of **Contractor** on site we will ensure the following:

- We manage our work in order to ensure the health, safety and welfare of all our employees, any subcontractors we may engage and other third parties who may be affected by our work activities
- Cooperate with other duty holders. We will cooperate with the principal contractor and other contractors on site to ensure cooperation between all parties involved, ensuring that the risks which cannot be eliminated are reduced and properly managed and controlled
- Consult with employees, our appointed contractors and other parties in good time ensuring all persons under our control have the necessary information at the right time
- On a project where we are the only contractor, we will develop the construction phase plan for the project and ensure it is communicated to all relevant employees
- Before works commence on site we will ensure the principal contractor has provided suitable and sufficient welfare facilities for the project. Where we are the only contractor on site, we will ensure welfare provision is available in line with schedule 2 of the CDM 2015 Regulations
- Ensure all persons working on site under our control have a documented site induction before commencing work on site
- Take the necessary steps to ensure site security and prevent access by unauthorised third parties and cooperate with the principal contractor regarding site security on projects with more than one contractor appointed
- During the planning stage for all projects and before any works commence on site, we will ensure that we provide suitable and sufficient supervision and resources for all employees and contractors under our control working on site
- We will ensure all employees and contractors under our control on site have the necessary skills, knowledge, training and experience for the work they are carrying out
- Where more than one contractor has been appointed, we will cooperate with the designer or principal designer providing requested information for the safety file in good time

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3.22 Construction, Design & Management Contd.

Whilst undertaking the role of **Principal Contractor** we will ensure the following:

- Ensure we have the have the right skills, knowledge, training and experience necessary before accepting the role of principal contractor
- We will liaise and co-operate with the Principal Designer to ensure information is provided to assist when considering health and safety in their design at both the pre-construction phase and design work during construction
- Ensure the client is aware of their duties and liaise with the client regarding their client brief and expectations for the project
- Request the necessary preconstruction information from the client to enable us to develop the construction phase plan for the project
- Manage the construction phase of the project ensuring health and safety standards are maintained and risks eliminated where possible and where risks cannot be eliminated suitable control measures are implemented on site
- Ensure all site operatives have a documented site induction before commencing work on site
- During site set up ensure suitable and sufficient site security arrangements are established before allowing work to commence on site and ensure the site is secure at the end of each working day
- Take steps to ensure our employees and appointed contractors have the necessary skills, knowledge, training and experience for the work they are carrying out
- Provide suitable and sufficient site supervision and management depending on the size and complexity of the scope of works to be undertaken
- Engage with workers and contractors on site ensuring effective communication of information and that any health and safety ideas or concerns are given due consideration
- Effectively monitor health and safety risk on site ensuring it is reduced to the lowest level possible. Where the risk cannot be eliminated, that control measures are implemented and communicated to affected parties
- Provide the necessary information to the principal designer so the health and safety file can be completed in good time. In projects where the principal designer appointment finishes before the end of the construction phase, we will take on the responsibility for the file and for handing it over to the client

Domestic Clients

Our duties remain the same as those for a commercial client when working for a domestic client.

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3.23 Sub-Contractors

It is the responsibility of the Sub-Contractor to ensure that their employees adhere to, and co-operate with, legislative and Company rules in regard to health and safety whilst working for the Company.

It is also the responsibility of the Sub-contractors to ensure that the health, safety and welfare of the company's staff, visitors and others is not put at risk from their work activities and practices, and that safe systems of work are adhered to at all times.

Where contractors are to carry out work on site, they will be asked to provide evidence of Health and Safety competence in advance. Copies of Risk Assessments, COSHH Assessments, Method Statements, or similar documentation, must be submitted and approved by the Company's person responsible, as confirmation that risks to health and safety are being properly managed. All contractors will report to the prearranged designated person prior to commencing work.

The activities of contractors whilst they are on site will be monitored to ensure that their methods of work are safe, and do not put the safety of the company's employees at risk.

3.24 Labour Only Contractors

It is the responsibility of any labour only contractors to adhere to, and co-operate with, legislative and the Company rules in regard to health and safety whilst working for the Company.

3.25 Covid-19 & Pandemic Management

Where unprecedented situations, such as the Covid-19 pandemic occur, the organisation will:

- Undertake a risk assessment reflecting all areas of organisation activities in line with government guidelines and review as necessary in line with lessons learned and changes in government guidelines and legislation
- Inform employees and others as necessary, of the contents of the risk assessment
- Undertake audits and inspections where appropriate to check on compliance with the risk assessment
- Undertake staff health screening and return to work health checks where required by the relevant employment laws and risk assessment
- Consult with and provide information, instruction and training appropriate to the tasks to be completed to allow employees to undertake their work safely
- Provide appropriate PPE to employees where required
- Provide adequate information as to entry requirements and safe working procedures to those who may enter the premises, such as visitors
- Comply with the requirements of legally mandated government testing schemes and contact tracing
- Ensure that any pandemic procedures are compatible with existing infection control procedures, where established
- Provide suitable equipment to continue to operate such as cleaning equipment and PPE.

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3.25 Covid-19 & Pandemic Management Contd.

Employees Will:

- Comply with the contents and controls detailed within the organisation risk assessments
- Comply with workplace procedures designed to mitigate against the effect of pandemics on the workplace, such as Covid-19
- Take care of themselves and others in the workplace where activities give rise to the potential for spread of infection
- Comply with the relevant Government guidelines and legislation in relation to their fitness to attend the workplace
- Follow any appropriate isolation/quarantine procedures which may be introduced in line with government guidance on travel
- Report any concerns or issues relating to non-conformance with pandemic controls to the person responsible
- Comply with testing requirements of the government and / or employer where there is a requirement to do so in line with legislation and / or risk assessment
- Comply with relevant contact tracing systems implemented by government, informing their employer where required to do so
- Notify their employer immediately should they be required to self-isolate in line with government and / or organisation requirements.

3.26 Portable Equipment & Testing

Central Flooring Services are responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment. On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Employees have a responsibility for: -

- Co-operating with management arrangements for electrical safety in the workplace
- Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- Reporting any defects, faults or dangerous activities
- Using equipment only in line with the manufacturers operating instructions
- Complying with safety rules and use work permits as applicable
- Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be PAT tested before use.

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- Gaining permission before using extension leads or adaptors.
- Switching off any non-critical equipment when not in use.
- Not attempting repairs to electrical appliances or circuits unless qualified to do so.
- Exercising caution when placing drinks near to appliances or power outlets.

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