



HEALTH AND SAFETY POLICY  
STATEMENT AND PROCEDURES

SEPTEMBER 2021

DC FLOORING (UK) LTD  
UNIT 18 ILFORD TRADING ESTATE,  
PAYCOCKE ROAD,  
BASILDON,  
ESSEX,  
SS14 3DR

## HEALTH AND SAFETY POLICY

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## HEALTH AND SAFETY POLICY

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### 1. HEALTH AND SAFETY POLICY STATEMENT

It is the policy of DC Flooring (UK) Ltd that all activities undertaken comply with the Health and Safety at Work Act 1974, the Regulations made under it and all other fire and environmental legislation.

It is the aim of the company to prevent, insofar as is reasonably practicable, any work related accident.

The Directors declare their objective to achieve and maintain a safe and healthy work environment for all employees, visitors and contractors working at premises and at site managed locations and all others who may be affected by its operations.

Directors have the responsibility for ensuring that health and safety matters are considered when planning any work to be undertaken. DC Flooring (UK) Ltd recognises the responsibility to provide employees and contractors with suitable and adequate training, information and instruction to enable them to understand and fulfil their duties in a competent and diligent manner.

The co-operation of employees is vital to the success of the Health and Safety policy and views on Health and Safety development are welcomed. The company encourage all employees to discuss Health and Safety matters with the managers of the company.

All subcontractors have a duty to co-operate with site management and follow the agreed safe working procedures and site rules specific to each project.

David Catherall has been appointed as having overall and final responsibility for health, safety and welfare. Any problems encountered in the implementation of this Policy must be reported to him (through the consultation procedures detailed in Section 3 of this Policy).

Competent persons are employed within the company to assist in the management of Health and Safety. External advisers are engaged to provide assistance and advice on specific matters to enable the company to fulfil its duties.

The Policy will be reviewed regularly to take account of new or forthcoming legislation and any changes in the company structure or work activities.

All employees are required to read the Policy upon recruitment and will be made aware of revisions to the Policy.

For and on behalf of DC Flooring (UK) Ltd

David Catherall  
Director in charge of safety

Signed:

Date: 8<sup>th</sup> September 2021

## HEALTH AND SAFETY POLICY

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### 2. SAFETY ORGANISATION

#### 2.1 Directors Responsibilities and Duties

Prepare and keep up-to-date a Policy Statement for health and safety and ensure that it is brought to the notice of all employees.

Ensure that instructions are prepared for the organisation and arrangements are made for carrying out the Company Policy, to enable each person to be aware of their responsibilities and the means by which they can carry them out.

Nominate sufficient competent persons to meet the requirements of Health and Safety legislation and that appropriate training is given to staff as necessary.

Ensure a system for risk assessment of work being undertaken is in place and that relevant competent persons are trained to carry out such assessments.

Bring specific safety procedures to the attention of those affected; ensure that these are clearly understood by persons who have to implement or abide by such procedures.

Provide relevant information to the Principal Contractor relating to site activities detailing how the works will be carried out safely and liaise with other contractors to avoid inter-relationship problems.

Ensure that first aid provision and welfare facilities are available for employees.

Liaise with the Company's safety advisers regarding the safety training policy and assist in the implementation of safety training programmes.

Maintain a system of consultation with employees on health and safety matters.

Stop any dangerous activity observed when visiting sites drawing to site management and relevant contractor's attention any unsafe working practices.

Evaluate what Health and Safety support resources (external consultant advice etc.) are necessary for any specific project and agree the roles of the various members of the site management team.

Co-operate with any appointed external Health and Safety Consultants or Client's representatives regarding site safety inspections and reports.

Institute procedures for investigating the causes of injury, damage and loss. Monitor the effective reporting of all accidents in accordance with the policy procedures (see section 6).

Arrange for funds and facilities to be available to meet the requirements of the policy.

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**2. SAFETY ORGANISATION (CONTINUED)**

**2.2 Site Supervisor's Responsibilities and Duties**

Organise the flooring installation works so that operations are undertaken in line with relevant legislation and site rules, with minimum risk to employees, contractors or others affected by these operations.

Ensure that DC Flooring (UK) Ltd staff are aware of safety procedures at the specific site, attend all necessary induction meetings and carry out their work in accordance with the Principal Contractor's site rules.

Ensure that protective clothing and equipment to guard against hazards on site is issued by those responsible and worn as required.

Report any defect in structures, vehicles, plant and equipment and prohibit the use of any such item as necessary

Ensure that portable electrical appliances, leads and plugs are free from visible damage and that routine PAT tests are arranged at required intervals.

Monitor operatives and contractors working practices to establish if work is being carried out in accordance with site rules and their method statements, COSHH assessments, etc.

Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.

Stop dangerous activity, horseplay etc and report those offending to the Directors.

Report accidents on site as outlined in the accident reporting section of this policy.

Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

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### 2. SAFETY ORGANISATION (CONTINUED)

#### 2.3 Employees Responsibilities and Duties

Co-operate with the Principal Contractor's site management in order to carry out the arrangements detailed in the Health and Safety policy and the specific rules for the site.

Consult with the DC Flooring (UK) Ltd site supervisor with regard to any site procedures that may be unclear or could be improved.

Report any unsafe working methods or dangerous conditions observed to the site supervisor.

Notify site management of any defects in plant or equipment immediately; do not attempt to use or repair equipment which may be hazardous to your health or for which you are not trained.

Report all accidents, injuries (however minor) or "near miss" incidents that may result in no injury or damage, but could have done so e.g. Falling/toppling rolls of carpet/vinyl from storage racks/areas.

Do not recklessly interfere with anything provided in the interests of health and safety or abuse welfare facilities.

Wear appropriate footwear at all times and use, where necessary, all protective clothing and safety equipment provided e.g. safety helmets, goggles, face masks etc.

Assist in keeping the site tidy, free from waste and materials blocking circulation and fire escape routes and fire risks.

Do not play dangerous or practical jokes or engage in "horseplay" on site.

Work strictly in accordance with method statements and agreed safety procedures for the site.

Warn fellow employees, particularly trainees or those new to the site, of known site hazards and remind them of agreed systems of work.

Take note of the safety notices and information displayed at the site.

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**2. SAFETY ORGANISATION (CONTINUED)**

**2.4 Contractors and Self-Employed Persons Responsibilities and Duties**

Follow the arrangements detailed in this Policy; observe site rules issued by the Principal Contractor or DC Flooring (UK) Ltd and any specific requirements in the Health and Safety Plan.

Consult with the DC Flooring (UK) Ltd site supervisor with regard to any site procedures that may be unclear or could be improved.

Report any unsafe working methods or dangerous conditions observed to the site supervisor.

Provide information relating to Health and Safety procedures when requested in accordance with the Company's selection procedures for contractors and the self employed.

Prepare and issue risk assessments and method statements as requested and co-ordinate site activity with the site manager and other contractors at the project.

Work strictly in accordance with agreed method statements.

Provide information relating to hazardous substances for use on site. Assess the risks associated with such substances relating to the manner in which the substance is to be used and stored at the site.

Co-operate with site management to provide information regarding daily work operations to avoid inter relationship problems with other programmed works.

Provide safety training for operations under their control and ensure that all their employees attend site induction talks.

Ensure that plant and equipment brought on site is used only on work for which it was designed, is of sound construction and in safe working order. All necessary testing and thorough examination must be carried out at the appropriate intervals.

Make sure that employees refrain from misuse of plant and equipment, welfare facilities or anything provided in the interest of Health and Safety; avoid dangerous acts or horseplay.

Report to the site supervisor all accidents, injuries (however minor) or "near miss" incidents that may result in no injury or damage, but could have done so e.g. rolls of carpet or vinyl falling from storage without causing injury or damage.

Provide appropriate personal protective equipment/clothing which must be used/worn in accordance with the site rules (e.g. hard hats, eye protection, ear defenders, etc).

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### 3. CONSULTATION, MONITORING AND REVIEWING HEALTH AND SAFETY

DC Flooring (UK) Ltd encourages all employees to discuss any health and safety matter with their site supervisors and Contracts Managers. Consultation is via regular contact.

All employees will be expected to bring to the notice of the Directors via site management areas where the company Policy on Health, Safety and Welfare appears to be inadequate. The suggestions will be fully considered for review and action.

The Company's safety consultant will visit sites when requested to advise on health and safety matters and will report on any hazards, defects or breaches of Regulations observed during the visit.

It is the duty of the Director responsible for health and safety to keep informed of legislative developments. Advice may be obtained from the Company's safety consultant in this respect.

Site supervisors must check that all work under their control is being carried out in accordance with this policy and the safety procedures established for the project.

Appropriate safety documentation, site safety management reference documents, HSE Guidance notes, manufacturer's safety instructions, etc. are available from the company office.

At regular intervals the Directors will arrange for review of the Health and Safety Policy to establish any possible areas of improvement in procedures, training etc. and, where necessary, for revisions to the Policy for Health, Safety and Welfare.

Health and Safety standards are constantly reviewed on site; any deficiencies in health and safety performance are to be reported and suggested improvements in working procedures discussed.



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### 4. DISPLAY SCREEN EQUIPMENT

#### 4.1 Application of the Regulations to “Users”

The Health and Safety (Display Screen Equipment) Regulations 1992 as amended 2002 apply to workstations where there is a "user", that is an employee who habitually uses display screen equipment as a significant part of formal work.

All office staff, whether regular or occasional users, have been made aware of the safety requirements for DSE use as detailed below.

#### 4.2 Hazards associated with this equipment include:-

Work related upper limb disorders e.g. temporary fatigue or pains in the hands, arms shoulders, soft tissue disorders e.g. carpal tunnel syndrome.

Prolonged static posture or awkward positioning.

Temporary visual fatigue due to glare or reflections, poor legibility of screen or documents, inadequate lighting, poor screen image etc.

Fatigue or stress.

Environmental factors e.g. humidity, heating, ventilation, static electricity.

#### 4.3 Arrangements in connection with the use of this equipment:-

Assess the risks to health and safety of operators who use display screens for continuous periods of an hour or more.

Make arrangements for workstations to comply with the relevant standards.

Organise work activities so that, where possible, short breaks away from the display screen are a regular feature.

Make arrangements for eyesight tests at the request of any “user” and ensure that suitable basic spectacles are provided, where these are required for the display screen work concerned.

Arrange for relevant health and safety training of operators, and provide adequate information regarding these aspects.

#### 4.4 Practical Control Measures to be Considered:-

Adjust chair display screen and other workstation equipment to find the most comfortable position.

Arrange for sufficient space to take whatever documents as are necessary. Use a document holder if necessary.

Maintain sufficient space below the desk to allow free movement of legs, use a footrest if necessary.

Adjust keyboard position and try to avoiding bending hands up at the wrist, use a soft touch and avoid over stretching the fingers.

Organise work to include regular breaks from screen work.

Avoid reflective glare due to windows or bright lights.

Ensure screens are clean and brightness/contrast are adjusted to suit lighting conditions. Screens should not flicker.

If any display screen user becomes aware that discomfort is experienced in hands, wrists, back, eyes etc they should consult with David Catherall.

#### 4.5 Training

Training will be provided for those persons defined as users or operators, and will cover the health and safety aspects associated with the equipment, including recognition of risks, and their causes, adjustment of seating and equipment positions, cleaning and maintenance, use of breaks, consultation arrangements and eye test arrangements.

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### 5. SITE WELFARE FACILITIES

#### 5.1 General Guidelines

DC Flooring (UK) Ltd are aware of their duties under Schedule 2 of the Construction (Design & Management) Regulations and will ensure suitable and sufficient welfare facilities are in place on all projects.

The status of the company on the specific site will determine whether the company's site management are in control of welfare and first aid arrangements.

DC Flooring (UK) Ltd generally use the welfare facilities provided by a Principal Contractor or client in control of the site and project.

The Company will assess the welfare arrangements for projects in accordance with statutory legislation and specific contract requirements prior to the commencement of a project.

Welfare arrangements should be detailed in the project Health and Safety Plan and procedures for correct use and maintenance must be communicated to all parties using those facilities.

The site manager will ensure that facilities are adequate and are properly maintained.

#### 5.2 Summary of Minimum Welfare Requirements

Suitable and sufficient sanitary conveniences must be provided for the number of site personnel. Toilet facilities must be kept in a clean and hygienic condition.

Washing facilities should be provided in the immediate vicinity with hot and cold water, soap and means of drying hands.

Shelter for protection in bad weather and facilities for keeping personal clothing must be available with a means for drying provided.

Accommodation for taking meals is required along with facilities for boiling water. A means for heating food must be provided unless hot food is readily available elsewhere.

Drinking water must be available and be marked as such with a supply of drinking vessels.

When assessing welfare provisions separate arrangements for males and females must be considered.

No smoking rules on sites must be enforced and adhered to by the DC Flooring (UK) Ltd staff.

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### 6. ACCIDENT REPORTING AND FIRST AID

#### 6.1 Accident Reporting (General)

All accidents, incidents or injuries however minor, occurring during the course of employment shall be reported to David Catherall with details recorded in the accident book. This applies to injuries received by sub-contractors, public, visitors etc. as well as company employees.

#### 6.2 Duties in Relation to Accidents

It will be ensured that in the event of a fatal or specified injury or a dangerous occurrence, or a notifiable disease, then the local offices of the Health and Safety Executive is notified immediately by the quickest practicable means. This is in accordance with the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR), and is obligatory.

Advice will be obtained from the company safety consultant if any assistance is needed in this respect.

Confirmation of the above notification must be submitted in writing within 15 days on an appropriate form or by some other approved means.

If any injury results in any person being absent from work for more than 7 days (not counting the day in which the accident happened), then notification must also be made (see below). If any injury results in any person being absent from work for more than 3 days a record must still be kept, this can be recorded in the company Accident Book. All accidents must be recorded.

It will be ensured that work in the vicinity of a notifiable accident is suspended pending an investigation while also making the area safe.

#### 6.3 Details of Notification to HSE:

Using the form F2508 on the RIDDOR website, <http://www.hse.gov.uk/riddor/report.htm> and completing online.

By telephone to The Incident Centre on 0345 300 9923 for any fatal or specified injuries (open 8.30am to 5pm Monday- Friday.)

#### 6.4 Accident Record Book

The information to be recorded shall be:

- Date and time of the accident or dangerous occurrence.

The following particulars of that person:

- Full name
- Occupation
- Nature of injury
- Employer

The following additional information:

- Place where the accident or dangerous occurrence happened.
- A brief description of the circumstances in which the accident or dangerous occurrence happened.
- The date on which the event was first reported to the relevant enforcing authority.
- The method by which the event was reported.

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**6. ACCIDENT REPORTING AND FIRST AID (CONTINUED)**

**6.5 Post Accident Procedures/Investigation**

David Catherall will liaise with the Company's safety consultant regarding the allocation of duties for investigation of any accident.

It will be ensured that a full investigation of any accident involving injury, damage or loss will be undertaken and subsequent recommendations implemented.

**6.6 First Aid**

A project specific assessment must be undertaken to consider the number of employees, the nature of the work and associated hazards, the location and distribution of the site, and the nearest hospital and emergency facilities.

First aid boxes are under the supervision of the site appointed persons. These will be checked and refilled as necessary.

Full details of welfare and first aid provision for the specific site along with the location of nearest Accident and Emergency Hospital are generally detailed within the site Health and Safety Plan and displayed on sites.

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### 7. SITE FIRE SAFETY AND EMERGENCY PROCEDURES

#### 7.1 Offices

DC Flooring (UK) Ltd are fully committed to the protection of all its employees from the risk of fire or other serious events requiring emergency evacuation.

Fire extinguishers are available at the small single storey office premises used by the company. Extinguishers must not be removed from their permanent locations except for use in the event of a fire.

Fire extinguishers are maintained every 12 months by a specialist contractor. The fire safety procedures at the office and unit are generally the responsibility of the landlord.

#### 7.2 Site locations

The Principal Contractor will generally be in control of fire prevention/protection and emergency evacuation arrangements on sites where the company work. DC Flooring (UK) Ltd will co-operate with the specific arrangements made for the project.

Full details of project specific fire prevention, protection and emergency evacuation procedures will be detailed within the site Health and Safety Plan and be displayed on site.

All sites as working places are designated no smoking areas. Specific arrangements for smoke breaks are contained within the site Health and Safety Plan.

Where working in existing premises site management would need to satisfy themselves as to the worthiness of current escape routes from any areas of working.

Adequate fire fighting facilities must be available, prominently signed and located to control assessed fire risks for the specific project.

Working areas must be kept clean and tidy to prevent the build up of flammable materials with waste removed at regular intervals.

Where a hot work permit system is operated DC Flooring (UK) Ltd will comply with any conditions advised by the Principal Contractor or premises management. (See section 17 to this Policy.)

The person responsible for fire safety is David Catherall.

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### 8. RISK ASSESSMENT

#### 8.1 Procedures

The Management of Health and Safety at Work Regulations 1999 (MHSWR) requires employers to carry out risk assessments of work activities.

Definitions:

- Hazard: Something with the potential to cause harm
- Risk: The likelihood of the harm from a particular hazard actually occurring
- Competent Person: A person with sufficient knowledge, experience and training

The extent of risk during an assessment will take account of the severity of possible consequences and the number of persons likely to be exposed to the hazard.

Actions to be taken are summarised as follows:

- Assess the risks to the health and safety of employees and any others who could be affected by specific work activities. This also includes contractors and temporary staff where they may be affected by such work.
- Specify the relevant procedures to eliminate or minimise any such risk.
- Where the risk is considered to be significant, then this must be recorded in writing, and where relevant, groups of employees identified as being especially at risk.
- Risk assessments should be reviewed and altered if they are no longer valid or where circumstances have changed significantly.
- Appoint competent persons to assist in complying with these requirements.
- Establish emergency procedures to be followed in the event of serious and imminent danger and have sufficient competent persons to implement evacuation procedures.
- Co-operate fully with other employers where work areas are shared, by exchanging information on the risks associated with each others' activities/the control measures in force and subsequently pass such information to employees in those areas.
- Inform employees about any risks that have been identified and provide information on the preventative steps that are being taken to protect them.
- Provide health surveillance where there is an identifiable disease or adverse health condition related to the work concerned, provided that they are able to be detected and there is a reasonable likelihood that they may occur under working conditions.

Provide relevant training, which must be repeated periodically and take account of change in respect of:

- Duties and tasks allocated to them.
- Induction on first being employed.
- Where transferred to new work or given increased responsibility.
- When changes in work equipment or methods are introduced.

Employees also have duties as follows:

- Use anything provided by the employer in accordance with the instructions/training given. This includes plant and machinery, dangerous substances, safety equipment etc.
- Inform management of any dangerous work situation or matter considered to be a problem with health and safety protection arrangements.

This legislation places a duty on DC Flooring (UK) Ltd to provide appropriate arrangements for health and safety which will enable effective planning, organisation, control, monitoring and review of the preventive and protective measures required to eliminate or minimise the risk for any particular work activity.

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**8. RISK ASSESSMENT (CONTINUED)**

**8.1 Procedures (Continued)**

Where activities are already subject to assessment under other legislation, there is no requirement to repeat the exercise e.g. Display Screen Equipment Regulations 1992, Manual Handling Regulations 1992 etc.

**8.2 Employing Young People (Continued)**

Under the (MHSWR) certain additional obligations are required of employers in relation to the employment of young persons (those under 18).

Young persons will only be employed where circumstances allow for adequate supervision and only after an assessment has been made taking into account their inexperience and possible immaturity, lack of awareness of potential risks and unfamiliarity with the workplace.

**8.3 The Equality Act (2010) and Equal Opportunities**

An assessment will be made prior to the employment of any person with disability as falling under the scope of the Equality Act of facilities and access arrangements with particular attention to emergency evacuation measures.

DC Flooring (UK) Ltd are an equal opportunities Employer; persons are employed on the basis of merit and skill.

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### 9. INFORMATION AND TRAINING

#### 9.1 Training

DC Flooring (UK) Ltd recognises that safety training is essential in order that individuals are able to competently undertake the duties assigned to them.

Staff will be given general training and instruction when they are exposed to new or increased risks due to:-

- A change in the system of work
- New responsibilities
- Requirements of a specific new workplace
- New or changed work equipment or technology

The company recognises that fundamental to the success of its Safety Policy is that management should have received training necessary to control effectively the areas for which they are responsible. Managers and supervisors hold SMSTS and SSSTS qualifications.

Trade contractor's site management are required to ensure that relevant training is given to new employees or those new to the contract relevant to the tasks to be undertaken.

Specific safety topics are selected for "toolbox talks" where measures to control risk are discussed and brought to the attention of employees e.g. Safe handling of rolls of flooring, work at occupied premises etc.

Site induction training for the specific project will generally be carried out by the Principal Contractor for the site and DC Flooring (UK) Ltd staff must co-operate with the procedures advised by those in control of the specific project.

In addition to the Principal Contractor's induction, staff are briefed on safe working arrangements for the specific project by the site supervisor or contracts manager.

#### 9.2 Information

Information specific to the individual project will be made available and displayed in prominent locations in the form of site rules, health and safety notices, emergency procedures etc.

Relevant health and safety books, leaflets and HSE publications are held at the company office and are available to sites.

Information on Health and Safety in Construction and other relevant documentation to the project are retained on sites.

Members of staff who require specific information should consult with David Catherall.



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### 10. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

**On a project with more than one contractor a Principal Contractor must be appointed to carry out the following duties:**

#### 10.1 Duties of the Principal Contractor

Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health and safety of any person.

Plan, manage and monitor the construction work and coordinate matters relating to health and safety during the construction phase, to ensure that, so far as is reasonably practicable, construction work is carried out without risk to health or safety.

Ensure that anyone they appoint has the necessary skills, knowledge and experience to carry out the work in a way that secures health and safety.

Co-ordinate the work of the contractors under their control so that the risks to site workers, and others in the vicinity of the works, are managed effectively.

Ensure that contractors co-operate with each other to prevent inter-relationship problems.

Ensure that all workers have been provided with suitable health and safety induction, information and training.

Prepare (prior to commencement) the construction phase Health and Safety Plan to explain how safety is managed at the site. This must be kept up to date and developed as the project progresses.

Ensure that Employers and Self-Employed workers apply the principle of prevention and follow the Construction Phase plan.

Prepare and enforce any site rules for the specific project.

Take necessary steps to keep unauthorised people off site.

Cooperate with others involved in the management of any neighbouring project.

Make sure that suitable welfare facilities are provided from the start of the construction phase.

Make arrangements for the co-ordination of the views of employees or their representatives

Provide the Principal Designer with any information in the Principal Contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

#### 10.2 Duties of Contractors

Be satisfied that the client is aware of the client duties under these Regulations.

Plan, manage and monitor the way in which construction work is carried out in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is no principal contractor, prepare a construction phase plan prior to setting up a construction site.

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**10. THE CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015 (CONTINUED)**

**10.2 Duties of Contractors (Continued)**

Provide information and instruction so that construction work can be carried out without risk to health and safety, including:

1. A suitable site induction, where not already provided by the Principal Contractor.
2. The procedures to be followed in the event of serious and imminent danger to health and safety, e.g. (emergency evacuation and fire prevention).
3. Information on risks to their health and safety identified by the risk assessments or arising out of conduct of another contractor's work.

Provide employees with any health and safety training which is required in respect of the construction work.

Do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

Ensure that welfare facilities are adequate and comply with schedule 2 to CDM 2015.

Comply with any directions given by the Principal Designer or the Principal Contractor and any site rules.

Provide the Principal Designer or Principal Contractor with any information in the contractor's possession relevant to health and safety for inclusion in the health and safety file (record information for the project).

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### 11. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

#### 11.1 General

The Control of Substances Hazardous to Health Regulations 2002 (as amended) imposes a duty on the employer to:

- Identify all substances in use, or likely to be encountered which could be hazardous to the health of employees (and others); and
- Assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.
- All potentially hazardous substances to be used must be identified and assessed for the risk to personnel.
- A less harmful substitute should be sought for any hazardous substance. Only if there is no less hazardous substitute available should the substance be used.

#### 11.2 Construction site locations

All contractors must provide to DC Flooring (UK) Ltd site management project specific assessments for work involving hazardous substances. These assessments must be submitted prior to work with the materials at the site.

Hazard data sheets and COSHH assessments for hazardous substances used on a specific project will be retained in a separate file at the site location.

Particular attention must be paid to the storage of such materials in accordance with the manufacturer's requirements as should the handling of containers at the point of use and application.

Contractors are required to inform DC Flooring (UK) Ltd of any special storage requirements for substances which are harmful, flammable, explosive etc in advance of delivery of the materials to the site.

Contractors must ensure the provision for correct method of transport and disposal of materials and their containers; their residue could fall within the definition of special waste.

DC Flooring (UK) Ltd work with adhesives (see section 18.) and where the company are responsible for selecting materials will use adhesives that have less harmful properties (e.g. water rather than solvent based).

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### 12. PERSONAL PROTECTIVE EQUIPMENT AT WORK

#### 12.1 Policy

In accordance with the Personal Protective Equipment at Work Regulations (1992 (as Amended)) it is the policy of the Company that suitable personal protective equipment (PPE) will be worn by the Company's employees and by others working at places controlled by the Company which will protect against one or more risks to his health and safety.

PPE will be issued to protect operatives against any hazards that cannot be controlled by other safety procedures.

Appropriate PPE will be provided or insisted upon for all employees, sub-contractors and visitors e.g. head protection, high visibility clothing etc. (as required by the Principal Contractor.)

**NB: PPE must always be considered a last resort, not as an alternative to a safe system of work.**

#### 12.2 Operation of Policy

The Company has a duty to ensure so far as is reasonably practicable, that employees wear or hold equipment which protects them from any foreseeable risk to their health and safety.

All PPE must be stored safely, maintained, replaced, and cleaned as necessary; an initial appraisal of PPE on issue must check for damage or defects.

Any defects in PPE must be reported to site supervisors immediately who will arrange for replacement.

Sub-contractors must comply with all safety rules for the project including compliance with the Personal Protective Equipment at Work Regulations.

Where resistance to this policy is met the person will be removed from danger whilst appropriate contractual and disciplinary action is used to resolve the issue.

#### 12.3 Assessing PPE Requirements

Assessment will be made on each work activity and the operation of any equipment to evaluate the requirement for protective equipment.

The Company will ensure that an assessment is made to determine whether any PPE they intend to provide is suitable.

Details of PPE to be worn or used to guard against specific hazards will be included on the results of all risk assessment and method statements.

An assessment will be reviewed when there is reason to expect it is no longer valid or there is a significant change in matters to which it relates.

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### 13. MANUAL HANDLING OPERATIONS

#### 13.1 General

DC Flooring (UK) Ltd make every effort to avoid the need for any employee to undertake a manual handling operation which involves a risk of injury. Mechanical handling aids (trolleys/barrows etc.) are used whenever practicable.

#### 13.2 Hazards

The main hazards associated with manual handling operations include:-

- Possible injury to persons involved.
- Possible injury to others in the vicinity of items being moved.
- Damage to the fabric of the building resulting in creation of hazards to other users.

#### 13.3 Control Measures

Where a significant manual handling operation involving employees cannot be avoided the Company will make a written assessment taking into account the following factors:-

- The task
- The load.
- The environment.
- The individual's capability and take appropriate steps to reduce the risk to the lowest reasonable level.
- Provide employees involved in any such manual handling operation with precise information about the weight of the load.

The assessment will be reviewed when there is reason to suspect that it is no longer valid, or there has been a significant change in the operation.

When manual handling cannot be avoided entirely, consideration will be given to the possibility of (1) automation, or (2) mechanisation, bearing in mind that either of these alternatives may introduce fresh risks requiring precautions of their own.

Similar considerations will apply to assessing the requirements of material deliveries.

The Company will delegate responsibility for carrying out assessments to individuals considered to possess sufficient experience, knowledge and understanding of the requirements of the Regulations.

Employees are encouraged to assist the assessment process by reporting any problems which they may have encountered in manual handling operations.

Employees are aware that rolls of carpet and vinyl flooring are often very heavy and manual handling must be avoided and where unavoidable carried out in a planned manner making sure that sufficient numbers are present to move and position flooring materials.

## HEALTH AND SAFETY POLICY

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### 14. WORK AT OCCUPIED PREMISES

#### 14.1 General

Effective planning and occupant/tenant liaison will be essential to ensure that the works are carried out with the minimum of disruption and to prevent any danger to users of the premises.

Continued liaison will be necessary throughout project works to ensure, so far as is possible, that the occupants do not enter site working areas that may constitute a risk to themselves.

#### 14.2 Work in occupied premises

**DC Flooring (UK) Ltd will generally be working as a trade contractor and liaison procedures in occupied premises will be the responsibility of the Principal Contractor. DC Flooring (UK) Ltd will abide by all the arrangements made and co-operate with the Principal Contractor to minimise the disruption to occupiers during construction works.**

Information regarding the nature of the works and any special hazards/risks associated with them must be conveyed to occupants along with any restrictions (areas where it is unsafe for those at the premises to enter while work proceeds).

Whenever practicable the works must be separated from occupants' activities by hoarding or other barriers to effectively enclose the site working area.

Keeping the work area clean and tidy must be an absolute priority. All accesses, fire escape routes, common parts etc. must be kept clear of waste, tools and equipment.

Materials must not be left, even temporarily, where they may be at risk to the occupants of the premises or the public.

Particular care must be taken to prevent trailing leads presenting trip hazards and in the positioning of any electrical equipment.

Spillages of water or other fluids which could create hazardous conditions are to be cleared up immediately.

Tools, materials, equipment etc. must not be left unattended unless access to the work area by occupants has been prevented by some other acceptable means.

At the end of each working day all working areas will be left clean, tidy and safe for occupants use.

Emergency procedures for the project must be made clear to occupiers where they may be affected. Information relating to existing building arrangements should be obtained to ascertain if any conflict or other problem exists with planned site procedures.

Where any existing fire precautions are to be relied upon (hose reels, alarms, detection systems etc) the worthiness of the equipment must be assured. Temporary fire prevention measures must be provided for each area of the works corresponding to the level of risk.

## HEALTH AND SAFETY POLICY

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### 15. PLANT ON SITE/ELECTRICAL SAFETY

#### 15.1 Electrical Hazards/Equipment

All temporary or permanent electrical installations at sites where DC Flooring (UK) Ltd work are generally under the control of the Principal Contractor and are installed by a person who is competent to carry out the work.

All plugs and cables at site locations must be checked regularly for loose connections or damage. All faults discovered shall be rectified immediately if they can be dealt with by a member of staff or as soon as possible if a qualified electrician is required.

The requirements of the Electricity at Work Regulations 1989 in regard to portable electrical appliance testing must be organised at site locations by the site supervisor.

#### 15.2 Portable Hand Tools and Appliances

**DC Flooring (UK) Ltd rarely use electrical plant or equipment.**

All electrically powered portable hand tools and plant brought to site should be rated at 110V or be battery operated.

All contractors' or "hired in" electrically powered hand tools will be marked with the date of their last test and inspection.

Site workers must inspect equipment, connections and leads for visual defects.

Equipment shall be subject to nominated detailed inspection frequencies. No out of test date equipment shall be used.

Any item of defective or suspect plant shall be tagged with a "Danger - Do not use" sign and removed from site for repair or disposal as soon as practicable.

#### 15.3 Plant on Site

All plant brought to sites must be in good order and be fitted with all necessary safety devices and guards.

Only trained and authorised or where appropriate certified operators are permitted to operate any item of plant. Copies of plant operator's certificates will be provided to the Site Supervisor for inclusion within the site safety files/construction phase plan.

DC Flooring (UK) Ltd would ensure that only authorised persons with certificated training operate specific items of plant (on the rare occasions where this may be necessary, abrasive wheels, heat guns for hot welding of vinyl, etc.).

Testing and all necessary examination certificates for plant must be recorded and kept on site by the site supervisor.

Appropriate daily checks for specific plant must be carried out prior to use in accordance with the manufacturers requirements.

Any defect in plant must be reported immediately for repair where such defects could affect safety on the site. Defective plant must not be used until repairs are carried out.

All plant must only be used for the operation for which it is designed and must be properly secured and immobilised at the end of each working shift or when left unattended for any significant length of time.

The person responsible for electrical safety is David Catherall.

**HEALTH AND SAFETY POLICY**

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**16. PROCEDURES RELATING TO ASBESTOS CONTAINING MATERIALS****16.1 General**

Responsibilities and required action with regard to asbestos containing materials (ACM) are detailed within the Control of Asbestos Regulations (2012) (CAR) effective from April 2012.

DC Flooring (UK) Ltd recognise that only licensed contractors may work with asbestos insulation, asbestos coating or asbestos insulating board or with asbestos cement where exposure is likely to exceed the action level.

**16.2 Risks from Asbestos Dust**

Disturbing asbestos can release small fibres into the air which, when breathed in, may lead to a number of diseases which include:-

- Asbestosis or fibrosis (scarring) of the lungs
- Lung cancer; and
- Mesothelioma, a cancer of the inner lining of the chest wall or abdominal cavity.

There is usually a long delay between first exposure to asbestos dust and the diagnosis of the disease.

Where maintenance, repair or refurbishment work is carried out in buildings which were built or refurbished before 2000 asbestos fibres may be disturbed during stripping out, drilling or cutting of materials, work around services etc.

**16.3 Possible Locations of Asbestos within Buildings**

High risk of exposure to asbestos fibres are likely when working in buildings built or refurbished before 2000 particularly if it has a steel frame or boilers with thermal insulation.

ACM cannot be easily identified from appearance and must be surveyed for by qualified surveyors.

The most common uses of asbestos have been:-

- sprayed asbestos and loose packing – generally used as fire breaks in ceiling voids;
- moulded or preformed lagging – generally used in thermal insulation of pipes and boilers;
- sprayed asbestos – generally used as fire protection in ducts, fire breaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment. asbestos paper has also been used as a fireproof facing on wood fibreboard;
- asbestos cement products, largely used as corrugated sheets as roofing and wall cladding, gutters, rainwater pipes and water tanks;
- certain textured coatings
- bitumen roofing material;
- vinyl or thermoplastic floor tiles;

**16.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities**

Clients in control of commercial premises are required to:-

- Take reasonable steps and sufficient assessment to locate materials likely to contain asbestos including a visual inspection of the property or survey and report



**HEALTH AND SAFETY POLICY**

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**16. PROCEDURES RELATING TO ASBESTOS BASED MATERIALS (CONTINUED)****16.4 Responsibilities of the Client/those in Control of Premises or Maintenance Activities (Continued)**

- Keep an up to date record of these materials and ensure this is provide to anyone who may disturb it (i.e. a register)
- Monitor the condition of these materials.
- Assume that any material contains asbestos unless there is evidence to the contrary.
- Assess the risk of exposure from asbestos and presumed asbestos materials.
- Prepare and implement a management plan to control these risks.

**16.5 Action to be Taken Prior to and During Refurbishment Works**

When acting as Principal Contractor DC Flooring (UK) Ltd will seek confirmation from those in control of the premises as to the existence of asbestos at the site.

Where a survey and register for asbestos exists this will be consulted to identify any areas of work where disturbance of any ACM is possible.

Where asbestos is present and requires removal or encapsulation this will be carried out by a licensed contractor prior to work in any area where ACM may present any risk to site workers.

Should a survey not have been undertaken in accordance with the Regulations the client would be advised of this requirement.

If suspect materials are uncovered during normal working, works will cease in that area whilst those in control of the premises are informed of the presence of such materials.

**16.6 Employer's Duties**

Under CAR 2012 DC Flooring (UK) Ltd recognise their duties which include:-

- Liaise with premises management to consult an asbestos register or survey to note where ACM have been identified in relation to where they will be working and the nature of the work.
- Carry out a risk assessment to decide on the likelihood of exposure and control measures required.
- Formulate a plan of work.
- Prevent exposure or reduce it to the lowest level possible by using control measures such as banning the use of power tools likely to create large quantities of dust, dampening materials, using dust extraction equipment, etc.
- Dispose of any asbestos waste properly to a facility licensed to take special waste including any contaminated cloths, respirator filters etc.
- Provide information, instruction and training to those whose work may disturb asbestos.
- Provide appropriate personal protective equipment and ensure that it is used properly.

**16.7 Employees' Actions**

- Ask the site manager to confirm that the premises have been checked for asbestos.
- If any suspect materials are uncovered during work, report this to the site manager and assume that these materials contain asbestos and do not disturb them.
- Carry out work in accordance with the plan of work or method statement with regard to ACM's.
- Use any personal protective equipment provided, check that it is clean, fits correctly and report any defects to the site manager.

## HEALTH AND SAFETY POLICY

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### 17. PERMIT TO WORK PROCEDURES

#### 17.1 Purpose and Scope

The purpose of the permit to work (PTW) procedure is to pre-evaluate the hazards involved with the activity to be carried out, and then to prescribe in writing the permit to work, prior to work beginning.

Permits must clearly show the precautions required to carry out work within an area where known hazards may exist.

#### 17.2 Permit Types and Circumstances of Use

Since the PTW system constitutes a formal detailed work method for ensuring that safe systems of work are put in place, they will normally be reserved for circumstances where the potential hazards involved are significant and where at the same time the precautions which will be necessary could be complex and need positive control.

The permit types and circumstances which affect DC Flooring (UK) Ltd are as follows:

Hot Work (in the hot joining of vinyl flooring.)

- Hot work shall only be carried out when there is no reasonable alternative.
- A hot work permit will be required for all work which requires heat, flame or other source of ignition for its execution, or which will produce or expose a possible source of ignition capable of igniting a flammable gas, liquid or other materials.

#### 17.3 Safe System of Working

Site supervisors will monitor control measures identified in the risk assessments covering the work to ensure that they are implemented.

Contractors must ensure that the sequence of work activities, methods adopted, emergency arrangements etc are strictly in accordance with those specified in the method statement and on the permit.

Permits to work must be obtained from the authorised person nominated for the specific project (usually the site supervisor).

The authorised person will be appointed to act with regard to particular aspects of the PTW procedure and for the issue of a permit.

The Task Supervisor is the person who will actually take charge of the work as listed in the permit to work. He will be responsible for himself and those he controls in complying with the conditions specified in the PTW. On completion of the work, he will be responsible for restoring the work area to a safe and orderly condition, and for returning and signing off the PTW in the presence of the authorised person.

#### 17.4 The Use of Permits to Work

Work will not be allowed to start until the authorised person is satisfied that the conditions of the permit are met and that the conditions laid down in the permit are accepted by the employees or Contractor undertaking the work.

Permits will be issued for a maximum of 24 hours.

PTW procedures and permit to work forms will be site specific and issued for each project as required.

## HEALTH AND SAFETY POLICY

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### 18. WORK WITH ADHESIVES

#### 18.1 General

Work with solvent based and other adhesives is subject to the COSHH Regulations which requires the health risk to be assessed and then prevented or controlled.

Hazard data sheets are obtained from suppliers of adhesives and other products in order to obtain information on risks and precautions to be taken when using such materials.

#### 18.2 Hazards

The main hazards associated with the use of adhesives include :-

- inhalation of vapours
- skin contact, absorption or cause of dermatitis
- possibility of contact with the eyes through splashing or rubbing eyes with hands.
- ingestion through poor hygiene (failure to wash hands before eating or smoking.)
- fire risks through flammable products/vapours

#### 18.3 Control measures

Obtain information on the adhesive to be used and the necessary controls regarding safe use, first aid measures, storage, disposal, etc.

Where the company have a choice of the adhesives to be used substitution with adhesives and products providing less health risks will be used (e.g. water based formulations rather than solvent based.)

Provide suitable and adequate ventilation when using solvent based products. Open any doors, windows, roof lights to increase natural ventilation.

Avoid use in confined spaces, rooms with inadequate ventilation, basements, etc. (mechanical ventilation may be necessary in some cases.)

Reduce vapours by using the minimum possible, avoid spillage and clear up immediately. Keep the tops on containers in the workplace when not spreading the adhesive.

Avoid skin contact and remove adhesives from the skin immediately using a recognised cleaner.

Practice good hygiene by washing hands, face before eating drinking or smoking. Eating, drinking and smoking should take place away from the work area.

Articles and contaminated clothing should be laundered before being re-worn.

Personal protective equipment (PPE) must be worn to protect against hazards, including protective overalls and gloves, eye protection if splashes are possible during application, suitable respiratory protection when natural ventilation is not adequate.

The PPE must be properly stored and maintained and kept clean and fit for wear.

The adhesive must be stored in secure, well-ventilated areas with care taken to follow requirements for use of a flammables store if appropriate.

All flammable adhesives in use must be kept away from sources of ignition and in particular a no smoking policy adopted.

**HEALTH AND SAFETY POLICY**

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**18. WORK WITH ADHESIVES (CONTINUED)**

**18.4 First Aid**

Anyone appearing to be affected by solvents should be taken at once into the fresh air and be given appropriate first aid treatment.

Should severe symptoms be encountered (continual headaches, light headiness, stinging eyes, etc.) medical advice should be obtained.

## HEALTH AND SAFETY POLICY

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### 19. DRUGS AND ALCOHOL POLICY

The company have carefully considered the influence that alcohol and drug abuse can have on people at work. DC Flooring (UK) Ltd are clear that the consumption of alcohol or drugs will not be tolerated in the workplace.

No alcohol, illegal substances or non prescribed drugs must be brought onto company premises or be in the possession of a company employee or sub contractor whilst they are at work. This also applies to those driving company vehicles or using their own vehicles on company business.

If in the opinion of any responsible person within the company, such as a Director or site supervisor they have concerns that an employee or contractor may be under the influence of drugs or alcohol, then the company can insist that person undertakes a drugs and/or alcohol test. The results of the drugs and/or alcohol test will determine what action if any is taken.

If such a test facility is not readily available the company reserve the right to insist that person leaves the premises or site immediately. The matter will then be investigated by a Director of the company, before any further action is taken.

Anyone who presents themselves for work under, or apparently under the influence of alcohol will be deemed to be in breach of this Policy. This Policy is implemented to protect the health and safety of anyone who is considering working whilst under the influence of drugs or alcohol and the safety of their workmates.

With regards to the taking of non prescribed or illegal drugs, the company cannot condone the taking of any such drugs and so if it is shown that an employee has even traces of such illegal substances they will be deemed to be in breach of this Policy.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the site manager (or Director if you are working at the Unit) must be informed if you are taking any medication that may affect your work.

The company reserves the right to class reporting for work under the influence of drugs and/or alcohol as gross misconduct and as such this could lead to instant dismissal.

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

## HEALTH AND SAFETY POLICY

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### 20. HEALTH SURVEILLANCE

#### 20.1 General

Health surveillance involves a range of strategies and methods used to detect and assess the early signs of adverse effects on the health of workers exposed to certain health hazards; and subsequently acting on the results.

The nature of the work operations carried out by the company means that there is a limited exposure to fumes and dusts on sites, noise and vibration when using any equipment and to skin disease or irritation due to handling materials and substances.

The company aim to minimise any exposure by monitoring that staff follow the control measures indicated on risk assessments and by establishing safe systems of work.

Where hazards cannot be eliminated PPE is issued to further reduce exposure.

DC Flooring (UK) Ltd requires that any employee who considers that a health problem may be work related should report this fact to the Director.

The company encourage all staff to report any health and safety related matter immediately to site supervision.

#### 20.2 Why health surveillance is carried out

- To protect the health of employees
- To make sure that the company are complying with Legal requirements for a safe workplace
- To detect any adverse health effects at an early stage
- To evaluate control measures
- Assistance in assessing hazards and risks

#### 20.3 Criteria for conducting health surveillance

- There is an identifiable disease or other identifiable adverse health effect
- The disease or health effect may be related to exposure
- There is a likelihood that the disease or health effect may occur
- There are valid techniques for detecting indications of the disease or health effects

#### 20.4 The main areas of concern are:

- Solvents, dusts and fumes
- Biological agents
- Asbestos
- Lead
- Compressed air
- Ionising radiations
- Noise and vibration

Some forms of health surveillance are required by Law. Other forms of health surveillance are undertaken as good practice such as pre employment assessments as to fitness to work in the particular job and self assessment and reporting of ill health.

#### 20.5 Simple methods of assessment

Simple skin assessment by looking for damage, redness or rashes due to working with materials or respiratory surveillance such as reporting any breathing problems related to exposure to dusts.

Any work-related condition should be initially reported to the site supervisor who will contact the Director. Control measures in place will be reviewed specific to any problem reported.

## 21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC

### General

The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of supervision and/or suitably qualified personnel being available or social distancing being implemented, it must not take place.

The HSE and Local Authorities will continue to have the power to place public health restrictions on businesses in cases where a serious and imminent threat to public health is identified.

The advice issued by the HM Government should be followed to ensure the health, safety, and wellbeing of all of the workforce and public on construction sites.

### Coronavirus: COVID-19

The Coronavirus: COVID-19 is an infectious disease. Most people who are infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. However, the coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long term conditions like diabetes, cancer, and chronic lung disease.

The symptoms of coronavirus: COVID-19 include fever and respiratory symptoms including coughing, sneezing, and shortness of breath. Other symptoms may include a loss of, or change in, their normal sense of taste or smell (anosmia).

### Reducing the risk of catching Coronavirus:

- Always carry tissues with you and use them to catch your cough or sneeze. Or cough/sneeze into the crook of your elbow if you do not have a tissue.
- Then bin the tissue, and wash your hands, or use a sanitiser gel.
- Wash your hands often with soap and water, especially after using public transport. Recommended washing of at least 20 seconds. Use a sanitiser gel if soap and water are not available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are unwell with COVID-19 symptoms.
- Frequently clean and disinfect objects and surfaces that are touched regularly, using standard cleaning products.
- Travel during off peak periods where possible to avoid large crowds.

### Protecting People Who are at Higher Risk

The Public Health England report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.

The higher-risk groups include those who:

- have been identified by the NHS as being clinically extremely vulnerable
- have been identified on the NHS's 'People at high risk from Coronavirus (COVID-19)' list

A further individual risk assessment will be completed for any persons within one these higher-risk groups.

Management will give extra consideration to people at higher risk and to workers facing mental and physical Health difficulties.

Management will discuss the individual needs of those workers at higher risk as required and will support them in taking any additional precautions advised by their clinicians.

**HEALTH AND SAFETY POLICY**

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**21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)****Self-Isolation**

**DO NOT** attend work if you are experiencing COVID-19 symptoms. E.g., fever, coughing, sneezing, shortness of breath and, a loss of, or change in, normal sense of taste or smell (anosmia) etc). You must then follow the latest guidance on testing & self-isolation, and not return to work until your period of self-isolation has been completed, and/or a negative test result has been confirmed.

If you develop symptoms of COVID-19 while at work, you should, ensure your manager or supervisor is informed, avoid touching anything, and return home to follow the Government's latest guidance for testing and self-isolation.

If you have coronavirus symptoms:

- do not go to a GP surgery, pharmacy, or hospital
- you must stay at home and arrange to have a test to see if you have COVID-19
- testing for coronavirus is available upon request via the NHS website
- if you do not have internet access, call NHS 111
- for a medical emergency dial 999

If you are required to self-isolate you must contact your supervisor/manager to inform them of the reason for isolation and must keep their manager updated of your medical status throughout the isolation period.

The government guidelines state that any Employees who meet one of the following criteria should not attend work:

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste
- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are exempt from self-isolation)
- you've been told to self-isolate by NHS Test and Trace

If you have symptoms of coronavirus and received a positive Covid-19 test result, you will usually need to self-isolate for at least 10 days.

Employees that are required to self-isolate must contact their supervisor/manager to inform them of the reason for isolation and must keep DC Flooring (UK) Ltd apprised of their medical status throughout the isolation period.

Employees must follow the existing return to work process when returning to work after self-isolation.

**People who are exempt from self-isolation:**

People that have had a close contact with someone who has COVID-19 will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old

DC Flooring (UK) Ltd reserves the right and may require employees to self-isolate where they live with someone who has received a positive COVID-19 result, at the discretion of management.

Even if you do not have symptoms, you should still:

- get a PCR test on GOV.UK to check if you have COVID-19
- follow advice on how to avoid catching and spreading COVID-19
- consider limiting contact with people who are at higher risk from COVID-19



## HEALTH AND SAFETY POLICY

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### 21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

#### If Someone Falls Ill at Work

If a worker develops a high temperature, a persistent cough, or a loss of, or change in, their normal sense of taste or smell (anosmia) while at work, they should:

- Ensure their manager or supervisor is informed
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough, and sneeze into the crook of their elbow
- Return home immediately
- Where symptoms are severe / a medical emergency is apparent, then call the emergency services (call 999) and follow any advice provided
- Return home in their personal vehicle / vehicle they travelled to work in (where they are able to do so safely)
- Alternatively, where possible arrange for a member of their household to collect them
- Avoid the use of public transport unless absolutely necessary
- Where paid transportation is unavoidable a non-contact payment method is to be used where possible
- Wear a face covering whilst travelling home with others

The unwell person must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Any colleagues that have come into contact with the worker presenting symptoms must wash their hands and clean down contacted surfaces and tools (see 'Cleaning the Workplace' section).

Management will inform the local Public Health England protection team as required where there is any positive cases of COVID-19 within the workplace.

#### Tests and Vaccinations

The Government encourages participation in the vaccination programme to protect yourselves and others from contracting/spreading the COVID-19 virus.

It's important that operatives continue to follow the working safely measures, even if you have:

- received a recent negative test result
- had the vaccine (either 1 or 2 doses)

#### Travel to/from Work

Employees are encouraged to consider all other forms of transport before using public transport. Wherever possible employees will travel to/from work alone using their own transport, cycle or walk.

Where workers have no option but to share transport when travelling to/from the workplace, and at work/between site locations, it is encouraged that operatives:

- Use fixed travel partners
- Maintain good ventilation (i.e. keeping the windows open) and face away from each other where possible
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on controls, handles and other areas which may have been touched
- Operatives should wash their hands for 20 seconds using soap and water or hand sanitiser if soap and water are not available before entering and after getting out of the vehicle
- Consider wearing a face covering

## 21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

### Arriving and Leaving Work

The following safety procedures will be in place to reduce the risk of Covid-19 transmission when arriving/leaving work:

- Handwashing facilities or hand sanitiser provided at entry and exit points. Employees and visitors are encouraged to utilise the hand sanitiser stations and/or wash their hands in the welfare facilities when arriving and leaving site/premises.
- Management will keep a log of the employees and visitors present at the premises to assist NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test.

### Hygiene

DC Flooring (UK) Ltd will ensure soap and washing facilities are available. Employees must report to management where these are insufficient. Only approved sanitizers (60% + Alcohol content) will be provided/used.

The best way to protect persons from infections like coronavirus is for individuals to regularly wash their hands with soap and water. If soap and water is not available and hands are visibly clean, then sanitiser gel can be used. But proper hand washing is the most effective method, and this should be the first choice.

### Hand Washing

- DC Flooring (UK) Ltd will allow regular breaks for operatives to wash their hands
- Employees are encouraged to wash their hands with soap and water (for at least 20 seconds) after touching surfaces in common use (e.g., door handles, handrails, etc.), communal/shared items, taking off gloves, before eating, drinking and smoking, before and after using the toilet, etc.
- DC Flooring (UK) Ltd will ensure soap and fresh water is readily available, and stocks of paper towels, soap, sanitiser, etc at the on site are kept topped up at all times
- DC Flooring (UK) Ltd will ensure hand sanitiser is provided where hand washing facilities are unavailable
- DC Flooring (UK) Ltd will ensure that the hand washing facilities are regularly cleaned, and check soap and sanitiser levels are adequate
- DC Flooring (UK) Ltd will ensure suitable and sufficient rubbish bins are provided for hand towels with regular removal and disposal
- Employees must utilise the provision of hand sanitiser where provided, particularly at contact points (e.g., access/egress, canteen/staff room, meeting room, etc.).
- Personnel on site must inform management where stocks of paper towels, soap, sanitiser, etc are low
- Management will ensure additional supplies are ordered/available for the site, as required.
- Signs and posters will be displayed to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough/sneeze into a tissue which is binned safely, or cough/sneeze into the crook of your arm if a tissue is unavailable

### Social Distancing at Work - Site Requirements

Sites and work operations will be planned and organised to avoid crowding and minimise the risk of spread of infection by following the Government's and HSE guidance. Workers will be regularly reminded of the specific control measures necessary to protect them, their colleagues, families, and the UK population.

Site-specific Risk Assessments will be prepared where required by DC Flooring (UK) Ltd for each project and individual control measures instigated accordingly, including any specified by the Principal Contractor.

It is encouraged that social distancing and use of face coverings, where appropriate, is maintained, liaise with your site supervisor/management to coordinate activities to minimise contact with others in the work area as much as possible.

**HEALTH AND SAFETY POLICY**

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**21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)**

**Social Distancing at Work - Site Requirements (Continued)**

In line with Public Health England (PHE) guidelines, where it is not possible to follow the COVID-19 guidelines in full in relation to a particular activity, the management team will assess with the Principal Contractor (where required) whether the activity should continue and, if so, risk assess it using the hierarchy of controls and against any sector-specific guidance.

Preferably use stairs in place of lifts/hoists. Where lifts or hoists must be used it is recommended that:

- Lift/hoist capacity is lowered to reduce congestion and contact
- Regular cleaning touchpoints, doors, buttons etc. is carried out.

Avoid sharing tools and equipment where practical. Where sharing is required tools/equipment should be wiped clean where possible to disinfect before and after use and, where practical, utilising a drop off area.

Operatives are encouraged to increase handwashing or use of hand sanitiser when handling goods and merchandise.

Where work within close proximity is unavoidable: -

- Tasks are to be planned to avoid skin-to-skin and face-to-face contact. Where face-to-face contact is essential, this should be kept to as short a duration as possible
- Where possible work side by side or face away from others rather than work face to face
- Further increasing the frequency of hand washing and surface cleaning
- Screens or barriers may be used to separate people from each other
- Site management are to reduce the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
- It is encouraged that staff wear a face covering where work within close proximity to others is required whilst undertaking a particular task/activity.

Any additional requirements specified by the Principal Contractor on a particular site will be adhered to.

**Meetings**

Where possible, transmission of the virus will be avoided during meetings by:

- Where possible social distancing will be carried out during meetings.
- Where possible meetings will be via remote working tools/conference calls to avoid in-person meetings.
- Where possible number of attendees for each site induction session will be limited and/or held outdoors wherever possible.
- Where possible onsite meetings/briefings will be limited to essential meetings.
- Consider that meeting attendees are broken down into smaller meetings and/or group / conference calls held.
- Meeting rooms should be kept well ventilated - open windows, etc.
- For areas where regular meetings/inductions take place consider installing floor signage to help people continue social distancing.
- Transmission of the virus will be avoided during meetings by avoiding direct and indirect physical contact e.g. pens must not be shared, etc.
- Hand sanitiser to be provided in meeting rooms.

**HEALTH AND SAFETY POLICY**

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**21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)****Common Areas / Welfare**

Where possible, transmission of the virus will be avoided in common areas and welfare areas by:

- Where possible breaks will not be taken in places where large groups of people gather.
- Site management, where possible, will make arrangements to allow for rests/breaks to be taken while maintaining social distancing
- Where possible seats and tables will be reconfigured (as required) to maintain social distancing, where this is not possible staff will be arranged so that they avoid sitting face to face and screens may be installed to protect those in communal areas
- Management will supervise compliance with Covid-19 mitigation measures.
- Drinking water will be provided with enhanced cleaning measures of the tap mechanism introduced.
- It is encouraged that a face covering is worn within any busy welfare area or canteen, except when seated at a table to eat or drink.
- Management will ensure surfaces that are touched regularly (e.g. kettles, refrigerators, microwaves) are frequently cleaned, using standard cleaning products.
- Management will make arrangements for tables to be cleaned between each use.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.
- Where shower and changing facilities are required, DC Flooring (UK) Ltd will set clear usage and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.
- Management will make arrangements for regular / increased cleaning of all welfare facilities with enhanced cleaning regimes for toilet facilities, particularly door handles, locks, and the toilet flush, using standard cleaning products.
- Site management may provide additional handwashing facilities, for example, pop-ups, particularly on a large site or where there are significant numbers of personnel on site in accordance with the site-specific risk assessment.
- Hand sanitisers will be positioned in multiple locations in addition to washrooms, as required.
- Where possible portable toilets should be avoided, but where in use these will be cleaned and emptied more frequently.
- Additional space may be created for rest areas, etc. by using other parts of the workplace or building that have been freed up by remote working, etc.
- Safe outdoor areas may be utilised for breaks, where available.

**Cleaning the Workplace**

Management will arrange for objects and surfaces that are touched regularly to be frequently cleaned and disinfected, using standard cleaning products.

Enhanced cleaning procedures will be in place across the workplace, particularly in communal areas and at touch points including:

- Taps and washing facilities
- Toilet flush and seats
- Door handles and push plates
- Handrails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
- Telephone equipment
- Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points will be increased and emptied regularly throughout and at the end of each day

Ventilation systems may be serviced or adjusted, and windows operated regularly to encourage enhanced ventilation.

**HEALTH AND SAFETY POLICY**

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**21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)****Cleaning the Workplace (Continued)**

In accordance with the Government's guidance public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Disposable cloths or paper roll and disposable mop heads must be used, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

**Waste**

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full
2. The plastic bag should then be placed in a second bin bag and tied
3. It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. The waste should not be put in the communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste
- if the individual tests positive, then store it for at least 72 hours and then put in with the normal waste

If storage for at least 72 hours is not appropriate, a collection is to be arranged (as a Category B infectious waste) either by the local waste collection authority or otherwise by a specialist clinical waste contractor. The waste bag will then be placed within the orange clinical waste bags provided by them so the waste can be sent for appropriate treatment.

## 21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)

### Inbound and Outbound Goods/Deliveries

The following procedures, where possible, will be implemented for deliveries of inbound goods:

- When goods enter and leave the site, DC Flooring (UK) Ltd may revise pick-up and drop-off collection points, procedures, signage, and markings to ensure limited contact and potential of Covid-19 transmission on surfaces, etc.
- The frequency of deliveries may be reduced (e.g. ordering less often in larger quantities).
- Where possible, person-to-person contact during deliveries should be minimised.
- It is encouraged to maintain social distancing, where possible, individual workers will load or unload vehicles. Where this is not possible, the same pairs of people should be used.
- Where required, delivery drivers will be provided access to the welfare facilities, in-line with all other guidance.
- Deliveries should be restricted to essential business deliveries, e.g., avoiding personal deliveries to work.
- Procedures will be in place for the cleaning of merchandise entering the site.
- Greater handwashing and handwashing facilities will be introduced for those handling merchandise and sanitiser provided where this is not practical.

### Personal Protective Equipment - PPE

Any PPE provided for tasks should be worn/cleaned as per normal procedures. Any PPE provided for cleaning purposes must be worn correctly and disposed of within a closed bin.

The Government do not encourage the precautionary use of PPE to protect against COVID-19 unless working in a clinical setting or responding to a suspected or confirmed case of COVID-19.

Workers must wash their hands thoroughly in accordance with the government's guidance (i.e., with soap for at least 20 seconds or use sanitiser, etc.) after removing gloves before eating, drinking, using toilet, etc.

#### Facemasks –

Sites should not require the use of RPE for Coronavirus (Covid-19). It is encouraged that social distancing is continued on site, where this is not possible, each activity should be risk assessed using the hierarchy of controls, mindful that masks (RPE) are the last resort in the hierarchy.

#### Face Coverings –

The Government encourage people wear face coverings in crowded, enclosed areas such as on public transport.

Where persons chose to wear a face covering, it is important to use face coverings properly:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- It is encouraged that social distancing is continued wherever possible.

Re-usable PPE should be thoroughly cleaned after use and not shared between workers.

Single use PPE should be disposed of so that it cannot be reused.

**21. WORKS DURING THE CORONAVIRUS: COVID-19 PANDEMIC (CONTINUED)**

**Personal Protective Equipment - PPE (Continued)**

Where personnel are required to work in specific environments (e.g., where there are persons are shielding, with symptoms, or confirmed cases of Coronavirus (Covid-19) cases) additional PPE should be considered specific to the Coronavirus (Covid-19) risk.

**Communication and Cooperation**

DC Flooring (UK) Ltd will keep up to date with the latest advice from the Government and any input from our external health & safety consultants (Peardon Health & Safety Limited). Any update/change in the official advice and protocols will be communicated to the workforce promptly in the form of posters, emails, Toolbox Talks and telephone calls.

An open and collaborative approach between employees (at site), management, the Principal Contractor, suppliers, sub-contractors etc. will be encouraged, whereby any issues can be openly discussed and addressed.

All employees are encouraged to remain vigilant at all times and follow the control measures outlined in the Risk Assessments and Method Statements for each individual task.

DC Flooring (UK) Ltd will engage with workers on an ongoing basis to monitor and understand any unforeseen impacts of changes to working environments.

Management will provide regular information updates on Coronavirus using official medical and government guidance to all employees. This will be via simple, clear messaging, images, and clear language, with consideration of groups for which English may not be their first language.



## HEALTH AND SAFETY POLICY

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### 22. DRIVING AT WORK

#### STATEMENT

As an employer DC Flooring (UK) Ltd is committed to reducing the risk of work-related traffic crashes and collisions. The company recognises its duty under the Health and Safety at Works Act 1974 to ensure the wellbeing of our employees as far as is reasonably practicable, and this includes work related driving activities.

This policy applies to all employees who drive in connection with their employment, whether it is in their own vehicle, a fleet vehicle or a vehicle hired in by DC Flooring (UK) Ltd.

The procedures relating to safe vehicle, safe driving and journey planning should be strictly adhered to.

The policy will be reviewed annually by David Catherall in conjunction with the company safety advisor.

#### MANAGEMENT OF THE POLICY

The person responsible for managing driving at work is David Catherall.

The Company managers will routinely undertake, record and act on the findings of risk assessments dealing with all aspects of driving at work including driver safety, vehicle safety and journey planning.

David Catherall will ensure that every incident involving any vehicle driven on behalf of the company is recorded and that collective information is regularly analysed, and action taken to reduce recurrence, if necessary.

#### OCCUPATIONAL ROAD RISKS

Hazards and risks associated with travelling by road on the company's business include the following: -

- Poor or un-roadworthy condition of vehicle.
- Failure to maintain or make appropriate checks on the vehicle.
- Excessive distances being driven in a day (or days cumulatively).
- Workload (hours worked) exceeding reasonable limits when driving.
- Driver unfit due to other factors (health, lack of sleep, blood alcohol level etc).
- Poor journey planning leading to excessively long day.
- Temptation to exceed speed limits on longer journeys.
- Distractions whilst driving (use of mobile phone, consulting maps etc).
- Failure to take adequate breaks leading to fatigue and lack of concentration or falling asleep temporarily leading to an accident.
- Poor break planning.
- Hazards provided by road conditions (wet/ice/fog etc).
- Failure to secure materials/plant on open backed vans or within vehicles

#### DRIVER SAFETY

Those driving company vans or other vehicles on company business must have a full driving licence, a copy of which will be kept in the driver's personnel file.

Driving licences must be produced every 6 months and a record will be kept on the company system.

Any convictions or disqualifications must be reported to David Catherall immediately.

Where subcontractors are required to drive company vehicles, they will be required to provide copies of their driving licence.



## HEALTH AND SAFETY POLICY

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### 22. DRIVING AT WORK (CONTINUED)

#### DRIVER SAFETY (CONTINUED)

Under no circumstances are DC Flooring (UK) Ltd staff to drive without wearing seatbelts (where fitted), or under the influence of drugs or alcohol.

All employees driving company vehicles are to comply with the speed restrictions for each road. Any speeding fines will be payable by the driver. Driving offences whilst on company business may result in disciplinary action.

All drivers are to report crashes and collisions immediately to David Catherall and follow the accident/incident reporting procedure below.

Drivers are to report any road safety concerns that they have within a reasonable amount of time.

Drive sensibly in accordance with Road Traffic Legislation and the Highway Code and follow any specific instructions for safe driving at site locations (speed restrictions, one-way systems, parking areas, etc.).

Ensure before reversing that there are no obstructions or persons behind the vehicle.

If necessary, get a colleague to assist as a banksman to keep people clear and assist with reversing.

All company vehicles must be parked in accordance with Road Traffic Legislation and in consideration must be taken with regard to site traffic routes, neighbouring properties, access/egress routes, etc. Authorised employees must move vehicles without objection, if requested.

Do not drink alcohol or take medication/drugs, which could affect your driving ability, before driving a vehicle.

Ensure you take adequate rest breaks when undertaking long journeys for the company.

Due to the nature of the company, it is unlikely that employees will be required to drive for more than 4 hours. Where this is exceeded, drivers will be required to record their driving hours.

In accordance with GB Domestic Rules drivers must not drive for more than 10 hours a day.

Drivers are to undertake eyesight checks every 6 months. This check will involve reading a number plate from a distance of at least 20.5metres. This check will be recorded on the driver's personnel file.

#### VEHICLE SAFETY

All DC Flooring (UK) Ltd vehicles are selected based on the suitability of their intended use and safety features.

All vehicles owned by the company are covered by fleet insurance which will be promptly renewed each year.

If you use your own vehicle on company business, you must ensure that the vehicle is insured for business use on behalf of your Employer. Copies of insurance will be requested and retained in the driver's personnel file.

Your vehicle must be regularly serviced and maintained and any problems with the operation of company vehicles must be reported to David Catherall. DC Flooring (UK) Ltd will schedule in MOTs and servicing for all company owned vehicles.

DC Flooring (UK) Ltd will ensure that all company vehicles have the appropriate vehicle excise duty paid. All privately owned vehicles used on company businesses must ensure that the appropriate excise duty is paid.

## HEALTH AND SAFETY POLICY

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### 22. DRIVING AT WORK (CONTINUED)

#### VEHICLE SAFETY (CONTINUED)

Your vehicle should be checked daily to ensure that it is in good, safe, roadworthy condition, in accordance with the vehicle handbook. Particular attention should be given to the legal tread limits of tyres, tyre pressure, lights, brake fluid levels, water, and oil levels.

A detailed inspection of the vehicle should be undertaken on a weekly basis using the company fleet checklist. Details of mileage, fuel consumption and tyre tread should be recorded. Copies of this are available from David Catherall and should be filled in and handed back to the office staff each week.

Where drivers record defects, these will be logged, and the appropriate repairs will be carried out.

Vehicles must be checked and cleaned regularly (inside and out) and any waste removed and disposed of.

In the unlikely event that the company uses hire vehicles these will be sourced from reputable hire companies and the appropriate documentation provided (such as MOT and servicing records, etc.)

Before commencing any journey, it must be ensured that any materials on the back of trucks, within vans or cars are secured so that they will not constitute a risk to other road users or those within the vehicle.

#### JOURNEY PLANNING

The journey should be planned in advance to consider the start and finish time (time of day to maximise distance to be covered in order to arrive comfortably on time, to avoid rushing to the site or appointment).

Where possible, alternative means of transport which support the Company's Environmental Policy should be selected.

For long distances intermediate stops and adequate breaks should be scheduled.

DC Flooring (UK) Ltd staff are encouraged to share the driving on longer journeys if drivers are insured to drive the specific vehicle.

Sensible route planning in advance of the journey should evaluate the distance to be covered and the likely driving hours, taking traffic conditions and the likelihood of delays into consideration.

Consider how long the meeting/work will take and avoid working excessive hours to complete a job and then being faced with a long drive.

Any health or other personal problems that may increase risks if you undertake the journey should be considered.

Weather conditions will be monitored and if necessary journeys will be cancelled or rescheduled to avoid driving in dangerous conditions.

Recognise when a journey has to be cancelled (on the day) due to any of the above factors.

Where journeys are to use toll roads the driver will be given petty cash in advance. Where the use of a toll road was not envisaged the driver is to provide the company with a receipt and the cost will be reimbursed.

Where journeys enter the congestion charge zone this will be prepaid by office staff.

If a driver enters the congestion charge zone without prepayment, they are to contact the office when they stop at a suitable place. The office staff will then make the Congestion Charge payment.

## HEALTH AND SAFETY POLICY

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### 22. DRIVING AT WORK (CONTINUED)

#### MOBILE PHONES AND SATELLITE NAVIGATION SYSTEMS

It is illegal to use a handheld mobile phone whilst driving. Any drivers found to be breaching this may face disciplinary action.

All staff are to use a hands-free kit whilst driving on company business or turn off and refrain from using mobile phones until stopped at a suitable place.

Where the driver is carrying a passenger, the passenger must be the point of contact for all communication without distracting the driver.

All sat navigation systems should be correctly positioned in the vehicle where they do not impair vision or where they are likely to cause injury in the event of a collision.

Destinations should be entered, and routes calculated whilst the vehicle is stationary before setting off.

#### TRAINING

All drivers will receive regular training and updates on safe and fuel-efficient driving.

Where drivers have a high number of incidents or concerns from other employees, they will be required to undertake further training.

If in the unlikely event that a DC Flooring (UK) Ltd employee is required to drive a lorry they will be required to achieve the Driver Certificate of Professional Competence.

#### ACCIDENT/INCIDENT REPORTING

All damage to company vehicles must be reported to David Catherall immediately regardless as to whether this occurred due to an accident/vandalism or an unknown cause.

Any accidents occurring during work related journeys must be reported to David Catherall in order that the correct procedures can be followed in accordance with the company Insurance Policies.

In the event of an accident DC Flooring (UK) Ltd employees are to follow the following procedure:

- Stop
- Remain calm
- Be courteous and present a positive image
- Do not accept liability
- Prioritise your own safety, followed by that of others involved and other road users
- Where necessary request Police presence and an ambulance
- Exchange details with 3<sup>rd</sup> party
- Take contact details of witnesses
- Report the accident to David Catherall
- Where possible take pictures of the scene
- 

#### COMPLAINTS

All complaints received from other employees or 3<sup>rd</sup> parties regarding driving will be dealt with in accordance with the company complaint procedures.

All complaints will be logged and investigated by David Catherall. Any staff found to be in breach of this driving policy as a result of a complaint will face disciplinary actions.

All records of complaints, legal action, penalty charge notices and fixed penalty notices will be retained by the company for a minimum of 3 years.

## HEALTH AND SAFETY POLICY

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### **23. WORK AT HEIGHT (WAREHOUSE ACTIVITIES)**

#### **23.1 General**

Work at heights must comply with the Work at Height Regulations 2005. Operatives undertaking work at heights must be properly trained to enable them to recognise the dangers and know what steps to take to avoid them.

Due to the nature of DC Flooring (UK) Ltd works (floor laying) working at height is limited to the use of stepladders / ladders at the company premises.

#### **23.2 Working Platforms/Prevention of Falls, Falling Objects**

A safe working platform must be maintained, and safe working practices observed to prevent falls of personnel from the workplace or access to the workplace. Control measures must be maintained to prevent the fall of materials, tools, equipment, or other objects from height which impose hazards for other workers or persons nearby or underneath the workplace.

#### **23.3 Access Equipment**

Access equipment must be appropriate for the work to be carried out safely. All access equipment, ladders, stepladders, etc. must be regularly inspected and maintained.

Any faults in access equipment and materials must be reported by workers immediately to management

#### **23.4 The Work at Heights Regulations 2005**

DC Flooring (UK) Ltd recognise the duty to avoid work at height, wherever it is possible to do so, by preassembly or preparation of as much of the work as possible prior to working at height.

Where work at height is unavoidable measures will be in place to prevent any person falling a distance liable to cause personal injury. Risk assessments will be undertaken to select the work equipment most suitable to ensure and maintain safe working conditions.

#### **23.5 Factors to be considered in selecting appropriate work equipment.**

When conducting risk assessments on the type of access and working platform for work at height, factors to be considered include: -

- The job to be carried out.
- The duration and number of times it needs to be undertaken at that location.
- Number of people required
- The height and consequence should a fall occur.
- The equipment and materials necessary to undertake the job
- On site ground conditions,
- Location and other hazards (forklift movements, occupied areas, work within a door's swing, etc.
- Level of training and experience of those who will use the access equipment.

DC Flooring (UK) Ltd recognise the limitations of use for ladders and stepladders as equipment to work from. Where ladders or steps are in use, it will be ensured that these are suitable because of the short duration and light work to be carried out and that other alternative equipment would not be practicable, having assessed the work operation.