



Health and Safety Policy

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April 2015	Construction (Design and Management) Regulations 2015 Update
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INTRODUCTION

This policy document has been prepared to define the way that Alexis Flooring Limited intends to manage Health and Safety and meet the requirements of Section 2(3) of the Health and Safety at Work etc. Act 1974.

This act requires an employer to prepare a statement of general policy with respect to health and safety at work and the organisation and arrangements set up to carry out that policy.

Alexis Flooring Limited Health, Safety and Environmental Management Document System is contained within this policy document and its associated instructions, assessments and guidance documents.

The document system formally communicates the instructions and procedures covering operation and work activities from the Company Director(s) to their supporting Managers and Supervisors and all other personnel employed or involved in the Company's activities.

The document system has been developed to meet statutory requirements for a Safety Management System to ensure the Health and Safety of all personnel associated with work activities of the Company (including contractors, visitors and the general public).

The Policy and its associated documents apply as defined to all personnel employed or contracted to Alexis Flooring Limited as appropriate to the work being undertaken.

It is the duty of personnel so involved to apply the requirements of these documents to their work.

HEALTH AND SAFETY POLICY STATEMENT

In every activity of its business, Alexis Flooring Limited is fully committed to minimising the risk of injury or ill health to people and damage to property or the environment.

Alexis Flooring Limited fully accepts its moral and legal obligations to safeguard, so far as is reasonably practicable, the health, safety and welfare of its employees and anyone who may be affected by the actions of the Company and its employees.

The Company will set standards to comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.

Alexis Flooring Limited will:

- Meet its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Provide and maintain safe working environments that minimise the risks to health, safety and welfare.
- Ensure all employees play an active part in the health and safety of the Company by consulting with them and providing them with adequate information, instruction, training and supervision so they can understand their role within the Company.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that:
 - hazardous areas are kept secure from the public, employees or tenants or contractors not required to enter them;
 - adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed when new substances, plant, machinery, equipment, processes or premises are introduced;
 - all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations;
 - contractors working for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractor's legal responsibilities to comply with statutory requirements.

The Company will communicate the Health and Safety Policy to all employees and it will be freely available to customers and the general public. This policy will be reviewed annually and updated as required to conform to current legislation.

Employees are required to cooperate with the Company to ensure their personal safety and to ensure they are not prosecuted for breach of legislation nor have disciplinary action taken against them by the Company for breach of company rules.

This policy, supported by Instructions, Procedures and Organisational Arrangements will be applied to all activities carried out by the Company.

All employees and sub-contractors will enforce this policy. The Managing Director is personally responsible for the health and safety performance of the Company and signs this policy statement in acknowledgement of this.

Signed: _____

Date: _____

For and on behalf of Alexis Flooring Limited
Spencer Collins - Director

ENVIRONMENTAL POLICY STATEMENT

As a consumer of resources Alexis Flooring Limited recognises its responsibility to future generations. Acknowledging its contribution to the growing global environmental burden, it will follow business practices that promote sustainable development.

Our Environmental Policy must earn the confidence of employees, customers and the general public by demonstrating our commitment to complying with relevant environmental legislation and minimising pollution, resource use and waste through the continual improvement of performance in all areas of the Company.

To achieve good environmental management we will:

- Identify every way in which the Company impacts on the environment;
- Monitor and review environmental impacts and emissions to comply with regulations and our environmental aspirations;
- Demonstrate control of all our operations and ensure that all are performed with due consideration of the environment (including managing the impact of our transport activities);
- Consistently increase the awareness and provide necessary training, briefings etc. to all our employees and to ensure environmental responsibility is integrated into normal working practices;
- Work with our clients to share environmental awareness and good practice;
- Seek to use products that have the least possible environmental impact;
- Separate electrical equipment and apparatus to conform to WEEE Regulations;
- Minimise the storage and use of all articles and substances;
- Reduce our consumption of resources (energy, materials, packaging), where feasible;
- Minimise waste through a commitment to re-use, recover or recycle and comply with the Waste Management Plans and Policies of clients;
- Identify routes for the storage, transfer and disposal of controlled waste under Duty of Care;
- Identify, prevent and mitigate against potential accidents that could result in an environmental impact, so that if an accident did occur the consequences would be minimised;
- Introduce procedures to minimise pollution;
- Introduce procedures to prevent water wastage, pollution of surface water, water courses and drains;
- Limit or restrict noise pollution;
- Promote continual improvement by regularly monitoring and reviewing our environmental performance.

It is our duty to ensure that good environmental management is practised in all projects that we are involved in and we will seek to influence customers to demonstrate a positive environmental commitment.

The Company will communicate the Environmental Policy to all company employees and sub-contractors. It will be freely available to customers and the general public.

All employees and sub-contractors will enforce this Policy. The Managing Director is personally responsible for the environmental performance of the Company and signs this policy statement in acknowledgement of this.

Signed: _____

Date: _____

**For and on behalf of Alexis Flooring Limited
Spencer Collins - Director**

CORPORATE RESPONSIBILITY POLICY STATEMENT

Our Policy is to invest in our people, our customers, our suppliers and our environment for the good of the wider community, fully complying with UK law and wherever possible meeting higher standards than current legislation.

Alexis Flooring Limited is committed to investing in a sustainable future. We recognise that our actions may have a wider impact on the environment and the local community. We aim to make a positive contribution to environmental protection and social progress.

Our Customers and Suppliers

We will provide a good quality of service to our customers, meeting all contractual and moral obligations. Alexis Flooring Limited will consider the health and safety of our customers and others who may be affected by our work. The Company will engage with suppliers to adopt policies and practices similar to its own.

Our Employees

Alexis Flooring Limited will help employees to develop their potential by investing in their skills and capabilities. We will consult with them on a regular basis, taking into consideration their personal needs when making decisions.

We will provide employees with fair remuneration for their work treat them fairly and not discriminate against any individuals because of their gender, race, ethnic origins, religion or sexual orientation.

The Company will provide a safe working environment and ensure that it complies with all employment and health and safety legislation.

Our Environment

The Company will improve environmental awareness generally in consultation with employees, suppliers and customers.

Alexis Flooring Limited will work in partnership with customers and suppliers to consider the use of new materials and methods of work that may lead to more sustainable solutions in the provision and outcome of our services.

We will ensure compliance with all environmental legislation as it affects our business and endeavour to reduce the impact that our business may have on the environment year by year.

Our Community

Alexis Flooring Limited will work to minimise any environmental effect the business may have on the local community and show due consideration to immediate neighbours by operating in a way that does not affect their health and safety.

We will encourage participation in projects or schemes that may improve the wellbeing of the local community and, as far as possible, support local companies in the course of our business activities.

All Directors, managerial and supervisory staff will enforce this policy. The Managing Director is personally responsible for the Corporate Social Responsibility of the Company and signs this policy statement in acknowledgement of this.

Signed _____

Date: _____

**For and on behalf of Alexis Flooring Limited
Spencer Collins - Director**

ANTI-FRAUD AND BRIBERY POLICY STATEMENT

The reputation of Alexis Flooring Limited for lawful and responsible business behaviour is of paramount importance and is one of its greatest assets. Alexis Flooring Limited is committed to the prevention, deterrence and detection of fraud, bribery and all other corrupt business practices.

The Company has zero tolerance towards such behaviour. Losses due to fraud, bribery and all other corrupt business practices can be more than just financial in nature; they can potentially damage the Company's reputation as well.

The Company expects all employees and sub-contractors to:

- Act honestly and with integrity at all times and safeguard the Company resources for which they are responsible;
- Respect Alexis Flooring Limited customers, suppliers and other parties with whom it must interact to achieve its objectives by conducting business in an ethical, lawful and professional manner.

Within the Company, the responsibility to control the risks of unethical business practices occurring resides at all levels of the organisation.

The Company prohibits unethical conduct. We will:

- Communicate of a code of conduct to employees;
- Report and investigate allegations of fraud, bribery and other corrupt practices;
- Apply appropriate disciplinary procedures for employees who are found to have engaged in such practices;
- Monitor the effectiveness of such controls.

Alexis Flooring Limited will endeavour to take appropriate steps to ensure that all employees and sub-contractors:

- Meet all legal and regulatory requirements governing the lawful and ethical conduct of business;
- Ensure all breaches or suspected breaches are fully investigated and if appropriate, invoke disciplinary measures and take prompt action to remedy the breach and prevent any repetition;
- Provide information to all employees and further guidance if they have any questions or uncertainty regarding these requirements;
- Provide information to all employees on the procedures available to them to report any breach or suspected breach.

Alexis Flooring Limited expects that employees and sub-contractors do not engage in any illegal, improper or questionable conduct.

They must not receive, offer, promise, improperly influence payment, authorise payment or contract award (directly or indirectly), in return for anything of value, for example a bribe/kickback.

They must:

- Prohibit payments including 'facilitating' or 'expediting' payments to others in order to secure prompt or proper performance of routine duties;
- Prohibit the use of purchase orders or consulting agreements which channel payments or otherwise improperly reward customers or suppliers or their relatives or business associates;
- Ensure transactions are properly and accurately recorded.

Signed _____

For and on behalf of Alexis Flooring Limited
Spencer Collins - Director

Date: _____

SECTION 1: ORGANISATION

General Organisation

Arrangements for health, safety, welfare and the environment will be organised by Alexis Flooring Limited. The Managing Director has overall responsibility for health, safety and the environment.

The Managing Director has appointed 4see responsible for monitoring the Company's Health, Safety and Environmental Policy and for dealing with related health, safety, welfare and environmental matters.

Constructive suggestions to improve health, safety, welfare and environmental awareness in the Company are welcomed from any employee.

General Responsibilities

Directors and management are responsible for the implementation of the Company's policies on health, safety, welfare and environmental matters, including revision of this policy.

All employees are expected to set a personal example and take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions, as well as protection of the environment from their work activities.

Employees who are responsible for supervision are expected to promote and encourage health, safety and environmental awareness in employees under their control.

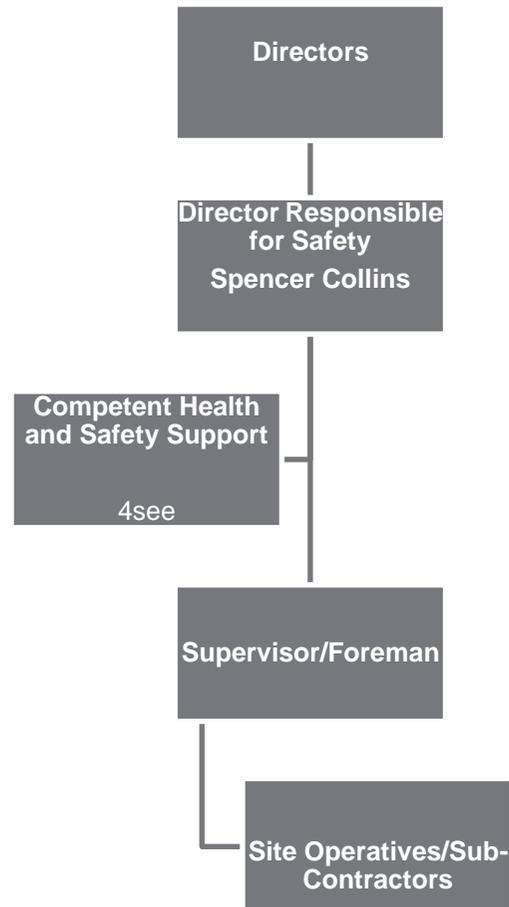
Consultation

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE).

Consultation will be either directly with the employees or with a group of employees elected as their 'representative of employee safety'.

Information will be provided initially to allow sufficient time for employee comments and feedback to be considered and any necessary changes made to the proposals.

Alexis Flooring Limited Organisational Chart



SECTION 2: RESPONSIBILITIES

Responsibilities of the Managing Director

- To have overall responsibility for health, safety and the environment within the Company.
- To ensure that sufficient resources are made available to meet health, safety and environmental needs within the Company.
- To appoint competent persons to manage health, safety and the environment within the Company.

Responsibilities of the Director Responsible for Health and Safety

- To ensure that the Policy supported by any additional instructions, procedures or other organisational arrangements, is implemented on a day to day basis.
- To bring to the attention of the Board of Directors any Health and Safety matter which may have an adverse effect on the Company, its employees or anyone else who could be affected by the Company's activities.

Responsibilities of the Main Board of Directors

- To read and understand the Company's Health and Safety Policy and comply with the prescribed arrangements.
- To ensure health, safety and environmental matters are given due consideration at all required levels within each respective operating company.
- To monitor and coordinate the services of the health and safety consultant, within each respective company.
- To report formally to the Production Director, as representative of the Main Board of Directors on health and safety matters on a regular basis and to advise of resource requirements throughout the Company.
- To cooperate with the Health and Safety Manager at Group level.
- Promote the competence of the workforce throughout the Company.

Responsibilities of Site Managers/Assistant Site Managers

- To read and understand the Company's Health and Safety Policy and comply with the prescribed arrangements.
- To be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.
- To ensure that the requirements of health, safety and environmental legislation, are complied with as they apply to Company activities.
- To ensure the health, safety and welfare at work of employees under the control of the Company and of contractors working on the company's premises/on behalf of the company by providing and maintaining:
 - Safe places of work and safe access/egress
 - Safe systems of work
 - Adequate levels of supervision, training, instruction, information
 - Relevant Risk Assessments
 - Safe work equipment
 - Adequate personal protective clothing and safety equipment
 - Adequate welfare facilities
 - Safe methods of handling, transporting stores and equipment
 - Accurate health and safety records
 - Medical surveillance (where the nature of the work being carried out requires it).
- To ensure all employees are aware of and have knowledge of, their health, safety and environmental responsibilities while undergoing their tasks and that they do not place themselves at risk.
- To employ best practice, as defined by the Company and any relevant bodies, at all times with regard to work activities.
- To set a personal example and carry out your own work in a safe manner using personal protective equipment issued by the Company as necessary.
- To ensure that other people, including visitors and members of the public, are not placed at risk as a result of the Company's activities.
- Where the Company is in control of premises, to ensure that others who visit such location(s) are kept free from risk from either the premises or equipment within.

Responsibilities of Foremen/Supervisors

- Set a good example to other employees by following company instructions, guidelines and arrangements when working.
- Ensure workplaces are inspected regularly.
- Monitor waste disposal procedures.
- Ensure Method Statements and Risk Assessment are in place and that control measures that have been identified are being correctly implemented.
- Ensure the correct Personal Protective Equipment is being worn and used correctly.
- Ensure any equipment is used in a safe manner.
- Liaise with the Principal Contractor's Site Manager and Alexis Flooring Limited operatives on health and safety issues.
- Ensure that work is being carried out without risk to the health and safety of others who may be affected.

Responsibilities of all Employees

- To read and understand the Company's Health and Safety Policy, its Environmental Policy and comply with the prescribed arrangements and objectives.
- To comply with Risk Assessments and Method statements which apply to their work activities.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company where and when required.
- To use work equipment only as instructed and trained. No unauthorised use of equipment is permitted; neither is repair or modification permitted. Damage to equipment should be notified to a Supervisor immediately.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Supervisor, including those where no injury occurred.
- To comply with any reasonable instructions given by Directors or appointed persons on matters of Health and Safety, for example; the Fire Marshals.

Responsibilities of First Aiders

- To provide First Aid to employees and others, as trained.
- To ensure that First Aid kits are maintained and that accidents are recorded in the accident book and within the company's reporting system.
- To assist in the reporting of serious accidents to Management notably with RIDDOR reporting and where required, assist in any accident investigation.

Responsibilities of Fire Marshals/Wardens

- To contribute to the management and enforcement of Alexis Flooring Limited fire procedures.
- To ensure that the means of escape are clear and free of obstructions by carrying out regular inspections
- To ensure that firefighting equipment, signage and fire evacuation procedures are in place/displayed and not misused.
- On hearing the fire alarm:
 - Supervise the evacuation of personnel from their area.
 - Check all rooms, stores and toilets to ensure full evacuation.

Responsibilities of Office and Administration Staff

- To read and understand the Company Health and Safety Policy and comply with the prescribed arrangements.
- To ensure the maintenance of company health and safety records.
- To ensure that for each company driver a full UK driving licence is held and fully covers the vehicle being driven and that the driver has been authorised to use a company vehicle or own vehicle for company use.

Responsibilities of Company Car and Company Van Drivers

- To ensure that a full UK driving licence is held and fully covers the vehicle(s) being driven and that the authorisation to use a company vehicle or own vehicle for company use has been given.
- To not consume alcohol or take medication which could affect driving ability before driving a vehicle on company business.
- To notify the Company of all driving convictions/offences and accidents that occur whilst carrying out company business.
- To ensure that a copy of the relevant business car insurance is obtained and held for use of any vehicle used for company business and that it covers the transfer of passengers and theft of company articles.
- To ensure that the relevant safety checks are made in accordance with the manufacturer's handbook and at the specified frequencies and that any repairs or maintenance are carried out as required.
- For non company cars, to ensure that all required Road Tax and MOTs (if applicable) are in date and ready for inspection if so requested by the Company.
- To ensure that a mobile phone is only used when it is safe to do so and in accordance with current legislation (i.e. where a hands free kit is fitted). The best recommendation is to wait until the end of a journey to retrieve, receive or send calls.

Responsibilities of Plant/Equipment Operators

- To read and understand the Company Health and Safety Policy and comply with the prescribed arrangements.
- Not to operate any piece of plant, machinery or Equipment unless trained and competent to do so.
- To comply with Risk Assessments and Method Statements which apply to their work activities.
- Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To ensure all plant/machinery is subject to a visual inspection before use and that the inspection is recorded.
To ensure plant/machinery is operated in a safe and controlled manner, with consideration given to operatives and members of the public at all times.

Responsibilities of Sub-Contractors

Whilst working in any capacity for Alexis Flooring Limited all Sub-Contractors will be expected to adhere to the Company Health and Safety Policy, to cooperate with the Company on all matters of health and safety at work and to cooperate with the Company's appointed Health and Safety Advisers.

All Sub-Contractors employees are to be made aware of Alexis Flooring Limited Safe Systems of Work (SSoW) and location specific procedures.

Where Sub-Contractors activities are outside the above, a specific SSoW must be provided to Alexis Flooring Limited for approval prior to commencing work.

The SSoW will include a detailed Risk Assessment of the task to be completed and, where applicable, will include safe methods and COSHH information.

All Sub-Contractors will be required, where applicable, to be able to demonstrate the applicable and suitable level of competence for the activity(s) they are involved in.

Responsibilities of 4see

- Advise Alexis Flooring Limited on the need to prepare, distribute and review a company Health and Safety Policy.
- To provide advice in accordance with the Service Level Agreement on the following:
 - Ensuring a positive health and safety culture is established and maintained
 - Effective communication of health and safety issues
 - Legal requirements affecting health, safety and welfare
 - Adequate standards of personal protective clothing and equipment
 - Working methods, equipment or materials which could reduce risks
 - Potential hazards in the workplace
 - Health and safety factors affecting the selection of plant and equipment
 - Specialist services including substances hazardous to health, noise, asbestos removal and the application of new and current legislation
- Where requested:
 - Carry out inspections of sites and workplaces as notified by Alexis Flooring Limited
 - Carry out investigations of serious accidents
 - Assist Alexis Flooring Limited in notifying and dealing with the Health and Safety Executive/ Environment Agency.

SECTION 3: ARRANGEMENTS

1 Introduction

The general details of Alexis Flooring Limited arrangements for the management of health, safety are provided within this section.

2 Health and Safety Policy

The Health and Safety Policy will be reviewed each year, or more frequently if required, to ensure that it is effective and up to date.

The Policy will be amended where required and all employees informed of any amendment.

A copy of the Health and Safety Policy will be available to all employees.

Each workplace will hold a copy of the Policy.

The Health and Safety Policy Statement will be displayed on a health and safety notice board and a copy held at each work location.

3 Information and Instruction

Alexis Flooring Limited recognises the need for effective communication between all parties in the workplace.

Alexis Flooring Limited will ensure that its employees are provided with adequate information and suitable instructions to enable them to carry out their work activities.

Information and instruction will be provided in a form which takes account of any language difficulties or disabilities.

Where the workplace is shared information relevant to the safety of all will be communicated.

4 Internal Communications

All relevant safety information will be provided at all workplaces where employees are located. This will include:

- Health and Safety Policy
- Environmental Policy
- HSE poster
- Employer's Liability Insurance Certificate
- Fire safety instructions
- Names of Fire Wardens and First Aiders
- Other safety instructions relevant to that workplace

5 Non English Speaking Employees

Alexis Flooring Limited has identified that those who cannot speak English may fail to understand what is being asked of them through verbal instruction by colleagues, Supervisors and Managers and may not be able to understand written instructions and operating procedures and processes. This represents a significant risk.

Alexis Flooring Limited will ensure that all employees are aware of their responsibilities in the workplace and will fully support any employees for whom English is not their first language so that they fully understand their responsibilities, site rules, regulations and reporting procedures. Contractors as employers in their own right will need to demonstrate that they are equally managing this risk correctly. Alexis Flooring Limited will work with its contractors to ensure that communication for all in the workplace is effective.

Communication will be achieved through translation and the use of interpreters. Confirmation of understanding will be established.

Alexis Flooring Limited will assess the risks associated with the fact that an individual does not speak and/or understand English. The Company will:

- Translate safety notices and training manuals into relevant languages or replace them with written notices with clearly understood symbols;
- Make use of internationally recognised pictorial warning signs which offer a means of communication that should be clear to all regardless of literacy or language;
- Provide safety training sessions in relevant alternative languages to English;
- Provide appropriate English language training ranging from key words only to oral and written fluency in English for longer term workers;
- Make use of bilingual employees to interpret/translate information to their non-English-speaking colleagues.

Alexis Flooring Limited will ensure that the interpreter/translator is competent to fulfil that role and will be given sufficient authority to discharge the responsibility placed upon them and ensure that communication is effective.

6 External Communication

Managerial and supervisory staff will ensure that they establish lines of communication with other organisations/persons that may be affected by Alexis Flooring Limited activities. This may be verbally, through the use of signage, in writing or a combination thereof.

Managerial and supervisory staff shall expect likewise that other organisations/persons will communicate health safety, or organisational issues that may impact on Alexis Flooring Limited Health and safety.

7 Training and the Maintenance of Competency

Alexis Flooring Limited will ensure that its workforce is trained and capable of carrying out their allocated tasks. Many accidents at work happen because an individual is not adequately trained. The likelihood of accidents or injury is reduced when personnel are well trained and are competent.

Managerial and supervisory staff must therefore ensure that all employees under their control have the appropriate training and knowledge required by their tasks and can gain experience relevant to the work being carried out in order to maintain that competence. Newly trained personnel will be appropriately supervised until such time that it is established that a suitable level of competency has been achieved.

Management and supervisory staff will identify and arrange training and instruction of employees.

Records will be kept of all training related to their work activities (including trade related qualifications) along with health safety and environmental issues. Refresher training will be organised (where required) to keep each employee's qualifications up to date and to maintain competence.

Accurate records of training will enable Alexis Flooring Limited to demonstrate effective management of training to enforcing authorities or other interested parties.

8 Method Statements/Plans of work

A method statement will be produced by Alexis Flooring Limited to describe how to control the risks identified for work activities in order to achieve a Safe System of Work.

A copy of the method statement (and its associated Risk Assessments) will be available at the workplace.

Everyone involved in the task will have the contents of the method statement formally communicated to them by Managerial or supervisory staff. Records demonstrating the receipt of this information will be retained by Alexis Flooring Limited.

The Principal Contractor will be requested to ensure that all requirements are met and that all planning procedures/control measures are implemented (with particular reference to hazardous features that the Principal Contractor has control over).

9 Safe Systems of Work

Alexis Flooring Limited will ensure that a Safe System of Work is established for all its work activities. In order to achieve this, work activities will be risk assessed.

In general terms:

- Where a hazard cannot be eliminated the identified risk will be managed and controlled within tolerable limits.
- Method statements and/or Risk Assessments that reflect the work activity and the environment in which it will occur will be established.
- Where a task(s) requires specific actions to be followed a permit to work system will be established and implemented.
- Safety equipment required to achieve risk control will be provided free of charge where necessary.

10 Risk Assessments

Management and supervisory staff are required to carry out Risk Assessments of work activities, ensuring that those which pose a significant risk to health, safety and the environment have had the hazards eliminated or the risk reduced or controlled by the implementing of appropriate control measures in order to achieve safe systems of work.

Risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.

The findings of Risk Assessments will be recorded.

Risk assessments will be carried out for each task or work activity that employees need to undertake. The Management of Health and Safety at Work Regulations and its Approved Code of Practice, indicates that:

To this end Alexis Flooring Limited will produce a model Risk Assessment which Managers and supervisors will review prior to commencement of work and, at any time that it is felt circumstances have changed, amend the model assessment to make it specific to the working conditions/environment. In addition, they will carry out any additional assessments that may be required to achieve a safe system of work. This will be communicated to the workforce.

A copy of the Risk Assessment will be available at the workplace and the findings will be brought to the attention of all employees affected by it. This will be undertaken by way of briefings by Managers or Supervisors so that those undertaking the activity understand what they have to do and the control measures to be implemented.

A sign off sheet is to be completed by those receiving the briefing to confirm that they have understood the contents of the assessment. This also confirms their responsibility to comply with it and to report any shortcomings in Health and Safety.

All risk assessments will be monitored and reviewed at regular intervals determined by the extent of the risk identified, (or when working practices or equipment change), to confirm that all risks from work activities are adequately controlled and are in compliance with current legislation.

11 Safe Place of Work

Alexis Flooring Limited is required to provide its employees, so far as is reasonably practicable, with a safe place of work along with safe access to and from that place of work. This will largely be achieved by the implementation of a Safe System of Work within that workplace.

Furthermore Alexis Flooring Limited will make adequate arrangements to ensure that all workplaces are maintained in a clean, orderly and safe condition.

Regular inspections/monitoring of workplaces will be conducted by a competent person. Records will be kept and any findings reported, and where appropriate actioned.

12 Home Working

Should Company employees work at home at any time, the general arrangements for managing their workplace will still apply.

To minimise risks, a Risk Assessment of the workplace will be carried out to identify potential hazards, in the same way as in a traditional work environment.

Records of assessments will be retained and reviewed to ensure the working environment remains acceptable.

All work equipment that is issued for home use will be subject to an assessment of suitability and will be subject to regular inspection on request. All sections of the Health and Safety Policy and procedures will remain applicable, particularly Accident Reporting.

13 Monitoring at the Workplace

Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy. Where it is found that the policy cannot be followed, the issue must be reported to senior management for review of the policy and/or the procedure. Some activities may require specific assessment.

4see will, when requested, visit and carry out regular inspections of all workplaces and provide guidance and advice on all aspects of health, safety, welfare and the environment to all nominated employees. Reports will be presented to the site managerial or supervisory staff on completion of the inspection and a copy of the inspection report will be sent to the Managing Director.

All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/or corrective action will be made.

All accidents and near misses must be reported to Supervisory or Managerial staff at the workplace. Notably where Incidents and injuries are to be notified to the enforcing authorities subject the requirement of legislation. Such incidents will be investigated in accordance to the severity of the incident this may require the assistance of 4see upon request.

Injuries of any description must be recorded in the accident book. Senior management will take steps to analyse such information in order to take such steps as are necessary to implement remedial action and so prevent reoccurrence where it is able.

Meetings to discuss health, safety, welfare and environmental issues will be held at regular intervals between management and 4see upon request.

14 Work at Height

The working at height regulations require employers to:

- Avoid employees working at height where it is possible;
- Make effective use of safe places of work already provided;
- Use work equipment or other measures to prevent falls where working at height cannot be avoided; and
- Where they cannot eliminate the risk of a fall liable to cause personal injury, use equipment or other measures to minimise the distance and consequences of a fall should one occur.

Alexis Flooring Limited will carry out a Risk Assessment to identify the risks of work at height and develop processes to eliminate or control the risks. Additionally Alexis Flooring Limited will ensure that all work at height is adequately planned, organised and supervised and carried out in a safe manner.

Alexis Flooring Limited will ensure that everyone involved in working at height is competent (or being trained and supervised by a competent person). Alexis Flooring Limited will provide any information, instruction and training that an employee may require to carry out his or her work in a safe manner when working at height.

Alexis Flooring Limited will appoint a competent person(s) to inspect and maintain work at height equipment (including places of work) at the statutory intervals determined by the environment and frequency of use.

All personal protective equipment provided to maintain safety when working at height (i.e. harnesses and lanyards) will be inspected at the required frequency and any defects noted during those inspections. These will be reported by operatives prior to or during use and will be attended to immediately.

Employees must inspect the equipment provided immediately before they use it and ensure any defective equipment is exchanged or repaired before use.

If work is to be undertaken at height then prevention of falls will be the first priority. Collective prevention measures will be put in place so that personal protection is only a secondary measure.

When selecting work equipment, Alexis Flooring Limited will take account of the working conditions, the distance to be negotiated, the distance and consequences of a fall.

Additionally, Alexis Flooring Limited will ensure that arrangements are in place in the event of an emergency or a rescue needing to be facilitated.

Alexis Flooring Limited has determined that the following hierarchy of measures will be taken to carry out work at height:

- Avoid working at height where possible;
- Use:
 - scaffolding or mobile towers erected by competent persons and complying with Schedule 2 of the Work at Height Regulations 2005, or
 - Mobile Elevating Work Platform, or
 - Podium or deck type platform, or
 - Step ladders and ladders (Subject to criteria set out in the section on ladders and step ladders).

15 Ladders and Step Ladders

Ladders will be used only where the use of more suitable work equipment is not justified. (This could be due to the low risk and short duration of use or, because of existing features within the workplace which cannot be altered which make ladders the only possible suitable equipment).

No work will be conducted from ladders unless a risk assessment shows that this is the only reasonably practicable and final option. Every attempt will be made by Alexis Flooring Limited to eliminate the use of ladders and step ladders as an option for working at height.

If ladders are deemed to be the only option, they will be used only if a risk assessment shows:

- That the operative can maintain three points of contact;
- That the task is of short duration (under 30 minutes);
- That the task is low risk;
- Ladders are industrial use class 1 or EN131;
- Ladders can be set at an angle not exceeding 75 degrees (1 out to 4 ratio);
- Ladders are clearly identifiable and subject to regular inspections.

Additional control measures will be introduced (if practicable) to reduce the risks to a minimum. This will be in the form of ladder stays, stand offs or other proprietary ladders or ladder securing devices.

Persons using ladders will have attended training in the use of ladders and any associated accessories and be familiar with the hazards associated with the use of this equipment.

Step ladders will be used only when the Risk Assessment determines that their use has a low risk and is of a short duration (less than 30 minutes) and, where other equipment cannot fit due to space restrictions. Priority will be given to selecting work equipment with a working platform and some type of edge protection or rail whilst the operative is on the steps. Podium steps or similar design equipment will be considered in the first instance.

Step ladders will be of sufficient height to enable the work to be carried out from no higher than the third tread from the top. Step ladders will be used only on a firm and level base to prevent them toppling.

All ladders and step ladders will be inspected prior to each use and on a regular basis which shall be recorded.

16 Plant/Machinery/Equipment

All reasonably practicable steps will be taken to secure the health and safety of employees who use, operate or maintain plant, machinery and equipment or may be affected by it use.

Alexis Flooring Limited will carry out assessment(s) of risks for use and maintenance of all plant/machinery/equipment and will ensure that all control measures identified in the Risk Assessment(s) are implemented to minimise risk.

All plant, machinery and equipment provided for use in the workplace will be subject to a system of inspection, service and maintenance as recommended by the manufacturer or a competent engineer. Only competent and appointed personnel may carry out maintenance.

Records of the inspections, service and maintenance, including statutory inspections, will be maintained in accordance with current legislation.

17 Lifting Equipment

Lifting equipment covers a wide range of equipment.

All lifting equipment must be suitable for the task.

Alexis Flooring Limited will obtain adequate information from the installer or supplier of lifting equipment on the safe and proper use of the equipment.

Any lifting appliance or lifting equipment provided or delivered to a workplace must have been tested, thoroughly examined and inspected in accordance with the relevant standards.

Copies of inspection certificates, register entries etc. must be available at the workplace.

The equipment will be subject to inspection on a daily basis by the operator and on a regular basis relevant to its use and environment. Inspections shall be recorded.

Employees trained in the use of lifting Equipment must not exceed the safe working load of that lifting equipment or use it in a way or for a purpose for which it is not intended.

18 Mobile Plant

Only trained and appointed personnel will be permitted to operate any mobile plant under Alexis Flooring Limited control.

Such personnel will be familiarised with any mobile plant that is new to them (i.e. hired item from a different manufacturer that the personnel are used to).

Personnel will have access to manufactures/suppliers instruction on operation, servicing and maintenance.

Personnel will not travel on mobile plant unless there is a safe place for them to do so.

Any safety features fitted to the mobile plant i.e. seat belts roll bars etc. will be fully used.

Only plant with the correct features may operate on the public highway.

19 Driving when Working for Alexis Flooring Limited

Alexis Flooring Limited recognises the risks to drivers when at work through the statistics released annually by the HSE and information in the media. Alexis Flooring Limited has a responsibility to control the health, safety and welfare of their employees whilst driving either company or self-owned vehicles used for work.

The Company's policy is that all drivers must be in control of their vehicle at all times.

No electronic devices are to be used even for the shortest period when in control of a vehicle. Mobile telephones or other means of communication are to be used only if the vehicle has stopped in a safe place and the handbrake is applied.

All drivers must be fit to drive. Any employee who is under the influence of drugs, alcohol or any substance likely to cause a danger to themselves or others is forbidden to drive. Should any member of staff feel unfit to drive for any reason, a Supervisor or Manager should be immediately informed.

Only those employees who hold a current valid driving licence for the vehicle type they plan to drive are permitted to do so.

Authority will be given to all drivers and a copy of their full UK driving licence will be held on file.

Authorised drivers will be required to notify the Company of driving convictions and offences. Business use insurance must be in place for all drivers of vehicles.

For all company vehicles the required Road Tax and MOT (if applicable) will be held and a register kept and held on file.

Company vehicles will be subject to maintenance and servicing in accordance with manufacturer's instructions. Additionally, regular checks will be carried out on the roadworthiness of all company vehicles (e.g. tyre pressure and condition, including spare; correct functioning of lights; oil, coolant, brake fluid and windscreen washer fluid levels; damage to windscreen).

Employees will be instructed on how to carry out these checks themselves and reminded to undertake them.

Employees will be made aware that they must not drive without the correct glasses or contact lenses (where required), when fatigued, when under the influence of alcohol or drugs or if suffering from any illness or taking any medication that may affect their ability to drive safely.

20 Display Screen Equipment

The use of Display Screen Equipment (DSE) has been linked to cases of Musculoskeletal disorders (see separate section within this Policy) and eye problems.

In accordance with current legislation Alexis Flooring Limited will identify all Users – those employees who use DSE for a significant part of their working day (usually in excess of 1 hour).

A suitable assessment of the risk will be carried out for all users. Any risks identified will be reduced as far as is reasonably practicable.

All users will receive regular, adequate training and information in the correct set-up and use of DSE.

Eye tests will be provided upon request and Alexis Flooring Limited will make a contribution to the basic price of spectacles provided specifically for the use of DSE.

Any user who works at home or away from the Company's premises will receive adequate information in the correct set-up and use of DSE. This information should enable the person to complete their own DSE RISK ASSESSMENT, which will be returned to their Manager once complete.

Any risks identified will be reduced to low as is reasonably practicable.

21 Occupational Health

Alexis Flooring Limited recognises that workers may suffer from ill health caused or made worse by work. This may be due to for example:

- Musculoskeletal disorders (MSDs): from work-related upper limb disorders (WRULDs) and back injuries;
- Work-related stress
- Occupational dermatitis;
- And many others

Alexis Flooring Limited will carry out assessment(s) of risks related to potential ill health through work activities and will ensure that all control measures identified in the Risk Assessment(s) are implemented to minimise risk.

Employees are encouraged to report any suspected work related ill health through Managers so that action can be taken to manage the situation.

22 Noise

Current legislation on the control of Noise at Work requires employers to reduce and control the exposure to noise to their employees. This is achieved by assessing the risk and taking account of exposure levels set within the Regulations.

The exposure levels apply to either a daily or weekly exposure based on 8 hours - dB (A) or the maximum noise (peak sound pressure) in a working day - dB (C):

Lower Exposure Action Value

- Daily or Weekly Personal Noise exposure – 80 dB (A) Peak sound – 135 dB (C). Assessment is required to establish potential risk and hearing protection is made available

Upper Exposure Action Value

- Daily or Weekly Personal Noise exposure – 85 dB (A) Peak sound - 137 dB (C) Noise is reduced and where this is not successfully controlled (ideally through mechanical means) or if not, then through mandatory use of hearing protection.

Additionally an Exposure Limit Value has been set:

- Daily or Weekly Personal Noise exposure of 87 dB (A) Peak sound – 140 dB (C). This must not be exceeded even taking account of the protection afforded by hearing protection.

Alexis Flooring Limited will carry out suitable and sufficient risk assessment for all activities where it is believed that there is a risk of employees being exposed above the lower action value 80 decibels.

Alexis Flooring Limited will eliminate or control noise at source where it is practicable to do so. And where it is not, will provide its employees with suitable and sufficient hearing protection selected according to the noise risk to which the employees are exposed.

Alexis Flooring Limited will:

- Ensure that all employees, contractors and visitors receive such information as is necessary to warn them of the risk. Furthermore that they will obey any instructions and warning notices with regard to the wearing of hearing protection in areas where a risk exists.
- Ensure plant and equipment is selected and maintained to minimise noise levels.
- Ensure suitable ear protection is supplied for the conditions of exposure.
- Ensure adequate means of communication in noisy environments, especially if relevant alarm sounds may need to be heard.
- Workplace Management and Supervisors will ensure compliance with any noise levels.

Employees have a duty to comply with and use the measures that Alexis Flooring Limited provides under the regulations including:

- To use any controls as determined by the Risk Assessment;
- To wear any hearing protection provided when exposed at or above the Upper Exposure Limits or where mandatory areas have been designated;
- Not misuse, interfere with the hearing protection and report any defects to the employer.

23 The Control of Vibration

Current legislation on the control of Vibration at Work requires employers to make a suitable and sufficient assessment of the risks posed of either hand/arm and/or whole body vibration.

Employers must introduce control measures to, in the first instance, eliminate the vibration at source or, where this is not reasonably practicable, reduce the vibration to as low a level as reasonably practicable.

The exposure limits and action values are:

- Daily Exposure Limit Value – 5 m/s² in an 8 hour period
- Daily Exposure Action Value – 2.5 m/s² in an 8 hour period

Therefore Alexis Flooring Limited will ensure that a regime is implemented for:

- Establishing the risks associated with tools that vibrate;
- Knowing which items of equipment pose the highest risk to employees;
- Ensuring that a purchasing/hiring policy is established to ensure that the equipment is selected correctly;
- Setting policy based on recognised exposure limits for the use of this equipment;
- Providing Information, Instruction and Training on vibration risks to employees;
- Recording exposure levels and durations for employees where necessary;
- Providing Health Surveillance where required.

The basis of the Risk Assessment is to avoid the risk wherever possible. However, if the job cannot be done without exposure to vibration equipment the following steps will be taken:

- **Select** - select equipment that produces the least possible vibration or removes the operative from the source of the vibration by using remote control equipment.
- **Provision** - consider other equipment which can be used in conjunction with the vibrating equipment which reduces the risk of injuries caused by vibration, for instance foul weather protection for cold and damp;
- **Maintain** - good maintenance can reduce vibration levels considerably; operatives should be instructed in basic maintenance such as the replacement of blunt drills or chisels;
- **Limitation** - ensure that limits/durations are set on tasks and appropriate rest periods are taken;
- **Train** - make operatives aware of the risks and the precautions, such as gripping tools properly;
- **Inform** - provide up to date information on the vibration risks;
- **Review** - review the use of vibrating equipment as technological advances are made available.

24 Hazardous Substances

Prior to any work activity commencing, information must be obtained on any material, substance or process to be used or likely to be encountered which could be a hazard to the health of personnel.

Alexis Flooring Limited shall carry out Risk Assessment(s) related to the use of products or the creation of by-products, to identify whether those substances are hazardous to health. If necessary, a workplace/job specific Control Of Substances Hazardous to Health (COSHH) Assessment will be produced.

Appropriate control measures must be identified and implemented to ensure the Health and Safety of personnel affected by the use of substances hazardous to health and the protection of the environment.

Such control measures may seek to eliminate/substitute the substance, to provide collective protection and or personal protection.

25 Musculoskeletal Disorders and Manual Handling

Musculoskeletal Disorders (MSD) covers any injury, damage or disorder of the joints or other tissues in the upper/lower limbs or the back. Alexis Flooring Limited will take the steps necessary to prevent and manage MSDs, assessing the risks of manual handling and repetitive tasks.

The incorrect handling of loads causes large numbers of injuries and can result in pain, time off work and sometimes permanent disablement.

Manual Handling operations are defined as "any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force".

Current legislation requires, where reasonably practicable, that manual handling is eliminated. Where it cannot be eliminated, then a Risk Assessment must be carried out where there is a risk of injury due to the manual handling operation.

To this end Alexis Flooring Limited shall seek to effectively manage the handling activities that its personnel may be engaged in as part of their work (including taking account of repetitive tasks). This will be achieved by the following four steps:

Avoid the need for manual handling, so far as is reasonably practicable;

Assess the risk of injury from any manual handling that cannot be avoided;

Reduce the risk of injury from manual handling, so far as is reasonably practicable;

Inform the employer if hazardous handling activities are identified.

Where manual handling tasks are necessary, Alexis Flooring Limited will conduct a risk assessment and implement any required control measures. These may include:

- Provide mechanical aids such as trolleys, pallet truck etc;
- Provide sufficient persons to enable the lift to be carried out in a safe manner;
- Provide suitable lifting attachments such as handles or handholds;
- Ensure items are secure to prevent load shifting;
- Reduce the size of load to be lifted;
- Provide adequate PPE;
- Provide employees with manual handling training;
- Provide manual handling information through posters etc;
- Ensure employees take care to ensure that their activities do not put others at risk.

26 Stress

Stress in the workplace is a reality of working in current times. An employee who is severely stressed may significantly increase the likelihood of having or contributing to an accident, becoming a hazard to himself/herself as well as to others.

Alexis Flooring Limited has a responsibility to control the health, safety and welfare of its employees and this includes reviewing the impact of stress at work. In order to manage stress in the workplace the HSE's management standards for stress shall be applied.

These cover the primary sources of stress at work:

Demands - workload, work patterns and the work environment;

Control – how much say the employee has in the way they do their work;

Support – the encouragement, sponsorship and resources provided by the employer, management and fellow employees;

Relationships – includes promoting positive working, the avoidance of conflict and dealing with unacceptable behaviour;

Role – whether the employee understands their role and conflicting roles are avoided;

Change – how change is managed and communicated.

Management and supervisory staff should be aware of, and look for, the symptoms of stress in individuals and in groups. Equally any employee who may strongly suspect that a fellow employee or they themselves are being affected by stress should refer this to the appropriate Manager who will arrange for the person to be assessed and/or monitored.

Alexis Flooring Limited policy will regularly review each employee's work performance and workload. Employees will be given every chance to air their views and grievances at these reviews.

27 Health Surveillance

Operatives may sometimes need to use certain substances and materials that may pose risks to their health. In addition they may carry out activities or work in environments which may equally affect their health.

Further to any COSHH, noise, vibration or other assessments that Alexis Flooring Limited carry out, (which will require the implementation of applicable control measures), health surveillance will be implemented where the assessment or legislation requires it to ensure that personnel's health is maintained monitored.

28 Managing Sickness

Research shows that long periods out of work can lead to worse health, while working can be good for physical and mental health and well-being.

In some cases the longer personnel are absent through illness, the lower the chances of them returning to work. Work may help people recover more quickly from illness.

To this end, Alexis Flooring Limited will endeavour to help employees back to work as soon as possible.

Alexis Flooring Limited will ensure that it maintains regular contact with the employee during their absence (in accordance with the HSE recommended guidance document HSG 249) and implement the Company's sickness policy.

The employee will be required to inform Alexis Flooring Limited of their intended absence and (where applicable) provide a 'Fit Note' from their Doctor.

A plan to return to work will be implemented with professional advice sought if required. This plan will be agreed with the employee and progress will be monitored.

Where necessary, Alexis Flooring Limited will discuss changes to support an employee's long-term prospects of employment following sickness absence.

On return to work the employee will receive a 'return to work' interview. Monitoring of sickness absence and any effects from illness/injury will be agreed to ensure that any reasonable adjustments to the working environment/activities can be accommodated.

29 Asbestos

Asbestos represents a significant risk within the work environment Alexis Flooring Limited shall take such steps as are necessary to control this risk as it affects its undertakings.

30 Management of Premises Containing Asbestos

Alexis Flooring Limited recognises its duty to manage asbestos in premises under its control.

To this end, any premises under its control will be surveyed to establish the presence of asbestos. The information produced from that survey will be made available to any person carrying out work within those premises where the asbestos could be disturbed.

A written asbestos management plan will be implemented which includes measures for condition monitoring and an assessment of the likelihood of anyone being exposed to the materials. The asbestos management plan will be reviewed annually or more frequently if deemed necessary.

The building will be managed to prevent such disturbance with instructions being issued to employees or other who may be affected.

Where asbestos in a building under Alexis Flooring Limited control is in such a condition that it represents a significant risk then it shall be removed under control.

31 Work where Asbestos may be Encountered

Steps will be taken to identify and locate materials in premises likely to contain asbestos.

Employees and any others who are likely to come into contact with asbestos will receive awareness training which will include emergency procedures, decontamination procedures and safe working practices.

Contractors who work in the premises will be trained in asbestos awareness and will be made aware of the location of any asbestos-containing materials prior to the start of any work.

Before any work is carried out on the fabric of any premises, a specific and more intrusive investigation may be required to ensure that any concealed asbestos-containing materials are identified.

No works that will disturb asbestos-containing materials shall be undertaken under any circumstances.

Should suspected asbestos-containing materials be discovered during any works then all works will be stopped until specialist advice is sought.

Any asbestos removal works will be carried out by trained asbestos contractors and all waste will be disposed of in accordance with current waste regulations.

32 Electricity – General

The use of electricity in the workplace is widespread and represents a significant risk of personal injury and fire.

No Alexis Flooring Limited employee is to undertake electrical work on any equipment or system within the workplace unless those employees hold the relevant qualifications and have been authorised.

Any faults or hazards related to electrical equipment or installation should be reported to Supervisors or Managers for action.

33 Management of Electricity in Premises

Alexis Flooring Limited will ensure that electrical installations are subject to inspection, testing and where required maintenance. Managers responsible for premises will obtain certification to ensure that any permanent or temporary (if required) installations are on record and in date.

Periodic Portable Appliance Testing will be carried out for all electrical equipment as suggested by guidance or specified by the Alexis Flooring Limited insurance company, whichever is the shortest period.

All personnel should visually inspect any electrical equipment under their control for suspected visual defects and report these for corrective action.

Where the employee is facing problems in powering equipment, (i.e. lack of sockets), they should report this and not attempt to resolve the situation themselves by adding extension leads.

34 Electricity - (Construction)

No work will be undertaken by any Alexis Flooring Limited employee on or in the vicinity of live electrics. Such work is only to be carried out by qualified and authorised personnel, subject to a permit to work.

Where permanent electrics are required to be disconnected or isolated, Alexis Flooring Limited Managerial and Supervisory staff are responsible for obtaining the necessary certification.

Alexis Flooring Limited Managerial are responsible for obtaining information on and arranging for the protection of any existing or temporary buried, overhead or surface laid electrics. Alexis Flooring Limited Managers and Supervisors are responsible for ensuring that adequate power distribution is provided to locations where it is required, subject to contractual agreement between parties on site. This will include ensuring provision of sufficient sockets for battery charging.

Only 110V equipment (or less) will be used on any Alexis Flooring Limited site for power tools. Any specialist equipment which operates at higher voltage and for which an 110V alternative does not exist may be used only subject to specific assessment and implementation of the relevant control measures.

Portable and transportable equipment shall be inspected and tested as frequently as required. The frequency will depend on the environment in which the equipment is used, the conditions of usage and how carefully it is handled.

Equipment used on site will normally be inspected at least every 3 months and equipment used in an office environment will be inspected at least every 12 months.

Temporary electrical installation to site offices and welfare facilities will be inspected every 3 months.

35 Emergency Procedures

Whilst all reasonably practicable steps shall be taken by Alexis Flooring Limited to ensure its activities take place as planned, within the boundaries set by this policy and any relevant assessments, Alexis Flooring Limited recognises that emergencies can occur and that these need consideration and management action in order that control of a situation where its employees may be at risk.

Written emergency procedures for reasonably foreseeable incidents will be assessed at all workplaces.

All employees will be informed, instructed and where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

36 Fire Prevention and Evacuation Procedures

A Fire Risk Assessment will be completed at all workplaces under the control of Alexis Flooring Limited.

Appropriate measures will be implemented at all workplaces, including adequate:

- Means of fire detection;
- Means of raising the alarm in the event of a fire;
- Firefighting equipment;
- Emergency lighting;
- Emergency routes and exits.

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment. Fixed electrical installations will be inspected and tested periodically.

Procedures will be produced at all workplaces detailing action to be taken in the event of a fire including on discovering a fire, hearing a fire alarm, evacuation routes and assembly points.

An appointed person will regularly inspect the designated evacuation routes for obstructions.

Fire plans will be displayed around the building(s). Emergency routes and exits will be indicated by signs.

Where disabled persons use the workplace, specific arrangements will be made to ensure they can escape in an emergency.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures (action to be taken, fire alarm, types and use of fire equipment). These procedures will be practised regularly and records will be maintained.

Fire Marshals will be appointed and trained in fire prevention and evacuation procedures.

37 First Aid and Accident Reporting

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees) or damage to any property.

Nominated 'suitable person(s)' - trained First Aiders or Emergency First Aiders - will be provided at all workplaces to administer First Aid treatment. The numbers required will be determined by a suitable and sufficient Risk Assessment.

Adequate First Aid equipment will be provided at all workplaces under the control of the First Aider to include:

- First Aid kits;
- Eyewash stations;
- A suitable place or room for the administration of simple first aid procedures.

All employees, contractors and visitors must report all injuries and accidents in accordance with company policy and ensure details are recorded in the Workplace Accident Book. The book may be hard copy or electronic.

Management must report specified injuries, incidents or diseases occurring at or as a result of activities at the workplace, as required by current legislation.

Fatal and Specified injuries can be reported by phone and online to the HSE Incident Contact Centre.

Less serious accidents where a person is away from normal working duties for at least seven days as a direct result of a work related accident can only be reported using the F2508 form and must be reported within 15 days of the accident.

For benchmark and comparative analysis against previous statistics, we will continue to record all injuries which result in absence from work of more than three days.

Reported accidents will be investigated to ensure that protective and preventive measures are reviewed and controls are amended or improved as required to prevent recurrence. Accident reports will be prepared to comply with legislation and where necessary to prepare for litigation.

The Enforcing Authority must be informed when:

- Any person dies as a result of or in connection with work;
- Any person suffers a major injury or disease as a result of or in connection with work;
- A person is incapacitated for work for more than 7 consecutive days due to an accident at work. This must be reported within 15 days;
- Any person not at work (visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital.

38 Welfare Facilities

Suitable and sufficient welfare facilities will be available at all workplaces for all employees, contractors and visitors, including:

- Toilet facilities, including facilities for the disabled
- Washing facilities
- Facilities for rest and to prepare and eat meals, including means for boiling water (to include adequate seating with backs)
- Drinking water
- In addition
- Accommodation for clothing
- And where appropriate Changing rooms and lockers

All facilities will be maintained to a satisfactory standard, with regard to:

- Accessibility
- Temperature
- Ventilation
- Lighting
- Cleanliness/hygiene

Before work commences on site, arrangements must be made for convenient sanitary facilities for the use by operatives throughout the duration of the works.

Where welfare facilities are to be shared on site between different contractors, arrangements and procedures for the proper use and maintenance of those facilities must be developed and communicated to all parties. This will be detailed in the Induction Procedure or on a notifiable site within the Construction Phase Plan.

39 Personal Protective Equipment

Alexis Flooring Limited recognises the use of PPE as part of its strategy to control risk. PPE will be selected following risk assessment identifying its need.

The selection will be based on the PPE's ability to afford the best protection and shall be provided free of charge, to all personnel requiring it to carry out their allocated tasks.

Alexis Flooring Limited will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately.

Personnel will use issued PPE fully and correctly and shall report any loss or damage.

All PPE shall be personal issue.

40 Protection of the Public and/or Non-Employees

Arrangements will be made to ensure, so far as is reasonably practicable, that no member of the public or non Alexis Flooring Limited employee(s) is exposed to risks to their health and safety as a result of Alexis Flooring Limited activities.

In carrying out any activity in the presence of the public or non-employee, Alexis Flooring Limited shall ensure that the safe system of work takes adequate account of the public and non-employee and, that suitable and sufficient precautions are in place to protect them.

41 New or Expectant Mothers

Any employee is required to notify Alexis Flooring Limited (in writing) that she is pregnant, has given birth within the previous six months, or is breastfeeding.

She will also be required to provide Alexis Flooring Limited with a certificate from a registered medical practitioner or a registered midwife showing that she is pregnant.

Once this is confirmed, Alexis Flooring Limited will conduct a review of her current work, specific risk assessment and implement any changes/control measures to protect her unborn baby.

This assessment will take into account the following considerations:

- long working hours
- night-time working
- stress
- noise
- violence from customers
- exposure to toxic substances, e.g. lead, pesticides, mercury etc.
- radiation
- manual handling

This assessment will be reviewed at regular intervals by Managerial staff or as/when the employee requests it.

Alexis Flooring Limited will also provide suitable facilities for pregnant and breastfeeding mothers to rest while at work.

42 Young Persons

Alexis Flooring Limited accepts responsibility for ensuring that young people, particularly those under 18, are safe in the working environment.

Before employing a young person Alexis Flooring Limited will undertake a Risk Assessment in accordance current legislation.

Alexis Flooring Limited shall ensure that all young persons employed are protected at work from any risks to their health or safety which are a consequence of their lack of experience or absence of awareness of existing or potential risks or the fact that they have not yet fully matured.

Alexis Flooring Limited will not employ a young person for work which:

- is beyond their physical or psychological capacity;
- exposes them to substances chronically harmful to human health, e.g. toxic or carcinogenic substances, or effects likely to be passed on genetically or likely to harm any unborn child;
- exposes them to radiation;
- involves a risk of accidents which they are unlikely to recognise because of their lack of experience, training or attention to safety;
- involves a risk to their health from extreme heat, noise or vibration;
- exposes them to night work, which is not normally permitted between 22.00 and 06.00 but may be varied in writing to 23.00 to 07.00 hours;

The restrictions do not apply in the following special circumstances:

- where it is necessary for training (e.g. NVQ, SVQ, In-House, Apprenticeships);
- where the young person will be supervised by a competent person, and
- where any risk will be reduced to the lowest level that is reasonably practicable.

Alexis Flooring Limited will obtain parent or guardian consent before employing a young person below the minimum school leaving age and provide the local authority with relevant information on the individual so that he/she can be issued with an employment permit.

43 Work Experience Placements

Alexis Flooring Limited recognises that the exposure to work provided by placements is a significant step in preparing young people for adult and working life. It provides an opportunity to foster an early understanding of the importance of health and safety and to influence the attitudes of the future workforce.

Alexis Flooring Limited will liaise with the Local education authority (LEA) or establishment work placement advisor to ensure the successful management of health and safety on work experience placements and the provision of a safe and supportive environment for the learner.

Where Alexis Flooring Limited accept students above the minimum school leaving age (MSLA) they will be considered a young person and the Risk Assessment reviewed accordingly. See separate section.

Where Alexis Flooring Limited accepts students below the MSLA, the Risk Assessment will be reviewed to ensure suitable controls are in place and that the key findings have been communicated to the work placement officer and parents or guardians.

Alexis Flooring Limited will ensure that the controls reflect that students below the MSLA are not entitled to exemptions from the young person working restrictions, but temporary young worker status may be granted in cooperation with the work placement officer under the Education Act for school years 10 and 11 who would otherwise be prohibited by Child Employment Legislation from engaging in the restricted activities.

44 Lone Working

A lone worker is defined as an employee who performs an activity that is intended to be carried out in isolation from other workers and/or without close or direct supervision however; there are circumstances where 'any situation or location in which someone works without a colleague nearby; or when someone is working out of sight or earshot of another colleague' may be also considered.

There is no general prohibition on a person working alone. There are however specific instances where legislation requires more than one person to be involved in the operations or activity and circumstances where either the location or the nature of the work is unsuitable to alone worker.

It must be established whether lone working is likely to occur as part of an employees working conditions.

Risk Assessments must be carried out and control measures put in place prior to the lone work commencing. Part of the method of work should include communication as an element of remote supervision. Only employees who display a high level of competence in their given tasks should be involved in lone working.

In certain cases lone working is not permissible and the worker will be physically supervised. This includes young people those undergoing training and other potentially vulnerable employees are not suitable.

45 Alcohol and Drug Misuse

Alcohol or drug misuse by employees or contractor working in Alexis Flooring Limited premises (including supervisory and management staff) can adversely affect the health and safety of themselves or others in the workplace.

Therefore, it is the policy of Alexis Flooring Limited that alcohol and/or drugs are prohibited in the workplace or whilst representing Alexis Flooring Limited.

Any persons known to be, or strongly suspected of being affected by alcohol and/or drugs must be referred to the appropriate supervisory or management representative who will arrange for the person to be removed from the workplace.

46 Smoking

Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, contractors, or visitors.

It is an offence to smoke or permit smoking in a smoke-free area. Anyone seen smoking in a smoke-free area should be reported to a Supervisor or Manager.

'No Smoking' signs of the appropriate size and containing the information required by the relevant regulation will be clearly displayed at or near the entrances to smoke-free premises, public spaces and within vehicles.

47 Construction, Design and Management 2015 (CDM)

Legislation places a responsibility on all organisations that are in control of premises to ensure that those premises are safe for anyone using them. This may require regular maintenance work which itself may often be considered to be construction work, but also specific construction to be carried out

Alexis Flooring Limited will ensure that it complies with the requirements of the Construction (Design and Management) Regulations 2015 dependant on the role(s) it is undertaking (Client, Principal Designer, Designer, Principal Contractor, Contractor).

The regulations cover the management of health and safety from concept through to demolition including hazard identification and control, following the general principles of prevention set out in the Management of Health and Safety at Work Regulations 1999 - Eliminate, reduce, inform, control.

There are five key duty holders in The Construction (Design & Management) Regulations 2015 (CDM).

These are:

- The Client
- The Principal Designer
- The Designer(s)
- The Principal Contractor
- The Contractor(s)

Responsibilities when acting as a Client

When the Company acts as the Client under CDM 2015 and there is more than one Contractor working on the project at any time, it is important to be aware that unless the Company appoints a Principal Designer and Principal Contractor, these duties and all the associated responsibilities are assumed by the Company.

Under CDM the Client is defined as a person or organisation for whom a construction project is carried out.

The Client must:

Make suitable arrangements for managing a project. This includes making sure that:

- Other duty holders are appointed
- Sufficient time and resources are allocated

Clients must also make sure that:

- Relevant information is prepared and provided to other duty holders
- The principal designer and principal contractor carry out their duties
- Welfare facilities are provided.

The Client is responsible in law for its impact on the arrangements that are made to manage the project.

Notifiable Projects

The requirements of CDM 2015 apply whether or not the project is notifiable.

However, where the project is notifiable the Client must give notice in writing to the HSE as soon as practicable (F10).

Projects become notifiable if the construction work:

- 1 Is expected to last more than 30 working days and have more than 20 workers working on site simultaneously at any point in the project

OR

- 2 Involves more than 500 person days, for example 50 persons working for more than 10 days.

Note: All days on which construction work takes place count towards the period of construction work. Holidays and weekends do not count if no construction work takes place on these days.

For all work the Client must ensure that a construction phase plan is prepared and the requirements in Schedule 2 Welfare Facilities must be complied with. The Client must also ensure that the Principal Designer prepares a Health and Safety File for the project.

Responsibilities when acting as Principal Designer

The role of the Principal Designer is to plan, manage and monitor the coordination of the pre-construction phase of the project, including preparatory work carried out for the project. The Principal Designer must:

- Assist the client in identifying, obtaining and collating the pre-construction information;
- Provide pre-construction information to designers, principal contractor and contractors.
- Ensure that designers comply with their duties and cooperate with each other.
- Liaise with the Principal Contractor for the duration of your appointment.
- Prepare the Health and Safety File.

The duties as the Principal Designer apply regardless of the contractual arrangements for the appointment of other designers on the project.

Responsibilities when acting as Designers

Designers must:

- Understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions.
- Have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design.
- Check that clients are aware of their duties.
- Cooperate with others who have responsibilities, in particular the principal designer.
- Take into account the general principles of prevention when carrying out design work.
- Provide information about the risks arising from their design.
- Coordinate their work with that of others in order to improve the way in which risks are managed and controlled.

Responsibilities when acting as Principal Contractor

Under CDM 2015, a Principal Contractor must be appointed where there is more than one Contractor on site at any one time. The Client retains the role of Principal Contractor until the Client appoints a Principal Contractor.

The Company accepts its duty to communicate necessary information to all parties that require it in timely manner.

The Principal Contractor must ensure that the personnel engaged are competent to carry out their work.

A Construction Phase Plan will be prepared in writing for notifiable projects in response to the Pre-Construction information provided by the Principal Designer.

The Plan will initially be sufficient to permit work to commence and will be developed as necessary as the works progress.

The Plan will include Site Rules that are applicable to the Principal Contractor's works and will comply with the standards stated in this policy document.

At the end of each phase/project the Principal Contractor will provide necessary information for inclusion in the Health and Safety File covering the works.

The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site. The term manage means to plan, manage, monitor and coordinate the construction phase so that health and safety risks are controlled. Key actions include:

- Planning: preparing a Construction Phase Plan that ensures the work is carried out without risk to health or safety;
- Managing: implementing the plan, including facilitating cooperation and coordination between contractors;
- Monitoring: reviewing, revising and refining the plan and checking work is being carried out safely and without risks to health.
- Securing the site - taking steps to prevent unauthorised access to the site by using fencing and other controls.
- Providing welfare facilities - making sure that facilities are provided throughout the construction phase.
- Providing site induction - giving workers, visitors and others information about risks and rules that are relevant to the site work and their work.

Liaising on design: discussing with the Principal Designer any design or change to a design.

Responsibilities when acting as a Contractor

Contractors have a responsibility to ensure that their workers and any contractors (including self-employed sub-contractors) employed manage and control health and safety risks. In order to achieve this, a Contractor must:

- Address the client's requirements, any pre-construction information provided by the Principal Designer and relevant parts of the Construction Phase Plan and any other requirements provided by the Principal Contractor when planning work, for example this may be information about buried services.
- Ensure those carrying out the work have the right skills, knowledge, training, experience and supervision.
- Ensure those carrying out the work have the right plant, tools, equipment, materials and personal protective equipment.
- Pass on relevant information and instructions to workers. This could be done by briefing workers and, for higher risk tasks, using a safety method statement which outlines the planned method, sequence and control measures.
- Ensure that workers comply with the site rules.
- If required, coordinate the work with those of other Contractors and the Principal Contractor.
- Agree with the Principal Contractor the arrangements for exchanging information to allow communication and coordination with other contractors to manage health and safety.
- Ensure workers receive a site induction.
- Allow workers sufficient time to prepare and carry out the work.
- Inform the Principal Contractor of any intention to sub-contract elements of assigned work.

48 Environment Control

Alexis Flooring Limited is committed to effectively managing all the environmental impacts of its activities through compliance with legislation, industry good practice and company policy.

Alexis Flooring Limited recognises the need to operate the business in a manner which reflects sound environmental management practices and will balance its business aims with the need to protect the local and global environment.

The Company Environmental Policy must earn the confidence of employees, customers and the general public by demonstrating a commitment to comply with all relevant environmental legislation and minimise pollution, resource use and waste through the continual improvement of environmental performance.

Appropriate arrangements to protect the environment will be put in place at all workplaces, including:

- Approved storage and use of raw materials and substances;
- Waste minimisation, promoting re-use, recovery and recycling;
- Compliance with Site Waste Management Plans where applicable;
- Identified waste disposal routes under Duty of Care and the Hazardous Waste Regulations;
- Monitoring and review of environmental performance.

49 Records and Archiving

Records will be maintained of all necessary health, safety and environmental documentation. This will include:

- Health, Safety and Environmental Policy
- Procedures documents
- Risk assessments
- COSHH assessments
- Statutory documentation (Inspections, reports etc.)
- Accident Book
- Training records
- Other relevant health, safety and environmental documents.
- Method Statements
- Health and Safety Plans

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