floor plan systems
Raised Access Floor Technology

Health & Safety Policy

January 2025

The Square
Great Eccleston
Preston
Lancashire
PR3 0ZB
Telephone +44 (0) 1995 670110
Facsimile +44 (0) 1995 670457

E-mail: enquiries@floorplansystems.co.uk

INDEX

Section one General

Revisions	Page 4
Introduction	Page 5
Policy Statement	Page 6
Work Safe Policy	Page 7
Section Two Organisation	***Page 8***
H+S Reporting Structure	Page 9
Responsibilities of Duty Holders	Page 10
Section 3 Arrangements	***Page 18***
Risk Assessment	Page 19
Planning for safety – CDM Regs 2015	Page 20
Welfare and First Aid	Page 23
Working in the Sun	Page 24
Working at Height	Page 24
Husbandry and Access	Page 25
Transport on site and the use of company vehicles	Page 26
Offloading delivery Lorries	Page 26
Electricity in the workplace	Page 28
Machinery and Equipment Inc Hand tools	Page 29
Abrasive wheels	Page 30
Noise	Page 30
Manual Handling	Page 31
Alcohol and Drug Abuse	Page 33
Personal Protective Equipment	Page 34
Hand Arm Vibration Syndrome	Page 35
Mobile telephones	Page 36
Employment of new employees	Page 36
Smoking in the workplace	Page 36
Asbestos	Page 36
Lone working	Page 37
Multi-Cultural policy	Page 38
Information, Training and Consultation	Page 39
Competence of contractors	Page 40
Behavioural Safety	Page 40
Control of Substances Hazardous to Health (COSHH)	Page 42
Stress related issues	Page 43
Health Surveillance	Page 44
New and Expectant Mothers	Page 44
Accident Prevention, Investigation & Reporting	Page 45

Appendices

- Near Miss format
- Risk Assessment Formats
- General Risk Assessments
- Manual Handling Risk Assessments
- COSHH Assessment Format
- HAV's Power Tool Data sheet.

- HAV's Employee exposure record form

BACKGROUND INFORMATION

Floorplan Systems Limited are specialists in the supply and installation of Raised Access Flooring Systems. Our regular client list includes many of the major UK's Principal Contractors.

Much of our work may involve operatives working within the construction environment; to that end we have developed this policy document to guide employees as to the standards we require whilst representing Floorplan Systems Limited.

This Health and Safety Policy has been prepared and issued to all Floorplan Systems Limited staff and Contractors to ensure that total commitment is given to the prevention of accidents and ill-health on our sites and places of work.

Please retain this document and refer to it regularly. Make sure that you are aware of your duties and responsibilities for Health and Safety.

POLICY REVISIONS		Date	Revised By
10	2017 review	Jan 2017	Steve Bishop Lincsafe H+S Ltd Patrick Swift Floorplan
11	2018 review	Jan 2018	Steve Bishop Lincsafe H+S Ltd Patrick Swift Floorplan
12	2019 review	Jan 2019	Steve Bishop Lincsafe H+S Ltd Patrick Swift Floorplan
13	2020 review	Feb 2020	Steve Bishop PIB RM Patrick Swift Floorplan
14	2021 review	Feb 2021	Steve Bishop PIB RM Patrick Swift Floorplan
15.	2022 review	Feb 2022	Steve Bishop PIB RM Ltd - Patrick Swift Floorplan
16	2023 review	Feb 2023	Steve Bishop PIB RM Ltd Patrick Swift Floorplan
17	2024 review – Format update – PIB section update.	Feb 2024	D Lacey – PIB RM. Patrick Swift - FSL.
18	2025 review – PIB benchmark update – Behavioural update.	Jan 2025	D Lacey – PIB RM. Patrick Swift - FSL.

POLICY REVIEW

The Company Health and Safety Policy and Arrangements shall be revised on an annual basis or as and when changes in statutory requirements or working practices dictate.

Revisions shall be the responsibility of the Managing Director in association with the Competent Person – PIB Risk Management Ltd (PIB RM)

HEALTH & SAFETY POLICY
INTRODUCTION

Floorplan Systems Limited has prepared this Health and Safety Policy to illustrate our total commitment to the prevention of accidents and ill health at all of our places of work, including external sites. No matter how big or small the work undertaken, all work conducted should, be in line with this policy and the work instructions issued.

The company will strive to achieve the highest possible standards in all areas of health and safety management.

The policy document contains checkpoints relating to the work, plant, equipment, and procedures used by Floorplan Systems Limited and, if any of the checkpoints cannot be answered satisfactorily, inform your Foreman or Manager immediately.

If you still have further concerns, please contact your appointed external safety advisor.

PIB RM Ltd
Rossington's Business Park
West Carr Road
Retford
Notts
DN22 7SW
Office: 01777 861861
Email : david.lacey@pibrm.com

Regular reference to the policy document will ensure you are aware of your Health and Safety duties and responsibilities.

We are counting on your Co-operation!

SECTION ONE POLICY STATEMENT

COMPANY POLICY FOR HEALTH, SAFETY AND WELFARE STATEMENT

As the Managing Director of Floorplan Systems Limited, I recognise that health and safety management has positive benefits and a high level of commitment to safety makes good business sense. I also recognise that health and safety is a business function and must, therefore continually progress and adapt to changes. Health and safety will never be compromised for other objectives.

Our approach will be based on the identification and control of risks. In recognition of the distinct benefits to be gained from providing a safe and healthy working environment, I will provide and allocate appropriate levels of resources to ensure health and safety standards are maintained within the organisation. Floorplan Systems Ltd will encourage a positive culture and senior management will actively support this.

The performance of individuals and the organisation will be regularly monitored, and continual improvements will be made to improve our health and safety standards, with regular training offered to enable employees to fulfil their roles. Adequate planning, monitoring and a continual review of our arrangements will ensure the rigorous implementation of our policy standards. Floorplan Systems Limited intend to ensure its work is carried out in accordance with the relevant statutory provisions and, all reasonably practicable measures are taken to avoid risk to its employees, Sub-Contractors or any others who may be affected by our undertakings.

Management and Supervisory staff has full delegated responsibility for implementing the policy throughout the company and will ensure that Health and Safety considerations are always given priority in planning and day-to-day supervision of work.

All employees and Sub-Contractors will co-operate with the Company and will ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others. This policy document will apply to all contractors that work on behalf of Floorplan Systems Ltd.

As Managing Director, I will act as the Company coordinator responsible for all company health, safety and welfare arrangements. If any difficulty is encountered in the implementation of it, the matter is to be referred immediately for my attention.

I will personally monitor the operation of this policy and to assist in meeting my duties and responsibilities, in accordance with Regulation 7 of the Management of Health and Safety at Work Regulations, we have appointed PIB RM, as independent safety advisers. They will periodically (where notified) visit workplaces to offer advice on the requirements of the statutory provisions and, to report on the general safety standards and implementation of our policy.
The organisation and arrangements for implementing the policy will be made available at each site and workplace for specific reference by any employee or sub-contractor as required. The information contained within this policy will be explained to all direct employees and brought to the attention of all sub-contract personnel.

Signed: Mr P Swift: Date: January 2025

Managing Director, nominated as the director having specific Health and Safety responsibilities within Floorplan Systems Limited.

WORKSAFE POLICY

Floorplan Systems operates a 'Work safe' Policy (or Refusal to Work Policy) for its staff working on all our sites / premises.

- Every employee of Floorplan Systems and every member of any Sub-contractor's team has the absolute right to decline to carry out work if they feel it is not safe to do so.

- Any situation arising which leads to an individual refusing to work for health and safety reasons must be reported to management as soon as possible, and no work should be recommenced until the issue(s) causing concern have been addressed.

- Managers and staff are also encouraged to report any unsafe acts or conditions, which they have witnessed.

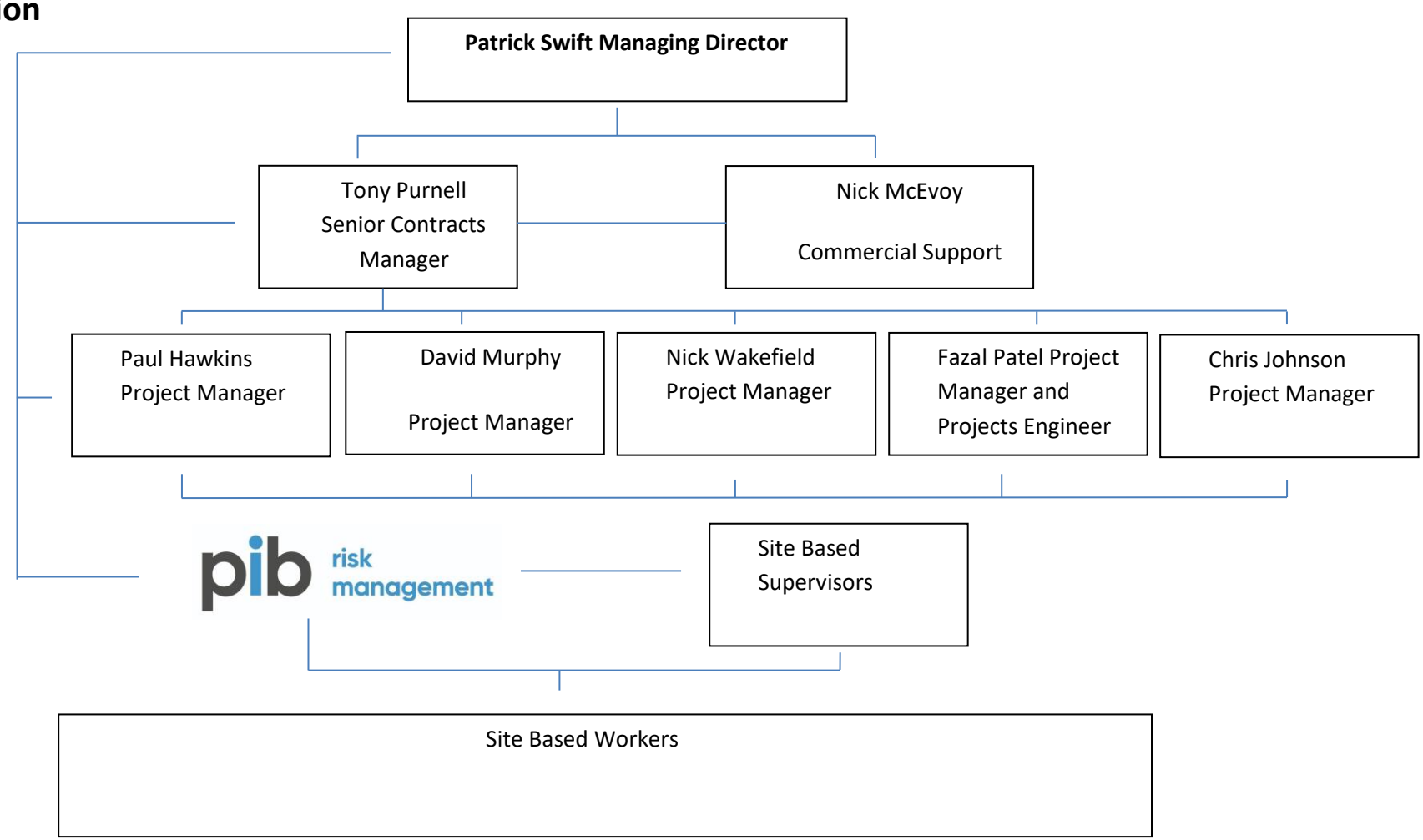
Floorplan Systems take H&S seriously and will never let it be compromised by any other business decisions or activities.

SECTION TWO

ORGANISATION

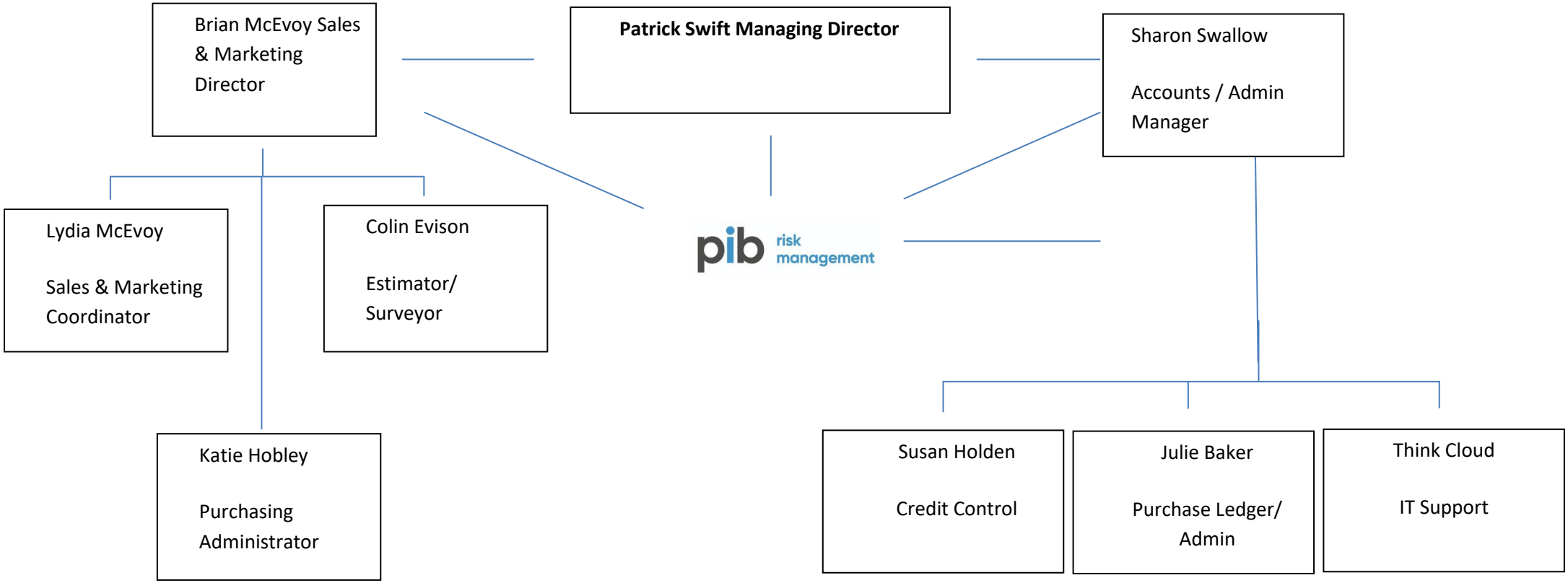
HEALTH AND SAFETY REPORTING STRUCTURE

Construction



HEALTH AND SAFETY REPORTING STRUCTURE

Office and Marketing



DIRECTORS

In order to ensure the company general policy statement is achieved, the following will form our aims and objectives and will cover all the statutory duties placed upon the company as employer under the (Health and safety at Work Act 1974 etc.).

Prepare and maintain an up-to-date Company Health and Safety Policy Statement and ensure it is brought to the notice of all employees.

Develop organisational procedures for implementing the policy and ensure each person is aware of their responsibilities and duties and have the necessary resource to carry them out, including appropriate training as necessary.

Be aware of the statutory legislation affecting the Company's operations and as required by current legislation or, Approved Codes of Practice, ensure all undertakings are correctly planned, hazards identified and controlled and sound working practices are observed at all times.

Ensure all health and safety factors are taken into account and considered i.e. safe-working methods; equipment to avoid injury; property damage and wastage; adequate sanitary and welfare facilities.

Ensuring, so far as is reasonably practicable, that our work activities are:

- Carried out as planned taking account of changing and unforeseen conditions as work proceeds.
- Carried out in accordance with the relevant H&S Legislation / Regulations.

Carry out pre-qualification checks on sub-contractors to ensure they are competent and experienced to undertake works requested.

Discipline supervisory or other employees failing to discharge their health and safety responsibilities satisfactorily.

Ensure appropriate corrective action is taken to rectify, any hazardous workplace issues that has been brought to your attention by the safety adviser.

Regularly review all work procedures, methods and associated safety aspects with the relevant managers and the safety adviser before, any different or unusual work activity is adopted.

Arrange for periodic meetings with the Safety Adviser to discuss Company accident prevention, safety performance, improvements and the general standards of the Company

Maintain a liaison with external accident prevention organisations and encourage the distribution of safety literature throughout the Company.

Undertake or arrange for investigations to be carried out for all incidents and accidents (proportionate to the incident). Ensure any RIDDOR reportable incidents are reported in line with the company procedure and current Regulations and if necessary inform our safety advisors.

Set a personal example by acting appropriately and wearing relevant personal protective clothing on site.

CONTRACTS MANAGERS AND MANAGERS

Understand the Company Policy for Health and Safety and ensure that it is readily available on each site. Plan all work in accordance with its requirements and ensure that it is regularly examined to establish if improvements or additions should be made.

Determine at the planning stage:

(a) The most appropriate order and method of working, based on information received from Clients and Designers and incorporate into specific construction phase plans.
(b) Provision of adequate lighting and safe method of electrical distribution.
(c) Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site.
(d) Hazards arising from underground and overhead services.
(e) Welfare facilities required.
(f) Fire precautions.
(g) Where any particular training or instruction is required for site personnel and request for this training to be arranged.
(h) Temporary works provision (scaffolding, excavation support, etc.).
(i) An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety.
(j) Operations which may result in noise levels where action is necessary.

Ensure that risk assessments, method statements establish working methods and sequences which outlines potential hazards at each stage and indicate precautions to be adopted.

Ensure that site management have obtained risk assessments/method statements from sub-contractors for all substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site.

Ensure, so far as is reasonably practicable, that work once started is:

(a) Carried out as planned and that account is taken of changing or unforeseen conditions as work proceeds.
(b) Carried out in accordance with the Construction (Design & Management) Regulations and other appropriate statutory requirements.

Ensure that a training needs analysis is undertaken periodically for all employees and where gaps are Identified, arrange for suitable training to be undertaken.

Take appropriate action when notified of disregard on site of the Safety Advisor's advice.

Report any incidents or accidents notified via site supervisors immediately to Directors and instigate investigation procedures

Set a personal example when visiting site by wearing appropriate and mandatory protective clothing.

FOREMEN AND SUPERVISORS

Understand the Company Safety Policy for Health and Safety and ensure that it is brought to the attention of all employees, particularly new starters. Carry out all work in accordance with its requirements and bring to the attention of the Construction Director any improvement you feel may be necessary.

Ensure that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials.

As required, issue written instructions setting out the method of work. Ensure employees engaged in high risk activities are working in accordance with our safe system of work and details of our risk assessments are available to them.

Ensure compliance with the requirements of the Construction (Design & Management) Regulations and other relevant legislation.

Ensure the requirements of any risk assessments is implemented for any substance, process or work activity hazardous to health and safety, and that the appropriate control measures, training, instruction, personal protective clothing etc. is provided.

Ensure appointed competent persons make the statutory inspections of work equipment including tools and temporary access systems to evaluate and recognise any defects relating to the safety aspects of the item being inspected.

Ensure any electrical equipment is tested at regular intervals, as required under current legislation; before use in the workplace.

Ensure all employees and Sub-Contractors under your control, are aware of their responsibilities for safe working and are fully aware they are not required or permitted to take unnecessary risks.

Plan and maintain a tidy workplace.

Report any incidents or accidents immediately to senior management and the Principal Contractor / Client.

Ensure adequate supplies of personal protective clothing and equipment are maintained (for employees use) and the equipment is suitable.

Ensure adequate first aid facilities are available on site and all employees are aware of their location and the procedures for receiving first aid treatment for injuries.

Ensure emergency systems are in place (for calling and alerting emergency / first aid services)

Ensure adequate fire precautions are provisioned for the site, welfare facilities and any flammable liquids are appropriately stored.

Do not allow horseplay or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.

Set a personal example by wearing personal Protective clothing on site.

EMPLOYEES / OPERATIVES

Be familiar with the Company Health and Safety Policy and carry out your work in accordance with its requirements.

Use the correct tools and equipment for the job and keep all tools in good condition.

Wear appropriate PPE at all times i.e. goggles respirators, etc., as requested by the appropriate Risk / COSHH requirements.

Only use RPE if face fit testing records are current and match the individual and the RPE item supplied.

Report immediately to the work Foreman or Contracts Manager any defects in plant or equipment.

Work in a safe manner at all times and do not take unnecessary risks likely to endanger yourself or others.

Do not use plant or equipment for work for which it is not intended, and do not attempt to use, if you are not trained or experienced to use it.

Warn other employees, particularly new employees and young people, of particular known hazards.

Do not play dangerous or practical jokes or engage in horseplay in the workplace.

Maintain all provisioned welfare and sanitary facilities and report any person seen abusing the welfare facilities provided.

Report immediately any injury sustained from an accident at work, even if the injury does not stop you from working.

Suggest safer methods of working.

OFFICE STAFF

Know the company safety Policy (and dedicated office safety policy) and co-operate in its implementation.

Follow instructions, laid down working methods or other work procedures designed to ensure safe and healthy working, paying particular attention to fire precautions and emergency procedures.

Report hazards or defects in any equipment.

Keep offices tidy and free from obstructions and fire risks.

Seek advice on safety and health problems.

Suggest ways of eliminating hazards.

Report any injuries incurred at work.

For further information please see dedicated Office safety policy

SUB-CONTRACTORS

All Sub-Contractors will be expected to comply with our Company Policy for Health, Safety and Welfare.

All work must be carried out in accordance with the relevant statutory provisions taking into account and considering the safety of other employees on the site, and the general public.

Risk assessment of any substance, process or work activity on site, which will be hazardous to health and safety, will be provided before work commences.

Any plant or equipment brought on site by Sub-Contractors' must be safe, free from defect and maintained in good working order.

All appropriate guards and safety devices are to be fitted and all necessary certificates and documentation must be available for inspection.

Only power tools or electrical equipment rated at 110 Volts (or less) may be employed on site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards /EN Standards for industrial use, be in good condition and have been routinely tested.

Any injury sustained or damage caused by sub-contract employees must be reported immediately to the relevant Contracts Manager.

Where defects in work practices are identified, Sub-Contractors are to rectify the matter immediately and record their action to our Contracts Manager.

Suitable welfare and first aid equipment in accordance with current Regulations is to be provided by Sub-Contractors' for their employees use, unless arrangements have been made for the use of our Clients facilities.

Sub-Contractors' are to pay particular attention to the workplace, which is to be kept clean, tidy and free from all debris and waste materials. This must be maintained at all times as work progresses.

All Sub-contract plant operators must be in possession of valid Certificates of Training

Training records detailing the categories authorised to operate, or an equivalent proof of competence (details of employees and copies of relevant training records must be forwarded to the Company prior to the commencement of work).

COMPANY SAFETY ADVISERS –

The Safety Advisers will advise and report directly to the Managing Director, but strong communication links will be maintained with all other Company employees.

The Safety Adviser will:

- Provide Competent Advice
- Provide a level of support and service in line with the agreed scope of work.
- Liaise with your nominated representative(s).

SECTION 3

ARRANGEMENTS

RISK ASSESSMENT

All projects and significant operations will be assessed for risks and method statements prepared to ensure that all foreseeable risks are adequately identified and controlled with details communicated to relevant personnel. Safe systems of work shall be implemented, monitored and reviewed.

In accordance with the Work at Height Regulations, **all** work at **any** height is to be the subject of Risk Assessment.

The Managing Director in liaison with PIB RM shall produce generic risk assessments for work procedures.

The appointed Contracts Manager and Site Supervisors shall be responsible for making all generic risk assessments site specific. They shall also produce site specific Method Statements for work processes as required. Highlight any deficiencies to line managers.

All significant findings from the risk assessment process shall be brought to the attention of the workforce. This shall be undertaken primarily at the induction stage but shall be reinforced through regular Toolbox Talks, briefings and at meetings.

Risk assessments shall be undertaken for all tasks and shall include the identification of risks posed to those not directly employed by Floorplan Systems Ltd (i.e. members of the public, visitors, children etc), through their undertakings.

Application
The MHSWR apply to all industries and workplaces. They are based on the principle that the work to be undertaken is planned in advance in order to identify the hazards.

The risks associated with these hazards can then be quantified and the action necessary to minimise those risks can be specified.

Employees have a statutory duty to co-operate with the employer so far as is necessary to implement the specified actions.

Interpretation

Hazard - Something with the potential to cause harm or injury.
Risk - The likelihood of harm or injury arising from a hazard.

The extent of risk can only be quantified by looking at existing control measures, if any.

These risks can be effectively reduced by simple controls such as - tying ladder – regular examination of ladder - correct length for purpose used - clear access.

Instructions for using the Risk Assessment record Form

- Analyse the task or process that is being subjected to risk assessment.
- Decide who is at risk and record in the relevant section.

If it is a complex task, then break it down into a number of sub-tasks or Write a brief description of the task or process.
Identify all the hazards associated with the task or each sub-task.

- For each hazard that is identified, determine what we already doing about it. Record in the appropriate section.
- If no control measures exist, decide what measures you need to implement and then record them in the relevant sections.
- Record who will undertake the control measures and ensure they are aware they must do so.
- Sign off the RA form once the control measures are compete and in place. Note when on site the Foreman will be expected to look at the RA, review the control measures, if more is required, note down changes and address in the workplace, signing to say it has been done.

Those who conduct the risk assessments must be trained and competent individuals with a working knowledge of the activity or task assessed.

PLANNING FOR SAFETY
THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS

Floorplan Systems are fully aware of the requirements of the CDM Regulations and their duties under them as a contractor.

We shall ensure we plan, manage and monitor work that is under our control so that it is carried out without risk to health and safety.

We shall coordinate our activities with other duty holders / contractors.

We shall only take on work we are competent to undertake and ensure our workforce are suitably skilled and trained.

The Contracts Manager will ensure an effective chain of communication is established with all clients; ensuring all employees and operatives needs and requirements are fully communicated before work commences on site, including

- Access to site.
- Any abnormal risks on site.
- Other contractors working in the locality.
- Welfare provisions.
- Site rules.
- Traffic routes and associated restrictions.
- Means of accessing at heights.

Provide duty Holders with any information (where requested) in order for them to fulfil their statutory duties, including the provision of any drawings or ‘O&M’ information.

CDM Duty holders	Summary of Role / Main Duties
Clients are organisations or individuals for whom a construction project is carried out	Make suitable arrangements for managing a project. This includes making sure: • Other duty holders are appointed; • Sufficient time and resources are allocated; Make sure: • Relevant information is prepared and provided to other duty holders; • The Principal Designer and Principal Contractor carry out their duties; • Welfare facilities are provided
Domestic Clients are people who have construction work carried out on their own home, or the home of a family member that is **not** done as part of a business, whether for profit or not.	Domestic clients are in scope of CDM 2015, but their duties as a client are normally transferred to: • The contractor, on a single contractor project; Or • The Principal Contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the Principal Designer to carry out the client duties.
Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work.	When preparing or modifying designs, to eliminate, reduce or control foreseeable risks that may arise during; • Construction; and • The maintenance and use of a building once it is built. Provide information to other members of the project team to help them fulfil their duties.
Principal Designers are designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.	Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes: • Identifying, eliminating or controlling foreseeable risks; • Ensuring designers carry out their duties. Prepare and provide relevant information to other duty holders. Provide relevant information to the Principal Contractor to help them plan, manage, monitor and coordinate health and safety in the construction phase.
Principal Contractors are contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.	Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes: • Liaising with the Client and Principal Designer; • Preparing the construction phase plan; • Organising cooperation between contractors and coordinating their work. Ensure: • Suitable site inductions are provided; • Reasonable steps are taken to prevent unauthorised access; • Workers are consulted and engaged in securing their health and safety; and • Welfare facilities are provided.

CDM Duty holders	Summary of Role / Main Duties
Contractors are those who do the actual construction work and can be either an individual or a company.	Plan, manage and monitor construction work under their control so that it is carried out without risk to health and safety. For projects involving more than one contractor, coordinate their activities with others in the project team – in particular, comply with directions given to them by the Principal Designer or Principal contractor. For single contractor projects, prepare a construction phase plan.
Workers are the people wo work for or under the control of contractors on a construction site.	They must: • Be consulted about matters which affect their health, safety and welfare; • Take care of their own health and safety and others who may be affected by their actions; • Report anything, they see which is likely to endanger either their own or others' health and safety; • Cooperate with their employer, fellow workers, contractors and other duty holders.

Cooperation and Coordination on Site

We recognise the importance of good cooperation and coordination with clients, other trades and the workforce in managing health and safety on projects. All employees will be fully involved in the development of risk assessments, method statements and methods of working. We will be pro-active in organising regular meetings with the Principal Contractor / Client to ensure that any concerns or problems are raised in good time.

Pre-project meetings take place between all parties to discuss safety arrangements including arrangements for progress meetings responding to serious incidents and the arrangements for keeping employees and other contractors informed about significant changes

WELFARE AND FIRST AID

The appointed Floorplan Contracts Manager will establish the welfare and first aid requirements, before work starts, taking into account sub-contractor's requirements as necessary.

Principally these arrangements are made by those in control of the workplace or site, however wherever applicable the Construction Director will ensure at least one member of the production team is appropriately first aid trained.

First Aid

Prior to the start of a project the Contracts Manager for that project will formally appoint a First Aider or an appointed person to be responsible to attend to an injured person. Actions to be undertaken by the Appointed Person will include initial assessment of the situation and to call emergency services, where appropriate. Only fully qualified First Aiders will be permitted to provide first aid treatment.

The nominated first aider will be responsible for ensuring that the accident book is properly filled out and that the Contracts Manager and Director is advised of the injury where it may be reportable.

The first aider is also responsible for ensuring that the first aid box is fully stocked at all times. The name of the First Aider / Appointed Person shall be clearly displayed on the H & S notice board and brought to the attention of all personnel at the induction process.

Monitoring

The appointed Floorplan Contracts Manager will ensure all welfare; fire and first aid facilities are provided and maintained to the required standards, regularly liaising with the workforce as necessary. Periodic inspections will be conducted by those responsible for employees.

Special Welfare Arrangements for Short Duration Work

When short-term work is to be carried out on a site and there is no provision of accommodation huts or mobile units, the minimum equipment to be carried in vehicles is:

- Drinking water container
- Means of boiling water (taking into account requirements for safety and ventilation if LPG is used
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for personal protective clothing.
- Adequate first aid equipment.

Before any work commences the appointed Floorplan Contracts Manager will ensure appropriate arrangements for the use by employees of convenient and adequate sanitary and washing facilities throughout the duration of the work.

WORKING IN THE SUN

Most work undertaken by Floorplan Systems will take place with the built environment and essentially undercover.
Care must be taken when working in the sun, hot and humid days or in glazed areas where the building air and heating systems are uncontrolled or not fully commissioned.
Employees must cover up as much as possible (in direct sunlight) ensure close weave, loose fitting clothing is worn at all times. If inside dress in line with site requirements.

High visibility clothing is to be work on site at all times

Employees are reminded to ensure fluids are regularly taken to help prevent dehydration.
If you suffer from dehydration (dry mouth, dizziness etc) let you colleagues know and leave work area and return to the site offices, informing the dedicated first aider of the situation.

WORKING AT HEIGHT

All work at height undertaken by Floorplan will be carried out within the scope of the current Work at Height Regulations. All work at height will be subject to a risk assessment being undertaken.

Where Floorplan operate as a sub-contractor, but before any work at height is undertaken on a Principal Contractors premises, our Site Supervisor will communicate with the Principal Contractor and satisfy themselves that the work has been planned and suitable equipment has been selected in respect of access, edge protection and fall protection.

Where Floorplan are responsible for selecting, providing and erecting access equipment for working at height we shall ensure that:

- Work at Height is **avoided** where possible, i.e. done at ground level and lifted into place;
- If avoidance is not possible, equipment will be selected to **prevent** a possible fall, this will be achieved by the use of scaffold, edge protection etc.
- Where it is not possible to **prevent** a fall, if relevant a method will be used to **mitigate** the consequences of a fall i.e. fall nets, soft landing systems or personal suspension equipment (harnesses). Workers will be trained.

In all cases Floorplan Systems will ensure:

- All work at height is planned and organised.
- Weather conditions are taken into account.
- The location of the workplace is safe.
- All operatives undertaking the work at height are trained and competent.
- The equipment selected for work at height is appropriately inspected.
- The risk from fragile materials i.e. roof lights, is controlled.
- The risk from falling materials is controlled.

Other access and work platforms can be used, i.e. ladders and steps, but only after more appropriate methods have been exhausted, and only for short duration, following a risk assessment.
Note: a specific permit to use maybe required.

Where higher raised access floors are installed, the activity will be fully risk assessed with control measures communicated to all FSL workers. Generally these system will require pedestals to mechanically fixed before panel installation and use.

Ensure no one accesses the panels 'before' the adhesive has cured (at least 24-48hrs) and no access by contractor MEWP or tower access systems unless authorised by the installation team or FSL manager.

GENERAL HUSBANDRY AND ACCESS

Many of the common accidents involving employee, ultimately ending in time off work are a result of falls, collisions, materials, vehicles or other people's actions.
It is therefore vital that access from place to place be made safe.

This can be achieved in the following ways:

- Clear away all waste materials as work progresses and dispose of correctly in skips. Maintain all floor areas clean and dry, if possible.
- Store materials clear from access areas.
- Clean up spillages immediately and dispose of waste correctly.
- Store any excess work materials in the appropriate position on site.
- Keep welfare facilities clean and do not use them for storage of substances or materials etc.
- Keep traffic routes clean and tidy. Ensure materials are not stacked as to compromise the vision of drivers.
- Ensure electrical leads are routed so as to avoid tripping hazards and ensure they are protected from physical damage.
- Ensure edge or fall protection is offered before working in these vulnerable areas.
- Ensure clear access to all working areas and where necessary request suitable access arrangements.
- Adequate proximity and task lighting will be provided when work has to continue after dark.
- When accessing scaffolds only use the appropriate means of access; ensuring these
- structures are not accessed in icy conditions.
- Keep access routes clear of tools and equipment, always
- allow safe passage.
- If raised access floors are partially installed, do not leave
- unattended, with obvious trip or low-level fall risks.
- If necessary, install full barriers and signage to prevent
- Access by unauthorised persons.

TRANSPORT ON SITE AND USE OF COMPANY VEHICLES

Site transport will only be used for the work it was designed for and will not be used improperly.

Loads on site transport will be secure and the vehicle will not be overloaded.

Where necessary a designated banksman will be used during reversing or other operations where the driver's vision is obstructed.

Vehicles will be driven in accordance with all traffic routes and speed restrictions (as defined by the site and highway rules)

Vehicles left unattended will be securely braked and the engine switched off.

When working in those areas designated, all persons will wear high visibility clothing, especially slingers and banksmen.

All company cars and other vehicles used on public roads must be maintained in accordance with manufacturer's recommendations. Any defects affecting the safe handling or use must be reported and attended to immediately.
The Highway Code and site rules must be observed at all times.

Where developed on site:-

- Pedestrian routes will be followed at all times
- Whoever possible barriers will be erected to help
- minimised the possibility of contact of pedestrians and
- moving vehicles on site.
- Employee vehicles will be parked away from normal
- traffic areas, with walkways marked to allow safe
- access and egress from the area.
- All employees in the work are to wear high visibility
- clothing whenever they are close to or in traffic areas.

OFF LOADING OF DELIVERY LORRIES

Offloading of materials will take place with (wherever it is possible to do so) the assistance of mechanical means, such as FLT's etc. (normally supplied by others)

Operatives are not permitted to gain access to the rear of Delivery Lorries, unless suitable fall protection has been provided, such as...

- A safe means of reaching the bed of the lorry is provided (e.g. footed ladder) and fall protection measures are in place.

- Scaffold gantry systems fall arrest blocks (tested) and used in conjunction with a tested safety harness, and a person trained in the correct fitment of a safety harness and system use.
- soft landing systems (air bags or similar), built to the height of the bed of the lorry.
- **Note: It is the general responsibility of the haulage company to off load materials to a safe place for FSL workers to access.**

ELECTRICITY IN THE WORKPLACE

Electricity generates significant risks and hazards to our business and employees. Despite not being able to see, hear or smell electricity, it is deadly and is more likely to cause death than any other type of accident. Given these risks and hazards, the safe management of electrical installations and equipment in our premises and on our sites is essential to us.

The Company is responsible for making arrangements to make and keep safe the fixed electrical installations. This is done by arranging for a competent / approved contractor to examine the relevant electrical system. Additional arrangements are in place to ensure that mobile and portable electrical appliances are regularly examined (including colleagues own equipment used on site).

All cable connections must be properly made. Under no circumstances is insulation tape (on its own) to be used to protect any repair or join in an extension cable.

Work on equipment is only to be carried out by authorised persons.

Wherever possible only 110v equipment (or less) is permitted on site or on our premises.

However, 240 v or higher may be needed to run specialist equipment or in site or office installations. Where this is the case careful risk assessment will be required and the use of tested, residual current devices (RCD's) or other protection devices mandatory.

The correct extension cables are to be used, to cope with wet and rough conditions.
Extension cables are to be minimised by the provision of an adequate numbers of socket outlets.

Extension cables, when used, are to be routed so as not to cause tripping or similar hazards. Cables will be routed so as to protect from damage.

Wherever possible, electrical supplies are to be protected by residual current and other such protection devices. Physical protection may also be required in trafficked zones, wherever possible cables must be routed to limit trip risks.

All portable tools, cables etc. should be identified and regularly inspected and maintained (Inc PAT testing) by a competent person, as per HSG 107.

Check equipment before use for any sign of damage and report defects immediately.

Regular visual inspections and user checks are required to be undertaken to all portable electrical equipment. Guidance in relation to these inspections will be from the HSE publication – Maintaining portable electric equipment in low-risk environments – a copy of which is held in the office (HSG107)

Portable generators should be regularly inspected and tested. If fitted with an earth rod, then the connections must be maintained in good condition
(Earthing and the sue of a tested RCD is mandatory with 240v or higher installations)

If anything goes wrong, switch the equipment off and disconnect from the power supply.
Do not lift or pull equipment by the cable, the connections may be come broken and cause a hazard.

MACHINERY AND EQUIPMENT, INCLUDING HAND TOOLS.

All plant, equipment and transport is either company owned or hired from reputable hire companies. All work equipment will be supplied with adequate safety instructions, certification, thorough examinations certificates etc.

On arrival on site each piece of work equipment will be checked by the Site Supervisor prior to being brought into use for the first time. A permit system is in place for high-risk equipment such as screed pumps to ensure appropriate guarding is in place.
The Site Supervisor will also ensure that each piece of work equipment is regularly checked for safety integrity, especially guards, braking devices, interlocks etc. Such inspections shall be recorded on the appropriate form and kept on the site throughout the life of the project with copies sent to H.O.

All equipment used on site must be in efficient working order and in a state of good repair. It must also be suitable for the job which is being undertaken.

Maintenance of plant and equipment shall only undertake by trained and competent persons in line with manufacturers recommendations.

Only those persons appointed and holding a valid certificate be allowed to use the mobile elevated work platforms and construct tower scaffolds.
Where new equipment is provided, the user will be given full instructions and training (including manufacturers manual) on the safe and proper use of the equipment. Records of such training shall be kept.

Notify your manager immediately of any defect, which could be hazardous and do not operate the plant until it has been rectified. If it is not possible to repair the faults ... ensure the equipment is secured from unauthorised use.

- Only trained and authorised persons are to operate items of machinery.
- All guards must be in good order and in position while machinery is operating.
- Suitable segregation prior to use of equipment from other trades in the vicinity shall be in place as agreed with PC.
- Operators of these machines are to be trained and authorised in the operation and of the correct method of adjustment of the guards.
- Anyone who has not been trained on a specific machine is not to use it or to attempt to adjust the guard fitted to it.
- Only use the correct item of machinery or equipment for the work required.
- Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc. If necessary, use the provided vacuum extraction units to minimise release of dusts into the workplace (cutting boards/Floor panels etc.) FFP3 RPE protection may also be required, if used FFT records must be in place and valid.
- M type (min standard) or H type vacuum units should be used when extraction units are required
- Ensure servicing schedules are available and maintained, ensure filters are changes where required to be maintained to ensure effective operations.
- Secure or immobilise machinery when left unattended.

- Do not leave machine motors running when the operator is not present. Wherever it is possible to do so, ensure unattended machinery is suitably isolated from unauthorised use.

Wear any prescribed PPE i.e., hearing protection in high noise areas, suitable eye protection when using saws, mixers, cutting devices, Lasers etc. (see risk assessments for details).

ABRASIVE WHEELS

Certain safety conditions are required for the safe operation of abrasive wheels. Management and supervisors should be aware of these requirements and ensure appropriate supervision is exercised over employees' who use abrasive wheels on site.

Only trained, competent and appointed persons are to mount and use abrasive wheels.
Ensure the disc or wheel is mounted correctly.

- The machine must be regularly maintained to ensure the speed of the machine spindle is correct.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection and ear defenders must be used when using abrasive wheels.
- Ensure protection is provided against hazardous dusts generated, priority must be given to vacuum extraction (if it is possible to fit).
- Wearing of loose clothing is prohibited, especially ties, sleeves, scarves etc.
- All machines are to be inspected regularly to ensure they are in good condition; this applies especially to electrically operated machines and associated power cables.
- Ensure the work area is clear of such materials and also of people, who may be affected by ejected debris, noise etc.
- If required erect suitable fencing or segregate the areas to ensure safety.

NOISE

Noise at work, if allowed to remain unchecked could lead to the reduction or even the complete loss of hearing in employees exposed to it. It is imperative that measures are swiftly taken to reduce the excessive noise levels to a minimum and where possible to the levels required by the Noise at Work Regulations. The Regulations have placed duties on employers at three defined action levels:

1st Action Level 80db (A) or peak pressure of **135 dB (A)** – daily or weekly exposure
Employees to be informed of the potential damage to their hearing and, if requested by them, provisioned with suitable hearing protection

2nd Action Level 85db (A) or peak pressure of **137 dB (A)** – daily or weekly exposure.

Where possible, the noise levels are to be reduced below the **85dB(A)** threshold. If this is not possible, the area is to be defined as a noise hazard zone and suitable signs are to be displayed; employees to be informed of the damage which will be caused to their hearing, and they are to be provisioned with suitable hearing protection

Peak action level 140db (A)

Employees exposed to this level of noise, are to be removed from the workplace and not exposed to further noise sources for that day. Managers are to ensure work practices are reviewed should any employee receive this level of exposure.

As required by the Regulations, whenever a potential noise hazard exists, arrangement will be made to carry out suitable noise assessments and appropriate action will be taken. This will generally be provided by the clients, however if required will be arranged by Floorplan Systems Limited.
In addition, those in control of the workplace are to ensure the following:

- Ensure any workplace instructions, regarding the wearing of hearing protection in designated areas, are obeyed.
- ensure machinery and equipment is selected and maintained to
- minimise noise levels and keep all use to a minimum.
- Where possible, consider alternative methods of work to eliminate and reduce possible noise levels.
- Where prolonged exposure is unavoidable, work should be planned to give employees' adequate rest breaks away from the noisy environment.
- In some cases acoustic booths should be constructed to control noise risks on site.

- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- When necessary, ensure that employees' have been instructed in the use of any equipment provided for protection.
- The Safety Adviser, if requested will provide the following services: noise surveys, noise assessments, noise control measures, individual noise monitoring, training and instruction for employees.
- Establish a hearing protection zone (fitted with appropriate signage) whenever a need is identified, such as using the band saw to cut flooring panels.

MANUAL HANDLING

Manual handling is defined as any handling operation that requires the movement of a load by human effort alone. It includes lifting, lowering, pushing, pulling or carrying.

Lifting a heavy load (or unwieldy) load, poor posture, poor lifting technique, loads with sharp edges, loads that are slippery/greasy, and even dropping a load are some of the hazards presented thorough manual handling.

Manual handling operations can cause a wide range of both acute and chronic injuries at work, causing both short and long term absence from work, including:

- Muscular sprains, strains to back, arms and wrist.
- Slipped disc, trapped nerves (back injuries).
- Lumbago, sciatica and Rheumatism.
- Fractures.
- Cuts, bruises and abrasions.
- Work related upper limb disorders.
- Hernias.
- Damage to the joints, ligaments, muscles and vertebrae.
- Slips, trips and falls.

Throughout our site(s), different colleagues will carry out different kinds of manual handling tasks/procedures. Therefore, whilst initially we aim to remove the need for manual handling tasks as far as reasonably practicable, it is unlikely that these will be eradicated in totality in particular as assisting residents and service users is a key part of our work.

A suitable and sufficient assessment will be undertaken, and appropriate steps taken to reduce the risk of injury. The assessment will take into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. Manual handling training will be provided to employees.

Component	Considerations (examples)	Controls (examples)
Task	• Close to trunk on body? • Good body posture? • Excessive distances? • Sudden load movement? • Rest/recovery breaks? • 2 or more people to lift?	• Better storage of common loads at waist height • Job rotation • Remove obstacles • Seek help to move load • Good lifting technique
Individual	• Task requires specific strength or height? • Pregnant or young persons at risk?	• Good health of employee • Information and training • Personal protective equipment
Load	• Too heavy? • To bulky? • Difficult to grasp? • Moveable contents in load? • Sharp, hot or cold load?	• Made lighter, smaller, easier to grasp? • Handhold positions • Remove sharp edges or slippery deposits
Working environment	• Space constraints • Slippery, uneven floor • Poor lighting • Variations in floor level	• Cleaned floors • Adequate lighting • Reduce space constraints

If lifting operations can be avoided by using equipment or changes in work practices' then this is preferable.
No person is to attempt to manually handle any item that is too heavy for them.
Mechanical aids e.g. trolleys, jacks, cranes, forklift trucks, pallet trucks, sack barrows etc have been provided and are used whenever practical.
Colleagues are provided with relevant training, information, instruction and supervision including safe use of equipment.

Management are therefore to be aware and ensure the following is implemented:

- **Wherever possible, use mechanical means to lift and transport items**. Making particular use of site transport (FLT's, Goods Hoists etc.) and small pallet trolleys to help minimise the chances of injuries whilst moving materials.
- **Wherever it is possible to do so, use the trolleys to move items.**

- Where use of mechanical means is impracticable, a risk assessment must be made, and sufficient persons must be available to lift the relevant load taking into account the size, shape and weight of the load.
- Ensure employees are trained to lift correctly i.e. straight back and using the strong leg muscles to raise themselves if the load is low.
- Use a good grip with the feet apart to hip width and one foot slightly in front of the other. Avoid twisting, stooping or reaching to lift or deposit the load.
- Ensure access areas are clean and clear and the
- lighting is adequate
- **Wear gloves and safety footwear.**
- Protect sharp edges. Avoid long lifts and, if necessary, change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position i.e., knee to shoulder range.
- For long distances arrange supports to allow the load
- to be placed for brief breaks.
- During repetitive work allow sufficient time for resting.
- If more than one person is involved, then a suitable
- person must be nominated to control the job.
- If possible, break the load down into smaller items and do no try and lift multiple panels unless you are trained, feel you can do and you have fully assessed the lift.
- Provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items which are loose to prevent the load shifting when being carried.
- Avoid, where possible, lifting and carrying up and down stairs.

ALCOHOL AND DRUG ABUSE

Whilst alcohol can form part of a normal social life for many people, an excessive amount (or alcohol abuse) can have serious health implications. Similarly, drug abuse (including illegal drugs and over the counter/prescription), and solvent abuse can also have a detrimental impact on an individual's health.

Any form of alcohol, drug or solvent related problem is a very serious matter and, in some circumstances, may be a criminal offence, particularly where work involves driving vehicles, operating machinery and electrical work equipment, using hazardous substances and working with the public.
Alcohol or drug (including solvent) misuse can have significant impacts, including:

- Damage to health e.g. liver.
- Reduced personal performance/productivity.
- Increased absence rates at work.
- Increased accidents at work.
- Can lead to poor timekeeping at work.
- Poorer work standards.
- Impaired concentration.
- Mood swings.
- Slurring of speech.
- Endangering the public.

Prevention is better than remedial action, and it is important to be able to reduce the risk of problems occurring, including:

- Not allowing the drinking of alcohol during working hours.
- Discouraging the drinking of alcohol at break times.
- Not allowing illegal drugs on site.
- Providing training and information to colleagues about risks.

If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance, it may be dealt with in accordance with our disciplinary procedures, leading up to and including dismissal.

However, it is important that our management team and fellow colleagues remain vigilant and monitor their work colleagues for any noticeable signs of alcohol or drug abuse. Whilst we can take disciplinary procedures, it is always best to help, support and counsel our colleagues rather than just remove them from their position.

As an employee if you are taking over the counter or prescribed medication for a medical condition that may affect your ability to drive or operate equipment/machinery you should inform your Manager / Supervisor.

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.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

After all other measures have been taken to minimise risk there will still remain circumstances where protective equipment should be used. PPE will be provided free of charge to those employees who require it.

In all cases the equipment should be suitable to the risks and conditions of use, of good fit, compatible with other equipment and to C.E type approval standards. It is the responsibility of Senior Management to select appropriate PPE for the company.

The Company will seek to provide the equipment and suitable training and instruction to its use. Employees must ensure that they are adequately protected, use what is provided and treat it with due care, reporting any defect or loss and return to stores after use.

It should be checked before issue and use, used only in accordance with the manufacturer, stored carefully between use and disposed of safely when no longer adequate.

The Site Supervisor will ensure the provision of all necessary protective clothing and equipment. Records will be kept of all PPE issued**.**

All employees' are required to wear suitable footwear whilst at work and the supervisors are to ensure that employees' wear at all times suitable PPE.

In particular the following should be adhered to:

- In all cases the relevant risk assessments must be consulted and its PPE requirements followed at all times.
- Suitable footwear is to be worn (as identified by risk assessments):
- Suitable (face fit tested) respiratory protection as defined by the developed COSHH assessments.
- Where masks are identified as part of the control measures, suitable checks will be undertaken to ensure compatibility of equipment with wearers.
- Employees' are to obey the requirements of any sign or notice indicating that equipment is to be worn.
- When necessary employees are to wear appropriate hearing defenders for the type of work process, they are involved in and are to be instructed in its maintenance and use.

HAND ARM VIBRATION SYNDROME (HAVS)

Hand and arm vibration occurs when vibration is transmitted from handheld power tools (from the handle or surface of a work piece) into workers hands and arms.

Whilst occasional exposure is unlikely to cause any serious injury to someone, regular and repeated exposure to hand and arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job.

Hand and arm vibration can cause a range of conditions collectively known as 'hand and arm vibration syndrome' (HAVS) as well as specific diseases such as vibration white finger and carpal tunnel syndrome. HAVS is a very painful condition and can include:

- Damage to blood cells.
- Reduced circulation.
- Nerve damage to hand and fingers.
- Vibration white finger – impaired blood circulation and blanching of fingers and hand
- Neurological and muscular damage – numbness and tingling in fingers &hands, reduced grip strength, reduced dexterity, reduced sensitivity (touch and temperature).
- Stiffness of hands, wrists, elbows and shoulders.

Hand arm vibration assessments will be carried out and reviewed at periodic intervals to identify potential problem areas. Reasonably practicable measures will be taken to reduce the levels to as low as practicable e.g. reduce the time exposed to hand arm vibration (job rotation, regular rest periods etc), reduce vibration levels at source, tools purchasing policy, inspection and maintenance of equipment, information / instruction / training etc.

MOBILE PHONES

The use of mobile phones, other than with approved 'hands free' fitted equipment, will not be permitted whilst driving a vehicle for company purposes, unless they are accompanied by another person who may safely use the telephone.

- Employees who regularly use their vehicle for company business, and are required to be accessible at all times, will be provided with a suitable 'hands free' kit.
- Any accident resulting from the use of a hand-held mobile phone may result in prosecution from the police and could seriously affect the Company's insurance cover.
- It is strongly advised that the mobile phone is set to automatically switch on an incoming call and to automatically switch off when the caller ends the call (only if the user will not be distracted by the call … personal judgement must prevail ,if in doubt do not take the call).
- **Making a call on hands free fitted equipment whilst driving however is not normally recommended.**
- Should you wish to make a call on a hand-held mobile phone or one from 'hands free' fitted equipment, you must pull off the road and park in a safe area before making the call (ignition system should not be active).
- **The use of mobile phones on site is to be restricted where possible to avoid persons becoming distracted or losing concentration, especially if 'walking and talking' or operating machinery on a construction site**.

If calls are to be made or taken whilst on site, it is advisable for personnel to stop work and move to a safe area for the duration of the call.

EMPLOYMENT OF NEW EMPLOYEES

This procedure is to be carried out whenever before any new employee is permitted to work:

- Explain to the new employee his duties and to whom he is responsible.
- Fully induct the new employee.
- Advise of the location of the Company Safety Policy and ensuring the employee is aware of his/her responsibilities.
- Ascertain from the new employee, any disability/illness, which may prevent him/her carrying out certain work activity or, who requires additional protective measures.
- Warn the new employee of any potentially dangerous areas, hazardous operation and/or any prohibited actions on site e.g. entering specific areas without a safety helmet, operating plant unless authorised etc.
- Arrange appropriate training or instruction to be given and inform head office management, e.g. abrasive wheels etc.
- Issue appropriate PPE e.g. goggles, ear defenders and obtain their signature.
- Advise of the location of the first aid box and of the procedures to be taken in the event of an accident, in particular, the necessity to record all accident, however trivial it may appear at the time.

Additional Procedures for New Employees Under 18 Years Old

- Inform employees that they must not operate any power tools, machinery or equipment unless being trained under the direct supervision of a competent person.

- Enter the employee's name in the young person's register.

All appropriate hazard risk assessments specific to their work activities are to be reviewed to ensure they are suitable taking into account their age and

SMOKING IN THE WORKPLACE

Due to the nature of the substances on site, many of which are flammable; Company policy dictates that smoking may only take place in approved areas.

The company will ensure: -

- Sufficient facilities are provided for employees
- A safe means of extinguishing cigarettes is provided.
- All employees are informed of the designated areas.
- The designated areas are freely ventilated (at least 50%)
- Waste smoke does not cause a nuisance to others in the workplace.

ASBESTOS

We shall not while undertaking 'new build' activities use asbestos based products, other products which may, when in use, give off dust shall be assessed, and appropriate methods of work shall be introduced.

However, during refurbishment work the Contracts Manager will inspect the asbestos management register, supplied by the client, and brief all operatives as to the whereabouts of any asbestos containing materials, if applicable and inform of the measures in place for the control of exposure to the material.

If previously unidentified, suspicious materials are identified (in the process of the work activity), the operatives are to immediately stop work and evacuate the work area.

Additionally, employees must report the find to the appropriate persons in control of the workplace, ensuring that others cannot enter the area or that any dusts and fibres already on persons clothing is not transmitted to other work areas.

In all cases the above is to be reported to the contract's managers or directors for action.

Where required specific training will be undertaken to highlight issues to the workforce.

The minimum standard of training is Asbestos Awareness training for all workers who could possibly come into contact with ACM; FSL do not alter or remove ACM materials.

LONE WORKING

Whilst it is accepted that situations where persons are required to carry out work on their own cannot be avoided completely, it is important that consideration is given to the following points:

- Work must be properly planned with risks associated with the operations properly assessed and brought to the lone worker's attention.
- Arrangements must be made for means of raising the alarm in the event of an emergency.
- A system for another person to visit the lone worker or a 'reporting in' system should be devised.

Work classified as 'high risk' will not be carried out by persons working on their own.

MULTICULTURAL POLICY

Floorplan Systems Ltd is an equal opportunities employer.

Where personnel are employed from different cultures, we shall ensure that they understand our Health & Safety Policy and safe working practices.

The following methods will be used to ensure their health & safety and the health and safety of others:

- We will carry out risk assessments for all tasks associated with our works. Part of this will involve the risks associated with the fact that the individual may not speak, or more importantly, understand English. This may mean that the individual may be restricted in the types of activities he is able to participate in.

- All persons working on behalf of FSL must hold and be able to produce suitable documentation to establish that they can legitimately work in the UK or other work site that FSL are working upon.

- We shall provide relevant information about the risks to which they may be exposed and the precautions they will need to take to avoid those risks.

- We will group non-English speaking operatives with a Foreman / Supervisor who is able to speak English and the native tongue of the other members of his working group.

- We will provide additional time when inducting and training to make sure workers have received and understood the information, instruction and training they need to work safely and consider how to ensure it is acted upon.

- We will use more signage in the workplace and whilst carrying out training and inductions, we shall use practical demonstrations when explaining work methods.

- We shall ensure workers know where and how to raise any concerns about their health and safety and about any emergency arrangements
  or procedures.

- Where possible, we shall arrange for written translation of work procedures and safety rules for all non-English speaking operatives.

INFORMATION, TRAINING & CONSULTATION

Safety and Health Information

Safety and health information shall be communicated to all relevant personnel including those within the company and others who may be affected by the company's operations. Safety information may be in the form of this Policy, site-specific documentation, posters, memos etc.

Site Supervisors hold copies of this Policy and site-specific documentation on site at all times. Additional information on the whole range of construction operations is contained in the construction manual GE700, a copy of which maybe held by the Site Supervisor.

Training

The Managing Director and / or Contracts Manager will, as necessary, arrange suitable training to ensure that employees at all levels are: -

(a) Aware of their safety and health responsibilities;
(b) Competent to carry out safely their duties as Managers, Supervisors or Operatives;
(c) Competent to operate any specialist tools, plant or equipment.

The Site Supervisor will supervise the training of new starters and apprentices and arrange suitable induction training to ensure that they are familiar with the Policy and with the hazards and precautions associated with their work.

Induction training shall be given to all operatives (both direct employees and contractors) on all contracts prior to commencement of their work. All relevant information pertaining to each contract shall be communicated at the induction along with any residual risks and subsequent control measures as per our Risk / COSHH Assessments.

All training (including induction training) shall be recorded with copies of attendance sheets / certificates being held at Head Office and with the Principal Contractor on site. Sub-contractor training records shall be requested prior to them commencing work on site.

Consultation

Employees will be provided with copies of the General Policy Statement, details of their individual responsibilities and other documents relevant to their work. The Policy will be explained by appropriate staff and full discussion is encouraged.

Initiatives from employees on safety and health matters are encouraged and these should be made through normal management channels. The Construction Director is readily available, if necessary, for consultation on any safety or health matter.

We undertake regular training; a crucial part of training is the opportunity to encourage feedback and debate about health & safety issues.

Consequently, an ideal venue for such exchange of views is at toolbox talks which are informal and give a regular opportunity to air views.

Accordingly, such comment, advice, views and opinions need not only to be encouraged but also recorded. Unfortunately, not all staff and employees will have the opportunity to discuss health & safety issues as often as is appropriate. Consequently, a regular effective communication will be maintained by the contracts managers, reporting directly to the Construction Director. Minutes of any meetings may be distributed or on display so that all employees can understand the issues raised (dependant on the circumstances).

Furthermore, they can also refer any comments to your immediate line manager or Safety Advisor.

COMPETENCE CHECKS ON SUB-CONTRACTORS

Prior to appointment each contractor shall be assessed for competency for a given risk category of work. This is undertaken by the Construction Director using a pre-qualification questionnaire.

Competence may also be assessed through previous knowledge of contractor's work or through recommendation but will not negate the need for relevant site-specific documentation to be provided.

A second stage assessment is also required to ensure the contractor has sufficient experience to undertake the work and this is normally done by reference to previous work record either using our own systems or from third party references.

Where there are any reservations about the competency of any subcontractor or individual, their work and methods, especially adherence to the agreed method statement and risk assessments, they will be closely monitored until the supervisor is adequately satisfied that they are reaching a satisfactory standard. If they don't reach a satisfactory standard they will be discharged.

BEHAVIOURAL SAFETY

Floorplan Systems Ltd has implemented a safety programme founded on the belief that behaviour turns systems and procedures into reality. Safe behaviour at work is of paramount importance and, as such, needs to be treated as a critical work related skill.

To encourage behavioural safety, staff at all levels should identify and target unsafe behaviours and work together to reduce the impact of these.

Our continuing aim will be to promote an understanding of safety and to identify how we can positively influence behaviour. We will also operate a number of initiatives to support a reduction in unsafe behaviour:

- Visible health and safety leadership is invaluable and, as such, Supervisors and Managers will be trained in behavioural safety techniques through attending relevant courses and the provision of information and guidance.

- All employees will receive on-going training to recognise both safe and unsafe practices and are encouraged to stop unsafe activities and suggest improvements to working methods through attending Team Briefs, Toolbox talks, coaching and other training.

- Through our Internal Reporting System and on site Suggestion Boxes all employees will have the opportunity to confidentially report unsafe working conditions/practices and make safety suggestions.

- The senior management team are strongly committed to an 'Open Door' management style and operatives are encouraged to voice any concerns or opinions directly to Senior Managers in a relaxed environment.

- Operatives will receive feedback on their safety performance on site and actions resulting from their suggestions through regular updates. Including recognition when people engage in safe behaviours.

- Accidents and near miss incidents will be fairly investigated so that lessons can be learned.

The company will periodically assess the strength of our safety culture and plan future improvements accordingly.

Our Employees will be encouraged to play their part by our "If you don't think it is safe, don't do it" motto and be able to challenge and report managers and colleagues who disregard safety instructions and procedures (this can be done anonymously).

Safety procedures, instructions, equipment, and tools have been provided to keep our Operatives, sub-contractors and Visitors safe! - following them is mandated throughout the company to enable the best chance of doing a job safely.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

'Hazardous' substances can cause ill health to people at work as well as accidents and injury, thus it is important to control exposure and ensure that we have suitable arrangements in place to minimise the risks. The aim is to protect both our colleagues and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (COSHH).

Using chemicals or other hazardous substances and exposure to infectious material at work can put yours and other people's health at risk. Exposure to hazardous substances can cause asthma, lung damage, cancer and skin diseases such as dermatitis. Exposure to infectious material can spread diseases such as hepatitis and human immunodeficiency virus.

Every year thousands of workers are made ill by infections and hazardous substances and this doesn't just affect the person using or applying the substance, it can affect anyone in close proximity to the substance.

Types of Hazardous Substance

Substances which are hazardous to health can take many forms and include:

- Chemicals or products containing chemicals;
- Fumes;
- Dusts;
- Vapours;
- Mists;
- Gases and asphyxiating gases;
- and biological agents and germs that can cause diseases, for example conditions such as leptospirosis or legionnaires disease.

Hazardous Substances Found in The Workplace

Some examples of common hazardous substances found in the workplace are:

- Maintenance products e.g. paints, adhesives, pesticides;
- Fuels and lubricants, including waste oil;
- Fumes and gases from welding and cutting;
- Fumes from vehicle / plant exhausts;
- Dusts from abrasive wheels and sanding;
- Cleaning products, (including strong hand cleaners)

The Company will make arrangements for the assessment of hazardous substances, where colleagues could be exposed.

Arrangements will be made to record these assessments. A hierarchy of control will then be implemented in the following manner:

- The most harmful substances are substituted (wherever possible) for less harmful types.

- Where harmful substances cannot be eliminated, then working practices are employed to reduce the level of risk.

- Training and information regarding substances are given to users and others and work instructions issued as necessary.

- PPE / RPE is provided where the preceding measures are unable to control the hazard.

Monitoring and review of substances and measurement of mechanical controls will be carried out as appropriate

Disposal of all substances must be carried out in accordance with waste regulations and Safety Data Sheet instructions.

Note: this includes risks from exposure to bacteria such as legionella which may arise from work activities. Regarding legionella, water systems will be assessed and suitable controls put in place to manage risk which may include drawing up a specific written management scheme and appointing suitable competent contractors to manage systems where necessary.

STRESS RELATED ISSUES

Stress is an often-overlooked issue; increasingly stress related factors are becoming an issue we all need to consider in the workplace.

The directors encourage employees to develop their skills using initiative to conduct their company activities.

Where highlighted employees will be actively encouraged to develop new skills, and take on new tasks to develop further . .training will be given.

Employees will only be tasked with activities they have suitable experience of if new tasks are undertaken suitable training will be provided.

Employees will be encouraged to discuss work patterns and timescales in relation to individual requirements, with the emphasis of allowing employees to develop work patterns in conjunction with the company.

The directors operate an open-door policy to all employees, encouraging all employees to raise any stress related issues to the directors. If an employee identifies a need for consultation please contact one of the directors directly.

Please see separate Stress I the Workplace RA and associated policies.

HEALTH SURVEILLANCE

The Managing Director shall ensure that prior to employment, personnel shall be asked as to their general health in relation to work tasks required.

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

Supervisors shall, where work activities could cause health problems, regularly check on the welfare of personnel.

Medical Practitioners shall be approached whenever assessments/ Legislation/pre-contract information to identify possible health risks.

Employees and Sub-Contractors will be required to complete periodical checks on occupational health issues, Floorplan systems Limited will issue a confidential and dedicated form to all affected persons. The results will be collated, and any appropriate actions will be noted and taken

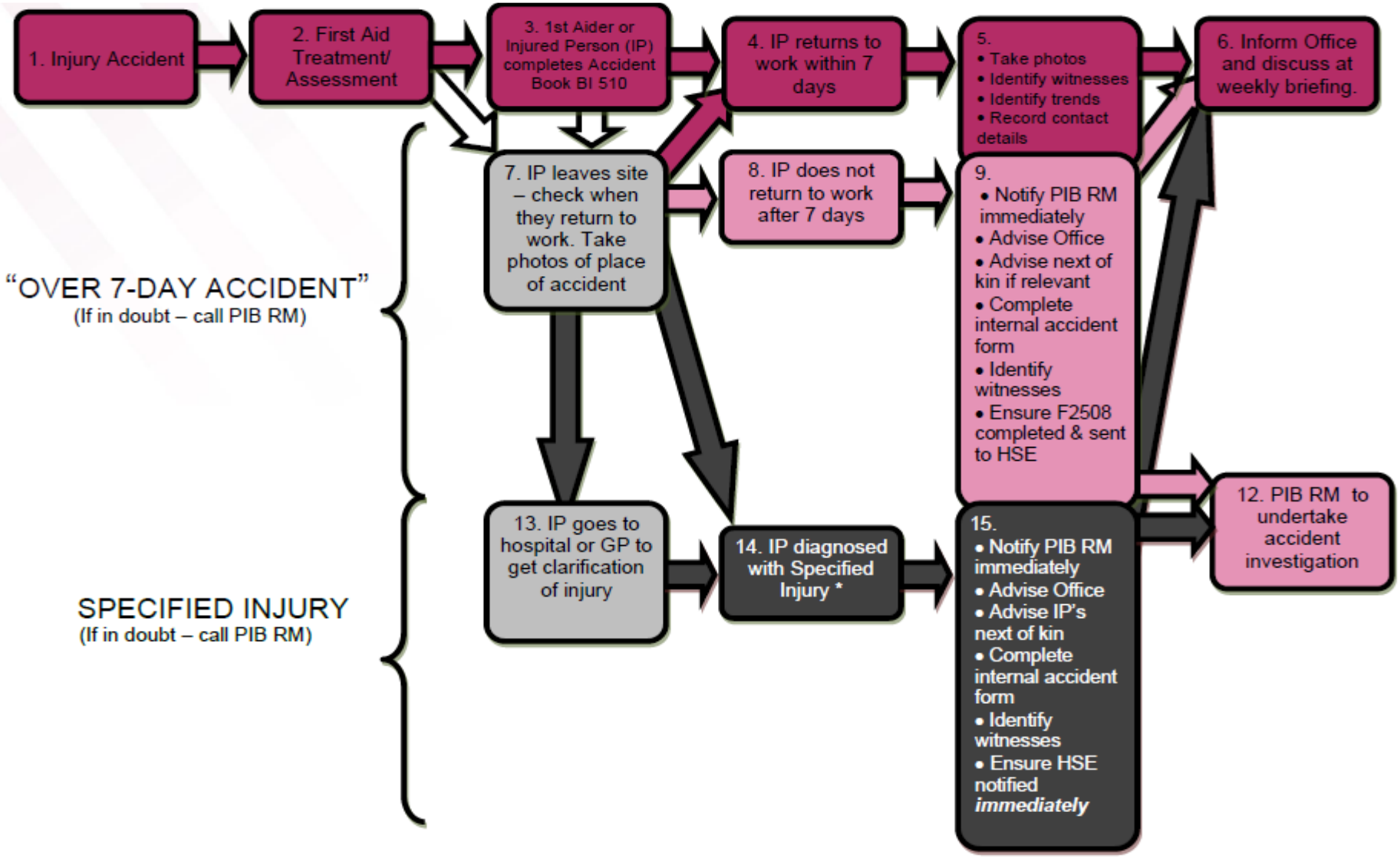
NEW AND EXPECTANT MOTHERS

We are committed to protecting the health and safety of new and expectant mothers who may work in our business. Our environment presents a multitude of hazards to all our colleagues including using hazardous substances, using work equipment, etc. Therefore, it is imperative that we understand the 'additional' risks and hazards that are present for new and expectant mothers.

HSE defines a 'new or expectant mother as:

"A woman who is pregnant, has given birth in the last 6 months or is breast feeding".

Once formally notified by a colleague that they are a new or expectant mother we will carry out a risk assessment to identify any actions required to ensure a safe working environment


1. Injury Accident
2. First Aid Treatment/ Assessment
3. 1st Aider or Injured Person (IP) completes Accident Book BI 510
4. IP returns to work within 7 days
5.
• Take photos
• Identify witnesses
• Identify trends
• Record contact details
6. Inform Office and discuss at weekly briefing.
7. IP leaves site – check when they return to work. Take photos of place of accident
8. IP does not return to work after 7 days
9.
• Notify PIB RM immediately
• Advise Office
• Advise next of kin if relevant
• Complete internal accident form
• Identify witnesses
• Ensure F2508 completed & sent to HSE
"OVER 7-DAY ACCIDENT"
(If in doubt – call PIB RM)
13. IP goes to hospital or GP to get clarification of injury
14. IP diagnosed with Specified Injury *
15.
• Notify PIB RM immediately
• Advise Office
• Advise IP's next of kin
• Complete internal accident form
• Identify witnesses
• Ensure HSE notified immediately
12. PIB RM to undertake accident investigation
SPECIFIED INJURY
(If in doubt – call PIB RM)

Accident Prevention, Investigation & Reporting

There are many significant hazards present in our workplace so there's always a risk of accidents occurring. Many accidents can in fact be due to a number of factors, not just a single cause, and can affect both our colleagues and others e.g. customers, clients, contractors and visitors.

Accident reporting (including near misses) is fundamental to our business as it:

- Helps us collate, analyse and prevent future accidents, injuries and damage from occurring.
- Ensures we conform to the statutory requirements with respect to accident reporting.
- Helps promote a better health and safety culture to all our colleagues across all of our operations.
- Helps us to measure and improve our health and safety performance.

An accident is "an unplanned event that results in personal injury or damage to property or equipment".

A near miss is "any incident, accident or emergency that did **not** result in an injury".

A dedicated incident report procedure outlines our intentions and identifies the means for the prevention of accidents and for investigating and reporting should accidents occur. Accidents are reported to **Patrick Swift** who review the accident reports and decide on what further action (if any) is required.

An accident book is provided to record all accidents, including accidents to members of the public, contractors and visitors to our premises.

Significant accidents will be investigated, initially to determine the basic facts, then and depending upon the severity, a more in-depth investigation may be conducted. Reports will be produced and where applicable statutory notifications made in accordance with RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations). **Patrick Swift** with the assistance of PIB RM reports all appropriate incidents etc to the HSE in accordance with RIDDOR.

RIDDOR reportable instances include those described in the table below.
This list is not exhaustive.

Type	Description	Timings
Death	• Employees and non-workers who have died of a work-related accident	• Notify enforcing authority immediately • Report must be received within 10 days of incident

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 organ
	• 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 loss of consciousness caused by head injury or asphyxia
	• Any other injury arising from working in an enclosed space which:
	  • Leads to hypothermia or heat-induced illness
	  • Requires resuscitation or admittance to hospital for more than 24 hours
		• Notify enforcing authority immediately
		• Report must be received within 10 days of incident

Over 7-day injuries	• This is not a specified injury • 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	• Notify enforcing authority as soon as possible • Report must be received within 15 days of incident

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	• Once diagnosis has been confirmed, report must be received within 10 days

Dangerous occurrence	• For example:
	  ○ Release of flammable liquid or gas
	  ○ The malfunction of breathing apparatus
		• Notify enforcing authority immediately
		• Report must be received within 10 days of incident

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	• Notify enforcing authority immediately • Report must be received within 10 days of incident

NOTE: Over 3-day incapacitations are not reported under RIDDOR <u>but</u> must still be recorded.

INTERNAL ACCIDENT REPORT

1. INJURED PERSON'S NAME: . . . . . .

2. TYPE OF ACCIDENT:

a.	Fatal	☐	f.	The loss of the sight of an eye	☐
b.	Fracture to spine or pelvis	☐	g.	Over 7 days injury	☐
c.	Fracture to any bone other than in wrist, hand, ankle or foot	☐	h.	Any injury to a member of the public (however minor)	☐
d.	Detained in hospital for more than 24 hours	☐	i.	Damage incident	☐
			j.	Dangerous Occurrence	☐
e.	Amputation of hand or foot	☐		**(Tick as appropriate)**	

3. PERSON COMPLETING THIS REPORT

a) Name: . . . . . b) Position: . . . . . .

c) Company Name and Office Address:

. . . . . .

d) Telephone Number: . . . . . .

e) Site Address:

. . . . . .

. . . . . .

f) Name and Telephone Number of person we can contact for further information (if different from above):

. . . . . .

g) Should any investigation be requested? YES/NO If **YES** telephone PIB RM **immediately**

h) Pages from accident book attached? YES/NO If **NO** - reason. . . . . .

i) Copy of employee induction form attached? YES/NO If **NO** - reason. . . . . .

j) List any Safety Signs erected to warn personnel of dangers relating to the injury sustained ie. Hard Hat Site Sign:

. . . . . .

4. GENERAL DETAILS OF INCIDENT:

a) Date of Incident: . . . . . .

b) Exact Location of Incident: . . . . . .

. . . . . .

. . . . . .

What were the causes of the accident? Underline those that apply:

Insufficient space	Cold	Horseplay	Method of working
Obstruction	Fumes	Rushing	Lack of training
Poor light	Steam	Faulty equipment	Lack of supervision
Condition of tools	Slipperiness	Wrong tools	Instructions not followed
Incorrect lifting	Excessive heat	Poor housekeeping	Safe procedure ignored
Defective footwear	Over reaching	Using too much force	Incorrect use of tools

Any other cause (please specify): . . . . . .

. . . . . .

. . . . . .

c) Are Floorplan Systems in Overall Control of the Site/Premises? YES/NO

If **NO** give the name of

i) Main Contractor/Occupier . . . . . .

ii) Site Manager. . . . . .

5. INJURED PERSON:

a) Full Name. . . . . b) SEX: Male/Female c) Age: . . . . . .

d) Address: . . . . . .

Company Employee: ☐ Self Employed: ☐ **(Tick as**

Other Company Employee: ☐ Member of the Public: ☐ **appropriate)**

f) Nature of Injury (state left or right where applicable):

. . . . . .

. . . . . .

. . . . . .

g) Employer (if not Company Employee): . . . . . .

Employer's Address: . . . . . .

. . . . . .

h) Occupation: . . . . . i) How long with the Company: . . . . . .

j) What was the injured person doing at the time of the incident?:

. . . . . .

. . . . . .

. . . . . .

. . . . . .

Further notes :

k) Was this something he/she was authorized to do? YES/NO

l) Was he/she authorized to be where the incident occurred? YES/NO

m) When was the incident reported to you? IMMEDIATELY/Date: . . . . . Time: . . . . . am/pm

n) Were these injuries observed by someone else at the time of the incident? YES/NO

o) Was First Aid treatment given on Site/at premises? YES/NO

If **YES**, by whom?: . . . . . .

p) Was Medical/Hospital treatment obtained? YES/NO

If **YES**, by whom?: . . . . . .

q) Anticipated absence from work – NO TIME LOST/7 DAYS OR LESS/MORE THAN 7 DAYS

6. INCIDENT DETAILS:

a) Full Account of Incident – State heights, weights, etc. where appropriate:

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

. . . . . .

DRAWING:

PHOTOGRAPHS:

7. Witnesses (take statements if you can)

Name:

Address

Contact Number.

Name:

Address

Contact Number.

Name:

Address

Contact Number.

Signed: . . . . . Date: . . . . . .

Site Manager

Signed: . . . . . Date: . . . . . .

Injured Person

c.c. FSL Office - enquiries@floorplansystems.co.uk or call 01995 670110

PIB RM name.name@pibrm.com or call 01777 861 861