

Apollo Carpets & Flooring

Health & Safety Policy

Commercial / Retail

Rev Num: 4

Unit 1
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www.apollo-carpets.co.uk
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Apollo Carpets & Flooring Health & Safety Policy Statement- Health & Safety at Work etc. Act 1974

This is the health & safety policy of Apollo Carpets and flooring ltd.

Our statement of general policy is to:

- Provide adequate control of Health & safety risks arising from our work activities:
- Consult with our employees and sub contractors on matters affecting their health & safety:
- Provide and maintain safe equipment:
- Ensure safe handling and safe use of substances:
- Provide information, instruction and supervision for employees and sub contractors:
- Ensure all employees and sub contractors are competent to do their tasks, and give them adequate training:
- Prevent accidents and cases of work related ill health:
- Maintain safe and healthy working conditions:
- Review and revise this policy as necessary at regular intervals:

Responsibilities

The overall responsibility is that of the Directors. The day to day responsibility is down to Directors, managers. If working off site responsibility is also designated to the Team leader responsible for the off site work.

They are also responsible to ensure health and safety standards are maintained.

Company Responsibilities

The Health and Safety officer has responsibility for developing an overall policy for staff and sub contractors training incorporating health and safety awareness.

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The H&S officer has a key role in promoting awareness of, and developing positive attitudes to health and safety at Apollo Carpets.

With the help of all staff and sub contractors and the H&S Officer shall be responsible for drafting, developing and updating the Health and Safety Policy.

Employee and Sub Contractors Responsibilities

- Must co-operate with the Directors on health and safety matters.
- Must not interfere with anything provided to safeguard their health and safety.
- Have a duty to report all health and safety concerns to an appropriate person as detailed in this policy.

Management of Health & Safety at Work Regulations 1999

- Health & Safety risks arising from our work activities.

Key Area of Risks

- Manual Handling
- Slips, trips and falls
- Stress
- Substances hazardous to health
- Environmental comfort factors
- Smoking
- Hygiene & Welfare
- Visits to clients premises
- Verbal and/or physical abuse

Risk assessments will be undertaken by Health and Safety officer and the risk assessment will be reviewed and any corrective action undertaken. Action required to remove/control risks will be approved by the Health and Safety officer is responsible for ensuring that the action required be implemented and for checking that the actions have removed / reduced the risks.

Assessments will be reviewed every twelve / or when necessarily.

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Consultation with Employees and Sub Contractors

Employees and sub contractors representatives are designated on rotation basis and consultation with employees is provided via the monthly meeting.

Safe Plant & equipment

All staff and sub contractors are responsible for identifying equipment needing maintenance and report to the Directors.

The Health and safety officer is also responsible for:

- Ensuring that effective maintenance procedures are drawn up.
- Checking that new equipment meets Health and safety standards before it is purchased.
- Ensuring that all identified maintenance is implemented.

Safe Handling of Substances

The Health and Safety officer is responsible for identifying substances requiring a COSHH (control of substances Hazardous to health) assessment, for undertaking COSHH assessments, for ensuring that all relevant employees and sub contractors are informed about the COSHH assessments.

Assessments will be reviewed every six months or when the activity changes, whichever is the soonest.

Information, Instruction and Supervision

The Health & safety law poster is displayed on the business premises and leaflet are issued as part of new employee and sub contractors induction process along with this policy.

Reporting Accidents & First Aid

All Accidents and cases of work-related ill health are to be recorded in the accidents book, which is kept at the Health and safety officer office. The first aid boxes are also kept in the Health and safety officer office and any working vehicle on site.

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This policy supplements the Health & safety Policy Statement

Driving & Mobile Phones

Apollo Carpets is committed to reducing the risks and sub contractors face and create when driving at work. We expect staff and sub contractors to comply with this policy, irrespective of whether they use a company owned vehicle, their owned or hired vehicle.

Vehicle speed

When at work staff must obey relevant speed limits at all times and must no drive faster than the prevailing conditions safety allow. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious disciplinary Matter. Staff and sub contractors who have penalty points on their licence may be required to take further driving training. The company will co-operate with police enquires resulting from an alleged speeding offence or incident and will supply details of employee and sub contractor (or driver, if different) to whom the is allocated.

Driving and Mobile Phones

Staff and sub contractors driving at work should avoid making or receiving calls on a mobile phone whilst driving, even if a hands-free kit is fitted. Therefore they should ensure their phone can take messages whilst driving they are driving, or arrange for a passage to use the phone. Staff should plan journeys so they include rest stop every two hours during which time telephone messages can be checked and calls returned.

Driving and alcohol and/or drugs

Staff and sub contractors driving at work must not contravene the drink driving laws nor have taken drugs or medicines which adversely affect their ability to drive safely. Offenders will be deemed to have committed gross misconduct and will be subject to disciplinary action.

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Driver's hours

Company policy is to limit the drive to work, under normal conditions, to two hours. Where longer journeys are unavoidable trips, should be planned to enable a break of 15 minutes to be taken after every two hours spent driving.

Vehicle Accidents

Road traffic accidents will be investigated in a similar manner to other work related accidents. Drivers and passengers may be interviewed to ascertain the circumstances relevant to the incident. Staff must co-operate with monitoring, reporting and investigation procedures.

Driving & Smoking

All company vehicles display a 'No Smoking' sign. Any user of a company vehicle must not smoke whilst in the vehicle.

Security

Drivers must ensure that when their vehicle is left unattended that it is immobilised, therefore, under no circumstances should the keys be left in the ignition.

Staff and sub contactors who drive at work must comply with this policy and lead by example.

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Alcohol and Drugs

It is Apollo Carpets & Flooring policy to have a zero tolerance concerning the improper use of alcohol and drugs.

We will refer to the following for guidance:

This policy will be reviewed annually, when circumstances indicate a change is needed or when legislation is introduced that affects the nature of our business necessities change.

The implementation of this policy is the responsibility of the directors of Apollo Carpets & Flooring assisted by members of there team.

The Directors may arrange with the main contractor alcohol and drug screening for:

- Safety critical promotion.
- Post incident investigations.
- Compliance with main contractor requirements.

Any employees or sub contractors who have a positive result for Alcohol & Drugs tests or fail to notify the Company of their need to use over the counter medication, or refuse to Alcohol & Drugs test will be deemed unfit for work and sent home.

The allowable le levels deemed acceptable by Apollo Carpets & Flooring are not to exceed:

- 29 milligrams of alcohol per 100 millilitres of blood.
- 30 micrograms of alcohol per 100 millilitres of breath.
- 39 milligrams of alcohol per 100 millilitres of urine.

PPE

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Apollo Carpets acknowledge that it is essential that all staff and sub contractors working on any managed infrastructure or site wear appropriate personal protective equipment (PPE) correctly in accordance with the requirements of the PPE Regulations and the relevant main contractor and Company Standards.

- PPE must meet the following criteria:
- BS EN 397: 1995 Specification for industrial safety helmets.
- BS EN 471: 2003 Specification for high visibility warning clothes.
- BS EN ISO 20345: 2004 Personal protective equipment: safety footwear

Additional PPE includes goggles and gloves. These may be supplemented by additional PPE required as a result of involvement in works of a specific nature. Additional requirements will be detailed in method statements and highlighted through COSHH and risk assessments. We keep a record of PPE for each employee, indicating issue and expiry dates where relevant. All staff and sub contractors are instructed in the correct wearing and care of PPE and that the correct use of PPE is mandatory. Staff and sub contractors are instructed to notify the company of any specific requirements for PPE and also for any requirement for replacement of PPE due to damage, wear and tear, etc. Employees and sub contractors must return any equipment issued by the company when they leave the company. Clients are instructed to inform the company of any additional PPE requirements.

Robert Capindale

Signed

Date

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