



**ALEXIS**  
FLOORING LTD  
[www.alexisflooring.co.uk](http://www.alexisflooring.co.uk)

## Health and Safety Policy

Alexis Flooring Limited  
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**DOCUMENT CONTROL**

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**LEGAL/OTHER REQUIREMENTS**

Control of Asbestos Regulations 2012
Control of Major Accident Hazards Regulations (COMAH) 1999, amended 2005
Noise at work Regulations 2005
The Control of Substances Hazardous to Health (Amendment) Regulations 2002
Corporate Manslaughter and Corporate Homicide Act 2007
Dangerous Substances and Explosive Atmospheres Regulations 2002
Electricity at work Regulations 1989
Employers Liability (Compulsory Insurance) Regulations 1998
The Gas Safety (Installation and use) Regulations 1998
Health and Safety (Consultation with Employees) Regulations 1996
Health & Safety (Display screen Equipment) Regulations 1992
Health and Safety (Fees) Regulations 2012
The Health and Safety (First Aid) Regulations 1981
Health & Safety at Work Act 1974
Management of Health and Safety at Work Regulations 1999
Manual Handling Operations Regulations 1992
The Occupier's Liability Act 1956 / 1984
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
Provision and Use of Work Equipment Regulations 1998 (PUWER)
Personal Protective Equipment at Work Regulations 1992 (PPE)
The Fire Regulatory Reform Order 2005
Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013
Safety Representatives and Safety Committees Regulations 1977
The Smoke Free (Premises & Enforcement) Regulations 2006
The Control of Lead at Work Regulations 2002
The Control of Vibration at Work Regulations 2005
Pressure Equipment Regulations 1999, as Amended 2002
The Work at Height Regulations 2005
Working Time Regulations 1998
Workplace (Health, Safety & Welfare) Regulations 1992
Control of Artificial Optical Radiation at Work Regulations 2010
The Supply of Machinery (Safety) Regulations 1992 incorporating amendments 1994 and 2005
HSC Approved Code of Practice (ACOP) and Guidance - Legionnaires Disease 2001
The Factories Act 1961
Health and Safety Information for Employees Regulations 1989
Health and safety (Safety signs and Signals) Regulations 1981
The Information and Consultation of Employees Regulations 2004
Health and Safety (Miscellaneous Amendments) Regulations 2002

### 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, 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 contractors 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 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 contractors. It will be freely available to customers and the general public.

All employees and 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. We 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**

The company 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.

We 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. The company 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 contractors to:

- Act honestly and with integrity at all times and safeguard the Company resources for which they are responsible;
- Respect our 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.

We will endeavour to take appropriate steps to ensure that all employees and 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.

The company expects that employees and 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* \_\_\_\_\_

*Date:* \_\_\_\_\_

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

## **EQUAL OPPORTUNITIES POLICY STATEMENT**

### **Introduction**

Alexis Flooring Limited recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

### **Statement of policy**

- (a) It is the policy of Alexis Flooring Limited to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. Alexis Flooring Limited recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

### **Recruitment and promotion**

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- (c) All vacancies will be circulated internally.
- (d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### **Employment**

- (a) Alexis Flooring Limited will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions
- (b) Alexis Flooring Limited will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- (c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

### **Training**

Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.

### **Grievances and victimisation**

- (a) Alexis Flooring Limited emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.
- (b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

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

## **MODERN SLAVERY ACT STATEMENT**

Alexis Flooring Limited recognises that all businesses have an obligation to prevent slavery and human trafficking. Every company must do its share to eradicate this modern day scourge. We will do all in our power to prevent slavery and human trafficking within our business and within the supply chains through which we operate.

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

Alexis Flooring Limited operates to ensure fairness in the recruitment retention and development of all employees and it seeks to comply with all applicable employment legislation.

The company seeks to provide a work environment where employees are treated with respect, dignity and consideration.

Alexis Flooring Limited monitors its supply chains and its suppliers so ensure, so far as is possible, that slavery and human trafficking is not taking place within those supply chains.

As part of our commitment to identify and eradicate slavery and human trafficking from within our business and from those businesses with which we interact, we will work closely with our supply chains to ensure compliance with legislative obligations and we expect those organisations to have suitable anti-slavery and human trafficking policies and processes.

We seek to build long standing relationships with suppliers and to make clear our expectations of ethical business behaviour from them.

We have in place systems to encourage the reporting of concerns and the protection of whistle blowers.

Alexis Flooring Limited will ensure that Suppliers Adhere to our Values.

Alexis Flooring Limited has a zero tolerance view to slavery and human trafficking and we expect that view to prevail in our supply chain and contractors.

Management with Alexis Flooring Limited are responsible for compliance in their respective departments, insofar as there is perceived to be a risk of encouraging, engaging or sustaining slavery and human trafficking.

This statement is made to pursuant to Section 54(1) of the Modern Slavery Act 2015 and constitutes Alexis Flooring Limited slavery and human trafficking statement.

*Signed*

*Date:*

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

### 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 SOCOTEC, 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

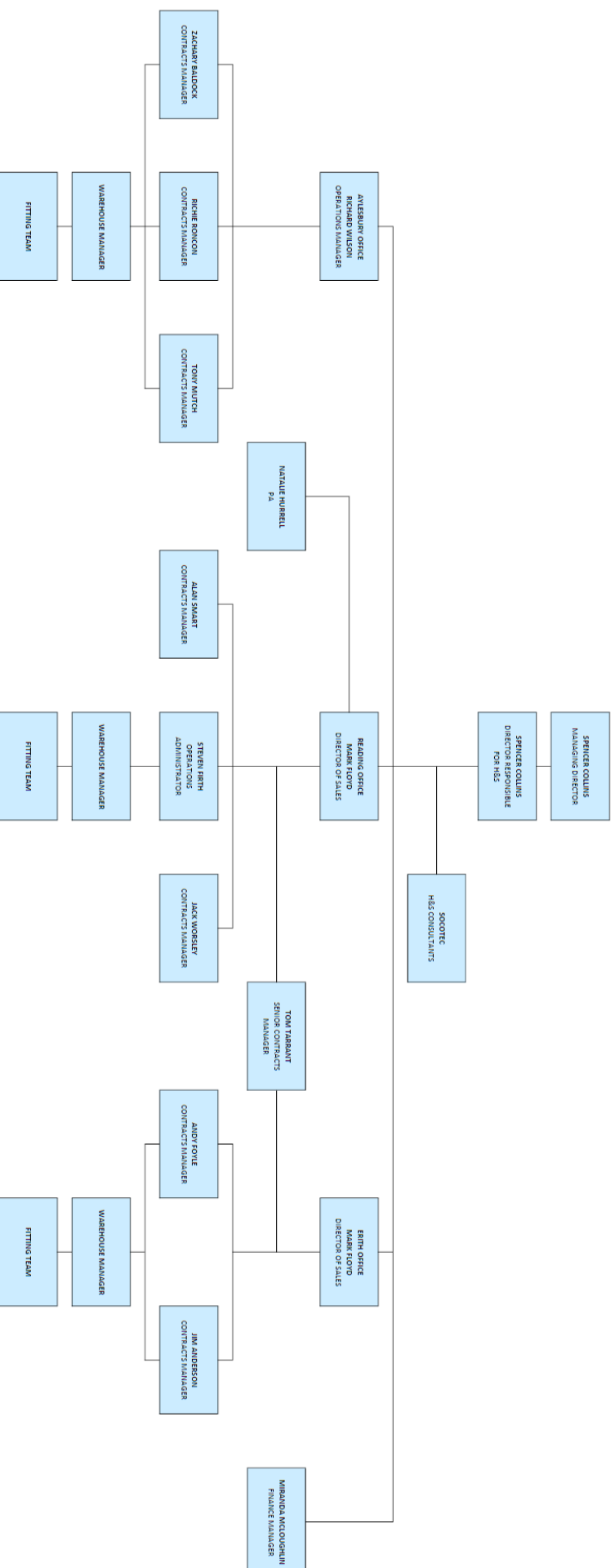
Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures and arrangements for health, safety and welfare of the employees and consultation with the Health and Safety Executive (HSE).

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

ALEXIS FLOORING 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 MANAGERS/ASSISTANT 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 their 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 Assessments 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, it's 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 Manager or Supervisor.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents to a Manager/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 or 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 CONTRACTORS

Whilst working in any capacity for Alexis Flooring Limited all 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 Contractors employees are to be made aware of Alexis Flooring Limited Safe Systems of Work (SSoW) and location specific procedures.

Where 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 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 SOCOTEC

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:

- Assistance in ensuring that 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.

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## HEALTH, SAFETY AND ENVIRONMENTAL COMMITTEE

The Company's Health, Safety and Environmental Committee comprises the following persons:

<b>Name</b>	<b>Role</b>
Spencer Collins	Director Responsible for Safety
Tom Tarrant	Senior Contracts Manager for Silchester, Reading
Zach Baldock	Contracts Manager for Aylesbury
Andy Foyle	Contracts Manager for Erith
SOCOTEC	Appointed Health and Safety Consultants

All employees will be notified whenever there are any changes in personnel on the Committee.

The duties of the Committee will be:

To meet at regular intervals to discuss, assess and revise the on-going implementation of the Company's health, safety and environmental performance, including:

- Accidents, incidents and near-misses
- Employee performance
- Levels of compliance
- Workplace behaviour

The Committee will also review and arrange for the training and instruction of all employees in order for them to maintain the high safety standard expected by the Company.

An on-going review will also be made to allocate individual responsibilities for Health and safety throughout the Company and to ensure that all individuals are made fully aware of their level of responsibility.

### 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.

We 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.

The company 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 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 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 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 the company to demonstrate effective management of training to enforcing authorities or other interested parties.

## **8. SAFE SYSTEMS OF WORK**

Alexis Flooring Limited will ensure that a Safe System of Work (SSoW) 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 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.

## **9. RISK ASSESSMENT**

Alexis Flooring Limited will carry out Risk Assessments of its work activities. Risk Assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.

Managerial staff are required to ensure Risk Assessments are in place for activities under their control. These Risk Assessments will be formulated by competent person(s).

All person(s) involved in a task will have the contents of the Risk Assessment formally communicated to them. Records demonstrating the receipt of this information will be retained by the company. A copy of the Risk Assessment will be available at the workplace.

Where Alexis Flooring Limited works with another organisation, for example contractors, we will communicate applicable Risk Assessment(s) which impact on that other organisation's work. Equally we will ensure that the other organisation communicates its Risk assessment(s) where these have an impact on the Health and Safety of our workforce.

All Risk Assessments will be monitored and reviewed at regular intervals based upon the level of risk or when working practices or equipment change, to confirm that risks are adequately controlled and comply with current legislation.

### **10. 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 staff. Records demonstrating the receipt of this information will be retained by the company.

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).

### **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 we 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. WORK IN OTHER EMPLOYER'S PREMISES

All activities that Alexis Flooring Limited engages in within other employer's premises will be subject to risk assessment.

Liaison with the controller of the premises will be achieved in order that suitable cooperation and coordination can be established to ensure the Health and Safety for all involved.

### 14. MONITORING AT THE WORKPLACE

Managers 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.

All 'Specified injuries' 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 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 SOCOTEC 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 SOCOTEC upon request.



## 15. 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.

The company will carry out a Risk Assessment to identify the risks of work at height and develop processes to eliminate or control the risks. Additionally we 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). We 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, we will ensure that arrangements are in place in the event of an emergency or a rescue needing to be facilitated.

## 16. PODIUM STEPS AND LOW LEVEL ACCESS EQUIPMENT

All reasonable steps will be taken by Alexis Flooring Limited to provide a safe place of work for employees required to use podium steps and low level access equipment.

Podium steps and low level access equipment will be erected and used only by competent persons with the relevant proof of training in accordance with the equipment's instruction manual. These persons will be required to inspect the individual components and the equipment as a whole prior to use.

Inspections will be recorded. Records will be retained at the place of work until completion and thereafter for three months at head office.

The Company will ensure that the necessary preventative and protective measures are put in place to prevent falls of persons or materials from the workplace or from the equipment itself. The company will liaise with any other persons involved in the work activity.

In selecting podium steps and low level access equipment for use, we will ensure that they are appropriate for the work and that the methods of erection and dismantling provide the safest method possible.

## 17. 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 classified as 'Professional' under BS 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.

### 18. 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.

### 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. The company 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 the company 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.

We 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 Supervisors/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 as 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.

We 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.

The company 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/s<sup>2</sup> in an 8 hour period
- Daily Exposure Action Value – 2.5 m/s<sup>2</sup> 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. CONTROL OF RESPIRABLE DUSTS

The company recognises the hazards and risks associated with respirable dusts.

As part of its strategy to control exposure to these hazards Alexis Flooring Limited shall carry out Risk Assessment(s) related to the production and creation of respirable dust, to identify appropriate control measures that must be identified and implemented to ensure the Health and Safety of personnel affected.

These controls must follow the hierarchy of control as stated in the COSHH regulations alongside considering:

- Wet work where possible
- Segregation of work activities
- Provide and maintain exhaust ventilation or on tool extraction where required
- Provide and maintain suitable RPE
- Vacuum not sweep

Guidance and exposure limits for these substances must be adhered to when assessing the hazards and consequences when potential exposure is identified. EH40, L5 ACOP, HSE and Industry guidance should be used as points of reference.

Such control measures must seek to control the hazards at source with Local Exhaust Ventilation (LEV) or on tool extraction using suitable filtration where required. Suitable Personal Respiratory Equipment (PRE) must be provided were identified.



(PRE) must be suitable and sufficient with all personnel using PRE having valid Face Fit Testing certificates.

Alexis Flooring Limited will ensure that all controls identified are implemented and managed on site.

If the need for Health Surveillance is required this will be undertaken where necessary following the company's arrangements.

Suitable training and instruction on the hazards and risks associated with RCS and dust will be undertaken.

### **25. 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.

### **26. MUSCULOSKELETAL DISORDERS AND MANUAL HANDLING**

Musculoskeletal Disorders (MSD) cover 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, the company 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, we 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.

## 27. 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.

### **28. WELL-BEING AND MENTAL HEALTH**

To implement an effective health and well-being strategy, Alexis Flooring Limited will engage and work with its employees at different levels across the organisation.

Alexis Flooring Limited will engage with external support groups and campaigns to identify how we can commit to as a business to reduce stigma and discrimination.

Alexis Flooring Limited will provide support and resilience across the organisation aiming to develop a culture that is inclusive, open, and supportive of people experiencing mental ill-health. Evidence suggests there are 5 steps we can all take to improve our mental well-being. We will support and guide our workforce towards these steps with an aim to make them feel happier, more positive and assist them to live and work productively:

- Connect – connect with the people around you: your family, friends, colleagues and neighbours. Spend time developing these relationships.
- Be active – you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life. Evidence suggests that taking regular exercise has the same effect as taking mild to moderate anti-depressants.
- Keep learning – learning new skills can give you a sense of achievement and a new confidence.
- Give to others – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your mental well-being and help you build new social networks.
- Be mindful – be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Mindfulness can positively change the way you feel about life and how you approach challenges. The use of 'mindfulness' apps like Headspace are encouraged.

### 29. 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.

### 30. 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.

The company 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 the company 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, we 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.

### 31. MANAGEMENT OF PREMISES CONTAINING ASBESTOS

Alexis Flooring Limited recognises its duty to manage asbestos in premises under its control and shall take such steps as are necessary to control this risk.

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 our control is in such a condition that it represents a significant risk, then it shall be removed under control.

### 32. 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 under taken 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.

### 33. ELECTRICITY – GENERAL

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

No company 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 Managers for action.

### 34. 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 company's 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.

### 35. GAS

Gas represents a significant risk to both Alexis Flooring Limited personnel and to others that it may affect. The management of gas safety is therefore an area that requires close attention.

### 36. 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, the company recognises that emergencies can occur. 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.

### 37. 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.

### **38. 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 serious 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 'Specified 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.

### **39. 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.

### **40. PERSONAL PROTECTIVE EQUIPMENT**

The company 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.

#### **41. 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 our activities.

In carrying out any activity in the presence of the public or non-employee, all personnel representing the company 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.

#### **42. NEW OR EXPECTANT MOTHERS**

Alexis Flooring Limited takes seriously the health, safety and welfare of mothers to be, unborn children, new born babies and new mothers.

Notification that the employee is pregnant will be required in writing along with confirmation documentation from a registered medical practitioner or registered midwife.

It is recommended that mothers to be or nursing mothers inform the company no later than 15 weeks before the expected week of childbirth 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.



#### 43. EMPLOYMENT OF PERSONNEL WITH DISABILITIES

A disability is defined as having a physical or mental impairment that has a substantial or long term negative effect on the ability to do normal daily activities.

To this end the Company will endeavour to promote the employment of disabled people, identifying suitable opportunities wherever possible. The Company will also ensure that its employment practices tackle disability discrimination and promote disability equality.

Alexis Flooring Limited will provide the necessary support, assistance and care to disabled employees. When an existing employee becomes disabled, we will make every reasonable effort to continue to provide suitable employment in the same job or suitable alternative job. Furthermore, if necessary, we will provide relevant training or re-training.

#### 44. YOUNG PERSONS

The company 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.

We will 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.

The company 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;
- 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.

### 45. 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 a lone worker.

It must be established whether lone working is likely to occur as part of an employee's 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.

### 46. ALCOHOL AND DRUG MISUSE

Alcohol or drug misuse by employees or contractor(s) 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 (including legal highs) are prohibited in the workplace or whilst representing the company.

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.

### 47. 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.

### 48. 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)

### 49. 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.

The company 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.

### 50. 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;
- Method Statements;
- COSHH Assessments;
- Statutory documentation (inspections, reports etc.);
- Accident Book;
- Training records;
- Other relevant health, safety and environmental documents.

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