



H&S COMMUNICATION PROCEDURE

Scope

Avantgarde Tiling Limited is committed to operating in a healthy and safe manner. The organisation recognises that internal communication is important to ensure the effective implementation of the Health and Safety policy and to ensure the safety of our staff, visitors or anyone who could come into contact with our business activities. Similarly, the organisation must respond to relevant communications from interested external parties.

Internal Communication.

A Health and Safety at work act poster is on display at the AVG offices next to the noticeboard. Avantgarde's Health and Safety policy will be sent to all new starters (also available on the company policy folder on the server and online on the website). Management requests that the document is signed by all employees to show it has been read and that guidelines have and will be followed. This document is subject to regular review at least once annually and any changes will be highlighted to employees.

Management have identified sources of potential hazards through task specific risk-assessment and these are available to all site employees through RAMS that are to be read before commencement of any new activity. The site Manager is responsible for conducting weekly toolbox talks on site on various H&S issues. Employees present must sign to say that they have been in attendance of this talk. Managers to email these to the Compliance Manager or upload to the project site file by no later than Friday on the week undertaken. Self-employed workers acting on behalf of Avantgarde Tiling Limited are classed as employees under H&S law and are included in this group.

Managers are encouraged to adopt an 'open door' approach to Health and Safety as this allows for a healthier and safer workplace, and also hazards can be identified by employees who have an extensive knowledge about their own job and the business. Please see Near Miss reporting procedure for specific H&S issues. Weekly H&S meetings are conducted with the site managers to discuss any issues that have arisen, plan for upcoming works and implement changes and improvements.

External Communication. The organisation will make its H&S policy and H&S accreditations available upon request. All communication from external parties relating to the organisation's Health and safety system will be passed to the Managing Director for consideration and action.

Barbara Zanasi
Avantgarde Tiling Ltd
Managing Director

20 January 2025