HEALTH AND SAFETY AT WORK ETC ACT 1974

1.1 SAFETY POLICY STATEMENT

The Directors of **MCGARRY FLOORING CONTRACTS LTD.** believe that they have a responsibility insofar as is reasonably practicable to provide safe and healthy working conditions for their employees and to prevent accidents and injuries to others who might forseeably be affected by the work activities under their control.

They are committed to ensuring the health, safety and welfare of all employees and others who may be affected by its undertakings so far as is reasonably practicable, in accordance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other applicable legislation and guidance and will undertake to strive to continually improve their health and safety performance.

The Directors will take all steps within their power to meet their legal obligations for health and safety paying particular attention to the provision and maintenance of :-

1. Plant, equipment and systems of work that are safe.
2. Safe arrangements for the use, handling, storage and transport of articles, goods and substances.
3. Sufficient information, instruction, training and supervision as to enable all employees to avoid hazards and contribute positively to their own safety and health at work.
4. A safe and healthy place of work and safe access to it.
5. Adequate welfare facilities.

Without detracting from the primary responsibility of Management for ensuring safe conditions at work, the Company will provide competent technical advice on safety and health matters where this is necessary to assist Management in it's task.

To achieve a high standard of health and safety the active co-operation of all Employees is essential.

Employees are reminded of their own duties under the Health and Safety at Work Etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, to take care of their own safety and that of other persons and to co-operate with their Employer so as to enable him to carry out his responsibilities successfully.

The Organisation, Responsibilities and Arrangements to enable this Policy on Health and Safety to be effective are contained in the attached documents.

This Policy and the associated documents will be revised annually or as and when required and will be publicised within the Company.

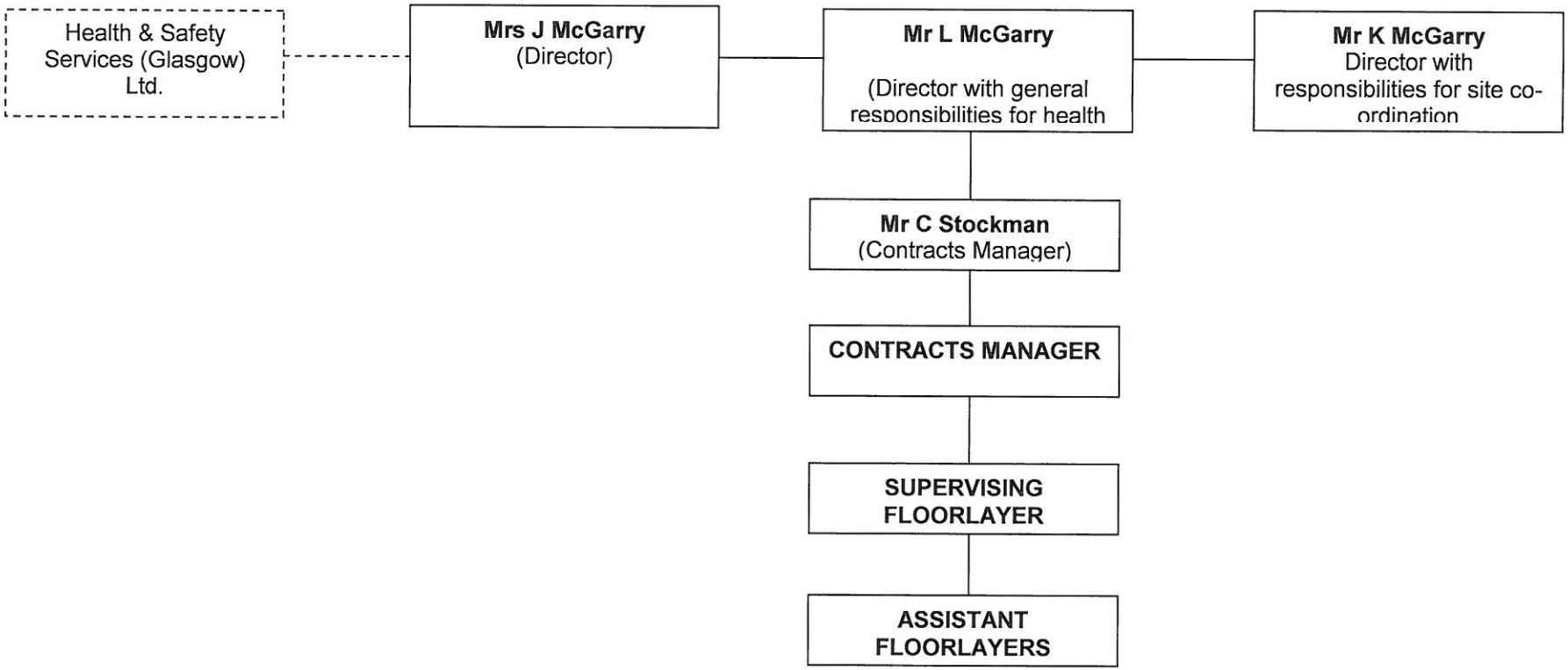
Signed..... Date 29/8/14

MR Liam McGarry

(Director with general responsibilities for Health and Safety)

HEALTH AND SAFETY AT WORK ETC ACT 1974

1.2 ORGANISATION FOR HEALTH AND SAFETY



HEALTH AND SAFETY AT WORK ETC ACT 1974

1.3 RESPONSIBILITIES FOR HEALTH AND SAFETY

1.3.1 Mr Liam McGarry (Director with general responsibilities for Health and Safety) shall ensure that:-

- The Health and Safety Policy is updated as and when required and is made known to the Employees of the Company.
- The Policy, Arrangements and Codes of Practice as written are implemented.
- Adequate financial provision is made for foreseeable items of expenditure associated with health and safety.
- Waste is properly controlled, and any adverse affects on the environment through Company activities are minimised as far as is reasonably practicable.
- Employees of the Company receive information, instruction and training as appropriate to enable them to competently discharge their duties.
- Suitable arrangements are in place to ensure that the premises is evacuated in the event of fire and that these arrangements are tested on a regular basis.
- All accident and incidents are suitably recorded and investigated and that where necessary properly reported to the Enforcing Authorities
- Matters requiring professional advice and assistance are referred to Health and Safety Services (Glasgow) Ltd. who have been engaged as the Company's Health and Safety Consultant.

1.3.2. Mr Kieron McGarry (Director with responsibilities for site co-ordination) shall ensure that:-

- He is familiar with the Company's Health and Safety Policy, the Organisation and Arrangements for health and safety.
- He is aware of applicable Legislation, Codes of Practice, Guidance Notes and safe working practices within his own particular area of responsibility.
- He determines and implements:
  1. Safe methods of working
  2. Systems to identify hazards and unsafe situations
- Matters relating to Health and Safety brought to his attention are dealt with, and where they do not have the resources or authority, the matter is referred to the Board.
- Employees are given such information, instruction and training as necessary and are adequately supervised to enable them to carry out their work without risks to their Health and Safety.
- All accidents are reported, investigated and action taken to prevent a recurrence.
- He makes provision for:
  First Aid and Fire arrangements
  Adequate welfare facilities and their maintenance
  Suitable PPE and equipment
- Waste Management procedures are implemented and Environmental concerns addressed.
- Plant, Machinery and other Equipment supplied is adequate for the work to be undertaken, suitably inspected and tested where required and that suitable instruction and training has been provided to ensure it's safe use.
- An appropriate level of assessment is undertaken to ensure compliance with The Management of Health and Safety at Work Regulations 1999 and all other statutory legislation.
- Personal Protective Equipment (PPE) is provided as appropriate to comply with perceived risks as identified by assessments.
- Safe systems of work are developed and where work of a hazardous nature is identified suitable method statements and other control measures are introduced to reduce the risk.
- Adequate arrangements are in place to ensure a suitable level of monitoring of the work is being undertaken.

1.3.3 Mr C. Stockman (Contracts Manager) and Contracts Managers shall ensure that:-

- He is familiar with the Company Health and Safety Policy, the Organisation and Arrangements for health and safety.
- Matters relating to Health and Safety brought to his attention are dealt with, and where he does not have the resources or authority, the matter is referred to the Directors.
- He is satisfied with the standard of training of persons under his control and where necessary identifies further training requirements.
- All accidents are reported, investigated and action taken to prevent a recurrence.
- Personal Protective Equipment (PPE) provided for use at work is of a suitable standard and complies with current BS / EN standards.
- Materials and substances specified by him are accompanied by a material safety data sheet and an appropriate level of assessment has been undertaken regarding any potential hazard.
- When measuring and assessing potential work projects suitable and sufficient consideration is given to the safety implications of such work
- Account is taken of the likely impact on the environment of any work undertaken and steps are incorporated to reduce as low as reasonable practicable any adverse affects.

1.3.4 Supervisors (Senior Floorlayers) shall ensure that:-

- They are familiar with the Companys Health & Safety Policy, their responsibilities as well as Codes of Practice and other guidance provided by the Company in the interests of health and safety.
- Those they are supervising adopt an appropriate system of work and act in a safe and responsible manner.
- Such safety equipment as has been provided is being used and Personal Protective Equipment provided is being worn.
- Such information and instruction as necessary is given to operatives under his control and a suitable level of supervision exercised.
- Where young persons are working an extra degree of supervision is provided to compensate for inexperience and lack of maturity.
- In the event of an accident treatment is provided and the site made safe and that Management is notified as soon as possible of the details.
- Tools and equipment provided is maintained in a good condition and any defects are rectified or the equipment withdrawn from service.
- Matters of a health and safety nature brought to their attention are dealt with and where they do not have the resources or authority to deal with them they are reported to the Contracts Director.

1.3.5. All Employees shall ensure that :-

- They work in accordance with the instruction and training given to them.
- They use, and maintain in good order, all Personal Protective Equipment issued to them.
- They work in a safe manner with due regard to their own safety and that of others who might be affected by their activities, including members of the public.
- They co-operate in Health and Safety matters to allow Management to comply with their statutory requirements.
- When operating or using equipment, they are authorised to use it, and use it with all guarding in position and any additional safety devices fully functional.
- They maintain a high standard of housekeeping and tidiness in their work area and the surrounding environment
- They report any defects on materials, tools, and other equipment presenting a safety hazard and have the defective item withdrawn from service.
- Matters of a Health and Safety nature causing them concern are drawn to the attention of Management
- All accidents are reported and recorded in the Company's accident book.

McGarry Flooring & Contracts Ltd Environmental Policy

Reviewed: August 2014