

STAFFORD ROOFING LTD

Asphalt, 3 Layer Felt Roofing, Liquid Coating Systems, Slate & Tiling, Leadwork.

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HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

INTRODUCTION:

This Policy sets out the health and safety organisation, responsibilities and arrangements for the management of health and safety at work for all employees and sub-contractors (*the workforce*) and, any other persons that may be affected by our activities, undertakings and operations.

This document is to be:

- Readily available,
- Communicated, read, implemented and adhered to,
- Controlled and maintained,
- Annually reviewed.

WORKFORCE DECLARATION:

I have been consulted, read, understand and shall comply with the requirements of this policy.

PRINT NAME	SIGNATURE	DATE

WORKFORCE DECLARATION (*Continuation Sheet*):

I have been consulted, read, understand and shall comply with the requirements of this policy.

PRINT NAME	SIGNATURE	DATE

SECTION 1:

COMPANY GENERAL STATEMENT OF INTENT

The Managing Director of Stafford Roofing Limited (*the company*) recognises his responsibility to ensure that all reasonably practicable steps are taken to ensure the health, safety and welfare of the company workforce, the general public and, any other persons who may be affected by its activities, undertakings and operations.

The company will, so far as is reasonably practicable:

- Ensure adequate resources are made available for health and safety matters,
- Put in place effective planning, organisation, control, monitoring and reviews of its preventative and protective measures,
- Provide and maintain safe places of work, equipment and systems of work to minimise risk,
- Promote health and safety awareness by the provision of information, instruction and adequate training,
- Ensure that members of the workforce are competent to undertake their task(s),
- Ensure suitable and sufficient supervision,
- When and where appropriate/necessary gain access to competent professional advice,
- Ensure adequate consultation with the workforce, clients and any other persons affected with regard to health and safety matters,
- Put in place procedures, guidelines and work practices that ensure compliance with the relevant current legislation and this policy statement,
- Annually review this policy and the company's health, safety and welfare provisions.

Responsibilities:

The **Managing Director** is ultimately responsible for the management and control of health, safety and welfare throughout the company and all related activities, undertakings and operations.

Contracts Managers & Site Supervisors are specifically delegated responsibility for the management and control of health, safety and welfare to all members of the workforce and associated operational activities & undertakings under their direct control.

Charge-hands are delegated and primarily responsible for supporting the company with the general 'day to day' management and control of the health, safety and welfare of all members of the workforce under their direct control and any other persons that may be affected with regard to all site operations, activities and employed undertakings.

All members of management are responsible for implementing this policy.

Workforce: All members of the workforce have a duty and responsibility to ensure that they:

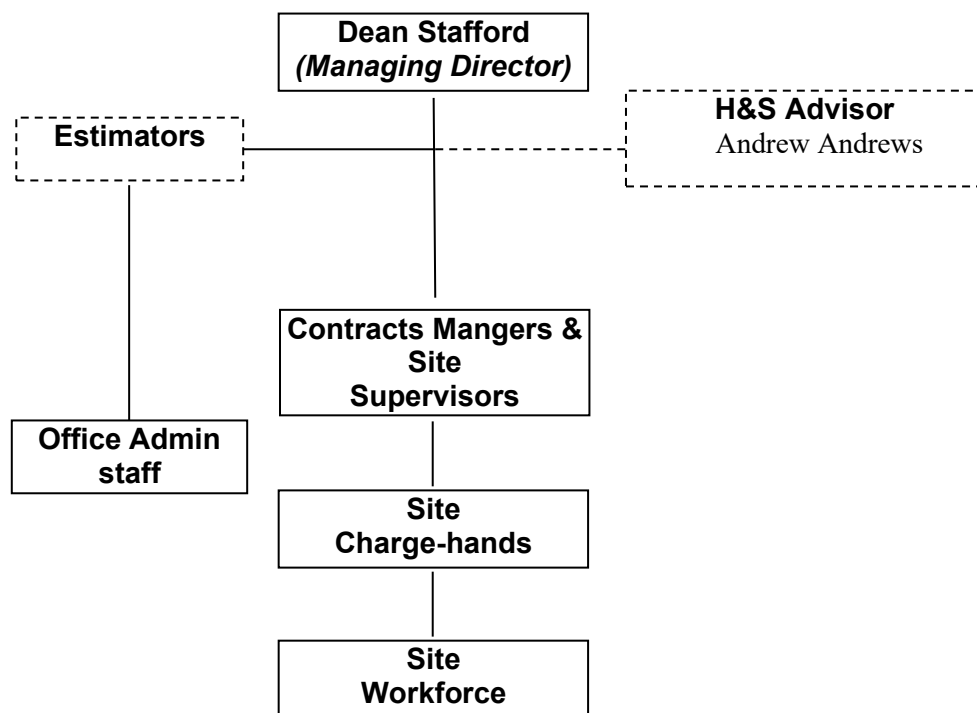
- Show care and take care of themselves and, others who may be affected by their acts or omissions,
- Co-operate with the company at all times,
- Not intentionally or recklessly interfere or, misuse anything provided for safety and health,
- Use work equipment as they have been trained,
- Report all health and safety concerns and/or shortcomings immediately,
- Reports all Accidents, Incidents and Dangerous Occurrences immediately.

Dean Stafford
Managing Director

Issue 1 September 2020

SECTION 2: HEALTH AND SAFETY ORGANISATION & RESPONSIBILITIES

2.1 ORGANISATION



2.1.1 APPOINTMENT OF COMPETENT PERSONS

The company hereby appoints **Andrew Andrews** in an advisory capacity, as our 'competent person' as required by Regulations 7(1) of the Management of Health and Safety at Work Regulations.

2.1.2 HEALTH AND SAFETY MEETINGS

Objectives:

- To promote health and safety awareness throughout the company,
- To provide a driving force for health and safety related matters,
- To provide a forum where company health and safety issues may be discussed and decisions taken/made/adopted through consultation,
- To monitor health and safety audits and/or reports (*internally & externally*),
- To monitor accidents and incidents,
- To review health and safety related company procedures,
- To review and prioritise risk assessment needs.

Frequency:

- Meetings will be held 'twice' per year,
- Meetings may only be cancelled in extreme circumstances.

Administration:

- Minutes of the meeting will be taken,
- Copies will be issued to all members - within one week of the meeting.

2.2 RESPONSIBILITIES

2.2.1 MANAGING DIRECTOR:

The Managing Director has overall and ultimate responsibility for the health, safety and welfare of the workforce and, any other persons who may be affected by the company's activities, undertakings and operations.

He is further responsible for the implementation and effectiveness of the health and safety policy and will initiate its annual review ensuring, that amendments are made to take account of current and/or future developments.

He is also to ensure, so far as is reasonably practicable:

- a) That, adequate funds are allocated to meet the requirement of the health and safety policy,
- b) That, competent persons are appointed to assist in ensuring compliance with the requirements imposed by relevant statutory provisions,
- c) That, the health and safety policy is communicated, implemented and its effectiveness is monitored,
- d) That, he actively encourages and promotes health and safety at work,
- e) That, he at all times sets a personal example by adhering to the relevant health and safety requirements and, by wearing the appropriate personal protective equipment (*PPE and/or RPE*) etc,

- f) That safety responsibilities are further delegated to the Contracts Managers and Site Supervisors ensuring that they are fully conversant with their duties and responsibilities,
- g) That, all members of the workforce understand their duties and responsibilities through the provision of effective information, instruction and adequate training,
- h) That, the company's obligations for the health and safety to persons 'other than its own employees' are at all times taken into consideration,
- i) That, arrangements are made for consultation with the workforce on health and safety related matters,
- j) That, arrangements are made for consultation with clients and any other persons that may be affected by its undertakings and operations,
- k) That, health and safety training is planned on a continuing basis,
- l) That, any vehicles, plant, work equipment or materials procured meet with the relevant safety standards and are maintained in an efficient state, working order and, in good repair, hazards identified and the risks adequately controlled,
- m) That, any work equipment supplied or hired is 'fit for intended purpose' 'safe to use' and operated by competent people,
- n) That, where residual risks remain and only as a last resort all necessary PPE & RPE is provided, free of charge, to his '**direct employees**' and, that all persons are instructed on its correct use, maintenance and replacement,
- o) That, the workforce is informed of the risks to their health and safety, as identified by any risk assessment relevant to their work and that, preventative & protective measures are adopted to eliminate or, reduce risk to an acceptable level,
- p) That, the workforce is informed of all emergency procedures affecting their place of work,
- q) That, arrangements are put in place to correct any defects or faults,
- r) That, unsafe practices are brought to the attention of the workforce,
- s) That, inspections are conducted to ensure that all activities within the company are undertaken in a controlled safe manner with due regard to statutory obligations, approved codes of practice and company safety procedures,
- t) That, he '*periodically*' monitors the agreed standards, methods and systems of work,
- u) That, arrangements are put in place for effective collation of accident data, accident/incident records and accident/incident analysis,

- v) That, where warranted, he makes provision for appropriate investigations into accidents/incidents, near misses and dangerous occurrences ensuring, remedial measures are taken to prevent re-occurrence,
- w) That, arrangements are in place for internal accident and near miss reporting & compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR),
- x) That, arrangements are in place for all relevant statutory records and documentation,
- y) That, prior to employing the services of any individual self-employed contractor (**Labour Only**) the Pre-engagement and Health Questionnaire is issued, completed, returned (**fully answered**), reviewed for approval (*or disapproval*) and held on file,
- z) That, prior to engaging the services of any **Sub-Contractor Company** the Health, Safety and Environmental Questionnaire is issued, completed, returned (**fully answered**), reviewed for approval (*or disapproval*) and held on file,
- aa) That, BBAS Consultancy Limited, is consulted with regard to health and safety related problems or concerns,
- bb) That, assistance and support is provided to BBAS Consultancy Limited when requested.

2.2.2 CONTRACTS MANAGERS & SITE SUPERVISORS

All Contracts Managers & Site Supervisors are specifically delegated responsibility for the management and control of health, safety and welfare to all members of the workforce and associated operational activities & undertakings under their direct control.

They are further to ensure, so far as is reasonably practicable:

- a) That, they actively implement and promote the requirements of this policy,
- b) That, the necessary arrangements are put in place for the effective planning, organisation, control and monitoring of preventative and protective measures,
- c) That, they liaise with clients and workforce to ensure the co-ordination of all health and safety matters,
- d) That, prior to employing the services of any individual self-employed contractor (**Labour Only**) the Pre-engagement and Health Questionnaire is issued, completed, returned (**fully answered**) to the Managing Director for the individual's approval or disapproval and held on file,
- e) That, prior to engaging the services of any **Sub-Contractor Company** the

Health, Safety and Environmental Questionnaire is issued, completed, returned **(fully answered)** to the Managing Director for approval or disapproval and held on file,

- f) That, they periodically monitor the agreed standards and methods of work of the workforce,
- g) That, they ensure their members of the workforce are competent to undertake their tasks,
- h) That, they actively encourage and promote health and safety at work,
- i) That, they set a personal example at all times by adhering to the relevant health and safety requirements,
- j) That, the workforce under his control is provided with adequate information, and instruction on all relevant health and safety matters,
- k) That, all plant, equipment and materials meet the legislative requirements and those relevant, appropriate safety standards are maintained,
- l) That, their workforce is provided with the necessary information, instruction and adequate training on the correct and safe use of work equipment, materials and systems of work to enable them to carry out their tasks in a competent manner,
- m) That, arrangements are made to correct any defects or faults, and that unsafe practices are brought to the attention of all persons affected,
- n) That, health and safety training is planned on a regular basis,
- o) That, risk assessments are undertaken as necessary - by competent person,
- p) That risk assessment findings are communicated to all persons affected and are signed off to such affect,
- q) That, where residual risk remains (*as a last resort*), the appropriate PPE and/or RPE is worn,
- r) That, all unsafe acts are prohibited and that unsafe conditions are controlled,
- s) That, where warranted accidents and incidents (*including when appropriate near misses and/or dangerous occurrences*) are investigated and that control measures are taken to prevent recurrence,
- t) That, they discipline, in accordance with company procedures, any persons who fails to comply with company or client policy and procedures, or fails to consider the health and safety of themselves or others,
- u) That, Coshh Assessments are communicated to all persons affected before permitting their use on any site,

- v) That, the workforce is informed of any emergency procedures affecting their place of work,
- w) That, site inspections are undertaken in order to monitor his workforce activities and ensure they are being conducted in a safe manner with due regard to statutory obligations, safe systems of work and company policy,
- x) That, safety responsibilities are further delegated and accepted at all levels,
- y) That, their personal commitment to health and safety policy is assured by reacting promptly and effectively to unsafe situations is at all times demonstrated,
- z) That Andrew Andrews is consulted in respect of health and safety related problems & concerns.
- aa) That assistance and support is provided to Andrew Andrews when requested.

2.2.3 CHARGE HANDS:

All designated Charge-hands are delegated and primarily responsible for supporting the company with the general 'day to day' management and control of the health, safety and welfare of all members of the workforce under their direct control and any other persons that may be affected with regard to all site operations, activities and employed undertakings.

All such persons are to ensure, so far as is reasonably practicable:

- a) That, the required health and safety arrangements are being complied with,
- b) That, the workforce is 'competent' to undertake their employed/contracted tasks,
- c) That, the workforce is informed of any emergency procedures affecting their place of work and are being adhered to,
- d) That, arrangements are made to correct any defects, faults or unsafe practices that are brought to his attention,
- e) That, the required and appropriate PPE and/or RPE is worn at all times,
- f) That, the workforce is conversant with company procedures, guidelines and operating rules,
- g) That, safe working practices are developed by instruction and supervision - particularly in the case of new starts - thus ensuring a high level of safety

awareness,

- h) That, safety monitoring (*checks/inspections*) is carried out to ensure that the approved & agreed safe systems of work, working methods and practices are implemented and complied with,
- i) That, the workforce is instructed to report all accidents, incidents, dangerous occurrences, near misses and unsafe conditions,
- j) That, all affected persons are aware of the potential hazards and risks as established by risk assessments,
- k) That, 'ad hoc' risk assessments are undertaken where additional or unforeseen hazards are identified and, that the necessary control measures are implemented in order to either eliminate or reduce the risk to an acceptable level,
- l) That, all equipment supplied or hired is 'fit for intended purpose' 'safe to use' operated and maintained in a serviceable condition,
- m) That, when and where identified all unsafe acts are prohibited and reported,
- n) That, when and where identified unsafe conditions are controlled and reported,
- o) That, they set a personal example at all times by adhering to relevant health and safety procedures and by wearing the appropriate PPE,
- p) That, assistance and support is provided to Andrew Andrews when requested.

2.2.4 WORKFORCE:

All members of the company workforce have a legal duty to ensure that they:

- a) Take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions whilst at work,
- b) Comply with the company health and safety policy,
- c) Co-operate with the company at all times,
- d) Do not intentionally or recklessly interfere with, or misuse anything provided for health and safety purposes,
- e) Use machinery, equipment, dangerous substances, transport, means of production or safety device provided by the company in accordance with any training or instruction provided to them,
- f) Report any work situation that represents a serious and immediate danger to health and safety,

- g) Observe all company and client/site rules and regulations, safety rules, safety procedures, and safety instruction and signs,
- h) Wear the appropriate PPE and RPE as and when required and as specified,
- i) Report all accidents, incidents, damage to property, plant or equipment - whether persons are injured or not - this includes dangerous occurrences and near misses,
- j) Report any shortcomings in health and safety arrangements.

'Roofers' specific responsibilities – Work at height:
All roofers are to:

- Adhere and comply with the company RAM's,
- Inform the company of any medical condition that may affect them working at height,
- Not work at height if affected by drugs or alcohol (*including prescribed medication that may affect the ability to work safely*),
- Use techniques and equipment provided to prevent or protect against falls,
- Not act in a reckless or careless manner,
- All members of the workforce are strictly prohibited from adapting any means of access that has been provided,
- No person is to access any working platform that is not fit for purpose or safe to use,
- If any access point is posted/signed as incomplete it is not to be used.

All personnel are to note that breaching company procedure(s) may result in disciplinary action being taken and furthermore, that failure to comply with the health and safety policy could be deemed as gross misconduct.

SECTION 3:

HEALTH AND SAFETY ARRANGEMENTS

3.1 SAFETY MANAGEMENT SYSTEM (SMS)

The company recognises that in order to effectively control risk and prevent harm to people, the company needs to manage health and safety with the same degree of due diligence and standards as our core business activities.

3.2 RISK ASSESSMENTS

General approach:

In general, based on the assessment of risk, risk control measures will, so far as

practicable seek to tackle hazards by either eliminating them or substituting them for safer items or methods - where this cannot be achieved, control will focus on the best combination of techniques to reduce exposure to risk, accident probability and the subsequent consequences.

Risk assessments will be carried out to ensure that the company knows what levels of risk there are, in order that priorities for action can be identified and, so that unacceptable risks are adequately controlled.

All risk assessments will be recorded.

All persons affected will be informed of the risk assessment findings/outcome (*in particular where significant risks have been identified*) - in either case, all persons will be required to sign the assessments to such effect.

The workforce is encouraged and requested to report all hazards that they identify as soon as possible in order that remedial action(s) can be taken.

Risk assessments will be reviewed periodically and/or when:

- they are no longer valid,
- where there are/has been significant changes to work practices,
- due to a serious accident or incident,
- due to changes in legislation or on the introduction of new regulations.

Risk control:

The hierarchy of risk control shall be to:

- **ELIMINATE** (*the risk completely*),
- **REDUCE** (*by substitution*),
- **ISOLATE** (*e.g. separate people from the hazard*),
- **CONTROLS**
- **PERSONAL PROTECTIVE EQUIPMENT** (*last resort only*),
- **DISCIPLINE.**

New methods of work or work practices:

In such circumstances the health and safety aspects/impacts are to be considered – before they are implemented, they will be assessed for risk and where necessary a safe system of work will be devised & communicated to all persons affected.

3.3 INFORMATION & INSTRUCTION

Relevant health and safety information will be made available. When obtained, it will be communicated to the workforce in a clear and understandable format.

Typical information that will be communicated may include:

- Any risks to their health and safety - identified by audits, inspections and risk assessments,
- Serious or imminent danger,
- Preventative or protective measures that may be required,

- Any other occupational risk(s) associated to their employment/engagement, such as for example:
 - Work at height
 - Manual handling,
 - Use of work equipment,
 - Personal Protective Equipment,
 - Respiratory Protective Equipment,
 - First aid provisions and arrangements,
 - Health and safety law awareness.

The provision of information could be delivered in the following formats:

- Training (*i.e. general awareness, site inductions, toolbox talks etc*),
- Written instruction, or
- Posters, safety signs and/or signals etc.

3.4 WORKFORCE CONSULTATION

The company will consult the workforce on health and safety related matters, including:

- On the introduction of any measure at the workplace that may substantially affect health and safety,
- The results and findings of risk assessments,
- Any failings, unsafe acts or unsafe conditions,
- Any remedial measures that are necessary after an accident/incident, near miss or dangerous occurrence - so as to prevent recurrence,
- Any enforcement action taken against the company by the enforcing authorities,
- Health and Safety meetings etc.

3.5 TRAINING

The company acknowledges both its legal and moral obligations to provide adequate training.

Training will include:

- New starts (*company inductions - internal*),
- Site inductions (*job/task specific*),
- Refresher training,
- New equipment, materials or technologies being introduced,
- Regulatory changes,
- Accidents, ill-health or incidents.

The training will be designed to take account of current legislation and will be delivered by competent trainers/personnel.

The company will regularly monitor health and safety training needs.

3.6 MONITORING & INSPECTIONS

In order to promote and maintain a positive safety culture arrangements will be put in place for both scheduled and unscheduled health and safety inspections. Such arrangements may also incorporate the client's own health and safety inspection programmes.

Where there is a need to address an area of non-compliance, arrangements will be put in place to ensure their control.

3.7 ACCIDENTS/INCIDENT REPORTING AND INVESTIGATIONS

It is company policy that **all accidents, incidents and dangerous occurrences** involving any member of the workforce or other persons affected by the company's undertakings are reported immediately - *by the quickest practicable means*.

All injuries and diseases are to be recorded in the company accident book (*Note: when on site accidents must **also** be reported to the site manager/representative and entered in their own site accident book*).

Arrangements shall be put in place to ensure all Injuries, diseases and dangerous occurrences subject to the requirements imposed by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), are reported to the Health and Safety Executive (HSE).

Reporting Methods:

Work related injuries and incidents are reportable 'predominately online' via the internet.

Important notes:

1. Fatal and major injuries & certain dangerous occurrences are still to be reported to the HSE by phone by calling the HSE Incident Contact Centre (ICC) 0845 300 9923.

For non-fatal and/or major injuries and incidents the company is to report via the HSE web; www.hse.gov.uk/riddor and complete one of the following forms:

Form **F2508** to report an injury,
Form **F2508** to report a Dangerous Occurrence,
Form **F2508A** to report a case of a disease.

2. The 'previous' over 3-day reporting requirement for people injured at work is now '**over 7 days**'.

This means: If a member of the workforce is away from work or unable to perform their normal work duties for more than **7 consecutive days** (*i.e., incapacitated*) - **not counting the day of the accident but INCLUDING weekends and rest days**.

The report must be made within 15 days of the accident.

Note: Although no longer a requirement to send a report for over 3-day injuries – **a record must still be kept.** (*The entry into the accident book will suffice*).

ALL RECORDS ARE TO BE KEPT.

Further actions:

Subject to the seriousness of the accident, incident - an internal investigation may need to be undertaken to prevent recurrence.

See company accident investigation record, accident guidance and witness statement.

3.8 FIRST AID, FIRST AIDERS, DISEASES & VIRUSES

First aid is for the immediate attention of anyone being injured, it does not include giving tablets or medicines to treat an illness.

On site:

In the majority of cases and where-ever practicable, whilst operating on site, arrangements will be made for the provision of first aid cover with the site/client.

The name and location of the site first aider will be displayed on the site safety notice boards.

In such circumstances where the client has not or cannot provide first aid cover, in an emergency (serious or major injury where-by to move the injured person could carry fatal consequences), **999** must be dialled **without delay and the company notified immediately.**

Alternatively, (*providing safe to do so*), the injured person should be transferred to a local A & E department/hospital.

Travelling:

The company shall equip all company vehicles with first aid kits.

It is the driver's responsibility to maintain the vehicle first aid kits.

Office:

The company shall make suitable arrangements for first aid cover at the head office.

The name and location of the office first aider will be displayed on the safety notice board.

It is the office first aider's responsibility to check first aid stock levels and replenish all company first aid kits.

Diseases carried in the blood:

All personnel are to note that due to the risks from blood-borne viral hazards such as Hepatitis B, C, D and HIV – it is essential that **ONLY** trained competent first aiders administer first aid.

Special considerations for first aiders:

The risk of being infected with a blood-borne virus while carrying out your duties is small.

The following precautions should be taken to reduce the risk of infection:

- Cover all cuts or grazes on your own skin with a waterproof dressing,
- Wear suitable disposable gloves when administering first aid,
- Use devices such as face shields when you give mouth-to-mouth resuscitation (*but only if you have been trained to use them*),
- Wash your hands after each procedure.

Leptospirosis (Weil's Disease):

Leptospirosis is caught when bacteria carried by rats get into your bloodstream - note:

when working in or near water (*or waterlogged sites*), rats probably won't be far away.

Another form of Leptospirosis is carried by dairy cattle.

All personnel are to be made aware that bacteria 'usually' enters the bloodstream through uncovered cuts and grazes on the skin - to which, all personnel must ensure they keep these covered with a waterproof plaster.

The early symptoms and signs of Leptospirosis are like those for flu – however, if left untreated could be potentially fatal.

Should any person complain of such symptoms and believes there is no reason for them having flu – it must be treated as suspect and send them to a doctor at the earliest opportunity.

Coronavirus (COVID-19)

Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus (World Health Organisation, 2020).

All personnel are made aware of the way in which the virus spreads and the symptoms from regularly updated Government guidelines. The company understands that it has a responsibility to ensure that safety measures are in place and therefore provide hand sanitising stations, hand washing facilities (both in the office and vehicles) and face coverings to all personnel along with sufficient and updated information in the form of signage, emails and other communication.

Any person driving a company vehicle must do so alone unless they are from the same household or within a work 'bubble' as defined in the Government guidelines.

The use of public transport is strongly discouraged and must only be used as the last resort to minimise the spread of the disease.

The known symptoms of COVID-19 are:

- High temperature
- New, continuous cough
- Loss or change of smell and/or taste

Should any person experience such symptoms, they must immediately stop contact with any other person, make the office aware, arrange for a test at the earliest opportunity and self-isolate for the recommended period with further medical advice given by a medical professional on receipt of a positive result.

3.9 FIRE SAFETY

The company recognises its duty to comply with the Regulatory Reform Fire Safety Order.

Yard/office:

The emphasis will be on fire prevention - If fire does occur, arrangements are in place to raise the alarm, enable a safe evacuation and call the emergency services.

Office firefighting appliances shall be provided, maintained and serviced on a yearly basis.

It is the responsibility of the company Fire Officer to ensure all fire and emergency provisions are maintained.

(For full details refer to the company Fire Precautions, Procedures, Organisation and Responsibilities).

The company will undertake a fire audit and fire risk assessment, annually.

On site:

Where-ever possible, whilst on site, fire safety arrangements and the emergency evacuation procedures will be provided by the client representative/site manager.

It is the responsibility of the field workforce to ensure compliance and co-operation at all times.

3.10 PERSONAL PROTECTIVE EQUIPMENT (PPE) & RESPIRATORY PROTECTIVE EQUIPMENT (RPE)

Although the company recognises that PPE should only be used as a last resort - where it is not possible to control risk effectively by any 'other means' (See *also section 3.2 Risk Assessments above*), and where it deemed a risk to health and safety remains - the wearing of PPE (*and where/when appropriate RPE*) is **mandatory**.

The workforce is to note the following policy:

- **Mandatory** general site PPE that is to be worn includes; Hard hats, hi-vis vest/jacket and safety boots,
- **Mandatory** 'task specific/related' PPE that is to worn includes; Gloves, safety glasses/goggles or face shield and suitable workwear, (*when using hot bitumen or cutting tiles with a disc cutter etc*),
- **Mandatory RPE** that is to be worn includes; Respirator when cutting tiles or slabs etc with a disc cutter,
- Safety harnesses must be worn and attached/anchored at any height where the harness fall arrest capability becomes effective.

RPE specific:

a) Open area well ventilated (outside) - All cutting operations:

RPE must be worn - as a minimum: FFP3 rated disposable dust mask.

b) When cutting in a non-ventilated or poorly ventilated area:

RPE must be worn - as a minimum: Face Fit Respirator.

- Fit tests will be undertaken for all wearers of Face Fit Respirators,
- Operators must be clean shaven (to ensure tight face seal),
- All RPE is to be CE marked and EN compliant.

3.11 UV RADIATION (*SUN*)

The risk(s) from UV Radiation (*sun*) is well known (*i.e. burns, blisters, skin cancer*), the workforce is to ensure that they take the necessary precautions by wearing suitable workwear/clothing and apply repeated applications of barrier creams/lotions.

During periods of extreme temperatures, the workforce is advised to drink plenty of water.

Should any person start to feel any effects from the sun or heat they are to seek shade, rest and apply/take any precautions required. If symptoms persist, they should inform both the site manager/representative and the head office ASAP.

3.12 EXTREME WEATHER CONDITIONS

The company recognises that climate change affects the working environment and conditions.

It is **imperative** that on such days that the weather is determined and/or identified as being 'extreme' that, the Charge-hands and/or Site Supervisor(s) consults and liaises with the respective site management team to 'collectively' determine if works are safe to continue and/or if necessary to 'prohibit' work.

In such circumstances that the site management team's decision is in contrary to that of the Charge-hand and/or Site Supervisor(s) they have the right to refuse to undertake any works when, in their opinion to proceed would be detrimental to the wellbeing of their workforce, to others and/or any roofing activity.

3.13 DRUGS AND ALCOHOL

It is **strictly prohibited** to consume, use or supply any form of drugs or alcohol whilst at work - in such circumstances the individual concerned shall be subjected to dismissal.

If any person(s) are found in possession or supplying drugs the Police will be called and the individual(s) handed over.

If any member of the workforce attends work under the influence of drugs or alcohol – he/they shall be suspended with immediate effect and formal action taken.

Personal medication:

If any member of the workforce has been prescribed medication they are requested to inform the company immediately.

3.14 USE OF COMPANY VEHICLES.

The conditions set out below are applicable to all '**authorised users**' of vehicles or transport supplied or owned by the company.

All drivers must:

- Be qualified and hold a valid driver's licence (*Note: copies will be taken 'periodically' and held on file*),
- Adhere to all road traffic signs, signals and restrictions,
- Display a 'no-smoking' sign and prohibit all persons from smoking at all times,
- Wear seat belts,
- Ensure passengers wear seat belts,
- Check the vehicle daily for road worthiness - prior to use,
- Not use any vehicle that has been found defective during the daily check – until repaired/rectified,
- Maintain the vehicle in a serviceable condition (*at the company's expense*), ensuring, at all times it is road worthy, clean and tidy,
- Lock the vehicle when at destination/journeys end,
- Inform the company of any accidents/incidents or police actions.

Note: Should any driver be disqualified from driving for any offence (whether in a private vehicle or not), they are obliged to inform the company immediately.

Drivers must not:

- Drive any vehicle whilst serving a ban,
- Drive any vehicle under the influence of drugs or alcohol (*See also section 3.12 Drugs & Alcohol above*),
- Drive any vehicle which has not been checked,
- Drive/use any vehicle 'taken off the road',
- Use hand held mobile phones whilst driving (*See also section 3.14 Mobile phones and driving - below*).
- Smoke in any company vehicle that is used to carry other workers – or allow anyone else to smoke in the vehicle (*regardless of whether others are in the vehicle at the same time or not*).

The Company shall make arrangements to ensure that all vehicles are:

- Maintained and MOT certificated,
- Insured,
- Copies of all drivers' licences are checked (*before authorising any person to drive on Company business - and hold a copy on file*).

3.15 MOBILE PHONES AND DRIVING

The use of 'hand held' mobile phones while driving a company vehicle is strictly prohibited. (*This includes when stopped at traffic lights or held in slow moving traffic*).

3.16 WORK AT HEIGHT (*See also section 3.10 PPE & RPE above*)

General:

Arrangements shall be put in place where there is a risk of a fall liable to cause personal injury.

The company and in particular the workforce are to apply a simple hierarchy for all work at height i.e.

- Avoid work at height where possible,
- Use equipment or other measures to prevent falls where work at height cannot be avoided (*note: collective control measures over personal*),
- Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall - should one occur.

Roofing Specific: Arrangements shall be put in place to ensure:

- The work is properly planned and organised (*including the selection of access*

equipment),

- It is carried out in a safe manner,
- Persons engaged are competent,
- That risk assessments are carried out and the results/findings are communicated to all persons affected,
- Equipment for access to height is inspected - prior to start,
- The risks from fragile surfaces are properly controlled,
- The access equipment is fit for intended purpose and safe to use,
- If any access equipment is hired by the company, it is hired from reputable hire companies - only,
- That *(if necessary and to be used)* Mobile Elevating Working Platforms (MEWP's) are supplied with a thorough examination certificate and that the member of the workforce is competent and authorised to operate.

Leaning Ladders:

Ladders are to be seen and used as '**a means of access**' only and are not acceptable as a 'place of work'.

However, in such cases where-by it is not reasonable to use/employ other access equipment such as a scaffold or a MEWP – providing the work is of a short duration, non-repetitive and is 'light work' and providing the following controls are taken, in place and adhered to:

- Prior to use and employment carry out a brief inspection – confirm the ladder is 'fit for purpose and safe to use' – note: If it is damaged in anyway it must not be used and either removed from site or cut up and skipped,
- Position it at the correct angle apply the rule: '**one out for four up**'
- Ensure it is either tied, lashed or 'footed',
- Ensure it is only used on firm and level ground,
- Do not over reach - at any time,
- Do not rest it on any flexible or fragile fittings,
- Only carry out light work of a short duration from the ladder,
- Only one person at a time - on the ladder,
- Wooden ladders are not to be used at any time.
- Do not take unnecessary risks while using a ladder.

of ***Hop Ups:*** 'Home-made' and 'make shift' hop-ups that are intended for means of access are strictly prohibited from use.

Scaffolding:

No members of the workforce are to erect, dismantle or adapt any supplied scaffolding.

While any scaffold or part of, is unavailable for safe use or is not fit for intended purpose *(including during assembly, striking or adaptations works)* - **it is not to be used, whether a warning sign is posted or not.**

Note: If incomplete - the scaffold 'should' be clearly marked with a warning sign and a physical means to ensure access to the danger zone is denied.

If any part of a scaffold is found defective **do not use it.**

Gin wheels:

The company acknowledges that at times the employment and use of Gin Wheels is a necessity – in such circumstances (*if not already fitted by the client or scaffolding company*), providing permission is obtained and fitted correctly, safely and securely, it can be undertaken by a member of the workforce.

3.17 MANUAL HANDLING

The company recognises that manual handling is an activity (*and hazard*) that cannot be eliminated, however can, if not carried out correctly contribute to serious injuries such as; sprains and strains often to the back through twisting and stooping etc.

In the majority of cases the materials required and used during company tasks, operations are capable of being lifted safely by a single operative.

If any object exceeds 20 kg the company will carry out manual handling assessments.

Where any risk the company will, where reasonably practicable, initiate changes to eliminate or reduce the need to handle loads that could lead to injury.

All personnel are requested to report any problems, strains or sprains etc. being experienced during the course of their duties.

Where appropriate and required the workforce will be provided manual handling training.

Note: The workforce is expected to make full and proper use of any system of work that has been provided by the company.

3.18 WORK EQUIPMENT

Work equipment is '**any**' equipment used at work, for example boilers, disc cutters, drill, screw driver, hammer, ladders, MEWP's, Telehandler etc.

Arrangements shall be put in place that any such work equipment supplied/hired by the company is:

- **Suitable;** for use and intended purpose,
- **Maintained;** in a safe condition for use,
- **Inspected;** to ensure it continues to be safe for use.

It is the responsibility of any person who owns supplies and uses their own work equipment(s) to ensure they are **suitable, maintained and regularly inspected/checked.**

3.19 RIDER OPERATED PLANT & SITE AUTHORISATION

All members of the workforce are strictly prohibited from operating any site plant (*even if in possession of a ticket*) **unless**; site authorisation is obtained from the Site Manager/representative.

3.20 LIFTING OPERATIONS & LIFTING EQUIPMENT

All members of the workforce are strictly prohibited from operating any lifting equipment (*even if in possession of a ticket*) **unless**; site authorisation is obtained from the Site Manager/representative.

3.21 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

So as to ensure, so far as is reasonably practicable the safety and absence of risk to health in connection with the use, handling, storage and transport of substances, the necessary and appropriate controls will be put in place.

As with general risk assessments (*See section 3.2 above*) COSHH assessments will be undertaken and the findings recorded.

The COSHH assessment outcome and the potential health effects from the substance will be communicated to all persons affected.

The workforce is to adhere to all required control measures.

Notes:

- No substance is to be used unless a Coshh assessment has been undertaken and the findings/outcome have been communicated.
- For established Workplace Exposure Limits (WEL's) refer to HSE guide/book EH40.
- See also Health Surveillance below.

3.22 LONE WORKING

Where practicable, lone working is not permitted - **however**, in such circumstances where it cannot be avoided arrangements will be put in place to ensure their well-being.

3.23 NEW STARTS

The company acknowledges both its legal and moral obligations to provide any training that may be necessary, all new starts will be inducted.

3.24 NOISE

Although company activities and undertakings do not expose members of the workforce to excessive noise levels, the company acknowledges that regular exposure to high noise levels could cause deafness or tinnitus (*a permanent sensation of noise and ringing in the ears*).

Arrangements shall be put in place so that all persons affected are warned of exposure to noise and *when, where and if required* undertake noise assessments.

In such cases that noise levels are known or found to be above the **1st action**

level (80 dB (A) – hearing protection will be made available for use.

Where the noise levels are above the **2nd action level (85 dB (A))** - the wearing of hearing protection will be **mandatory**. See also Health Surveillance below.

3.25 VIBRATION

The company acknowledges the risks associated with the use of vibratory equipment.

Vibration from such equipment/tools can cause hand-arm vibration syndrome (HAVS).

HAVS can affect various parts of the lower arm - the most common problems effecting the fingers which in the long term causes permanent damage, leading to parts of the fingers going white, numb and eventually the loss of touch (***commonly referred to as 'vibration white finger'***).

When the company supplies/hires any vibratory equipment the necessary arrangements will be in place to ensure that the vibration magnitude is established so that a suitable and sufficient assessment can be made - using the HSE 'ready reckoner'.

All persons affected will be informed of the outcome and the necessary controls required.

See also Health Surveillance below.

3.26 CONSTRUCTION, DESIGN & MANAGEMENT (CDM)

a) Sites - Employed by a Principal Contractor:

The company acknowledges that by virtue of the CDM Regs that it has a key role to play in co-operation with a site Principal Contractor (PC), in planning and managing the work to ensure that risks are properly controlled. The company will:

- Not, carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under CDM,
- Plan, manage and monitor the work to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety,
- Comply with;
 - a) any directions given by the principal designer or the principal contractor; and,
 - b) the parts of the construction phase plan that are relevant,
- Take account of the general principles of prevention for design, technical and organisational aspects,
- Not employ or appoint a person to work on site unless the person has, or is in the process of obtaining, the necessary skills, knowledge, training and experience to carry out the tasks allocated,

- Provide each worker 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,
- Provide a suitable site induction, *where not already provided by the principal contractor*,
- Provide the procedures to be followed in the event of serious and imminent danger,
- Provide information to the workforce on risks identified by the risk assessment, or arising out of the conduct of another contractor's undertaking,
- Provide any other information necessary to enable compliance with the relevant statutory provisions,
- The company will not begin work on site unless reasonable steps have been taken to prevent access by unauthorised persons,

b) Sites - Acting as Principal Contractor

when The company acknowledges its duties as imposed by the CDM Regulations employed as a single contractor at any site.

The company shall:

- Produce a construction phase plan utilising the pre-construction information obtained from the client via the Principal Designer (PD) - prior to commencing,
- Include information obtained from designers,
- Throughout the project the construction phase plan will be reviewed, updated and revised from time to time 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,
- The company will plan, manage and monitor the construction phase and coordinate matters relating to health and safety to ensure that, so far as is reasonably practicable, construction work is carried out without risks to health or safety;
- Take into account the general principles of prevention,
- Organise cooperation between contractors (*including successive contractors on the same construction site*),
- Ensure suitable site inductions are provided,
- Take the necessary steps to prevent access to site by unauthorised persons,
- Liaise with the PD for the duration his appointment and share with the PD 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,
- Maintain arrangements which will enable the company 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,
- Consult those workers or their representatives in good time on matters connected with the project which may affect their health, safety or welfare.

3.27 SELF EMPLOYED SUB-CONTRACTORS (LABOUR ONLY)

Prior to engaging the services of any individual self employed (*Labour Only*) sub-contractor the company Pre-engagement and Health Screening Questionnaire is to be:

- issued,
- completed,
- returned (*fully answered*),
- reviewed for approval or disapproval and held on file.

3.28 SUB-CONTRACTOR COMPANIES

Prior to engaging the services of any sub-contractor company, the company Health, Safety and Environmental Questionnaire is to be:

- issued,
- completed,
- returned (*fully answered*),
- reviewed for approval or disapproval and held on file.

3.29 PERMITS TO WORK

Hot work is governed and controlled by local site/location rules.

Should 'any' hot work operations be undertaken a permit to work will need to be issued by the site management team.

Hot work is strictly prohibited without a Hot work Permit in place.

3.30 WELFARE FACILITIES

The company acknowledges that although its employed services, undertakings and varied operational conditions could, at times, give rise to difficulties with regards to the adequate provision of welfare facilities, the company shall ensure, so far as is reasonably practicable that suitable and acceptable standards are provided and maintained.

The following arrangements could be put in place:

Where ever possible, the *Principal Contractor, Client or Builder (in the case of a domestic task)*, will be required to provide the appropriate welfare arrangements – which could be:

- An 'oasis' unit (*self contained and supporting i.e. generator, cooking/heating food or hot drinks, rest room, running water and toilet etc*),
- Dedicated cabins/Units (*Separate welfare facilities, Drying room, Canteen, Toilets, Site office etc*),
- Basic Sanitary convenience – such as a Porta-loo (*Chemical or connected to the mains*).

Note:

It is foreseeable that 'short duration' work activities (*i.e. up to 1 day max*), could be undertaken – in such circumstances other arrangements will be put in place and subsequent available options will be fully discussed with the attending member of the workforce.

3.31 SMOKING

General:

The company acknowledges the national smoking ban and has a legal responsibility to prevent the workforce from smoking in all enclosed company and public places, general workplaces and in company work vehicles.

On site:

Site/client rules and/or policy are to be complied with at all times.

Smoking is only permitted in designated areas.

3.32 YOUNG PERSONS (*16 – 18 years old*)

The company may at times employ the services of young persons.

It is acknowledged that they require additional safety needs to that of the general workforce.

An assessment of risk will be conducted and any required controls communicated and implemented.

3.33 DISPLAY SCREEN EQUIPMENT (*DSE*)

Display screen users are employees who **habitually** use display screen equipment as a significant part of their place of work.

The company shall arrange for:

- Suitable and sufficient assessments,
- The recording of such assessments and informing the user of its findings,
- If and where required provide training on:
 - The possible health risks and any actions for their elimination/reduction,
 - The importance of breaks,
 - Potential electrical hazards,
 - Reporting of health issues,
 - Reporting of equipment hazards or faults,
 - Eye and eyesight tests availability.

Eye and Eyesight tests:

Should any 'habitual' user 'request' an eyesight test for PC work, the company will pay – *Approval for the eyesight appointment must be given.*

As a result of the test, the company will pay or contribute up to a maximum of £50 for the purchase of VDU specific glasses - See also Health Surveillance above.

3.34 ELECTRICITY AT WORK

The company both acknowledges and recognises that any accident involving electricity will most likely result in serious injury or death.

Other risks that must always to be prevented and avoided are:

- Electric shock,
- Electric burn,
- Fire and Explosion.

To prevent, eliminate and avoid such dangers, arrangements will be put in place that, ensure the safety of electrical installations, systems and equipment.

General: Only competent persons will be employed or permitted to maintain, repair and test electrical systems and equipment.

All works shall conform to the Electricity at Work Regs.

Installations, shall be installed, tested and commissioned in accordance with the current IEE Regs.

Precautions shall be taken to prevent unauthorised use of any installation during testing.

If at anytime an electrical hazard and risk is posed to any other persons controls **must** be put in place to restrict / deny and/or warn – this is to be ensured by various suitable and sufficient means such as; lock-out, safe capping, labelling etc.

The company further acknowledges that injury does not always require physical contact with a live conductor – the higher the voltage the more electricity is capable of 'jumping an air gap' (*flashover*) – all persons affected are to be warned that the 'flashover' distances increase as the voltage increases.

Electrical hand tools:

All such tools supplied by the company are to be inspected prior to use on a daily basis. If any tools are found to be damaged (*cracked casings, burn marks, loose parts, cracked plugs, cables cut, worn or loose etc*) they are **not** to used, taken out of service, and returned for repair or replaced.

Only 110v tools are to be used on site.

110v hand tools will be subject to testing.

Note: It is the responsibility of any person who owns supplies and uses their own electrical tools to ensure they are suitable, maintained and regularly inspected/checked

3.35 ASBESTOS

The company recognises:

- a) It's duty to protect the workforce and others who may be exposed to Asbestos Containing Materials (ACM's),
- b) That, asbestos was extensively used in building materials in the UK from the 1950s through to the mid 1980s and, that it was used for a variety of purposes,
- c) That, any building built before year 2000 'could' still contain asbestos,
- d) That, asbestos materials in good condition are safe unless asbestos fibres become airborne,
- e) That asbestos can be found in many products.

Pre-check:

When the company is involved with works in any existing structures and there is the potential for exposure to ACM's, the company will request to see the asbestos survey report.

If the survey confirms any presence of ACM's work is **not to go ahead** until safely removed and declared ACM free.

Workforce precautions:

In the event of ACM's being discovered **or suspected** by a member of the workforce they are to **stop** work, withdraw from the area and report the concern/discovery to the site manager/representative **immediately**.

Access to the area is to be strictly prohibited and work **suspended** until such time as the area has been declared ACM free.

3.36 LIQUEFIED PETROLEUM GASES (LPG CYLINDERS)

The company shall provide suitable 'secure' storage for all cylinders in a well-ventilated caged area.

LPG cages are to be positioned clear of drains, combustible materials, vehicle traffic and a minimum of 3.5m from buildings.

3.37 HEALTH SURVEILLANCE

In the event that a risk assessment identifies a continued risk of exposure to hazards such as; ***substances hazardous to health, vibration or noise*** and whereby such exposure cannot be eliminated or adequately controlled - the company will put in place a health surveillance programme for all persons affected, using an appropriate and competent occupational health company. Results/findings will be acted on immediately.

All such medical reports will be retained by the company.

Lead specific:

Lead workers are to attend health examinations.

3.38 COMPETENT ADVICE

Competent advice will be made available from a variety of sources including; Andrew Andrews, insurers and, other such advisors that may be appropriate.

3.39 EMPLOYERS LIABILITY

The company will insure against their liability for personal injury to their direct employees by virtue of the Employers Liability (Compulsory Insurance) Act.

The company will maintain insurance by one or more approved policies with an authorised insurer against liability for bodily injury or disease sustained by an employee and arising out of and in course of their employment.