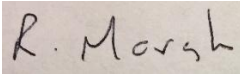




Health & Safety Policy Statement

- **WINTON FLOORING LTD** (the Company) will comply with the Health & Safety at Work etc. Act 1974 and other health and safety legislation and achieve an exemplary standard of health and safety.
- The Company will provide a safe working environment, safe systems of work, provide adequate and sufficient information, instruction, training and supervision etc.
- The Company will ensure health and safety is an integral part of the management of the Company
- The Company will ensure that the individuals with specific Health & Safety roles are meeting their responsibilities and co-operating with the Company to successfully achieve its health and safety goals.
- The Company recognises that accidents, ill health and incidents result from failings in management control and are not necessarily the fault of individual employees.
- The Company recognises that the development of a culture supportive of health and safety is necessary to achieve adequate control over risks.
- The Company will adopt a systematic approach to the identification of risks and the allocation of resources to control risks.

- The Company will ensure that health and safety management is subject to continuous improvement.
- The Company will ensure that any neglect of safety or infringement of the law will be treated as a disciplinary matter.
- The policy will be reviewed frequently to ensure that it remains valid and appropriate to the Company.



Signed:..... Date: 19/11/25.....
 Position:.....Director.....

Organisation and Responsibilities

Overall responsibility for health and safety rests firmly with the highest management within the Company.

Responsibilities for the Company are listed below

Head of the Company or Managing Director:

1. Ensuring suitable financial provision is made for health and safety obligations.
2. Providing appropriate information and instruction to employees.
3. Ensuring work is planned to take into account health and safety issues.
4. Ensuring that all staff receive appropriate training.
5. Assessing and monitoring risk to health and safety.
6. Understanding the company policy for health and safety and ensuring it is readily available for employees.
7. Setting a personal example when visiting site by wearing appropriate protective equipment.
8. Actively promoting at all levels the Company's commitment to effective health and safety management.

Health and Safety Coordinator / Representative:

1. Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces.
2. Investigating accidents and implementing corrective action.
3. Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking.
4. Liaising with managers, employees, sub-contractors and specialists as and when appropriate.
5. Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

Employees:

1. Taking reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
2. Co-operate with the Company to enable it to manage health and safety.
3. Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements.
4. Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy.
5. Reporting any defects to work equipment immediately to the Site Supervisor.
6. Reporting to the management any incidents, which have led or might lead to injury or damage.
7. Reporting any accidents or near misses to the Site Supervisor.
8. Using the correct tools and equipment for the job in hand and in accordance with training and instructions.
9. Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

Communication/Consultation

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Emergencies

It is the Company's policy to take account of fire hazards in the workplace and to undertake a fire risk assessment. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm
- Leave the building by the nearest fire exit and proceed to the muster point
- Do not re-enter the building for any purpose until the all clear has been given

ACTION UPON HEARING THE FIRE ALARM

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point and await instructions
- Do not leave the muster point until the all clear is given
- Do not re-enter the building for any purpose until the all clear is given

Staff Welfare

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by John Marsh in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to John Marsh.

First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Head Office – the first aid box is located at reception

The Qualified First Aider / Appointed Person; Richard Marsh

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

- any work related injury that leads to an employee being absent from work for more than 7 working days
- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?

Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- reducing weights
- reducing the frequency of manual handling
- the use of additional manpower

- through the provision of suitable equipment to assist in the operation
- the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

Co-operation and Coordination

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

Risk Assessments

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

Policy review

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time.

Construction (Design & Management) Regulations 2015

The Construction (Design and Management) Regulations 2015 (CDM) apply to construction work in Great Britain as defined. CDM is intended to protect the health and safety of people working in construction and others who may be affected by their activities.

The CDM Regulations place specific duties upon clients, principal designers and designers, principal contractors and contractors to develop their approach to health and safety so that it is taken into account and then co-ordinated and managed effectively throughout all stages of a construction project.

These stages progress from conception, design and planning through to the execution of works on-site and subsequent maintenance and repair, even to final demolition and removal. The CDM Regulations are part of a continuing development of health and safety legislation and bring together a number of concepts.

1. Risk assessment.
2. Competence and adequate resources.
3. Co-operation and co-ordination.
4. Information.

The Company accepts these concepts, as part of its overall approach to health, safety and welfare and will therefore comply with the regulations as they apply to our undertaking.

It is our policy as the client to do the following.

- Make suitable arrangements for managing construction projects including the allocation of sufficient time and other resources.
- Make timely appointments of competent (that is those with the necessary skills, knowledge and experience) and adequately resourced principal designers and principal contractors and other appointees.
- Where organisations are appointed, ensure they have the necessary organisational capability.
- Satisfy ourselves that the designers and contractors we engage are competent and adequately resourced.
- Provide relevant health and safety information about existing structures and the site.
- Allow sufficient time for the design and construction work to be carried out properly.
- Ensure that construction work starts only when there is a suitably developed construction phase health and safety plan.
- ensure adequate welfare facilities are present on site before work commences
- ensure that projects are notified to the HSE as necessary
- ensure that the project health and safety file is available for any future construction work, and for handing on to a new owner.

Duties of Principal Contractor

As Principal contractors we will:

- The principal contractor has the major responsibility for safety and health during the construction phase on notifiable projects only, and has the duties to plan, manage, monitor and coordinate the construction phase taking into account the general principals of prevention to ensure:
 - Safety & Health - the project is carried out without risks to health or safety.
 - CPP - to be drawn up as soon as practicable prior to setting up a construction site and updated, reviewed and revised so it continues to be sufficient.
 - Coordination of the implementation of the relevant legal requirements to ensure that the employers etc. apply the general principals of prevention in a consistent manner and follow the CPP.
 - Contractor training etc. - where appointed ensure the necessary information, instruction, and training is received and appropriate supervision to comply.
 - Cooperation with others - cooperate with any other person at the site or an adjoining site to enable others to perform their duties etc.
 - Site rules - draw up.
 - Welfare - ensure compliance throughout the construction phase.
 - Liaison with PD - for the duration of the project and in particular regarding any information which is needed to prepare the H&SF or may affect the planning and management of the pre-construction phase.

- H&SF - is appropriately updated, reviewed and revised from time to time.
- Site Inductions - provide.
- Unauthorised access - prevent.
- Workforce cooperation - arrangement which will enable the PC and workers to cooperate effectively in promoting and developing measures to ensure health & safety at work and checking effectiveness.
- Workforce consultation - consult workers in good time on matters connected with the project which may affect their health, safety or welfare.
- Workforce communication - ensure workers can inspect and take copies of certain information.
- Display the project notification on the site.

Principal Designers Duties

A principal designer is a designer who is an organisation or individual (on smaller projects) appointed by the client to take control of the pre-construction phase of any project involving more than one contractor.

Principal designers have an important role in influencing how risks to health and safety are managed throughout a project. Design decisions made during the pre-construction phase have a significant influence in ensuring the project is delivered in a way that secures the health and safety of everyone affected by the work.

As Principal designers we will:

- plan, manage, monitor and coordinate health and safety in the pre-construction phase. In doing so they must take account of relevant information (such as an existing health and safety file) that might affect design work carried out both before and after the construction phase has started
- help and advise the client in bringing together pre-construction information, and provide the information designers and contractors need to carry out their duties
- work with any other designers on the project to eliminate foreseeable health and safety risks to anyone affected by the work and, where that is not possible, take steps to reduce or control those risks

- ensure that everyone involved in the pre-construction phase communicates and cooperates, coordinating their work wherever required
- liaise with the principal contractor, keeping them informed of any risks that need to be controlled during the construction phase

On a domestic client project where the domestic client does not appoint a principal designer, the role of the principal designer must be carried out by the designer in control of the pre-construction phase. When working for a domestic client, the client duties will normally be taken on by another duty holder (often the principal contractor on projects involving more than one contractor). However, the principal designer can enter into a written agreement with the domestic client to take on the client duties in addition to their own.

Contractors Duties

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.

As Contractors we will:

- make sure the client is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- coordinate their work with the work of others in the project team
- comply with directions given by the principal designer or principal contractor
- comply with parts of the construction phase plan PDF relevant to their work

Where a contractor is the only contractor working on a project, they must ensure a construction phase plan PDF is drawn up before setting up the site.

When working as the only contractor for a domestic client, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the contractor must work to them as 'client' under CDM 2015.