

AFSSA™

Annual Floor Safety Standard Assurance

HEALTH & SAFETY POLICY

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1. Purpose

This Health & Safety Policy sets out AFSSA's commitment to protecting the health, safety and welfare of its assessors, clients, site users and any other persons who may be affected by AFSSA assessment activity.

AFSSA assesses flooring conditions across a wide range of premises and environments. Assessment work involves site attendance, physical inspection of flooring and movement through occupied buildings and operational areas. It is therefore essential that all assessment activity is carried out safely and responsibly.

2. Scope

This policy applies to:

- All AFSSA assessment activity carried out at client premises
- All individuals carrying out assessments on behalf of AFSSA
- All travel to and from client sites in connection with AFSSA work
- Any office or remote working activity carried out in connection with AFSSA

3. Policy Statement

AFSSA is committed to:

- Providing a safe working environment for all persons involved in AFSSA assessment activity
- Identifying and managing health and safety risks associated with assessment work
- Complying with all relevant health and safety legislation, including the Health and Safety at Work etc. Act 1974 and associated regulations

- Ensuring that assessors are appropriately informed about health and safety risks and precautions relevant to their work
- Reviewing and improving health and safety arrangements on an ongoing basis

AFSSA recognises that the primary legal duty for health and safety at client premises rests with the client or occupier. However, AFSSA assessors retain personal responsibility for their own safe conduct during site visits.

4. Responsibilities

4.1 Founder / Lead Assessor

Sonny Webb, as Founder and Lead Assessor, is responsible for:

- Establishing and maintaining AFSSA's health and safety arrangements
- Ensuring that risk assessments are carried out and reviewed for assessment activity
- Ensuring that all assessors are aware of this policy and relevant procedures
- Investigating any health and safety incidents or near misses and taking appropriate corrective action
- Reviewing this policy annually or following any significant incident or change in working arrangements

4.2 Assessors

All individuals carrying out assessments under the AFSSA framework are responsible for:

- Taking reasonable care of their own health and safety and that of others who may be affected by their actions
- Following AFSSA health and safety procedures and any site-specific requirements communicated by the client
- Not attending a site if they have reason to believe it presents an unacceptable health and safety risk
- Reporting any health and safety concerns, incidents or near misses promptly
- Following the AFSSA Lone Working Policy when attending sites alone

5. Site Assessment Safety

5.1 Pre-Visit Planning

Before attending site, the assessor should:

- Confirm site access arrangements, entry procedures and any known site hazards with the client
- Identify any site-specific personal protective equipment (PPE) requirements
- Ensure that appropriate footwear and clothing suitable for a commercial site visit are worn
- Review any pre-assessment information provided by the client that may indicate specific risks
- Follow the lone working check-in procedure where applicable

5.2 On-Site Conduct

During site attendance, the assessor must:

- Follow all site rules, induction requirements and access procedures communicated by the client

- Wear any required PPE, including appropriate footwear at all times
- Not enter areas that have been identified as restricted or unsafe without appropriate authorisation
- Exercise care when assessing flooring in wet, contaminated, cluttered or otherwise hazardous areas
- Not move, lift or reposition heavy items or furniture as part of the assessment
- Not carry out any physical repair or remedial work as part of the assessment visit
- Be alert to other hazards in the environment, including working at height, moving vehicles, machinery and other operational risks
- Withdraw from an area or premises if conditions present an unacceptable risk to their safety

5.3 Manual Handling

Assessment work is primarily a visual and walking inspection. Assessors should avoid manual handling activity where possible. Where any manual handling is unavoidable, assessors must apply safe manual handling principles and not attempt to move items beyond their capability.

5.4 Slips, Trips and Falls

Given that AFSSA assessments focus on flooring conditions, assessors must be particularly alert to slip, trip and fall risks during their own movement around client premises. Assessors must:

- Wear appropriate non-slip footwear on all site visits
- Take care when moving across damaged, wet, uneven or otherwise hazardous flooring
- Not rush assessments in a way that increases their own risk of injury

6. Incident Reporting

Any health and safety incident, near miss or injury occurring during AFSSA assessment activity must be reported to the Founder as soon as reasonably practicable. AFSSA will:

- Record details of the incident
- Investigate the cause and take corrective action where appropriate
- Review whether any change to procedures or risk assessments is required

Where a reportable incident occurs, AFSSA will comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) as applicable.

7. Personal Protective Equipment

Assessors are responsible for ensuring they have access to appropriate PPE for the environments they are assessing. As a minimum, assessors should carry:

- Appropriate closed-toe, non-slip footwear suitable for commercial site visits
- Any site-specific PPE communicated as a requirement by the client prior to the visit

Assessors must not attend sites that require specific PPE without having access to the required items.

8. First Aid

Assessors must ensure they are aware of basic first aid arrangements applicable to their working environment. In the event of injury during a site visit, the assessor should:

- Make use of the client's first aid facilities where available and appropriate
- Seek medical attention as required
- Report the incident to AFSSA as soon as practicable

9. Working Environment

Where AFSSA work is carried out from a home or office base, the individual is responsible for ensuring that their working environment is safe and suitable. This includes maintaining a safe workspace and taking appropriate breaks during periods of desk-based or report-writing work.

10. Review

This policy will be reviewed annually by the Founder or following any significant health and safety incident, change in legislation or material change in the nature of AFSSA assessment activity.

11. Related Documents

- Lone Working Policy
- Code of Conduct
- Assessor Standards Policy
- Quality Assurance Policy

12. Document Control

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