



Health & Safety Policy

October 2011

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Health and Safety Policy Statement

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Health and Safety Policy Amendment Sheet

Document Number	Document Revision	Author	Release Date	Review Date	Description of Change
CW1	1	L Clarke	Oct 2009	Oct 2010	Policy produced
CW1	2	L Clarke	Dec 2009	Dec 2010	Additional roles and responsibilities added for Managing Director and Employees
CW1	3	L Clarke	Dec 2010	Dec 2011	Commitment to continuously improve added. Organisation chart added
CW1	4	L Clarke	Oct 2011	Oct 2012	Minor additions to roles and responsibilities. Addition in the training section to include use of training matrix. Review of arrangements individually. Use of checklists for pre work inspections included.



Statement of Intent

It is the policy of Countrywide Flooring to ensure the Health, Safety and Welfare of all employees, and all other persons who may be affected by our activities. Countrywide flooring will always aim to meet the requirements of the Health and Safety at Work Act 1974 and firmly commits to:

- Comply with all relevant statutory requirements for Health, Safety and Welfare.
- Actively encourage involvement from all employees in order that a Health and Safety conscious mindset can spread throughout the organisation.
- Setting and reviewing objectives that can be effectively measured to accurately assess Health and Safety performance.
- Ensuring that all items of work equipment provided for use in the work place are appropriately maintained to ensure their safe condition at all times.
- Ensuring adequate provision is granted for the safe storage and movement of materials and substances.
- Employ effective and safe systems of work for all activities.
- Providing a safe place of work including safe access to, and egress from, any areas in which work is conducted.
- Providing and maintaining a working environment that is safe and without risks to the health and safety of all employees.
- Providing information, instruction, training and supervision to assist in ensuring the health and safety of its employees and that of others who may be affected by their work activities

Countrywide Flooring is committed to continually improving all aspects of the Health and Safety management system in place. The importance of co-operation and commitment at all levels of the organisation can never be underestimated and is essential if we are to succeed in achieving the standards to which we aspire.

Managing Director

Date:

Health and Safety Roles and Responsibilities

The Health and Safety at Work Act imposes certain legal responsibilities on both Employer and Employee. Legislation protects not only people at work, but also the health and safety of others who may be affected by work activities.

In summary, the general duties of employers to their employees are:

- To ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees.
- The provision & maintenance of plant & systems of work that are, as far as is reasonably practicable, safe and without risks to health.
- Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.
- The provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of all employees.
- The provision and maintenance of a working environment for all employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.

The Act also imposes responsibilities on employees and states that “It shall be the duty of every employee whilst at work:

- To take reasonable care for the health and safety of him or herself and of other persons who may be affected by his or her acts or omissions at work”
- As regards any duty or requirement imposed on his or her employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with”.
- “No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions”.

Managing Director

The Managing Director has overall responsibility for Health and Safety at Work. The managing director has responsibility for the implementation of all aspects of the Health and Safety Policy.

Additionally he is also responsible for:

- Ensuring that all aspects of the policy are monitored for effectiveness and reviewed at regular intervals.
- Allocating sufficient funds to meet the requirements of the Health & Safety Policy.
- Ensuring competence within the terms of applicable legislation of any employees and contractors appointed to carry out tasks on behalf of the company.
- Providing assistance to all employees to ensure understanding of their duties and responsibilities in regard to the Company’s Health & Safety Policy.
- Ensuring the Company’s obligations to provide for the health & safety of persons other than its employees are observed
- Ensuring that appropriate Safe Systems of Work and Safety Procedures have been devised and implemented.

- Ensuring that adequate safety training is provided for all employees
- Ensuring that adequate investigation of all accidents takes place, sufficient information is recorded and appropriate remedial actions are taken.
- Liaison with the enforcement authorities and ensuring that required actions are taken promptly.

Supervisors

Supervisors have the primary responsibility for the implementation of all systems associated with the Health and Safety Policy.

Additionally they will:

- Undertake adequate safety inspections, in line with the requirements of the Safety Policy.
- Assess each new work area prior to the commencement of activities, and ensure any specific safety requirements are communicated to all employees.
- Comply with any specific safety rules pertinent to the area in which they are employed and also ensure any other employees are adequately briefed on such requirements.
- Ensuring that Safe Systems of Work and Safety Procedures are implemented, including enforcing the use of Personal Protective Equipment, as necessary.
- Conduct all activities in strict accordance with the Countrywide Flooring Health and Safety management System.

Health and Safety Advisor / Competent Person

Regulation 7 of the Management of Health and Safety at Work Regulations 1999 recognises that organisations may require additional / specialist Health and Safety assistance from time to time. It is a legal obligation that employers must make suitable provision for such advice. Countrywide Flooring has recognised this requirement and suitable provision has been made.

The Competent persons appointed have responsibility to advise on and co-ordinate all aspects of Health & Safety within the Company.

Employees / Sub contractors

All employees have legal responsibility with regard to Health and Safety at Work

The Health and Safety at Work act states that

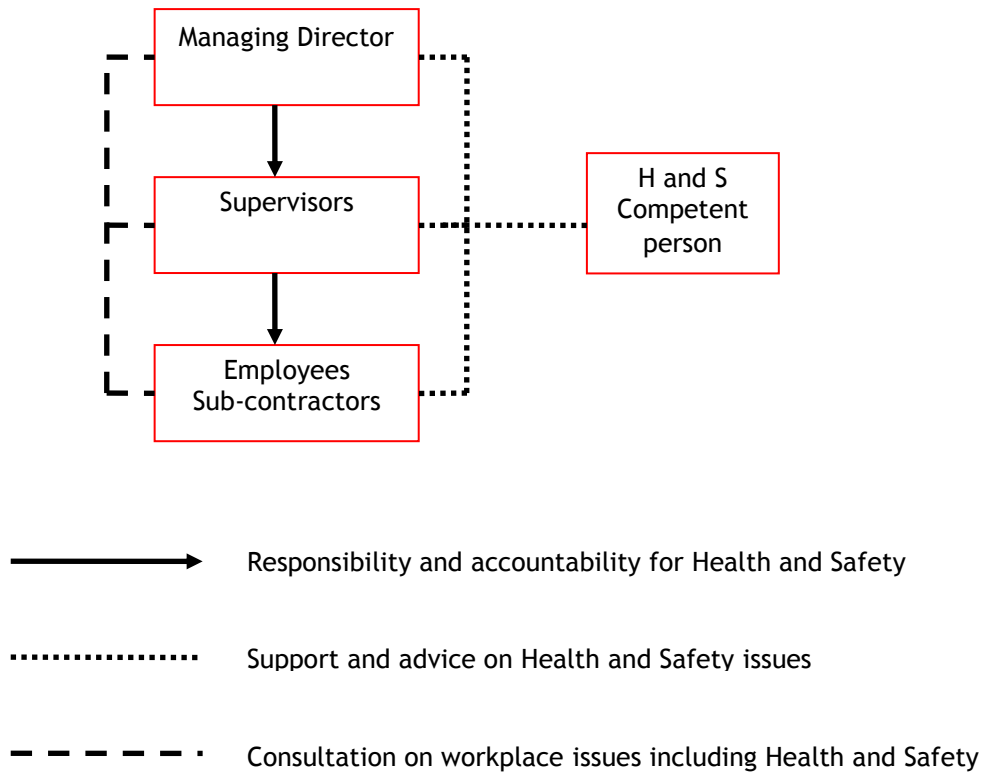
It shall be the duty of every employee whilst at work to take reasonable care for the health and safety of themselves or other persons who may be affected by their acts or omissions.

Additionally all employees will:

- Make proper use of all machinery, chemicals, and other equipment (including Personal Protective Equipment) provided for Health and Safety.
- **Not** interfere with or misuse anything provided for Health, Safety and Welfare at work.
- Read, understand and accept all Safety Systems of Work, Safety Procedures and other safety rules.
- Maintain high levels of housekeeping in their area of work.
- Report all accidents, including near misses, no matter how minor, to the supervisor.
- Report any dangerous conditions, inadequately controlled risks and any incidents to Supervisors, so that remedial action can be taken.

- Inform Supervisor if they have to leave the premises during working hours for any reason.
- Follow the safety rules and procedures established by the host, in addition to working to Countrywide Flooring standards and requirements.

Health and Safety Responsibilities Organisation Chart



General Arrangements

This section of the Health & Safety Policy sets out the systems and procedures that have been established to ensure satisfactory administration of Health and Safety at Work. In establishing these procedures, due regard has been paid to the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.

Health and Safety objectives

The managing director will set specific objectives in relation to Health and Safety. The objectives will be available to view in the Health and Safety Control book. Objectives will be reviewed regularly with key performance indicators used as an additional measure. Performance against these objectives will be used to provide information to potential customers and employees and to actively identify areas for improvement in the Health and Safety Management System. Updates will be provided to employees during team meetings and pre-work meetings.

Records and Registers

The need to keep adequate records of matters relevant to Health and Safety at Work is acknowledged by Countrywide Flooring. It is only by keeping accurate records of actions that the Company has evidence that the required actions have been taken. Records required to meet legislative requirements and best practice will be retained by Countrywide flooring.

First Aid / Recording Accidents

Countrywide Flooring will always ensure that suitable provision for first aid arrangements is made. The supervisor must ensure that employees are informed of the location of first aid equipment, first aid personnel and facilities available during site specific induction training. The name and locations of first aiders will be clearly displayed in work areas.

The first aider is responsible for ensuring any first aid equipment used is replaced at the earliest opportunity

The accident record book is kept on site at each location where Countrywide Flooring are required to work, and is available for first aiders and other persons to make entries, as necessary. Where reporting under RIDDOR is required, this will be conducted by the Managing Director.

Accident Investigation

When an entry is made in the First Aid Book, a simple investigation of the accident will always be undertaken. Normally, this simple investigation will involve questions by the First Aider to establish how the injury occurred.

The Managing Director will be informed of all accidents, as they occur and will then decide on the level of further investigation required. Including the identification of root causes and corrective / preventative actions. The Health & Safety Advisor may be requested to assist with any investigation. Formal reports will be produced for all accident and near miss investigations.

Safety Training / Refresher Training

The Managing Director will identify training requirements in relation to Health and Safety. Training will include but is not restricted too; induction training, work equipment training, risk assessment, manual handling and the safe use of hazardous substances and PPE. The managing director will also identify requirements for refresher training in respect of Health and Safety and ensure that

such training is conducted at regular intervals and recorded in the training matrix. Only competent persons will conduct Health and Safety training on behalf of Countrywide Flooring. Training records are kept for each employee and are available for inspection as necessary.

Communication, Consultation and Information for Employees

The Managing Director is committed to ensuring the involvement of all employees in all aspects of Health and Safety at work. Employees are encouraged to raise concerns to management at any time, either directly or indirectly. Information including planning of objectives and progress towards meeting these objectives is also communicated to employees through team meetings, pre commencement of work meetings and toolbox talks. Additionally notice boards are located in close proximity to working areas when practicable. External health and safety consultants will be used to provide professional health, safety, and occupational advice, as and when required.

Safety Inspections

Routine Safety Inspections will be undertaken by Supervisors on a regular basis. For workplace and workplace areas, Safety Inspections will be undertaken daily prior to the commencement of work. A simple checklist is used to record such inspections. Any areas of concern identified during inspection must be recorded by the Supervisor and appropriate steps taken to ensure the concerns no longer presents a hazard. If any matters of urgency are discovered, an immediate report should be made to the Managing Director.

Lone Workers

Where lone working is for whatever reason necessary, supervisors shall ensure that an accurate register of those working alone is being kept. Formal checking of lone workers will be conducted at regular intervals, every 30 minutes. Any employees working at a customer's site are assumed to be supervised; if this is not the case then the employee should contact their supervisor to ensure lone working procedures are put in place. **Lone working is prohibited in hazardous areas.**

Working as a contractor

Countrywide flooring will fulfil the role of contractor in accordance with the requirements of the Construction Design and Management Regulations 2007.

- As a contractor Countrywide Flooring will ensure:
- Work is planned, managed and monitored
- Sub-contractors are competent for the roles they fulfil
- Suitable information and training is provided to employees / sub-contractors
- Suitable arrangements are in place for the welfare of all employees / sub-contractors

Additionally for notifiable projects working for a principal contractor Countrywide Flooring will ensure:

- Clients are aware of responsibilities and a CDM co-ordinator has been appointed and F10 submitted to HSE.
- That suitable co-operation with the principal contractor is established in relation to planning and managing work and the formulation of site rules.

- Details of all sub-contractors are provided to the principal contractor as necessary.
- Information is provided for population of the Health and Safety file.
- The principal contractor is immediately informed of any concerns identified during the project work.
- Any reportable injuries, diseases or dangerous occurrences are communicated to the principal contractor with minimum of delay.

Countrywide Flooring will not fulfil the role of principal contractor for construction projects.

Sub Contractors and General Work on Site by Others

Where contractors are employed by Countrywide Flooring, the safety rules and procedures are explained by the Managing Director or his designated deputy. All contractors are required to operate in accordance with legal requirements and Company rules.

Competence of sub-contractors will be assessed by the Managing Director. Areas assessed when establishing competence will include qualifications, training, and experience of work in similar industry.

Additionally Sub-contractors must hold a CSCS card relevant to their appointment.

Work on other premises

Careful attention is paid to safety of Countrywide Flooring employees working on premises controlled by a customer. Where a customers Health and Safety Policy requires different procedures then employees are required to work in accordance with customer requirements. The responsibility includes not only themselves but also that of customers and other persons who may be affected by their work activities.

Staff who are not satisfied with working practices at customer premises should not expose themselves to risks to their health and safety. If personal protective equipment is required at customer premises, then staff should make appropriate use of the equipment. Any problems regarding health and safety on customer premises should be reported, in the first instance, to the Supervisor.

Fire/ Emergency Procedures

All employees are to ensure they are fully familiar with all emergency procedures relevant to any site on which they are required to work. Employees must also conduct themselves in strict accordance with any individual site smoking policies.

Work Equipment

An assessment of any work equipment used by Countrywide Flooring is undertaken to ensure its suitability and safety.

Visual inspections of work equipment are conducted prior to use. Further thorough inspections are conducted on a monthly basis. These inspections are documented on the work equipment maintenance and inspection record. This regime must be followed to ensure work equipment remains in a safe and serviceable condition.

Where new machinery is purchased, it must comply with the Machinery (Safety) Regulations and Regulation 11 of the Provision and Use of Work Equipment Regulations. In effect, this means that all new equipment will carry the "CE"

marking. All new equipment must be supplied with full safety instructions and information in English.

Electrical Equipment

Electrical equipment must be visually inspected prior to use. Arrangements for other formal inspections and tests are arranged by the managing director where a requirement is identified.

Communication and consultation

The Managing Director is committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information, instruction and training. External health and safety consultants will be used to provide professional health, safety, and occupational advice, as and when required.

Welfare Facilities

Countrywide Flooring will always ensure that adequate welfare facilities are provided at work locations. These facilities may include washing and cleaning facilities, a supply of warm water, an appropriate number of sanitary conveniences and areas for the preparation of drinks and food. On any sites where these facilities are not readily available temporary facilities will be provided.

Evaluation of compliance

A register of Health and Safety Legislation pertinent to Countrywide flooring is held in the Health and Safety control book. This register identifies statutory instruments relevant to Countrywide flooring, the key areas to which Countrywide must comply and methods adopted by Countrywide to meet these requirements.

It is also essential however that Countrywide flooring have a mechanism in place to identify new legislation and amendments made to current legislation which may affect the requirements of the Health and Safety management system.

Amendments to current legislation and the introduction of new legislation are identified by regular checks of the Health and Safety Executive website.

The Health and Safety Executive have harmonised the release of Health and Safety Legislation to the 6th of April and the 1st of October each year. Occasionally commencement dates for Regulations arising from Europe do not align with either common commencement date; the commencement dates for European Legislation are detailed on the Health and Safety Executive website.

To ensure the commencement dates for all amendments and new legislation are identified in good time the Health and Safety Executive website is checked on a regular basis. Additionally the Health and Safety Advisor is responsible for bringing to the attention of the managing director any relevant changes.

Additionally the managing director will conduct regular audits of the legislation register to ensure continued compliance.

A data base of Approved Codes of Practice and relevant guidance is held by the Managing Director.

Statutory Assessments

Risk Assessments

The Managing Director with assistance from nominated competent persons is responsible for ensuring that all statutory Risk Assessments have been undertaken. These Risk Assessments require an evaluation of all Health and Safety risks faced by employees of the Company and other persons who may be affected by the activities of the Company.

It is also the responsibility of the Managing Director to ensure that the statutory Risk Assessments are reviewed on a periodic basis and kept up-to-date.

Manual Handling

Manual handling cannot be practically eliminated and Risk Assessments for manual handling are undertaken.

The need for employees to be trained in manual handling techniques is evaluated in light of those Risk Assessments completed for each task in the workplace.

Purchase of New Equipment

An assessment of all equipment (including electrical items) used by Countrywide Flooring is undertaken to ensure its suitability and safety.

All new equipment is assessed prior to purchase for suitability. This includes a formal Risk Assessment of hazards involved with use of the equipment. Suppliers are to be required to supply safety documentation in accordance with the Supply of Machinery (Safety Regulations) 1992, in order to demonstrate compliance with the "CE" marking and essential safety provisions.

Hazardous Substances & COSHH

All hazardous substances used by Countrywide Flooring must be accompanied by the relevant Manufacturers Safety Data Sheets. A full assessment of the substance is then conducted prior to the substance being used in the workplace. Significant findings of such assessments are communicated to all who may be affected by their use. It is required that all those working with substances hazardous to health must be trained in the safe handling of the materials and trained in the use of any protective equipment / measures identified as necessary by the COSHH assessment.

Personal Protective Equipment

An assessment of PPE required by Countrywide Flooring is undertaken. Protective equipment will be supplied by the company free of charge. The correct equipment, as specified by the company for each activity, will be worn by employees when undertaking those tasks.

Employees have the responsibility to wear the PPE provided for the purposes of health and safety, to take care of it and to obtain replacements when needed.

Noise

Any areas in which there are noise concerns will be subject to a noise assessment by a competent person. Suitable control measures will then be implemented to ensure employees are not exposed to unacceptable levels of noise. Where hearing protection is provided, it must be used.

Housekeeping

To minimise slipping and tripping accidents, careful attention should be paid to housekeeping standards. All employees are responsible for ensuring adequate and safe storage of any materials inside the workplace and are also responsible for ensuring the safe disposal of waste material.