

Health & Safety Policy
Western Counties Roofing Ltd

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HEALTH & SAFETY POLICY

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On receipt of this document / revision, please destroy all previous and now obsolete copies.
The next review is due: May 2019.

Contents

1.0 Statements of Intent

Health & Safety Policy Statement of Intent
Environmental Policy & Statement of Intent
Stress Policy

2.0 Health & Safety Roles & Responsibilities

Introduction
Company Organisation Chart

- 2.1 Director responsible for Health, Safety and Environment
 - 2.1.1 Duties Under the Construction (Design & Management) Regulations 2015
- 2.2 Contracts Managers
- 2.3 Site Supervisors
- 2.4 Employees
- 2.5 Contractors
- 2.6 Health and Safety Advisor

3.0 General Health & Safety Arrangements

- 3.1 Health and Safety Advice and Guidance
- 3.2 Review and Update
- 3.3 Communication of Health and Safety Matters
- 3.4 Training and Competence
- 3.5 Risk Assessments, Method Statements and Safe Systems of Work
- 3.6 Personal Protective Equipment
- 3.7 Employment of Young Persons
- 3.8 Employment of New and Expectant Mothers
- 3.9 Employment of Persons with Disabilities
- 3.10 Health Monitoring and Surveillance
- 3.11 First Aid Provision
- 3.12 Injuries, Diseases and Dangerous Occurrences
- 3.13 Fire Precautions and Prevention
- 3.14 Smoking Policy
- 3.15 Alcohol and Controlled Substances
- 3.16 Violence towards Employees
- 3.17 Lone Workers
- 3.18 Mobile Phones
- 3.19 Waste Policy
- 3.20 Welfare
- 3.21 Environmental Management

4.0 Workplace Health and Safety Arrangements

- 4.1 Abrasive Wheels
- 4.2 Asbestos
- 4.3 Display Screen Equipment
- 4.4 Driving Company Vehicles
 - a. Transport Management: Freight / LGVs
- 4.5 Dust and Fumes
- 4.6 Electricity and Portable Electrical Appliances
- 4.7 Hazardous Substances / Chemicals
- 4.8 Hot Work and Soldering
- 4.9 Housekeeping
- 4.10 Lead
- 4.11 Lifting Operations and Lifting Equipment
 - a. Crane use
 - b. Fork Lift Trucks
 - c. Goods Hoists / Passenger Hoists
 - d. Lifts / Escalators
- 4.12 Manual Handling Operations
- 4.13 Noise
- 4.14 Plant, Work Equipment and Machinery
- 4.15 Pressure Cleaners
- 4.16 Slips, Trips and Falls
- 4.17 Storage Racking
- 4.18 Underground / Overhead Utilities
- 4.19 Vibration
- 4.20 Waste Management
- 4.21 Weather Conditions
- 4.22 Welfare Facilities
- 4.23 Working at Height / Working on Fragile Surfaces
 - a. Ladders
 - b. MEWPs
 - c. Scaffolding Operations
- 4.24 Working Near or Over Water

Section 1.0
Statements of Intent

HEALTH & SAFETY POLICY

HEALTH & SAFETY POLICY STATEMENT OF INTENT

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Western Counties Roofing Ltd.

All persons conducting activities under the name of Western Counties Roofing Ltd will adhere to this Health & Safety Policy.

Western Counties Roofing Ltd will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Company;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by Company activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Company; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Signed

Date

30th May 2018

Ben Robinson
Director responsible for Health, Safety
and Environment

30th May 2019

HEALTH & SAFETY POLICY

ENVIRONMENTAL POLICY & STATEMENT OF INTENT

Western Counties Roofing Ltd considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such Western Counties Roofing Ltd will work with clients, contractors, suppliers and the workforce towards achieving this goal.

The objective of this policy is to attain and maintain high standards of environmental performance throughout Western Counties Roofing Ltd.

All persons conducting activities under the name of Western Counties Roofing Ltd will adhere to this Environmental Policy.

It is the Policy of the Company to:

- Understand and comply with all legal requirements, codes of practice and regulations;
- Organise operations in order to minimise pollution and disturbance to neighbours and the general public;
- Provide assistance, training and information that may be necessary to personnel at all levels;
- Use materials and resources with regard to long-term sustainability;
- Employ a consistent framework for the management of environmental issues across all its operations;
- Audit environmental performance.

The successful management of environmental issues will be achieved by:

- Identification and management of environmental risks and aspects;
- Prevention of pollution;
- Minimisation of waste;
- Provision of prompt response to incidents and emergencies;
- Promotion of environmental issues and good practice; and
- Reviewing and reporting on the content and implementation of this policy.

Signed

Date

30th May 2018

Ben Robinson
Director responsible for Health, Safety
and Environment

30th May 2019

HEALTH & SAFETY POLICY

STRESS POLICY

Introduction

For the purpose of this policy, stress is defined as the adverse reaction people have to *excessive* pressure or other types of demand placed on them. Work related stress can result in deterioration of Company morale, performance and staff turnover, along with increased sickness absence.

Policy

The Company considers its staff its' most important asset, and their well-being is essential to effective work performance and the provision of high quality services. To this end, the Company is committed to promoting a healthy and supportive working environment.

Whilst the Company has no control over external or personal factors, it will, where possible, manage risks which are within its control and take all reasonably practicable measures to prevent employees from being subject to undue stress whilst at work. A risk assessment will be undertaken for all work activities that expose employees to the risk of stress.

The Company resolves to help all staff understand and recognise the nature and causes of stress and to take positive steps to manage stress effectively, including encouraging employees to achieve a good work-life balance in order to enhance their well-being.

The Company will not disadvantage unfairly an employee who admits to suffering from work-related stress. In such situations, employees will be supported and provided with information to make informed decisions regarding their options. Cases will be treated with the utmost confidentiality, subject to the provisions of the Data Protection Act 2018.

Implementation & Compliance

Management and supervisors are best positioned to recognise stress and are therefore responsible for ensuring implementation of this policy. However, all employees are responsible for ensuring personal compliance with this policy. In addition, where the health and safety of others is at risk, all Company employees have a direct responsibility to alert management to potential stress-related issues. Management are responsible for providing guidance and support on stress. The Director for Safety retains overall responsibility for establishing and implementing the policy.

Employees undergoing treatment for stress are to be provided with appropriate support, including any necessary time off work or sick leave.

Feedback & Review

Any comments or complaints related to this policy should be addressed to the Director for Safety. A formal review takes place every year. Adequate notice is given to all employees following any changes made to the policy.

Signed

Date

30th May 2018

Ben Robinson
Director Responsible for Health, Safety
and Environment

Section 2.0

**Health & Safety
Roles & Responsibilities**

HEALTH & SAFETY POLICY

HEALTH & SAFETY ROLES & RESPONSIBILITIES

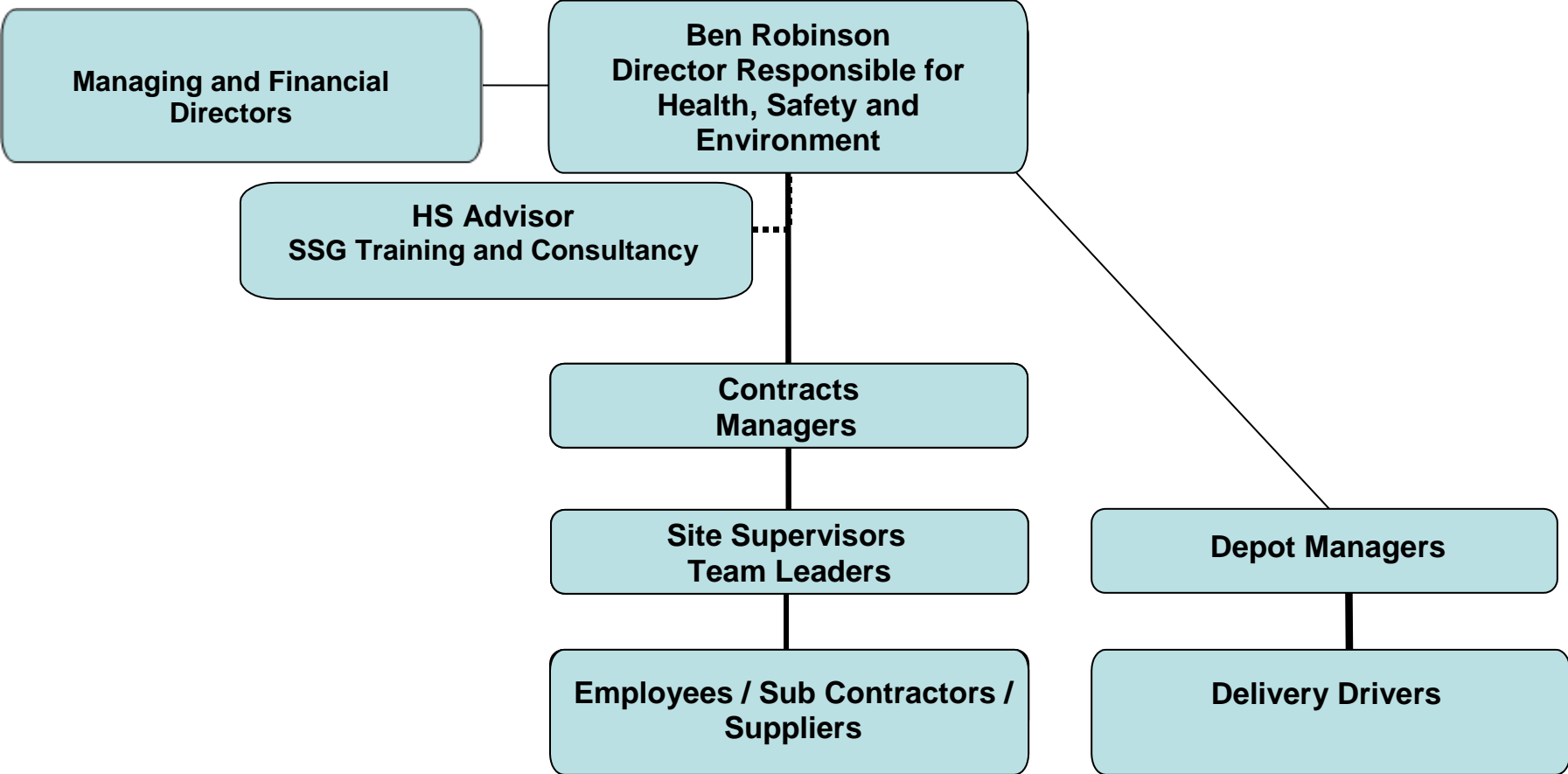
Introduction

Health & safety management is the responsibility of all personnel of Western Counties Roofing Ltd and is a joint responsibility with contractors. It is the responsibility of the Managing Director, Director responsible for Health, Safety and Environment, the Contracts Managers and Site Supervisors to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high health and safety standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Western Counties Roofing Ltd and those self-employed persons who undertake work on behalf of Western Counties Roofing Ltd.
- Contractors are deemed to be those persons who work for Western Counties Roofing Ltd but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.

HEALTH & SAFETY POLICY

Company Health and Safety Organisation Chart



HEALTH & SAFETY POLICY

2.1 Director responsible for Health, Safety and Environment

The Director Responsible for Health, Safety and Environment have overall responsibility for the health, safety and welfare of all Company employees, for the environmental impact of Company activities and fulfilment of all legal duties imposed on them, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon him, the Director responsible for Health, Safety and Environment will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of health and safety and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the Company Health & Safety Policy, ensuring that it meets current legislative requirements and accurately reflects Company activities.
- Ensure adequate resources are available to implement the Company Health & Safety Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on health and safety issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the Company and on starting at a new site.
- Ensure all employees and contractors receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all contractors are competent to conduct the work they undertake by compiling and maintaining a list of approved contractors (and their sub-contractors) authorised to work for the company.
- Monitor the performance of contractors who undertake work on behalf of the Company.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of Company activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout the Company and to others who may be affected by the activity.
- Provide, maintain and instruct employees in the use of personal protective equipment as identified by risk assessment.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases and dangerous occurrences involving Company employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Maintain effective communication routes throughout the Company and ensure employees are aware of the Company Health & Safety Policy and other health and safety matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by HSE Inspectors;
 - Concerns by employees or others, of health, safety and environmental standards; and
 - Accidents, incidents and near misses involving Company employees.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that the management of health and safety within the Company is periodically audited to ensure that high standards of health and safety performance are being maintained and to identify areas where improvements are to be made.
- Ensure that health, safety and environmental performance is regularly reviewed.

HEALTH & SAFETY POLICY

2.1.1 Duties Under the Construction (Design & Management) Regulations 2015

Principal Contractor Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the Company is the **Principal Contractor**, the Director Responsible for HSE will:

Construction Phase

Not accept an appointment unless they have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

Not commence work in relation to a project unless satisfied that the client is aware of their duties under these Regulations.

Take reasonable steps to ensure that designers, contractors or other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure the health and safety of those working on the project.

Plan, manage and monitor the construction phase and coordinate matters relating to health and safety during the construction phase to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety. In particular the general principles of prevention must be taken into account when:

- design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- estimating the period of time required to complete the work or work stages.

Organise cooperation between contractors (including successive contractors on the same construction site).

Coordinate implementation by the contractors of applicable legal requirements for health and safety.

Ensure that employers and self-employed persons apply the general principles of prevention in a consistent manner, particularly when complying with the provisions of Part 4; and where required, follow the construction phase plan.

Ensure that employers and self-employed persons follow the construction phase plan.

Provide a suitable Induction.

Take the necessary steps to prevent access to the construction site by unauthorised persons.

Provide facilities that comply with the requirements of Schedule 2 (Welfare) throughout the construction phase.

Liaise with the Principal Designer for the duration of the Principal Designer's appointment and share with them information relevant to the planning, management and monitoring of the pre-construction phase and the coordination of health and safety matters during the pre-construction phase.

HEALTH & SAFETY POLICY

Construction Phase Plan and Health and Safety File

Draw up a Construction Phase Plan, or make arrangements for a Construction Phase Plan during the pre-construction phase, and before setting up a construction site.

The Construction Phase Plan must set out the health and safety arrangements and site rules taking account, where necessary, of the industrial activities taking place on the construction site and, where applicable, must include specific measures concerning work which falls within one or more of the categories set out in Schedule 3.

Ensure that the Construction Phase Plan is appropriately reviewed, updated and revised from time to time throughout the project so that it continues to be sufficient to ensure that construction work is carried out, so far as is reasonably practicable, without risks to health or safety.

Provide the Principal Designer with any information in the Principal Contractor's possession relevant to the health and safety file during the project.

Ensure that the Health and Safety File is appropriately reviewed, updated and revised from time to time to take account of the work and any changes that have occurred, if the Principal Designer's appointment concludes before the end of the project. The Health and Safety File will be passed to the Client at the end of the project.

Consultation and Engagement

Make and maintain arrangements which will enable the Principal Contractor and workers engaged in construction work to cooperate effectively in developing, promoting and checking the effectiveness of measures to ensure the health, safety and welfare of the workers;

Consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare, in so far as they or their representatives have not been similarly consulted by their employer;

Ensure that those workers or their representatives can inspect and take copies of any information which the Principal Contractor has, or which CDM2015 require to be provided to the Principal Contractor, which relate to the health, safety or welfare of workers at the site, except any information which would affect national security, contravene data protection, cause substantial damage to the company's undertaking or affect ongoing legal contravention or proceedings.

Provide information that is both as comprehensive as possible and as soon as is practicable.

Cooperate with all parties involved with the project.

Report anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others to the relevant duty holder.

Contractor Responsibilities

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2015, for projects where the Company is a **Contractor** (other than the Principal Contractor), the Director Responsible for HSE will:

Not accept an appointment unless they have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

HEALTH & SAFETY POLICY

Take reasonable steps to ensure that designers, contractors or other team members that are appointed have the skills, knowledge, experience and organisational capability to fulfil their role and secure the health and safety of those working on the project.

Not commence work in relation to a project unless satisfied that the client is aware of their duties under these Regulations.

Plan, manage and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.

Where there is more than one contractor working on a project, a contractor must comply with:

- any directions given by the Principal Designer or the Principal Contractor and
- the parts of the Construction Phase Plan that are relevant to that contractor's work on the project.

If there is only one contractor working on the project, the Contractor must take account of the general principles of prevention when:

- design, technical and organisational aspects are being decided in order to plan the various items or stages of work which are to take place simultaneously or in succession; and
- estimating the period of time required to complete the work or work stages.

If there is only one Contractor working on the project, draw up a Construction Phase Plan, or make arrangements for a Construction Phase Plan to be drawn up, as soon as is practicable prior to setting up a construction site.

Not employ or appoint any person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.

Provide each worker under their control with appropriate supervision, instructions and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety. This must include:

- Suitable induction if not provided by the Principal Contractor.
- Procedures to be followed in the event of serious and imminent danger to health and safety.
- Information on risks to health and safety.

Not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.

Ensure, so far as is reasonably practicable, that the requirements of Schedule 2 (welfare) are complied with so far as they affect the contractor or any worker under that contractor's control.

Cooperate with all parties involved with the project.

Report anything they are aware of in relation to the project which is likely to endanger their own health or safety or that of others to the relevant duty holder.

Provide information that is both comprehensive as possible and as soon as is practicable.

HEALTH & SAFETY POLICY

2.2 Contracts Managers

The Contracts Managers are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Company policies are observed within their area of responsibility. Authority is delegated to the Contracts Managers to oversee and enforce the implementation of the Company Health & Safety Policy throughout Company operations and on site. The Contracts Managers reports to the Director responsible for Health, Safety and Environment.

The Contracts Managers will:

- Understand the Western Counties Roofing Ltd Health & Safety Policy.
- Ensure that the Western Counties Roofing Ltd Health & Safety Policy is effectively communicated to the personnel under their control.
- Ensure that employees and contractors comply with the Company Health & Safety Policy.
- Establish and maintain high standards of health, safety and environmental performance on site.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure safe working practices are observed.
- Develop, implement, record, communicate and monitor the effectiveness of site-specific arrangements for health and safety.
- Allocate necessary resources for health and safety management on site.
- Ensure that suitable and sufficient risk assessments have been undertaken for site-specific work activities.
- Ensure that personnel under their control are adequately inducted, trained, instructed and informed.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Ensure that accidents and near misses are recorded and investigated.
- Maintain all registers and records on site, as required by current legislation.
- Carry out routine documented inspections (minimum monthly) of sites, facilities, plant and equipment so as to maintain health and safety standards.
- Immediately bring to the attention of the Director responsible for Health, Safety and Environment matters relating to health and safety standards or performance.
- Advise and support clients, contractors, etc. and their safety officers on matters relating to the Company Health & Safety Policy and all prevailing legislation.
- Ensure personnel at all work sites are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Communicate health and safety matters to employees and contractors via induction training or toolbox talks.

With specific respect to contractor management, the Contracts Managers will:

- Assess contractors to determine whether their systems for managing health and safety meet company standards and requirements, including where appropriate, sub-contractor management.
- Ensure that only contractors on the Approved Contractor List and who are competent to perform the work are sub-contracted to undertake work on behalf of the Company.
- Prohibit the use of contractors who are not on the approved list.
- Ensure that the risk assessments of the Company activities include measures to protect contractors.
- Ensure that contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect Company employees and other persons on Company premises.

HEALTH & SAFETY POLICY

- Ensure that electrical appliances to be used by contractors have been tested and are safe to use.
- Ensure that all contractors receive induction training on arrival at premises under the control of the Company and that the training is recorded and repeated at appropriate intervals.
- Ensure all contractors receive suitable information, instruction, training and where appropriate, supervision to ensure their competence for the work they are to undertake.
- Ensure that all contractors on premises under the control of the Company are accounted for.

2.3 Site Supervisors

Site Supervisors are responsible for ensuring that the provisions of the Health and Safety at Work, etc. Act 1974, associated regulations and Company policies are observed within their area of responsibility. Authority is delegated to Site Supervisors to oversee and enforce the implementation of the Company Health & Safety Policy on site in the workplace. Site Supervisors report to the Contracts Managers.

Site Supervisors will:

- Understand the Western Counties Roofing Ltd Health & Safety Policy.
- Ensure that employees and contractors comply with the Company Health & Safety Policy.
- Ensure high standards of health, safety and environmental performance are maintained on site.
- Foster a positive health and safety culture amongst all employees.
- Ensure a safe working environment with safe access and egress at all times.
- Ensure safe working practices are observed at all times.
- Assist the Contracts Managers in the risk assessment process.
- Maintain all registers and records on site, as required by current legislation.
- Carry out routine visual inspections of sites, facilities, plant and equipment so as to maintain health and safety standards.
- Immediately bring to the attention of the Contracts Managers and the Director responsible for Health, Safety and Environment matters relating to health and safety standards or performance.
- Advise and support clients, contractors, etc. and their safety officers on matters relating to the Company Health & Safety Policy and all prevailing legislation.
- Ensure personnel at all work sites are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Ensure that accidents and near misses are reported to the Contracts Managers as soon as practicable.
- Communicate health and safety matters to employees and contractors via induction training or toolbox talks.

With specific respect to contractor management, Site Supervisors will:

- Ensure only contractors who are on the Approved Contractor List are used on site.
- Ensure that all contractors receive induction training on arrival at premises under the control of the Company and that the training is recorded and repeated at appropriate intervals.
- Ensure all contractors receive suitable information, instruction and training to ensure their competence for the work they are to undertake.
- Provide an appropriate level of supervision to contractors engaged in Company business.
- Monitor the quality of contractor's work and ensure that it is being conducted safely.
- Ensure that all electrical appliances used by contractors have been tested and are safe to use.

HEALTH & SAFETY POLICY

- Ensure that all contractors on premises under the control of the Company are accounted for.

2.4 Employees

All employees of Western Counties Roofing Ltd have legal duties under health, safety and welfare legislation while at work to ensure their personal safety and that of others who may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all employees will:

- Co-operate with the Director responsible for Health, Safety and Environment, the Contracts Managers and Site Supervisors to enable legal duties to be met.
- Comply with ALL requirements of the Western Counties Roofing Ltd Health & Safety Policy and associated procedures.
- Not intentionally or recklessly interfere with, or misuse anything, provided by the Company in the interests of health and safety.
- Actively promote a positive health and safety culture throughout the Company.
- Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on site, follow all site safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment in accordance with the training provided.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by the Company.
- Make themselves aware of all site and workplace first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the Company Accident Book and also in the Principal Contractors Accident Book whilst on site.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

All employees are to ensure that the Company as their employer is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

2.5 Contractors

All contractors who undertake work on behalf of Western Counties Roofing Ltd have legal duties under health, safety and welfare legislation while at work to ensure the safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Western Counties Roofing Ltd will:

- Co-operate with the Director responsible for Health, Safety and Environment, the Contracts Managers, Site Supervisors and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the Western Counties Roofing Ltd Health & Safety Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the Company in the interests of health and safety.
- Actively promote a positive health and safety culture on site.

HEALTH & SAFETY POLICY

- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Director responsible for Health, Safety and Environment and the Contracts Managers prior to commencement of work, if they are not following the Safe System of Work provided by Western Counties Roofing Ltd.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on site, follow all site safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by Western Counties Roofing Ltd and their own Employer.
- Make themselves aware of all site first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the Company Accident Book held on site and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.

2.6 Health & Safety Advisor

The Health & Safety Advisor is the appointed Competent Person under the Management of Health & Safety at Work Regulations, responsible for advising the Director responsible for Health, Safety and Environment, the Contracts Managers, Site Supervisors and other Company personnel and contractors on matters of health and safety policy, management, good practice and legislation.

Western Counties Roofing Ltd utilises the services of an external Company to fulfil the role of Health and Safety Advisor.

SSG Training and Consultancy are appointed as Competent Persons under the Management of Health & Safety at Work Regulations to advise the Director responsible for Health, Safety and Environment, the Contracts Managers, Site Supervisors and other Company personnel and contractors on matters of health and safety policy, management, good practice and legislation.

SSG Training and Consultancy is contracted to provide the following services according to requirements:

- Monitor the Western Counties Roofing Ltd Health & Safety Policy and associated procedures pertaining to health and safety and advise on updates as required by legislation and good practice.
- Provide guidance notes and health and safety briefings to the Director responsible for Health, Safety and Environment, the Contracts Managers, Site Supervisors and other Company personnel and contractors.
- Provide appropriate support for health and safety matters to the Director responsible for Health, Safety and Environment, the Contracts Managers, Site Supervisors and other Company personnel and contractors.
- Advise on health and safety training needs and assist in identifying appropriate training (in-house or external).
- Annually audit and review the management of health and safety at Western Counties Roofing Ltd.
- Undertake other such related duties as may be directed.

Section 3.0

General Health & Safety Arrangements

HEALTH & SAFETY POLICY

GENERAL HEALTH & SAFETY ARRANGEMENTS

The attainment and maintenance of high standards of health and safety within Western Counties Roofing Ltd will be achieved by the identification of hazards associated with the activities undertaken by the Company. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Health and Safety Advice and Guidance

The Health and Safety Advisor to Western Counties Roofing Ltd is **SSG Training and Consultancy** of Plymouth who are available on 01752 201616.

3.2 Review and Update

- The Company's Health & Safety Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to Company's Health & Safety Policy, including the organisational structure and associated arrangements, without the prior consent of the Director responsible for Health, Safety and Environment.

3.3 Communication of Health and Safety Matters

- Health and safety information, where it relates to Company activities will be communicated throughout the Company as it becomes available by the quickest possible means.
- The Company will ensure that all information, instruction and training is provided to all employees in a language and format that the employee can readily understand. This will include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.
- Methods for the communication of health and safety matters will include but not be limited to:

- Toolbox talks
- Company noticeboard information
- E bulletins from SSG Training and Consultancy
- SSG Newsletters
- NFRC information regarding roofing hazards and safety guidance
- Company Inductions
- Site Inductions given by the Principal Contractor
- Site health and safety notice boards
- Principal Contractor briefings
- Risk Assessment and Method Statement briefings
- Open door policy and informal meetings regarding health and safety matters

- Concerns over the standards of health and safety within the Company or issues relating to health and safety are to be brought immediately to the attention of the Director responsible for Health, Safety and Environment, the Contracts Managers or Site Supervisors.

3.4 Training and Competence

- All new Company employees will receive induction training as soon as reasonably practicable.
- A record of the induction process will be maintained.
- Site-specific induction training will be given to employees and contractors whenever work commences on a new site. A copy of the site-specific induction training record will be maintained on-site and in the main office. Where Western Counties Roofing Ltd is the contractor, site induction training shall be conducted by the Principal Contractor / Client.

HEALTH & SAFETY POLICY

- Training needs and competence requirements will be analysed to ensure the provision of appropriate training.
- Employees shall only carry out work for which they hold the appropriate competences.
- Occupational competence will be maintained via continued membership of appropriate trade associations.
- Further training shall be given:
 - For periodic refresher training;
 - When required by current best practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.
- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held in the main office.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.5 Risk Assessments, Method Statements and Safe Systems of Work

- Risk Assessments will follow a standard format.
- The Company will generate Safe Working Method Statements as and when required.

The Director responsible for Health, Safety and Environment, the Contracts Managers and Site Supervisors will ensure:

- Where significant hazards are evident, an appropriate risk assessment will be undertaken and communicated to all those at risk;
- Safety method statements or written procedures detailing safe systems of work are produced based on the findings of the risk assessments;
- That all risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity;
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued;
- That master copies of all assessments, safe systems of work and method statements are held in the main office with copies of relevant assessments available on site;
- Systems of work are presented to Principal Contractors prior to work commencing.

The Contracts Managers and Site Supervisors will also ensure that safe systems of work and risk assessments of Company contractors are approved prior to work commencing on sites under the control of the Company.

3.6 Personal Protective Equipment

- Company terms for the provision, storage and use of PPE are set out in the PPE Policy.

In addition, the Director responsible for Health, Safety and Environment, the Contracts Managers and Site Supervisors will ensure:

- That Personal Protective Equipment (PPE) is provided to employees of Western Counties Roofing Ltd where it is required by current legislation and as identified by risk assessment.
- PPE will be provided in circumstances where exposure to hazards cannot be affected by other means or to supplement existing control measures identified by a risk assessment. An assessment will be made to ensure that the PPE is suitable for purpose and is appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used, including on site.

HEALTH & SAFETY POLICY

- Contractors provide and wear PPE to the required standards.
- Information, instruction and training will be given to all employees and contractors on the safe use and maintenance of PPE.
- Employees and contractors will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.
- On site, PPE is provided and worn as required by the Principal Contractor.
- Whilst on site, safety footwear and hi-visibility jackets to the appropriate standard shall be worn at all times whilst work is being conducted on behalf of the Company, without exception.
- Gloves and protective goggles are worn when using cutting, drilling or grinding equipment.

3.7 Employment of Young Persons

- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Company.
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will not be employed where the work:
 - Is beyond their physical or psychological capability;
 - Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
 - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.

3.8 Employment of New and Expectant Mothers

- The Director responsible for Health, Safety and Environment will ensure that risk assessments of the activities undertaken by Western Counties Roofing Ltd take into account the needs of pregnant employees and new mothers. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

3.9 Employment of Persons with Disabilities

- The Director responsible for Health, Safety and Environment will ensure that risk assessments for Company activities take into account the needs of employees with disabilities.
- Employees are to ensure that the Company, as their employer, is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.
- Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

HEALTH & SAFETY POLICY

3.10 Health Monitoring and Surveillance

- Company employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute.
- The Company has adopted a Stress Policy that sets out its commitment to preventing employees from being subjected to undue stress whilst at work.

3.11 First Aid Provision

- The Director responsible for Health, Safety and Environment will nominate suitably trained persons as qualified First Aiders or Emergency First Aid at Work Persons to ensure adequate provision of first aid both on site and at Company premises. These details will be prominently displayed in offices and, where practicable, on site, and will be communicated through induction training.
- A qualified First Aider or Emergency First Aid at Work Person shall be available both on site and at Company premises at all times whilst routine work is being undertaken.
- In the absence of the nominated First Aider, an Emergency First Aid at Work Person or other qualified first aid personnel will be available at all times whilst routine work is being conducted. The name of this person shall be communicated to all persons affected.
- In the absence of all nominated first aid trained personnel, revised first aid arrangements shall be communicated to all persons affected.
- Personnel undertaking short-term projects will be briefed, with regard to first aid provisions, prior to undertaking work.
- Company employees will familiarise themselves with workplace first aid arrangements and facilities.
- All injuries occurring on work premises, no matter how trivial, are to be recorded in the Company Accident Book held in the main office.
- All injuries occurring on site, no matter how trivial, are to be recorded in the Company Accident Book and also in the Accident Book of the Principal Contractor, when working as a contractor.
- First Aid kits shall be held in all Company vehicles with the contents checked on a regular basis, and restocked if necessary, by the person in charge of the vehicle.
- A qualified First Aider or Emergency First Aid at Work Person shall be on site at all times whilst routine work is being undertaken.
- Whilst Company employees are employed as contractors to a Principal contractor, employees are to familiarise themselves with the first aid facilities and procedures on that site.

3.12 Injuries, Diseases and Dangerous Occurrences

- The Director responsible for Health, Safety and Environment will ensure that all accidents, near misses and dangerous occurrences involving Company employees are thoroughly investigated.
- In the event of specified injury or fatality occurring to a Company employee, the Director responsible for Health, Safety and Environment will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 are met.
- All accidents, dangerous occurrences and near misses occurring on Company premises are to be reported to the Director responsible for Health, Safety and Environment so that an investigation can be conducted.
- While working as a contractor on the site of a Principal Contractor, reports of incidents involving Company employees are to be forwarded to the Principal contractor.
- Reports of accidents involving contractors will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to be met.

HEALTH & SAFETY POLICY

3.13 Fire Precautions and Prevention

- A Fire Risk Assessment to identify the fire risk for offices and sites under the control of the Company will be undertaken prior to commencement of work.
- Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs within the office.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of Western Counties Roofing Ltd.
- All Company employees will be instructed in the use of portable fire fighting appliances as found on premises and in Company vehicles. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.
- The Director responsible for Health, Safety and Environment will ensure that an adequate Fire Plan is in place and prominently displayed in offices and throughout the workplace, and communicated to all employees, contractors and visitors through induction training.
- In the event of a fire in offices or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
- A competent, specialist authority under contract will conduct the maintenance of the fire alarm system.
- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature, and personnel are not put at risk and is to remain available to brief the fire authorities on arrival.
- Stores or materials shall not be left in access or egress routes where they may hinder escape in emergency.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.
- Whilst working on sites as a contractor, the fire arrangements of the Client / Principal Contractor are to be adhered to and communicated to Company employees by site-specific induction training prior to commencement of any work.
- When conducting works within Client's premises, all Company employees and contractors shall familiarise themselves with the arrangements of the Client and adhere to them.

3.14 Smoking Policy

- The Company has adopted a Smoke Free Policy. Disciplinary action will be exercised if employees or contractors smoke whilst on Company premises or in Company vehicles.
- Smoking is only permitted in those external areas designated by management.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used.
- Whilst working on premises owned by the Client, or on the site of a Principal Contractor, the smoking policy of that Client or Principal Contractor will be adopted and, as such, all employees and contractors who undertake work on behalf of the Company are to adhere to that policy.

3.15 Alcohol and Controlled Substances

- The Company has adopted an Alcohol & Substance Misuse Policy. Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter Company premises, a site under the control of the Company or drive Company vehicles.
- Company employees and contractors shall not have alcohol or controlled substances in their possession whilst working on Company premises, on sites under the control of the Company or driving Company vehicles.

HEALTH & SAFETY POLICY

3.16 Violence towards Employees

- The Company has adopted a Violence Policy. Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that Company employees are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

3.17 Lone Workers

- Wherever practicable, Company employees are not to work alone in high-risk activities or areas.
- Where it is unavoidable, the lone worker will ensure that the Director responsible for Health, Safety and Environment, the Contracts Managers or Site Supervisor is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with the Director responsible for Health, Safety and Environment, the Contracts Managers or the Site Supervisor at pre-arranged times throughout, and on completion of, the activity.

3.18 Mobile Phones

- Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.
- No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
- No calls are to be made / received on mobile phones while operating any plant or equipment unless the plant or equipment has been stopped in a safe place for that purpose, switched off or made safe.

3.19 Waste Policy

- The Company has adopted an Environmental Policy Statement of Intent, for the management of environmental issues that includes waste.
- The Director responsible for Health, Safety and Environment shall ensure that routes exist for the legal disposal of waste arising from all materials in use by the Company, in accordance with current legislation and best practice.
- Where practicable, work will be planned and managed so as to minimise waste production.
- All waste shall be disposed of via an authorised disposal route.
- Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the Company.
- Recycling of waste will be encouraged wherever possible.

3.20 Welfare

- The Company is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.
- The Company will ensure that welfare facilities that comply to Schedule 2 of the Construction (Design and Management) Regulations 2015 are supplied on all construction sites where employees carry out work activities.

3.21 Environmental Management

- The Company will ensure that all staff are trained in the Environmental Policy and are given ongoing information, instruction and training to ensure its implementation in all company operations.
- The Director responsible for Health, Safety and Environment is responsible for the implementation and monitoring of the Environmental Policy and for dealing with any complaints in connection with Environmental issues which may arise in the course of the company work activities.

HEALTH & SAFETY POLICY

- Current Environmental legislation will be regarded as setting the minimum standards of environmental performance for the company.
- The Company will implement measures to ensure that the business makes the most economic use of transport. Sharing of company vehicles will be optimised and travel to the company premises will be minimised to reduce the company use of fuel.
- Waste will be minimised through careful planning of design and use of materials. The company will comply with the Duty of Care Regulations at all times and all services used for the disposal of waste will be checked to ensure that the appropriate licences are held.
- The company will attempt through its purchasing policies to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.
- The Company wherever possible will attempt to use suppliers who are willing to take away packaging for re-use or recycling.
- The company will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. The company will also promote the use of energy efficient products and source its energy from safe and sustainable sources.
- The Company will ensure that its site and yard operations do not cause a nuisance to the community through the generation of dust, noise or odour.
- In the office environment paper will be used sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.
- The company will check areas in which work takes place for endangered species, protected plant species, trees subject to a tree preservation order and protected archaeology before work takes place. Control measures will be introduced to reduce the environmental impact of company work activities to a minimum and to comply with all environmental safeguards required.
- Sub contractors will be selected on the basis that they aspire to comply with these environmental commitments and agree to be bound by the company Environmental Policy.

Section 4.0

Workplace Health & Safety Arrangements

HEALTH & SAFETY POLICY

WORKPLACE HEALTH & SAFETY ARRANGEMENTS

The following topics have been identified as significant in terms of workplace hazards and detail the Company's policy on how the risk to personnel exposed to them will be reduced or controlled.

4.1 Abrasive Wheels

- The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.
- Only trained personnel who have been appointed by the Director Responsible for HSE, Project / Contract Managers or Site Managers / Site Supervisors are permitted to change any class of abrasive wheel.
- The Company will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.
- Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.

4.2 Asbestos

Company employees shall not generally conduct work involving exposure to asbestos. Confirmation will be obtained from the Client, if practicable, that the nature of the work does not involve exposure to asbestos prior to work commencing. If asbestos is discovered, or suspected, the following action is to be taken:

- Work is stopped, the area is secured and measures are put in place to ensure that the asbestos remains undisturbed; and
- The Director responsible for Health, Safety and Environment and the Client / Principal Contractor Safety are to be informed in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.

In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day asbestos awareness course will be undertaken, supplemented by annual refresher training.

Any work undertaken on licensed asbestos products will be undertaken by a specialist licensed contractor. Work on non-licensed asbestos products must be approved by the Director Responsible for HSE and may only be undertaken provided the following conditions are met:

- The exposure is sporadic and of low intensity;
- The control limit is not exceeded, 0.1 asbestos fibres per cubic centimetre of air (0.1 f/cm³),
- The work comprises:
 - Short duration, non-continuous maintenance activities;
 - Removal of materials in which the fibres are firmly linked in a matrix;
 - Encapsulation of ACMs which are in good condition; and/or
 - Air monitoring or collection and analysis of samples.

If non-licensed asbestos products are friable or have deteriorated additional requirements apply. For all notifiable non-licensed work (NNLW), the Director Responsible for HSE will ensure that:

- The HSE is notified of the work;
- Health surveillance / medical examinations are carried out by a health professional for employees involved with the work;
- Health records for employees involved with the work are maintained; and

HEALTH & SAFETY POLICY

- Written records are kept of NNLW e.g. a copy of the notification together with a list of workers and the level of likely exposure of workers to asbestos.

4.3 Display Screen Equipment

- All Company workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations.
- Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Company will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

4.4 Driving Company Vehicles

- Where considered necessary employees will be provided with Company vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Company and where agreed for their private use.
- The Company will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a Company vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Company office and remedial action taken at the earliest opportunity.
- Employees provided a Company vehicle will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees will at all times drive courteously and in a non-aggressive manner.
- Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.
- All driving activities will be managed in accordance with relevant legislation, Codes of Practice and Safe Systems of Work.
- Drivers must sign that they will comply with these procedures and records will be maintained.
- Where fitted, lifting equipment will be subject to inspections and regular maintenance. Records of thorough examinations and tests will be kept at the Company offices and made available.
- Vehicle routes around company premises will be demarcated and segregated from pedestrians.
- Members of the public will be directed to reception by suitable and sufficient barriers and signage and escorted at all times around company material storage facilities.

a. Transport Management: Freight / LGVs

- Drivers of Large Goods Vehicles will ensure that tachograph records are kept up to date and that driving hours are adhered to. Records of tachographs will be kept at the Company offices.
- Drivers are issued with the Freight Transport Associations Drivers Handbook and must also comply with the provisions therein.

HEALTH & SAFETY POLICY

4.5 Dust and Fumes

- All processes conducted by Company employees and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2005.
- Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.
- Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.
- Cutting of slates and tiles will be carried out on a flat level surface using dust suppression and respiratory equipment.

4.6 Electricity and Portable Electrical Appliances

The Company recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- The use of battery operated tools or 110 volts within the workplace wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;
- Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Workplace tools used on site will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- Undertaking assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operative to follow;
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.

4.7 Hazardous Substances / Chemicals

All hazardous substances / chemicals used or generated by the Company will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure. Master copies of all assessments are held in the main office with copies held on site.

The Director responsible for Health, Safety and Environment will ensure that:

- All hazardous substances / chemicals used by the Company are identified and inventoried including those used in relatively small quantities such as printing inks, photocopier toners, cleaning chemicals and correction fluids.

HEALTH & SAFETY POLICY

- Material Safety Data Sheets for all hazardous substances used by the Company will be obtained from suppliers. Copies are to be available in the main office and at the relevant workplace.
- Where necessary, information relating to new or existing substances is obtained from the supplier.
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Suitable and sufficient personal protection equipment is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of specialist personal protection equipment.
- Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

4.8 Hot Work and Soldering

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

- Use of hot air guns
- Burning and lead welding

All hot work will be the subject of an assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

When conducting hot work:

- Appropriate fire fighting provisions shall be available;
- All sources of fuel shall be removed prior to work commencing;
- The area of the work shall be monitored on completion of the work until the risk of fire has been removed; and
- No hot work shall be conducted within 30 minutes of the end of the working day.

All hot work conducted by contractors shall be subject to a Safe System of Work approved by management prior to work commencing.

4.9 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout Company premises.
- All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.
- Combustible materials will not be stored adjacent to heat sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of regularly.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.

4.10 Lead

The Company recognises the need to minimise exposure to lead, lead compounds, dust, fumes and vapours. This will be achieved by:

HEALTH & SAFETY POLICY

- Assessing health risks caused by exposure to lead and deciding whether or not exposure is 'significant' and what precautions are needed to protect workers health in accordance with the Control of Lead at Work Regulations 2002;
- Putting in place appropriate systems of work and controls, e.g. extraction ventilation equipment, to prevent or control exposure to lead and keeping equipment in efficient working order;
- Ensuring risk assessments and method statements contain all relevant controls and working methods.
- Providing identified PPE and train employees in its use;
- Making arrangements for laundering of contaminated clothing when required;
- Providing washing and changing facilities and places free from lead contamination where workers can eat, drink and smoke;
- Informing the workforce of the potential health risks caused by working with lead and the precautions to be taken;
- Training workers in the use of any control measures and protective equipment.
- Conducting health surveillance if identified by risk assessment, inform employees of the results and the relevance of these. If the action level is reached acting on the advice of the Doctors decision. This may mean:
 - Investigating why an action level has been reached
 - Reviewing workplace precautions and improving
 - Ensuring hygiene precautions are being followed
 - Consulting the Doctor or Occupational Hygienist
 - Making suitable adjustments to the type of work carried out
- The action levels are shown below:

Category	Action level	Suspension level
(a) General employees	50 µg/dl	60 µg/dl
(b) Women of child-bearing age	25 µg/dl	30 µg/dl
(c) Young people under 18 (other than at (a))	40 µg/dl	50 µg/dl

4.11 Lifting Operations and Lifting Equipment

The Company recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by:

- Hiring in suitable equipment, together with operators and banksmen, where necessary;
- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998;
- Ensuring that all wire ropes and chains are fitted to crane hooks correctly; that they are inspected and tested, and that the results are recorded as necessary;
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do;
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift;
- Effectively communicating to all personnel involved with the lift the established Safe System of Work which includes:
 - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment;
 - The maintenance, testing and examination of all equipment;
 - Supervision by a trained and competent person/banksman with the necessary authority to progress or stop a job as is necessary;

HEALTH & SAFETY POLICY

- The prevention of unauthorised use or movement of equipment by any unauthorised person; and
- The safety of all personnel involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
- Marking all lifting gear and equipment with a means of identification to show its safe working load.

a. Fork Lift Trucks

The Company recognises the need to ensure that all operations involving the use of fork lift trucks shall be as safe as reasonably practicable at all times. This will be achieved by adhering to the following:

- Fork lift trucks are only to be operated by suitably competence and authorised personnel.
- A risk assessment and safe working procedure will be established for all fork lift truck operations to protect those at risk.
- The results of the risk assessment and safe working procedure will be communicated to all relevant employees;
- Appropriate PPE as identified by risk assessment will be worn at all times when operating a fork lift truck or when working in areas where fork lift trucks operate.
- In addition to PPE requirements, fork lift truck operators must wear a seat belt at all times when in the truck cab.
- A documented check of each fork lift truck must be conducted prior to use / on a daily basis.
- Operational areas for fork lift trucks are designated and communicated to appropriate staff. Appropriate signage is erected warning of the hazard.
- The maximum capacity for a fork lift truck is clearly signed. Operators do not lift loads that exceed the specified maximum capacity.
- The carriage of passengers on a fork lift truck is strictly prohibited.
- Keys are removed when not in use.

b. Goods Hoists / Passenger Hoists

The supply of a goods hoist will be through a hire agreement.

Before use the hoist supplier will supply the certificate of thorough inspection and maintenance and carry out any training required to ensure that persons operating the equipment are competent to do so.

4.12 Manual Handling Operations

The Company recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times. This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a fork lift truck or other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the Manual Handling Operations Risk Assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

HEALTH & SAFETY POLICY

4.13 Noise

- The Company will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected personnel, at no cost to them, together with appropriate instructions on their use.
- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.
- All employees will use hearing protection provided for their protection.

4.14 Plant, Work Equipment and Machinery

- Where appropriate, a Work Equipment & Machinery Assessment will be conducted for plant and work equipment.
- Company employees will only use plant and work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an effective state, in efficient working order and in good repair.
- Sufficient clear and unobstructed working space will be provided around plant / work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow personnel to operate plant / work equipment safely.
- When plant and equipment is hired in for use by the Company, suitable instruction and demonstration of its safe use is to be provided by the Hire Company before it is operated by employees.
- If employees are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.
- Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held in the main office.
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards will be operable and in use.
- Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.
- All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to use or operate.
- Plant and work equipment must not be used when unprotected members of the public are present.

4.15 Pressure Cleaners

- Pressure cleaners will be installed, maintained, tested and repaired by a competent person, and records of maintenance and tests kept.
- Equipment is to be operated by trained, authorised and competent personnel and eye protection is to be worn at all times by operators to protect from flying debris.

HEALTH & SAFETY POLICY

4.16 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

4.17 Storage Racking

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Safe working loads will be marked on all racks.
- Company personnel will be trained in safe methods of stacking materials on the racking and removing materials from the racking.
- Materials will be stored and stacked to reduce the risk of manual handling injuries and the potential for materials to fall.
- All storage racking will be regularly inspected by a competent person to ensure stability and integrity. Inspections will be recorded.

4.18 Underground / Overhead Utilities

All work involving potential contact with overhead or underground electrical cables or other utilities / services will be properly planned and will be subject to a detailed risk assessment in order to identify and implement appropriate control measures to ensure the safety of all personnel associated with the work.

4.19 Vibration

Hand Arm Vibration and Whole Body Vibration can occur from regular and frequent use of:

- Hand held power tools
- Hand guided power equipment
- Powered machines which process hand held materials
- Plant and vehicles

In accordance with the Control of Vibration at Work Regulations 2005 management will:

- Conduct assessments to determine the risks from vibration to employees;
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and
 - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - Take immediate action to reduce their exposure below the limit value.
- Vibration levels shall be a consideration when purchasing or hiring equipment used by the Company.

4.20 Waste Management

- Waste will be managed in accordance with the Hazardous Waste Regulations.

HEALTH & SAFETY POLICY

- Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.
- An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.
- Waste management procedures will be communicated to all employees during induction training.
- Tanks and drums provided to hold waste oils and other fluids are to be bunded and all spillage immediately cleared away.
- Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.

4.21 Weather Conditions

- Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the roof work.
- Guidance published by the National Federation of Roofing Contractors will be consulted when deciding the maximum wind speeds for particular operations.
- The decision to continue or suspend work will be based on wind speed, control measures already in place to prevent the fall of personnel or materials, position and height of the roof and the size of materials being handled.

4.22 Welfare Facilities

Where reasonably practicable, the following facilities will be provided for employees and contractors of the Company in accordance with Schedule 2 of the CDM Regulations 2015 and the Workplace Regulations 1992:

- Washing facilities
- Rest facilities
- Sanitary facilities
- Methods for heating food and boiling water
- Storage and drying facilities for clothing

4.23 Working at Height / Working on Fragile Surfaces

- Before carrying out any work at height / work involving a fragile surface a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.
- Fragile surfaces are provided with adequate means of support / protection (platforms, coverings, guard rails) for anticipated loads. Suitable and sufficient warning notices are prominently displayed on approaches to fragile surfaces.
- When working at height or on fragile surfaces, all employees will wear PPE identified through risk assessment. Appropriate training will be given in its use and maintenance.
- Where practicable, safety harnesses / man anchor systems shall be worn whilst working at height or on fragile surfaces, attached to suitable anchor points.
- All safety harnesses / man anchor systems and anchor points shall be tested, certified and checked 'in date' for test prior to use.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.

HEALTH & SAFETY POLICY

- It is prohibited to drop or throw anything from a height of more than one storey. Employees and contractors are to lower items down using ropes or via chutes into skips. Lowering materials must be conducted in a controlled manner.

a. Ladders

- Ladders, including stepladders, used by the Company will be of the correct type and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

b. MEWPs

- Mobile Elevated Work Platforms and Scissor Lifts shall only be operated by trained, competent persons. Safety Harnesses will be worn at all times whilst work is being conducted from MEWPs.

c. Scaffolding Operations

- All scaffolds erected shall be erected in accordance with current legislation, British Standards, Approved Codes of Practice, Company procedure and Industry standards.
- 'Designed' scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice.
- Scaffolds will be erected by appropriately trained, competent employees in accordance with industry standards and design specifications.
- All scaffolds will be inspected by a competent person, and records of such inspections kept:
 - Prior to use;
 - After any substantial addition or dismantling;
 - After alteration;
 - After any event likely to affect its strength or stability; and
 - Weekly.
- Where practicable, hand-over certificates will be issued to the Client, the Principal Contractor or the Company, as appropriate, and a joint inspection carried out.
- Company employees shall not use any scaffold unless it has been erected and inspected as above.
- All safety netting shall be manufactured and erected in accordance with EN 1263 by a suitable, competent contractor. Hand over certification and test certification shall be received from the erecting contractor prior to inclusion as a risk control measure.
- During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.

4.24 Working Near or Over Water

Hazardous areas include: docks, locks, canals, wharves, lakes, ponds (natural and artificial), reservoirs, water-filled pits, sewage ponds, slurry ponds, rivers, streams, swimming pools, water-holding tanks and the sea.

- All operatives will have suitable training and instruction before working near or over water.
- Before carrying out any work near or over water a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel and identify the measures required to protect persons working at height, including a safe system of work.

HEALTH & SAFETY POLICY

- Appropriate rescue equipment must be provided for the location, taking into account any reasonably foreseeable changes that may occur (e.g. tides or spate rivers).
- Whenever possible, entry into the water shall be prevented by physical barriers.
- Where practicable, safety harnesses / man anchor systems shall be worn whilst working near or over water and attached to suitable anchor points. All safety harnesses / man anchor systems shall be tested, certified and checked 'in date' for test prior to use.
- All employees will wear PPE identified through assessment, including high-visibility clothing. Appropriate training will be given in its use and maintenance.
- All life jackets and buoyancy aids provided conform to the appropriate BS EN standard (393, 395, 396 or 399).
- Lifebuoys and or throw lines will be available where there is a possibility of operatives being carried away by the water.
- A rescue boat manned by competent operatives will be available whenever work is undertaken over or adjacent to deep, tidal or fast flowing water and when identified in the risk assessment.
- A means of raising the alarm will be provided.
- Where necessary, the surface of water will be illuminated at night.
- All personnel will be accounted for at all times.