

## ALEX BEACH HOTEL QUALITY, HEALTH & SAFETY POLICY

Alex Beach Hotel's main commitment is to offer our guests and employees a safe & healthy environment to stay in. Our hotel strictly follows national health & safety regulations. It is our duty, stated also within our operating standards, to communicate this policy to all employees and all persons working for or on behalf of Alex Beach Hotel. Moreover, we always try hard to offer the best quality in our services following a guest – centred approach. In order to secure and go beyond the above our hotel provides the following:

- Correct and clear information, instructions and supervision for all employees
- All employees are well trained
- All employees are informed of health and safety regulations
- Our Hotel has its own emergency team ready to act in case of emergencies (e.g. fire, flood, earthquake)
- Our hotel has its own doctor(external associate)and at least one employee trained in first aid on duty throughout the day in case of emergencies
- Our employees are trained in case of fire (the usage of fire extinguisher, evacuation drill etc.)
- All areas with restricted entrance are sign posted or locked
- We carry out preventive maintenance for our equipment and also cooperate with external cooperators in order to safety and security
- Wherever necessary evacuation routes are marked
- We constantly upgrade and improve methods of operation in order to eliminate accidents and injuries
- All employees have access to medical care
- All employees have to carry out their responsibilities with regard to health & safety as set out in the hotels' policies

We expect staff, visitors and the general public who work or visit Alex Beach Hotel to share this commitment by complying with our policies and where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to another.

We are dedicated to ensuring the health and safety of all persons who may be affected by our activities by:

- Providing, managing and maintaining a work environment, as well as sport and leisure facilities, which are, so far as reasonably practicable, safe and which risks to health are controlled.

- Providing adequate and appropriate facilities and arrangements for welfare at work.
- Providing, managing and maintaining our workplaces, grounds and property so that they are, so far as reasonably practicable, safe and that risks to health are controlled.
- Providing, managing and maintaining plant and equipment so that it is, so far as reasonably practicable, safe and that risks to health are controlled.
- Ensuring that the use, handling, storage and transport of items and substances are carried out safely and that risks to health are controlled.
- Implementing systems of work that are safe and where risks to health are controlled.
- Providing the necessary organisation, expertise and resource, including communication and consultation, planning, monitoring, inspection and auditing procedures to ensure that there is effective management of health and safety throughout the property.
- Ensuring that our staff and any contractors we employ are competent and carry out risk assessments for all the work they control.
- Providing the information, instruction, training and supervision at all levels necessary to ensure that our staff is aware of the hazards at their workplace, together with the appropriate measures to be taken to protect against these hazards.
- Giving adequate information on relevant hazards to any persons whose health and safety might be affected by them.
- Monitoring the safety performance of contractors who work for us.
- Keeping up to date with best practice in relation to health and safety and complying with all relevant legislation and authoritative guidance.
- Consulting with and involving our staff in matters relating to their own health and safety.

Where there are no existing policies or guidance, we expect our staff and contractors to meet the highest relevant standards and comply with relevant legislation. Where no standards exist, we will work with our staff to develop systems which comply with best practice and eliminate or minimise the risk so far as reasonably practicable.

It is our stated intention to educate our staff in health and safety management by incorporating the basic principles into all appropriate duties. Wherever possible, information on legislation and standards applicable to their duties will also be included. In areas of work which are highly regulated, staff will be expected to attend certain courses as a mandatory requirement. We undertake to continually review and develop our safety management systems, with the overarching aim of conducting our activities in a manner which does not affect the health and safety of any staff, contractors, visitors or members of the public, or adversely effect the environment. All members of the Management Board are committed to this policy and to the implementation and maintenance of the highest standards of health, safety and welfare across the Company. We expect every member of the Company to share this commitment and to work together to achieve it.

The effectiveness of our services and guest satisfaction is monitored through our own guest questionnaires, through our operator's feedback and management/ staff meetings and reviews.

<b>This is the statement of general policy and arrangements for:</b>		<b>Response Alarm Systems</b>
<b>Alexandros Passalis – Manager</b>	<b>has overall and final responsibility for health and safety</b>	
<b>name – Assistant or F&amp;B Manager ELEYTHERIOS TSOUFIOS</b>	<b>has day-to-day responsibility for ensuring this policy is put into practice</b>	
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Alexandros Passalis Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Assistant F& B ELEYTHERIOS TSOUFIOS Michalis Eustratiou external associate	Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, working at kitchens and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions	Alexandros Passalis Manager Assistant F& B ELEYTHERIOS TSOUFIOS	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident.	Alexandros Passalis Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances	Michalis Likouresis Assistant Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)	<b>APassalis</b>	Date:	<b>28th August 2015</b>
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Health and safety law poster is displayed at (location)	Reception
First-aid box is located:	Staff room
Accident book is located:	Reception