



**V**ersatile Wood  
Flooring Ltd

## **Health and Safety Policy**

Versatile Wood Flooring Ltd are committed to protect the health and safety of all employees, contractors, customers and members of the public.

The aim of this policy is to:

- Provide adequate control of the health and safety risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Provide information, instruction and supervision for employees
- Ensure all employees are competent to do their tasks, and to give them adequate training
- Prevent accidents and cases of work related ill health
- Maintain safe and healthy working conditions
- Review and revise this policy as necessary at regular intervals

The overall and final responsibility for health and safety is that of the Director. However, the day-to-day responsibility for ensuring this policy is put into practice is delegated to the Office Manager. All employees have the legal responsibility to take care of the health and safety of themselves and others and to co-operate with us to help us comply with the law.

All employees are expected to co-operate with all supervisors and managers on all health and safety matters. Employees should not interfere with anything provided to safeguard their health and must report all health and safety concerns to the Office Manager.

### **Risk Assessments**

Risk assessments will be undertaken prior to the start of each job. These will be carried out by the Contracts Manager appointed to each specific contract. The findings of each risk assessment shall be reported to the Office Manager and action to remove or control and risks will be undertaken. The Director shall be responsible for ensuring the action required is implemented in order to remove or

The City Arc 89 Worship Street London EC2A 2BF  
Tel/Fax: 0844 800 9082 Email: [info@versatilewood.co.uk](mailto:info@versatilewood.co.uk)

Registered No: 5854989  
VAT Registration Number: 912 4994 12



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reduce the risks. Assessments shall be reviewed annually or when the work activity changes, whichever is soonest.

### **Employees Health and Safety.**

The Employee representative is the Office Manager and any consultation with employees is provided by the Director.

### **Safe Plant and Equipment**

Any new plant and equipment that is purchased shall be checked to ensure it meets all health and safety standard prior to it being purchased. For all existing equipment, The Director will be responsible for identifying all equipment/plant needing maintenance and for ensuring effective maintenance procedures are drawn up. The Director shall also be responsible for ensuring that all identified maintenance is implemented. Any problems found with plant or equipment should be reported to the Director immediately.

### **Safe Handling and Use of Substances**

The Contracts Manager appointed to each specific contract will be responsible for identifying all substances which need a COSHH assessment, and will also be responsible for undertaking any COSHH assessments. The Director will be responsible for ensuring that all actions identified in the assessments are implemented and that all relevant employees are informed about the COSHH assessments. The Director will check that all new substances can be used safely before they are purchased. Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

### **Information, Instruction and Supervision**

The Health and Safety Law Poster is displayed on the office notice board. Any health and safety advice is available from the Office Manager. Supervision of young workers/trainees will be arranged by the Director and he is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

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### **Competency for tasks and training.**

All employees are given a health and safety induction on their first day of work by the Office Manager, which will cover first aid and fire safety as well as job-specific health and safety. If any risks change, training will be provided for all effected employees and refresher training shall also be on offer to all employees. Training records are kept by the Office Manager and any training will be identified, arranged and monitored by the Office Manager.

### **Accidents, First Aid and Work-Related Ill Health**

Health surveillance will be arranged by the Office Manager and all records will be kept. The appointed office first-aider is Ozan Kazali and he keeps the first-aid boxes. All accidents and cases of work-related ill health are to be recorded in the accident book which is kept with the Office Manager. Ozan Kazali is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

### **Monitoring**

We will routinely check and monitor all working conditions to ensure safe working practices are being followed. The office manager is responsible for investigating all accidents, work-related causes of sickness absences and for acting on and findings to prevent a recurrence.

### **Emergency Procedures – Fire and Evacuation**

In the office, the Office Manager is responsible for ensuring the fire risk assessment is undertaken and implemented and all emergency procedures are related to all staff on a regular basis.

On site, the appointed Contracts Manager is responsible for ensuring the fire risk assessment is undertaken and implemented. All escape routes and emergency procedures on site shall be checked by the Contracts Manager and related to all staff on site prior to any work commencing.

This policy shall be reviewed annually by the Director and revised as necessary.

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