

## HEALTH & SAFETY POLICY

### 1. Foreword

The prevention of injury, ill health and environmental harm is a fundamental objective of General and Technical Flooring Services Ltd ("the Company"). The Directors recognise that effective health and safety management is integral to good business performance and to maintaining our reputation as a professional commercial flooring contractor.

The Company is committed to ensuring, so far as is reasonably practicable, that:

- Employees, subcontractors, clients, visitors and members of the public are not exposed to risks arising from our activities.
- All statutory duties and legal obligations are met or exceeded.
- Accidents, incidents, occupational ill health and environmental damage are prevented through good planning, competent supervision and continual improvement.

By maintaining high standards of health, safety and environmental management, the Company seeks to minimise human, financial and environmental loss and to support the long-term sustainability of the business.

### 2. Statutory Framework

This Policy is prepared in accordance with Section 2(3) of the Health and Safety at Work etc. Act 1974 and reflects the requirements of associated UK legislation, including but not limited to:

- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015 (CDM 2015)
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
- Personal Protective Equipment at Work Regulations 2002
- Manual Handling Operations Regulations 1992
- Work at Height Regulations 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Environmental Protection Act 1990 and Duty of Care Regulations

This document, together with associated procedures and standard operating procedures (SOPs), constitutes the Company's Health & Safety Policy.

### 3. Policy Status and Communication

This Policy and any subsequent revisions take effect from the date of signature. The Policy will not be enforced until it has been communicated to those affected.

#### Aberdeen Office (Head Office)

01224 698288  
enquiries@gtfsl.co.uk

Unit C, Hydropark,  
Tern Place, Denmore Road,  
Bridge of Don,  
Aberdeen,  
AB23 8JX

#### Livingston Office

01506 469142  
livingston@gtfsl.co.uk

The Hub,  
Rankine Square,  
Deans South West  
Industrial Estate,  
Livingston,  
EH54 8SH

#### gtfsl.co.uk

Company NO: SC151272  
Vat No: GB 605 2597 45

All employees and relevant subcontractors will be made aware of this Policy and their responsibilities under it. Copies will be made available electronically and at relevant workplaces.

This Policy supersedes and revokes all previous Health & Safety Policies issued by the Company.

#### **4. Scope and Application**

This Policy applies to:

- All employees, agency workers and directors
- All subcontractors and suppliers working on behalf of the Company
- All Company workplaces, client sites and temporary locations

Any reference to a particular role or gender shall be interpreted as applying equally to all persons.

#### **5. General Statement of Intent**

The Company recognises its legal duties and is committed to:

- Providing safe and healthy working conditions
- Preventing work-related injury and ill health
- Maintaining safe systems of work for flooring installation, preparation, removal and associated activities
- Ensuring safe handling, storage, transportation and use of materials, adhesives, chemicals and equipment
- Providing safe access to and egress from all workplaces
- Providing suitable information, instruction, training and supervision
- Consulting with employees and their representatives on health and safety matters
- Protecting the environment and preventing pollution arising from our operations

Adequate resources will be provided to implement this Policy effectively.

#### **6. Risk Management**

The Company will ensure that:

- Suitable and sufficient risk assessments are undertaken for all activities, including site-specific and task-based assessments.
- COSHH assessments are completed for all hazardous substances, including flooring adhesives, primers, screeds and cleaning agents.
- Control measures are implemented, monitored and reviewed.
- Method statements and safe systems of work are produced where required.

#### **7. Organisation and Responsibilities**

##### **Managing Director**

The Managing Director has ultimate responsibility for health, safety and environmental management and will:

- Ensure this Policy is implemented and maintained
- Provide adequate resources to meet legal and Company standards
- Ensure roles, responsibilities and accountabilities are clearly defined
- Promote a positive health and safety culture
- Ensure regular review of performance and continual improvement

### **Directors and Senior Management**

Directors and senior managers will:

- Lead by example in health and safety matters
- Ensure compliance with legislation and Company procedures
- Ensure work is properly planned, supervised and resourced
- Monitor performance and take corrective action where required

### **Site Supervisors / Managers**

Supervisors and site managers will:

- Implement this Policy on site
- Ensure risk assessments and method statements are followed
- Brief operatives through inductions and toolbox talks
- Monitor site conditions and safe working practices
- Stop work where there is an imminent risk to health, safety or the environment

### **Employees and Subcontractors**

All employees and subcontractors have a duty to:

- Take reasonable care of their own health and safety and that of others
- Co-operate with the Company on health and safety matters
- Follow site rules, risk assessments and method statements
- Use tools, equipment and PPE correctly
- Report hazards, defects, incidents and near misses immediately
- Not misuse or interfere with safety equipment or procedures

## **8. Training and Competence**

The Company will ensure that all persons are competent for the tasks they undertake through:

- Appropriate induction training
- Job-specific training and certification (e.g. CSCS, manual handling, abrasive wheels)
- Ongoing refresher training
- Training records will be maintained and reviewed regularly.

## 9. Accidents, Incidents and Reporting

All accidents, incidents, near misses and dangerous occurrences must be reported in accordance with Company procedures.

Where required, incidents will be investigated and reported to enforcing authorities in line with RIDDOR 2013.

## 10. Consultation and Communication

The Company is committed to consulting with employees and subcontractors on health and safety matters, including:

- Changes to procedures
- Introduction of new materials or equipment
- Lessons learned from incidents and near misses

## 11. Environmental Management

The Company is committed to reducing the environmental impact of its operations by:

- Complying with environmental legislation and Duty of Care requirements
- Minimising waste and promoting reuse and recycling
- Using sustainable and low-impact materials where reasonably practicable
- Preventing pollution and controlling emissions, spills and waste
- Environmental objectives and performance will be reviewed periodically.

## 12. Review

This Policy will be reviewed:

- At least annually
- Following significant changes to legislation, Company activities or organisational structure
- Following serious incidents or enforcement action

SIGNED

**J.MORRISON (MD)** 09/02/2026



DATE	REVISION	DETAIL	PREPARED BY	APROVED BY
July 2020	A	New background	John Morrison	John Morrison
November 2021	B	Review – No Change	John Morrison	John Morrison
November 2022	B	Review – No Change	John Dunn	John Morrison
February 2026	C	Review - Upgraded	John Morrison	