



**ACROPOLIS FLOORING Co LTD**

**HEALTH & SAFETY POLICY**

**RULES, PROCEDURES**

**&**

**SAFE WORKING METHODS**

**PART 1**

**GENERAL PRINCIPLES AND ORGANISATION**

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## **HEALTH & SAFETY RULES, PROCEDURES AND SYSTEMS OF WORK**

### **PART 1 GENERAL PRINCIPLES AND ORGANISATION**

#### **1.1 Introduction**

- (a) These rules and procedures set out the minimum standard of safe working methods and practices to be used by Acropolis Flooring employees, designers, contractors and others working on behalf of the company.
- (b) The rules and procedures are a combination of legal requirements and recognised good safe practice. They are introduced after consideration and assessment of the risk of exposure balanced against the experience and training of the people involved and the seriousness of the hazards that may be present at work.
- (c) The rules are in three parts:
- Part 1 covers general principles and organisation.
- Part 2 deals with health and safety in the office and Warehouse activities.
- Part 3 deals with the management of health and safety on flooring installation and other site-work activities.
- NB.** Part 3 of these H&S Rules and Procedures is designed to be included in documents prepared for tendering for construction and installation projects.
- (d) In addition to the rules and procedures a set of guidance notes, in the form of "Safety Memoranda" are produced and issued to the company by the Safety Adviser. These Safety Memos give details of the "best practice" to be followed when carrying out various safety related activities. Additional Safety Memos will be produced when a specific need is identified from time to time.

#### **1.2 (a) Site Work Employee Guidance**

A handbook dealing with safe working on sites is issued to flooring employees.

#### **1.3 Principles**

- (a) Managers and Supervisors must recognise that any series of safety rules and procedures can only cover those activities where a hazard is perceived or where there is some previous experience or knowledge of a hazard. These rules and procedures must therefore be regarded as defining the minimum requirement for the maintenance of health and safety at work especially on site-work.
- (b) Managers and Supervisors are expected to add the benefit of their knowledge and experience in order to adopt and preserve a high level of safety, taking account of the variety of environmental and physical conditions which may be found, particularly in the course of site operations.
- (c) On construction projects where the company is contracted by a Principal Contractor, the safety rules and procedures of the Principal Contractor must be adhered to, except in instances where a particular rule is deemed to present a higher level of risk than the Acropolis Flooring rule on the subject. When this circumstance arises the advice of the Safety Adviser and a ruling by the Senior Executive responsible for safety must be sought.

#### **1.4 The Legal Requirement**

In the interests of simplicity and in order to give a practical approach to safety at work, continual and repetitive reference to the regulations is avoided in Parts 2 & 3 of this manual. The rules and procedures are however designed to comply with all relevant health and safety legislation and also to give due consideration to the duty of care under common law.

The following list is not exhaustive but includes the most relevant and appropriate legislation that has been taken into account:

- (i) Maintaining a central Health & Safety File system of records, investigation and statutory inspection reports and all other documentation pertaining to health and safety.
- (ii) Convening, minute taking and recording all health and safety committee and consultative meetings.
- (iii) Regularly review entries in the Accident Book, Equipment defect records and any other operating data records that may indicate dangerous trends where the need for a risk assessment is indicated in order to consider safety procedures that may be appropriate for the prevention of injury.
- (iv) Maintain and review the Safety Adviser, Help Line Log with the view to assessing whether repetitive enquiries indicate a need for an additional Safety Memo.
- (v) Maintain the Safety Memo File.
- (vi) Develop and maintain a reference library of all relevant Health and Safety Regulations, Approved Codes of Practice, HSE Guidance Notes and any other advisory information appropriate for the use of the Management Team.

#### **If Company is not the Principal Contractor:-**

- a) Prepare and submit Risk Assessment and Method statement to Principal Contractor.
- b) Ensure own employees are instructed in Site Rules.
- c) Ensure Site Rules do not conflict with any Countryside Windows safety arrangements.
- e) Comply with Site Rules and safety requirements established by the Principal Contractor.

#### **1.6.4 Retained Safety Adviser**

Mr Ted Roe of TED ROE & ASSOCIATES is appointed as Safety Adviser for the company and is responsible for advising management and employee representatives on the interpretation of health and safety law.

Duties of the Safety Adviser include:-

- a) Advising and assisting with pre-tender site safety surveys as necessary.
- b) Producing or assisting in the production of project safety documentation such as the Health and Safety Plan and safe working method statements as and when required.
- c) Assisting with the investigation and reporting of reportable accidents and dangerous occurrences.
- d) Monitoring compliance with company health and safety arrangements and advising on any changes necessary to maintain their effectiveness.
- e) General co-ordination of health and safety arrangements.
- f) Arranging safety related training as and when required.
- g) To provide a "Safety Help-Line" as required plus a safety information up-date service on a timely basis.

#### **1.6.5 Site Supervisors**

Within their specific sphere of influence site supervisors have a duty to assist their immediate superiors in carrying out their duties.

This includes ensuring employees under their control are adequately trained and instructed in the company safety arrangements and are competent to carry out their work safely and without risk to themselves and others who may be affected by their actions.

#### **1.6.6 Employees**

All employees have the following duties and responsibilities for health and safety whilst at work:-

- a) To carry out their work in a competent and safe manner and not expose themselves or others to the risk of injury.
- b) To work to the health and safety arrangements, rules and procedures imposed by regulations and the company.
- c) To draw the attention of management, using the normal channels, to any matter which they perceive as a potential hazard in their workplace.

#### **1.6.7 First Aiders**

Employees designated as First Aiders must be in possession of an in-date certificate of competence.

## **Statutes**

Occupiers Liability Act.	1957
Employers Liability (Defective Equipment) Act.	1969
Employers Liability (Compulsory Insurance) Act.	1969
Fire Precautions Act.	1971
Health and Safety at Work etc. Act.	1974
Occupiers Liability Act.	1984
Environment Protection Act.	1990

## **Regulations**

First Aid Regulations.	1981
Control of Asbestos at Work Regulations	1987
Electricity at Work Regulations.	1989
Dangerous substances (Notification and Marking of Sites) Regulations.	1990
Asbestos (Prohibitions) Regulations.	1992
Workplace (Health, Safety and Welfare) Regulations.	1992
Manual Handling Operations Regulations.	1992
Provision of Personal Protective Equipment Regulations.	1992
Personal Protective Equipment Regulations (standards).	1992
Display Screen Equipment Regulations.	1992
Chemicals (Hazard Information and Packaging Regulations).	1993
Construction (Design and Management) Regulations.	1994
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.	1995
The Construction (Health, Safety and Welfare) Regulations.	1996
The Health and Safety (Consultation with Employees) Regulations.	1996
The Health and Safety (Safety Signs and Signals) Regulations.	1996
The Fire Precautions (Workplace) Regulations.	1997
The Confined Spaces Regulations	1997
The Control of Substances Hazardous to Health Regulations.	2002
The Provision and Use of Work Equipment Regulations.	1998
The Lifting Operations and Lifting Equipment Regulations.	1998
Management of Health and Safety at Work Regulations.	1999
The Safe Work at Height Regulations.	2005.
The Control of Noise at Work Regulations	2005.
The Control of Vibration at Work Regulations	2005

## **1.5 Risk Assessment**

All hazards that are relevant to company activities that are perceived, known from previous experience, identified by a requirement of a regulation or which the company becomes aware of through official reports etc. will be assessed for the degree of risk that they represent to employees and others who may be affected.

Safety measures put in place by the company to reduce exposure to a hazard, following a risk assessment, are company rules and infringement of the rules will be regarded as serious and subject to the company disciplinary procedure.

### **Guidance**

Guidance notes on Risk Assessment will be found as Safety Memo No1.

## **1.6 Duties and Responsibilities**

### **1.6.1(a) Senior Executive Responsible for Health and Safety**

The Managing Director has the overall responsibility for ensuring that the company, its employees and others under the control of the company, carry out their duties and responsibilities in accordance with the requirements of current UK health and safety legislation, EU health and safety directives and that they comply with the safety arrangements put in place by the company in furtherance of its duty under such legislation including:-

- The establishment of a safety policy, rules and procedures in furtherance of his/her duties and responsibilities.
- The delegation of day-to-day duties and responsibilities for health and safety to Project and Departmental managers for those employees under their immediate sphere of authority and influence.
- Ensuring that there is access to a source of competent advice on health and safety matters which is available to all those in the company who have responsibilities for health and safety at work.
- Ensuring that those who have duties and responsibilities delegated to them are competent to carry out those duties.
- Chairing consultative and safety committee meetings concerning safety arrangements in the company.

### **1.6.1(b) Other Directors**

In July 2001 the HSE published guidance on the duties and responsibilities of Company Board Members as follows:

***“Each Board must: Accept its collective roll in providing health and safety leadership in their organization; nominate a Director to champion health and safety issues (Sid Smith); ensure that each board member accepts individual responsibility and makes sure that their actions and decisions at work reinforce the messages in the Board’s health and safety policy; make sure all decisions reflect the intentions in the organisation’s health and safety policy; encourage workers at all levels to become active in health and safety; and keep up to date with relevant health and safety risk management issues and review its health and safety performance at least annually”.***

### **1.6.2 Managers in General**

In accordance with the **Management of Health and Safety at Work Regulations 1999** Project and Departmental Managers/Foremen have a duty to maintain an awareness of all known or perceived hazards to health and safety within their sphere of influence and to ensure, by a process of risk assessment (see appendix (a)), that such hazards do not present a risk to the health and safety of employees and others by devising and implementing suitable and adequate control measures to reduce risk to the lowest level practicable in the circumstances, including:-

- Ensuring that all employees within their sphere of influence are competent to do the job that they are employed to do and that they have been trained and instructed in the health and safety control measures in force.
- Taking all steps necessary to ensure that contractors and others not directly employed by the company who they intend to engage to carry out work for the company are competent and have the resources to carry out the work and that their method of working is approved as safe.
- Ensuring that the integrity of machine and equipment guards, fencing and other physical safety measures is constantly maintained in a good state of repair.
- Ensuring that suitable and adequate Personal Protective Equipment (PPE) is issued to employees and others when necessary.
- Ensuring that the PPE used by employees, contractors and others under their control is inspected at a frequency appropriate to the conditions and wear and tear that it is exposed to.  
**Note** In the instance of life supporting PPE such as Safety Harnesses and associated equipment this must be inspected by a “competent person” every six months.
- The maintenance of a record of the issue of PPE including the verification that the user has been instructed in the correct use and maintenance of the PPE.
- Ensuring that all accidents and work-associated illness occurring in their sphere of influence are recorded in the Accident Book and reported to the Safety Adviser.
- The investigation of all accidents, dangerous occurrences and near misses to ensure that current safety controls are adequate and to make and communicate any adjustment to the safety controls as is considered practicable to avoid any repetition of such incidents.
- The maintenance of a record of any defects and remedial action made to the fabric of buildings, fixtures, fittings, machinery and equipment, including site equipment, that presents a hazard to health and safety.

### **1.6.3 Safety Officer**

The Office Manager is appointed as Company Safety Officer, responsible for monitoring compliance within the company, its employees and others engaged to carry out work for the company, with the Company Health & Safety Policy, Rules and Procedures on a day-to-day basis.

In addition, the Safety Officer will be responsible for: