

POLICY STATEMENT

The management of **The Flooring Co Ltd** recognise the importance of safe working practices and will comply with the:

Health and Safety at Work Act etc. 1974,
Management of Health and Safety at Work Regulations 1999 as amended,
Control of Substances Hazardous to Health Regulations 2002 as amended 2003 & 4,
Provision and Use of Work Equipment Regulations 1998 as amended,
Manual Handling Operations Regulations 1992 as amended,
Personal Protective Equipment at Work Regulations 1992 as amended,
Personal Protective Equipment Regulations 2002
Display Screen Equipment Regulations 1992 as amended,
Lifting Operations and Lifting Equipment Regulations 1998 as amended,
Health and Safety (Miscellaneous Amendments) Regulations 2002,
Work at Height Regulations 2005
Control of Noise at Work Regulations 2005
Control of Vibration at Work Regulations 2005
Control of Asbestos Regulations 2006
Construction (Design and Management) Regulations 2007

and all other relevant regulations, together with the Approved Codes of Practice and other applicable legislation to ensure the health, safety and welfare of their employees and others effected by their activities and will so far as is reasonably practicable:-

- provide and maintain plant and equipment and ensure working practices that are safe and without risk to health;
- ensure the correct use, handling, storage and transport of substances and articles at work that are safe and without risk to health;
- provide necessary information, instruction, training and supervision;
- provide and maintain a safe place of work and ensure safe access to and egress from that place of work together with competent supervision;
- provide a working environment that is safe and without risk to health together with suitable welfare facilities;

Every employee and sub-contractor has a duty to co-operate with management and to assist **The Flooring Co Ltd** to meet its statutory obligations.

Every employee must take all due care to safeguard not only their own health and safety but also that of other persons that may be effected by their acts or omissions.

All employees are advised that it is an offence for any person to recklessly or intentionally interfere with or misuse anything provided in the furtherance of health and safety or welfare. Any such act is a criminal offence that can result in the prosecution of the company and/or the employee with heavy penalties upon conviction.

Copies of this policy will be provided to all employees at induction training and copies will always be made available for reference at company office and at established site offices.

Risks associated with all the company's activities will be assessed to enable safe working practices to be devised, which will be regularly reviewed.

Activities undertaken by company employees will be monitored to ensure compliance with recommended safe working practices and relevant health and safety legislation.

**POLICY STATEMENT
(continued)**

Where required, health surveillance will be provided.

Consultation on matters affecting health and safety will be undertaken with employees to ensure effective methods of working are developed compatible with the provisions of this policy and the capabilities of employees.

Adequate resources will be provided to ensure that suitable provision is made to manage health and safety matters and to enable compliance with the requirements of legislation.

To enable this policy to be carried out responsibilities are assigned to designated personnel throughout the organisation.

Competent persons are employed within the company to assist in the management of health and safety and where required, external advisors are engaged to provide competent support to enable the company fulfil its duties.

This policy will be reviewed annually and amended as required to take account of new legislation and improved working practices and brought to the attention of all employees.

Alexandra McMillan is responsible for the implementation of health and safety with regard to the company's undertakings.

Signed: _____

Designation: *Managing Director*

Date: *June 2009*

ENVIRONMENTAL POLICY STATEMENT

The Flooring Co Ltd recognises the importance and need for the development of operational practices that will contribute towards an improved environment. The company will conform with the requirements of the Environment Protection Act 1990 and the Control of pollution Act 1974 and pursue environmentally responsible and eco-efficient methods of operating to promote improved standards of working, whilst maintaining the highest quality production. In order to achieve its objectives The Flooring Co Ltd will:

- Comply with or improve upon the standards required under relevant legislation;
- Give full co-operation to statutory bodies administering environmental legislation;
- Ensure that management personnel familiarize themselves with the requirements of relevant legislation;
- Provide instruction to all personnel to enable them to contribute towards the implementation of this policy;
- Work towards the attainment of an appropriate environmental management system (EMS);
- Plan company undertakings, set objectives and targets for environmental improvements;
- Ensure that environmental issues are considered in the decision making process;
- Endeavour to ensure that contractors working to The Flooring Co Ltd contribute towards our company's environmental objectives;
- Ensure that noise is reduced to a practicable minimum;
- Ensure that potential polluting releases into the environment, where practicable, are either eliminated, minimized or controlled to reduce the detrimental impact on the environment;
- Monitor the use of natural resources utilised by the company to ensure they are used as efficiently as is practicable;
- Ensure that raw materials and waste products are managed effectively so as to minimise possible adverse effect on the environment;
- Consider environmental criteria when purchasing new plant, construction materials and products to ensure they will be acceptable to The Flooring Co Ltd and its customers;
- Ensure that waste products are disposed of in accordance with best practice, and wherever practicable, seek to enhance waste re-use, recycling and the use of recycled materials in accordance with construction and quality standards;
- Consider the concerns of local communities and other interested parties;
- Ensure the efficient use of resources, energy and fuel throughout company operations;
- Provide necessary resources to ensure the effective implementation of this policy;
- Periodically review this policy to ensure that it continues to reflect the requirements and expectations of society and that it meets the requirements of legislation;
- Conduct regular environmental audits.
- Continue to improve upon its policies and procedures in order to maintain levels above those required by legislation.
- To ensure at all times that the company's environmental policy is available within the public domain.

The Flooring Co Ltd will, in respect of its undertakings, endeavour to co-operate with clients and regulatory bodies and other interested parties in the common objective of improving the working and general environment.

Signed: _____

Alexandra McMillan

Date: *June 2009*

Designation: *Managing Director*