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Health and Safety Policy

1. GENERAL POLICY STATEMENT

It is the aim of Oakleaf Roofing Ltd, hereafter referred to as The Company, to provide the highest standard of health and safety for their employees, visitors, contractors and any others who may be directly affected by the way they do their work. This policy will be reviewed at regular intervals and any weaknesses identified will be given the necessary resources to ensure that the high standards are maintained.

It is the responsibility of all staff to work in a safe manner and to report any potential safety hazards to Management. Employees are required to observe the rules and regulations set out in the Company Health and Safety policy statement which is detailed below. Failure to follow these procedures may result in a disciplinary action, including dismissal.

1.2 EMPLOYERS RESPONSIBILITIES

The Company will ensure, as far as is reasonably practicable, the health, safety and welfare of all its employees at their work and the general public where they have access to, or contact with, places where the business of The Company is carried out. Employees will, so far as is reasonably practicable, be provided with:-

- 1.2.1 A safe place of work with a safe means of access and egress.
- 1.2.2 Safe and well maintained plant and equipment.
- 1.2.3 Safe systems of work.
- 1.2.4 A safe working environment and adequate facilities and arrangements for their welfare.
- 1.2.5 Safe methods for handling, transporting and storing of goods.
- 1.2.6 Necessary information, instruction, training and supervision.

The work of The Company will, so far as is reasonably practicable, comply with all appropriate Health, Safety and Welfare Regulations and Approved Codes of Practice. The Company will bring the content of this Safety Policy to the attention of all staff and take adequate steps to ensure the health, safety and welfare of its employees, contractors, clients and visitors.

1.3 EMPLOYEES RESPONSIBILITIES

Employees will at all times:-

- 1.3.1 Take reasonable care for their own safety and health; by using any equipment, substance or safety device in accordance with any safety training and information given by the employer in compliance with any relevant legislation.
- 1.3.2 Take reasonable care for the safety and health of any person who may be affected by their acts or omissions.
- 1.3.3 Not misuse or interfere with anything provided in the interests of safety and health at work.
- 1.3.4 Co-operate with his employer or any other person to enable legal obligations to be met.
- 1.3.5 To inform the employer of any work situation or any matter which would reasonably be considered as a serious immediate danger to health or safety.

2. Organisation

2.1 RESPONSIBILITY FOR HEALTH, SAFETY AND WELFARE MATTERS.

The employers responsibility for the health, safety and welfare of The Company employees and others rests with the Managing Director.

All employees are reminded that they have statutory duties imposed upon them under the Health and Safety at Work Act 1974. Some employees will have other duties and responsibilities placed upon them by the post they hold within the Organisation.

The Health and Safety Officer will ensure that the Safety policy arrangements are implemented properly and that adequate resources are made available. The Company is responsible for compliance with statutory duties and will ensure that a Competent Person is appointed to advise management on Safety and Health matters, this person must be an employee or someone engaged as a consultant.

2.2 MANAGING DIRECTORS RESPONSIBILITIES

The Managing Director will :-

- 2.2.1 Ensure that the Company Health and Safety Policy is fully implemented and given adequate resources.
- 2.2.2 Promote Health and Safety within the Company.
- 2.2.3 Become conversant with Health and Safety Legislation.
- 2.2.4 Ensure that employees receive adequate training, information, instruction and supervision to allow them to safely carry out their work without risk to their health. New employees to have Company induction training.
- 2.2.5 Ensure that the Company's safety performance is monitored and that procedures can be reviewed when necessary.
- 2.2.6 Liaise and seek advice with Enforcing Authorities.
- 2.2.7 Appoint competent person to advise on Health and Safety issues.
- 2.2.8 Ensure accidents and incidents are reported in line with current legislation.
- 2.2.9 Ensure that adequate Fire precautions are taken and that Fire procedures are in place and known by all personnel.
- 2.2.10 Ensure that Contractors are competent to carry out the work they are employed to undertake.
- 2.2.11 Make periodic inspections of sites to identify unsafe Practices and Conditions.
- 2.2.12 Lead Company Policy by example and praise actions of operatives/Supervisors that eliminate hazards from the workplace.
- 2.2.13 To carry out inspections of the workplace with the appropriate manager and complete a report on the findings.

2.3 HEALTH AND SAFETY ADVISER'S RESPONSIBILITIES

- 2.3.1 To advise management in order to assist them to fulfil their responsibility for Health and Safety.
- 2.3.2 To advise on the drawing up of safe systems of work.
- 2.3.3 To advise on the provision and use of personal protective equipment.
- 2.3.4 To advise on the legal requirements affecting Health and Safety.
- 2.3.5 To promote and participate in safety training and education for all employees.
- 2.3.6 To investigate accidents and incidents and make recommendations to avoid recurrence.
- 2.3.7 To keep up to date with new developments in the field of health and safety.

2.4 EMPLOYEES RESPONSIBILITIES

- 2.4.1 To organise the site so that all operations are carried out with a minimum of risk to the persons employed.
- 2.4.2 To ensure that all work is carried out within the terms of the Company's Health and Safety Policy and that all legal requirements, particularly those of the Constructions Regulations are observed.
- 2.4.3 To take the necessary steps to see that all plant, equipment and protective equipment supplied to the site, whether it is owned by the Company or hired to the Company, is in a safe condition before it is put into service. Any defects to be reported.
- 2.4.4 To report all accidents, near misses and dangerous occurrences as required to the Supervisor.
- 2.4.5 To be fully conversant with all emergency procedures e.g. fire, first aid and to ensure that First Aid boxes are properly stocked.
- 2.4.6 To work safely and not to put the safety of others at risk by their actions.
- 2.4.7 To not engage in horseplay and discourage it in others.
- 2.4.8 To bring to the attention of a Supervisor any circumstances that may affect the Health and Safety of themselves or others.
- 2.4.9 To not interfere with or misuse anything provided in the interests of Health and Safety.
- 2.4.10 To follow instructions issued by the Employer in order for them to comply with Health and Safety legislation e.g. wearing protective equipment.
- 2.4.11 To ensure that following periods of rainfall, snow or sharp frost, that the site continues to be a safe working environment.

2.5 SPECIFIC INDIVIDUAL'S HEALTH AND SAFETY RESPONSIBILITIES

Managing Director: Kelys Herbert

Overall responsibility for health and safety matters within the Company.

OTHER DUTIES ASSIGNED TO INDIVIDUALS

First Aid	Craig Smith
Fire Precautions Officer:	Jane Groom
Accident Reporting:	Jane Groom/Craig Smith
Major Incident Officer:	Jane Groom
Training Policy	Jane Groom
Safety Advisers	Anglia Planning Supervisors Ltd - <i>Consultants used when required.</i>

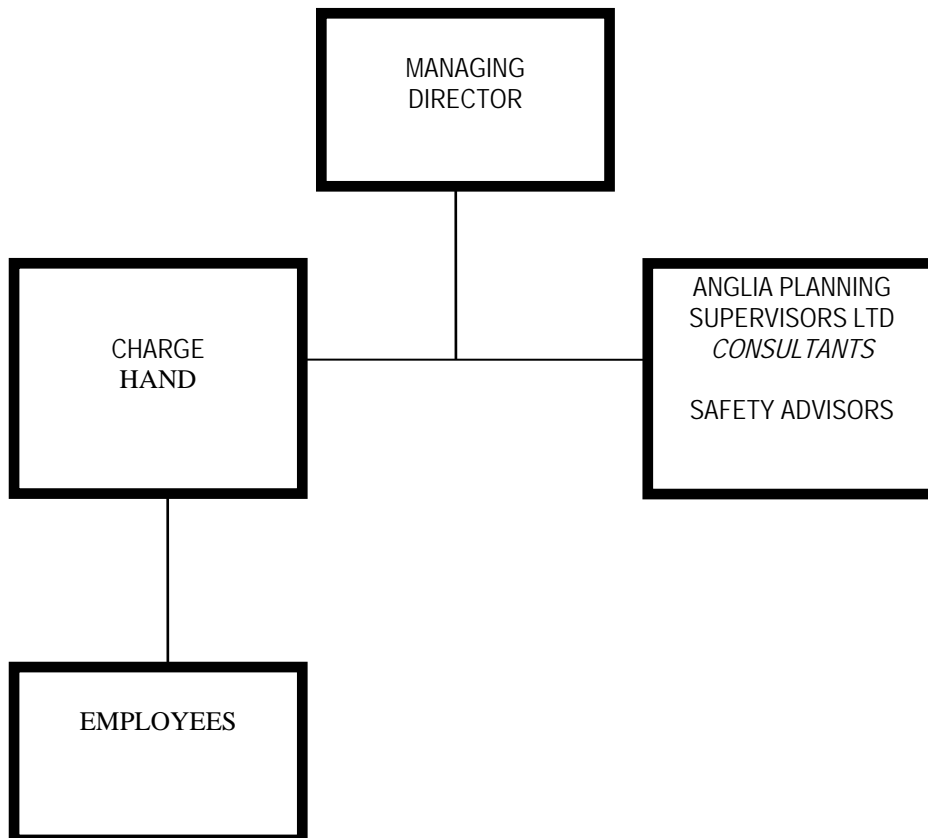
This list of Responsibilities and Duty Holders is to be reviewed annually or when changes take place.

Last reviewed September 2003.

SIGNED**DATE**.....
Director

ORGANISATION CHART

Oakleaf Roofing Ltd



2. Arrangements

3.1 ACCIDENTS

It is essential that all accidents that happen at work, no matter how small, are properly reported and followed up with an investigation. This should be done even if no apparent injury was sustained. In addition to reporting an actual accident, it is equally important that "near misses" or potential hazards are reported to enable the company to prevent a future incident.

The procedure for reporting an accident is as follows:

1. As soon as possible the accident should be reported to the Supervisor, the Managing Director of The Company or the Health and Safety Officer using a Company Accident Form.
2. The reportee should preferably be the person involved in the accident, but if this is not possible, someone else should ensure it is reported.
3. The accident report should include details about where the accident occurred, the time and place and the circumstances surrounding the accident.
4. The completed accident form should be submitted to the person responsible for maintaining the accident book.

The accident book is kept in the office and in order to prevent a repetition of the accident individuals involved may be asked to assist managers by discussing how the accident came about. The same procedures apply for reporting a "near miss" or identified hazard.

Accident investigations:

- Determine the real cause of the accident.
- Provide an accurate description of what happened.
- Will decide on the risks and additional control measures required.
- Demonstrates concern and staff welfare.
- Prevent a re-occurrence.

Minor accidents should be reported no later than 3 days after the incident, more serious accidents should be reported immediately, failure to do this can result in criminal prosecution by the Enforcing Authorities.

Enforcing Authorities - It shall be the responsibility of the Accident Reporting Officer to inform the authorities of any incidents Notifiable under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995". This must be done within the stated timescales. Details of the Regulations can be found in Appendix F.

3.2 FIRST AID ARRANGEMENTS:

All places of work shall be equipped with an appropriate level of First Aid Equipment, to be stored in a location made known to all staff. (Each van is equipped with a kit, and there is a First Aid box in the office).

The Company will arrange for persons to be trained as appointed persons in accordance with the First Aid at Work Regulations 1981. They should arrange for an injured person to receive the appropriate treatment (Hospital, GP. or other).

Checks on First Aid kits by the Health and Safety Officer every month, and kits in the vans to be monitored by drivers. Stocks to be replenished when they are used or become out of date.

3.3 FIRE PRECAUTIONS

The Company recognises that the event with the greatest potential to cause harm is a major fire, therefore it is important that the procedures are put in place to reduce the risk of a major fire and minimise the harm caused should a fire occur.

Fire Precautions Officer (F.P.O)- Duties

- 3.3.1 Carry out periodic checks of the workplace for fire hazards.
- 3.3.2 Liaise with the emergency services in the event of a fire.
- 3.3.3 Ensure that the staff receive adequate training in emergency procedures.
- 3.3.4 Fire-fighting equipment checks.
- 3.3.5 Check that good housekeeping practices are maintained.

❑ Inspection of Fire Fighting Equipment

The F.P.O. is responsible for ensuring that all appliances have received the yearly check. The inspection is to be undertaken by Baca.

❑ Records

Records are to be kept in the Fire Log Book, the following must be recorded:-

- Fire precautions training
- Log of fire fighting equipment
- Fire risk assessments

❑ Notices

Fire Instruction notices are to be brought to the attention of all employees and will include details of:-

- Action to be taken in the event of a fire
- Action to be taken by customers in the event of a fire

Places of work not covered by a fire certificate now require a risk assessment to be made in order to identify the fire hazards present and the measures required to control the risk. The assessment should be recorded in writing and needs to list the hazards and control measures. When working away from the Company premises the project risk assessment will be sufficient as there is no need for a separate assessment for fire hazards.

Fire exits should be kept clear and free from obstruction at all times. Notices concerning fire exits or covering procedures in case of fire should not be removed. Staff should make themselves familiar with the nearest fire exit to their areas of work and with the location and operation of fire fighting equipment. They should also familiarise themselves with the sound of the fire alarm.

Staff will receive periodic instruction on how to use the fire extinguishers. Please note that not all extinguishers are suitable for an electrical fire, and any extinguisher which is coloured red should NEVER be used on an electrical fire.

If a staff member discovers a fire, they should raise the nearest fire alarm immediately, and call the Fire Brigade. Staff should tackle the fire ONLY if it is safe to do so. If unsure, or if the fire spreads, rather than endanger themselves, it should be left to the professionals.

Fire drills should be carried out at regular intervals to ensure that all staff are familiar with the procedure and that the procedures work. Difficulties experienced in fire drill should be reported to the Health and Safety Officer immediately.

3.4 PROCEDURE FOR IMMINENT DANGER

The Management of Health and Safety at Work Regulations 1992 require that an employer establish procedures to be followed in the event of serious or imminent danger to persons at work in his undertaking.

A document has been drawn up and certain employees have been allocated duties to carry out should a major incident occur. Those persons shall be given adequate information and instruction to enable them to carry out those duties should the need arise. A complete copy of the document is associated with this policy at Appendix E.

3.5 RISK ASSESSMENTS

The Company is required to assess the risks involved in the work it undertakes, all hazards should be identified and evaluated for the quantity of risk involved, both to employees and to others who may be affected.

Risk Assessments are to be carried out for the following:-

The Workplace

As work is carried out at a large number of different locations, a generic assessment is to be made of likely risks that may be encountered. The generic assessments will need to be reviewed regularly to reflect any new risks identified. Generic assessments can be found in Appendix B.

House Keeping

The following general principles should be observed:

- Refuse, waste and spillages must be cleared up as they occur.
- Leads, cables, tools, materials, refuse and waste must be kept clear of all walkways, entrances, exits and stairs.
- Cleaned floors must never be left too wet and barriers and warning signs must be erected around them until they are dry.
- Tools and materials must always be stored in boxes, bags, compounds and other areas provided for this purpose.
- Objects that roll must always be chocked.
- Objects must be stacked properly, with heavy objects at floor level and never de-stacking by pulling from the bottom of a pile or by throwing down from the top.
- To avoid slips and trips, always walk (and never run) when at work.

Work Equipment;

For each area of responsibility a master list of the equipment used is to be drawn up. This should include all tools and equipment even those supplied by the employee.

Personal Protective Equipment;

Anything that is supplied to an employee must be assessed for its suitability, considering both the amount and quality of protection provided as well as its suitability to the individual. It should be remembered that Personal Protective Equipment should always be the last option when considering what controls are necessary.

Manual Handling Operations

All manual handling operations need to be assessed, the Health and Safety Officer will need to list the operations that involve manual handling and identify those where the risk present warrants action to be taken.

Display Screen Equipment

The positioning, functionality and usage of all DSE, primarily VDU equipment.

Fire Hazards

Fire fighting equipment, fire procedures, emergency exits etc. Please refer to Section 3.3.

The Health and Safety Officer, when carrying out risk assessments, should engage the assistance of the Safety Advisor when completing new assessments or revising existing old ones. Format for recording risk assessment can be found at Appendix A.

At the initial stage of each project a hazard identification exercise will be undertaken and the hazards identified will be recorded on a check-list.. Where a hazard is identified for which there is no standard assessment a new assessment will be made and recorded.

3.6 TRAINING

The Company recognises that training is an important component in its measures to provide a safe working environment for its employees and others.

The Company's operation depends on its ability to employ competent persons, therefore they shall ensure as far as is reasonably practicable, that the persons it employs are competent to undertake the work for which they are employed. To do this, all qualifications, credentials and Training records/certificates must be checked to ensure that they are satisfactory prior to the commencement of any employment.

Induction Training

To be given to all new employees on the commencement of their employment or as soon as is practicable. The training will include:-

- Company emergency procedures (Fire, First Aid and the procedure for Imminent Danger)
- Their safety responsibilities
- Information and instruction on the risks involved in their employment
- The Company Safety Policy
- Accident reporting
- C O S H H arrangements
- Plant and equipment maintenance and inspection

Other Training

To be given as necessary and to include the following:-

- Starting a new job.
- Starting to use a new item of equipment or new substance.
- When the job content is changed.
- When issued with any item of Personal Protective Equipment.
- Safe systems of work

Training is to be repeated periodically when appropriate, adapted to take account of any changes and is to take place in work time. A record of the training given should be kept.

3.7 MONITORING SAFETY PERFORMANCE

When the Health and Safety Policy is in place and working it must be monitored so that its effectiveness can be evaluated. Any weaknesses in the policy and its implementation can then be identified and the appropriate remedial actions be taken. The form the monitoring will take will include:-

1. Periodic inspections of the workplace.
2. A review of accident data.
3. A systematic review of all assessments (COSHH, Work Equipment, Workplace, etc.)
4. Assessment of Director's Safety Awareness.

Workplace Inspections. A visual inspection will be carried out monthly. The inspection will focus on the current status of working practices in terms of compliance with Health and Safety legislation.

Accident Data. An annual review will be carried out detailing type, number, severity and location of accidents.

Audits. This will be carried out annually in compliance with ISO 9001:2000.

Inspections can be made by the Managing Director, the Health and Safety Officer or with the assistance of the Safety Adviser. Following an inspection a report should be produced which should state details of any problems found and include recommendations for corrective action. Resources should be made available for the appropriate remedial actions.

3.8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Company has a duty to assess the risk from substances used or produced in its undertaking. Assessments of substances should include, identification of the harmful substance or the harmful component of a substance, the process in which it is used or produced, those persons at risk (users or others) , the potential harmful effects of the substance, control measures required to eliminate or reduce the risk to an acceptable level and the means to monitor the exposure of those at risk so as to ensure the control measures are adequate.

There is a requirement for those at risk to be informed of the risks involved in the use of a harmful substance and the control measures required.

Control Measures are:-

1. Eliminate the substance. (stop the process).
2. Substitute the substance with a less harmful one.
3. Enclose the process totally or partially.
4. Change the form in which the substance is used (e.g. powder to paste).
5. Provide Local Exhaust Ventilation to remove the substance.
6. Provide Dilution Ventilation (general ventilation) to reduce the concentration of the substance in the air.
7. Reduce the time a person is exposed to the substance.
8. When all of the above have been considered and are not deemed reasonably practicable, and only then, should the use of suitable personal protective equipment be considered.

The Health and Safety Officer and/or the Safety Advisor will in the first instance complete the assessments, however, all employees should refer to the assessments before starting to use a potentially harmful substance. Substances given off during a process (e.g. welding fume) must be assessed along with substances that have been purchased. An assessment form can be found in Appendix C.

3.9 SAFE SYSTEMS OF WORK

All of the tasks undertaken by employees should be safe and free from risk, as far as is reasonably practicable.

Therefore it is necessary that employees are made aware of the safe method for the completion of their task - "a safe system of work". Normally it would not be necessary to have a formal written safe system, however, some of the more complicated tasks which may have higher levels of risk could require a written system of work that could be referred to before and during the task

Some tasks may be considered to have such a high level of risk that a "Permit to Work system" should be considered. Types of task that would require a Permit to Work System include:-

- Working in confined spaces
- Hot work when there is a risk of fire or explosion
- Working on or near to live electrical conductors
- Maintenance tasks when it is important power has to be isolated and remains isolated.

Each Manager is responsible for deciding the level of risk and whether that level of risk requires a written safe system, a permit to work system or a known safe working method (not written).

The Safe System of Work should include the precautions necessary to ensure that the task could be done safely.

3.10 DISPOSAL OF WASTE

The waste produced by The Company shall be properly disposed of so that it shall not present any risks to persons or the environment. Waste generated by the business operations of The Company will be disposed of by entering into an agreement with one or more Companies who will arrange for disposal of non hazardous waste, in a safe way that is free from risks to health. The present contracts for waste disposal are held with Wastefile and A1 Miniskips.

3.11 NOISE

Where it is believed that noise levels may be at or above any of the action levels stated in The Noise at Work Regulations, levels will be measured and where necessary The Company will, so far as is reasonably practicable, endeavour to reduce noise to an acceptable level.

The first option to be explored is noise reduction at source, for example make modifications to the existing equipment or replace with quieter equipment. If it is not reasonably practicable to reduce noise at source, then other methods should be considered including:-

1. Separate employees from the source of noise by enclosing the equipment, providing a physical barrier between them and the source or increase the distance from the source.
2. Reduce the time the employee is exposed to the noise.
3. Only as a last resort should ear defenders be issued.

If it is considered that ear defenders should be provided the following must be considered:-

- Employees must not be charged for the equipment
- The defenders must be issued on an individual basis
- They must be suitable for the individual and fit correctly
- They must be compatible with any other protective equipment used
- They must be maintained in an efficient state and replaced when necessary

3.12 PURCHASING AND HIRING OF PLANT OR EQUIPMENT

When purchasing or hiring any item of plant or equipment it is important that, as well as economic factors such as cost, consideration should be given to the safety and health implications of the operation of that equipment. Some of the things that may need to be considered are:-

- a) Hazardous substances
- b) Adequacy for task
- c) Skills of employees required to operate it
- d) Ease of maintenance
- e) Electrical safety
- f) Compatibility with existing equipment and environment
- g) Noise emissions
- h) Adequate guarding of dangerous parts

This is not an exhaustive list but a brief guide to some of the points to be considered. Most importantly safety should be considered before any purchase is made or any hiring agreement signed. It would not be acceptable for equipment to be obtained before some assessment of the risks involved in its operation had been made. When making the assessment factors other than the equipment itself need to be considered, including:-

- a) Where it is to be used
- b) Who is to use it
- c) Who will maintain it and how

Suppliers of plant and equipment are required by law to provide adequate information and instruction on the safe use of that equipment. This should pose little problem when the equipment is new, however, it is likely that some equipment may be purchased second hand, and extra care with regard to the safety of this equipment should be exercised.

The process for the selection of any new (to the company) plant or equipment should involve the manager who will be responsible for its safe operation as he/she will be the most suitable person to consider the safety and health aspects. The selection process should also include consideration of the training necessary for operators and maintenance staff.

3.13 ELECTRICITY

The Electricity at Work Regulations require that all electrical systems for use at work shall be:-

- a) of such construction as to prevent, so far as is reasonably practicable, danger.
- b) maintained so as to prevent, so far as is reasonably practicable, danger.

In order to reduce the risk of danger from electric shocks, the Company shall use battery powered equipment (110 voltage) whenever practicable. If for whatever reason a higher voltage (240) is used, the equipment operator must be protected by the use of a Residual Current Detector (RCD) located as close to the power source as possible.

The following checks should be undertaken prior to the use of electrical equipment each time it is used:-

1. Check cables, leads, sockets and plugs for wear or defects.
2. Check the equipment for signs of damage, overheating or any other defect.
3. If using a RCD ensure that it is tested before operating the equipment.

The above checks do not need a high level of technical understanding and can be carried out by the operator.

Periodically it will be necessary to have electrical equipment checked by a competent person for any faults - PAT (Portable Appliance Testing). Any repairs to faulty or worn equipment must be carried out by a competent electrician.

When an item of equipment is found to be defective it must be withdrawn from use immediately and not used until it has been repaired or replaced.

When it becomes necessary to purchase or hire a new piece of electrical equipment, consideration must be given to its safety , the following will be considered:-

- Where it is to be used (the environment, high risk of damage)
- Who will be using it (level of skill and training required)
- How will it be maintained and by who (level of skill and training)
- Compatibility with existing equipment.

3.14 CLIENT PREMISES

Some of the contracts undertaken by The Company require the Companies employees to work on client premises where they may be exposed to hazards presented by the clients operations.

In such circumstances the client must provide details of the hazards and the risks involved. They may stipulate what control measures are necessary and the site supervisor must ensure that they are followed. Information passed to the Company from the client needs to be given to all employees that may be affected. If the client is not forthcoming with the information, the Director must decide what action to take. It may be that work can not start until that information is provided.

Using the information provided by the client a full risk assessment should be made by the Health and Safety Officer (with the assistance of the Safety Adviser if required) and it should be recorded.

3.15 LONE WORKING

The nature of the Company's work means that certain staff will be required to work away from the office on their own. It is possible that an accident or injury could be made more serious as a result of the employee being alone and not able to contact others for assistance, if that were required. For this reason all employees on leaving the office will pass on information detailing their intended visits and estimated time of return to the office. They shall, where possible, make use of a mobile phone for emergency communication as well as updating the office with any changes to their schedule.

3.16 SUB-CONTRACTORS

All sub-contractors working for this Company shall:

- 3.16.1 Provide a copy of their Company Safety Policy (when required) and Insurance details.
- 3.16.2 Provide a competent and properly trained work-force
- 3.16.3 Provide the proper and well-maintained plant and equipment necessary
- 3.16.4 Provide full information on the introduction of hazards to site e.g. hazardous substances etc
- 3.16.5 Provide method statements for high risk jobs
- 3.16.6 Provide adequate insurance cover as required by the Company.
- 3.16.7 Work within the guide-lines laid down in this Company's Safety Policy
- 3.16.8 Keep all necessary registers when and where required
- 3.16.9 Wear safety helmets where there is a foreseeable risk of head injury or as directed by site supervision and on all 'hard hat' sites
- 3.16.10 Use only 110volt electrically operated portable tools unless permission is obtained from the Company Safety Officer.
- 3.16.11 Accept the authority of the Company Safety Advisor in all matters relating to Health and Safety
- 3.16.12 Be responsible for obtaining all emergency procedures e.g. fire and evacuation enforced on site and inform all operatives under their control.

A copy of a questionnaire for contractors to fill in can be found at Appendix G.

3.17 CONSTRUCTION SAFETY REGULATIONS

The main sets of Regulations governing safety in construction are as follows:

- Lifting Operations and Lifting Equipment Regulations 1998
- Construction (Design and Management) Regulations 1994
- Construction (Health, Safety and Welfare) Regulations 1996
- Construction (Head Protection) Regulations 1989

They all re-inforce the application of safety in the working environment, carrying out and recording risk assessments, safety of equipment and machinery and adequate welfare facilities for all employees.

The Construction (Design and Management) Regulations 1994 only apply when the job meets certain criteria. The project must:-

- involve demolition OR
- have five or more employees on site at any one time OR
- last in excess of 30 days OR
- involve more than 500 person days of work

It is not applicable at domestic premises unless the premises is used for business purposes. Occupied offices, shops, restaurants etc where only minor construction work is being carried out are also exempt.

3.18 COMPANY VEHICLES

Before an employee can be allowed to drive a Company vehicle, the Company must be satisfied that he/she are competent to do so (at minimum an inspection of driving licence). The names of authorised drivers should be entered onto a list, which will indicate the types of vehicle they are eligible to drive. Should any driver be known to have driven in a manner considered unsafe, whether or not any legal action is taken, they should be warned that their name may be removed from the authorised drivers list either temporarily or permanently depending on the severity of the act.

Drivers of Company vehicles are responsible for the completion of certain checks before the use of a vehicle (see drivers check-list at appendix D). Any defects found should be reported to their manager as soon as possible.

All Company vehicles should be serviced regularly and any defects found rectified before being returned into service.

3.19 ALCOHOL, SMOKING AND MEDICATION

3.19.1 Alcohol

For reasons of safety and good practice, the Company does not permit alcohol to be consumed on any of its premises. Alcohol must not be taken to the extent that behaviour is affected or judgement impaired. The same criteria concerning alcohol limits for driving will apply. Staff must not arrive to work adversely affected by alcohol.

3.19.2 Smoking

The Company have adopted a no smoking policy within the office and on site. Designated smoking areas should be used.

3.19.3 Medication

If staff have been prescribed antibiotics or similar medication, they are able to bring the medication onto the site to enable them to complete the necessary course provided the medication is stored in a safe place.

3.20 USE OF VDU AND EYE TESTS

All permanent staff working with VDU equipment are encouraged to have periodic eye tests to ensure that no eye strain occurs.

In the interest of staff health it is suggested good working practice to restrict active screen usage to around four hours taken as a whole per working day. Frequent breaks from VDU work are encouraged, and should take the form of completing some other work task that does not involve using the screen.

3.21 PERSONAL PROTECTIVE EQUIPMENT

Where Personal Protective Equipment (PPE) has been issued, it should be worn in the appropriate manner for the task it has been provided for. The Company recognises that it has a duty to all employees to provide them with equipment in order for them to do the job as safely as possible. The Personal Protective Equipment Regulations 1992 require a demonstration on equipment by a competent person prior to issuing to employees.

Employees have a duty to ensure that PPE is maintained and stored properly, and if it needs replacing or repairing, to notify a Supervisor straight away.

The Company will advise where necessary the circumstances in which PPE is to be used, but it will be the responsibility of the individual to ensure that they wear or use the equipment as instructed. This also applies to safety guards etc on certain machinery, more details of which can be found in Appendix H.

3.22 SECURITY OF PREMISES AND SITES

The Company recognises that its sites and premises should not only be safe to persons authorised to be there but should be safe, so far as is reasonably practicable, to unauthorised persons (trespassers) even if their intent is criminal.

Access to premises and sites should be restricted to authorised personnel so far as is practicable. The use of security fences, lights and warning signs should be considered, also strangers on sites or premises should be challenged and if they have no business there they should be escorted off the site or premises. Visitors should be asked to report to the site office and they should be escorted when on the premises.

Before sites are left unattended, they should be made as safe as possible (e.g. access to scaffolds removed or blocked off). Although it is understandable that attitudes towards trespassers are less than sympathetic, it should be noted that children are the group most likely to be trespassers, so where it is likely that children may be present extra precautions should be given full consideration.

3.23 CONSULTATION WITH EMPLOYEES & CONTRACTORS

The Health & Safety (Consultation with Employees) Regulations 1996 requires the employer to consult with all employees. The employer shall consult with employees in good time on matters relating to their health and safety at work and in particular:

- 1 The introduction of any measures at the workplace that would substantially affect the health and safety of those employees.
- 2 The arrangements for appointing or nominating competent persons.
- 3 Provision of health and safety to employees under any statutory requirement.
- 4 The planning and organisation of health and safety training that the employer is required to provide.
- 5 The health and safety consequences for employees with the introduction of new technologies into the workplace.

Workforce consultation will take the form of:

- 1 Initial induction training when starting on site. This will then be supplemented by the provision of toolbox talks. As part of this process the Company will encourage employees to offer suggestions and recommendations to improve health and safety. This consultation will be recorded as part of the site documentation.
- 2 Statutory and other supporting notices being prominently displayed and maintained in good order.
- 3 The timely and accurate issue and circulation of relevant information about health and safety.

Consultation with Contractors takes place in the form of an exchange of information prior to commencing work on any new project. The Company has an approved list of contractors who have worked with the Company on previous occasions and are known to the Safety Director.

3.24 WELFARE FACILITIES

Where the Company is in control of a construction site it will, so far as reasonably practicable, follow the requirements of the Construction (Health & Safety and Welfare) Regulations 1996.

At a minimum the Company will ensure that:

- 1 Suitable and sufficient sanitary conveniences are provided and located at readily accessible places.
- 2 Suitable and sufficient washing facilities – a sink, hot and cold running water with soap and a means of drying hands – are provided.
- 3 Suitable and sufficient facilities for rest shall be provided or made readily available.
- 4 An adequate supply of drinking water is made readily available.

Operatives will be inducted on the location of these facilities and will be required to ensure that they are left clean and in good working order after use.

4. SPECIFIC ARRANGEMENTS FOR ROOFING WORKS

4.1 ROOFING WORKS

- 4.1.1 When stripping roofing, materials must not be thrown to the ground, they must be lowered or shunted.
- 4.1.2 Access to working areas must conform to legal requirements i.e. tied ladders, scaffold.
- 4.1.3 All ladders must be placed at the correct angle and have at least 5 rungs (or 1m) above the working platform being tied at both stiles, or footed.
- 4.1.4 If employees are working close to the edges of roofs, guard rails and toe boards are to be used. Safety harnesses are to be used when necessary.
- 4.1.5 When scaffolds are used, they are to be erected, maintained and dismantled in accordance with the Construction Regulations and current European Standard Codes of Practice. If it is necessary to work on roofs or within ceiling void areas of brittle nature, installed cat walks are to be used. Where there are no fixed cat walks, temporary safe crawling boards for access should be installed.
- 4.1.6 Inspections should be carried out on scaffolds at the following intervals:
 - When it has been first erected.
 - After any diverse weather conditions.
 - After any alterations.
 - At regular intervals not exceeding seven days.
- 4.1.6 Asbestos type roofing materials must only be removed within the guide-lines set down relating to asbestos material (guidance can be obtained from the Safety Advisors).
- 4.1.7 Whilst employees are working on overhead operations, adequate provision should be made for the safety of those passing beneath.
- 4.1.8 The stacking of tiles, slates etc on working platforms must not exceed the weight allowed on scaffolding.

4.2 ASPHALT ROOFING

- 4.2.1 Protective clothing should be worn by persons handling hot materials.
- 4.2.2 Gas bottles should not be laid down.
- 4.2.3 Gas bottles should be placed at least two metres from melting pots.
- 4.2.4 Clips should be fixed on both ends of gas pipes.
- 4.2.5 Correct type of gas pipe must be used
- 4.2.6 Sufficient and appropriate fire fighting appliances should be kept within easy reach.

4.3 INDUSTRIAL ROOFING (CLADDING)

- 4.3.1 Weather conditions must determine the commencement of operations.
- 4.3.2 A correct width staging must be provided i.e. Youngermans Boards.
- 4.3.3 No-one should walk on any asbestos type or fragile sheeting without proper staging.
- 4.3.4 Any access by means of a valley, the open sides should be protected.

4.4 WELDING

- 4.4.1 When metal cutting torches are used or other welding, soldering or brazing work is to be carried out, sufficient and appropriate fire fighting appliances should be kept within easy reach.
- 4.4.2 Any cutting, welding or brazing must be ceased one hour before the end of the working day and the working area dampened to eliminate any risk of smouldering.

4.5 HAZARDOUS WORKS – APPLICATION OF HEAT

(To comply with Employers/Public Liability Insurance.)

In respect of the use away from the Insured's own premises of electric oxy-acetylene or similar welding or cutting equipment, blow lamps, blow torches, hot air guns, hot air strippers or asphalt bitumen, tar or pitch heaters, the following precautions will be complied with on each occasion.

- a) The immediate area of the work will be cleared of moveable combustible material to a safe distance from the place where such work is being carried out. Where such precautions are impractical such materials will be covered with overlapping non combustible blankets or screens.
- b) Adequate and suitable portable fire extinguishers, in full working order, will be kept at each area of work and used immediately smoke, smouldering or flames are detected.
- c) The heating of asphalt, bitumen, tar or pitch must be carried out in the open in a vessel designed for that purpose placed on a non-combustible surface.
- d) Heat equipment will be lit for as short a time as possible before use and extinguished immediately after use and will not be left unattended while hot, lit or switched on.
- e) A fire safety check of the working area to discover smoke, smouldering or flames (including spaces behind walls, screens or partitions and above false ceilings) shall be made at regular intervals during the work and after completion of each period of work and immediate steps taken to extinguish any smoke, smouldering or flames discovered.