



Company Safety Policy

February 2011 – Next Review February 2012

S & J Roofing Limited

Apex House Kingsfield Lane
Longwell Green Bristol BS30 6DL

Section 1
Introduction

INTRODUCTION

CONTENTS

Section 1: Introduction

Contents
Introduction
Date of Next Review

Section 2: Health & Safety Policy

Section 2.1 Statements of Intent

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

Section 2.2 Health & Safety Roles & Responsibilities

1. Introduction
2. Company Organisation Chart
3. Director Responsible for Safety
 - 3.1 Duties Under the Construction (Design & Management) Regulations 2007
4. Contracts Manager
5. Site Foreman
6. Employees
7. Sub-Contractors
8. Health & Safety Advisor

Section 2.3 General Health & Safety Arrangements

1. Health & Safety Advice and Guidance
2. Review & Update
3. Communication of Health & Safety Matters
4. Training & Competence
5. Risk Assessments, Method Statements & Safe Systems of Work
6. Personal Protective Equipment
7. Employment of Young Persons
8. Employment of New & Expectant Mothers
9. Employment of Persons with Disabilities
10. Health Monitoring & Surveillance
11. First Aid Provision
12. Injuries, Diseases & Dangerous Occurrences
13. Fire Precautions & Prevention
14. Smoking Policy
15. Alcohol & Controlled Substances
16. Violence Towards Employees
17. Lone Workers
18. Mobile Phones
19. Waste Policy
20. Welfare

Section 2.4 Site Health & Safety Arrangements

1. Abrasive Wheels
2. Asbestos
3. Confined Spaces
4. Driving Company Vehicles
5. Dust & Fumes
6. Electricity & Portable Electrical Appliances
7. Excavations
8. Gases, Fuels & LPG
9. Hazardous Substances
10. Hot Work

INTRODUCTION

11. Housekeeping
12. Lead
13. Lifting Operations & Lifting Equipment
14. Manual Handling Operations
15. Noise
16. Plant & Work Equipment
17. Storage (General)
18. Vibration
19. Waste Management
20. Welfare Facilities
21. Working at Height / Scaffolding Operations

Section 2.5 Office Health & Safety Arrangements

1. Chemicals
2. Display Screen Equipment (DSE)
3. Electricity & Portable Electrical Appliances
4. Manual Handling Operations
5. Slips, Trips & Falls
6. Work Equipment

Section 3: Policies

PPE Policy
Smoke Free Policy
Stress Policy
Alcohol & Substance Misuse Policy
Violence Policy
Workplace Welfare Commitment

Section 4: Procedures

Section 4.1 First Aid, Accident & Incident Reporting, Emergency Response

First Aid, Accident & Incident Reporting, Emergency Response Procedure
First Aid Box Contents
Travel First Aid Box Contents
First Aid Sign

Section 4.2 Employee Induction

Employee Induction Procedure
Employee Health & Safety Induction Checklist

Section 4.3 Training

Training Procedure
Training Record

Section 4.4 Contractor Management

Contractor Management Procedure
Approved Contractor Application Form
Contractor Assessment & Approval Record

Section 4.5 Electrical Safety

Electrical Safety Procedure
Electrical Safety Equipment Inspection & PAT Test Record

Section 4.6 Work Equipment & Machinery

Work Equipment & Machinery Assessment Procedure
Work Equipment & Machinery Assessment

Section 4.7 Workplace Inspections & Monitoring

Workplace Inspections & Monitoring Procedure
Workplace Inspection Checklist

Section 4.8 Safe Working Procedure

Safe Working Procedure

INTRODUCTION

Safe Working Method Statement

Section 5: Risk Assessments

- Section 5.1 General Risk Assessment**
 - General Risk Assessment Guidance
 - Risk Assessment Template
- Section 5.2 Manual Handling Operations**
 - Guidance for Manual Handling Operations Risk Assessment
 - Manual Handling Operations Risk Assessment Template
- Section 5.3 CoSHH**
 - CoSHH Risk Assessment Guidance
 - CoSHH Risk Assessment Template
- Section 5.4 DSE**
 - DSE Risk Assessment Guidance
 - DSE Risk Assessment Template
- Section 5.5 Fire Risk Assessment (FRA)**
 - Fire Risk Assessment Guidance
 - Fire Risk Assessment Template
- Section 5.6 New & Expectant Mothers**
 - New & Expectant Mothers Risk Assessment Guidance
 - New & Expectant Mothers – Health & Safety Checklist
- Section 5.7 Young Persons**
 - Young Persons Risk Assessment Guidance
 - Young Persons Risk Assessment Templates (Parts A & B)

Section 6: Site Management Pack

- Section 6.1 Introduction**
 - General Guidance of Service & Usage
 - Construction Phase Health & Safety Plan
 - Site Management Records Index
 - Site Start-up Checklist
- Section 6.2 Generic Risk Assessments**
 - Site Personnel (General)
 - Roof Works (General)
 - Scaffolding
 - Ladders
 - Stepladders
 - Works Vehicles
 - Lead
 - Use of Acetylene / Oxygen Canisters
 - Chemicals (General)
 - Cement
 - Power Tools (General)
 - Abrasive Wheels
 - Nail Guns
 - Manual Hand Tools
 - General Public (General)
 - Manual Handling
 - Noise
 - Vibration
 - Dust
 - Fuel (Petrol / Diesel)
 - Adverse Weather
- Section 6.3 Safe Working, Method Statements**
 - Safe Working Procedure
 - Safe Working Method Statement
- Section 6.4 Site Induction**
 - Site Induction Procedure

INTRODUCTION

Section 6.5 Site Induction Record
Inspection Registers
Site Inspection Checklist: Health, Safety & Environment
Excavations Inspection Register
Scaffold / Portable Tower Inspection Register
Work Equipment Inspection Register

INTRODUCTION

INTRODUCTION

The following information acts as a general introduction to the S and J Roofing Limited Health & Safety Management System (HS-MS) and does not in itself form part of the Health & Safety Management System.

The HS-MS is integrated with the SAFE Membership Scheme operated by SSG in partnership with S and J Roofing Limited. The overall structure and use of the HS-MS and associated documentation is detailed below.

Section 1: Introduction

- The documentation provided in this HS-MS is comprehensive and tailored to the specific processes and activities performed by S and J Roofing Limited.
- The contents of the HS-MS are set out. The core part of the HS-MS is the Health & Safety Policy, as detailed in Section 2, with supporting policies, procedures and risk assessments contained in Sections 3, 4 and 5 respectively. Section 6 contains the elements required to establish a site-specific HS-MS.
- The HS-MS is reviewed and updated on an annual basis. The required date for the next review is clearly stated.

Section 2: Health & Safety Policy

- Section 2 contains signed and dated Policy Statements of Intent for Health & Safety and the Environment.
- The current organisational structure of the Company, including health & safety roles, is summarised in the Company Organisation Chart.
- Health & Safety Roles & Responsibilities are set out. Roles accurately reflect those within the Company and the correct allocation of responsibilities.
- General Health & Safety Arrangements include references where appropriate to supporting policies, procedures and risk assessments contained in other sections.
- Site Health & Safety Arrangements include references where appropriate to supporting policies, procedures and risk assessments contained in other sections.
- Office Health & Safety Arrangements include references where appropriate to supporting policies, procedures and risk assessments contained in other sections.

Section 3: Policies

- Section 3 contains signed and dated supplementary policies adopted by the Company.

Section 4: Procedures

- Procedures implemented within the Company are set out in Section 4.
- Each procedure establishes the necessary background information and legal requirements from which the procedure is developed and assigns responsibilities for implementing the procedure.
- The use of any associated forms and checklists is clearly explained within the relevant procedure.

Section 5: Risk Assessments

- Risk assessments performed by the Company are set out in Section 5.
- Guidance notes clearly explain the scope and legal requirements for each risk assessment, together with recommended procedures, where appropriate.
- The risk assessment matrix used to determine levels of risk is included.

INTRODUCTION

Section 6: Site Management Pack

- The Site Management Pack as set out in Section 6 forms the basis of a site-specific HS-MS to be used in conjunction with the preceding sections.
- The Construction Phase Health & Safety Plan and Site Management Records Index provided are customised by individual sites to facilitate record keeping and document filing, access and control.
- Templates for risk assessments, safe working method statements, health and safety inductions, inspection registers and a site start-up checklist are provided for use on site.
- The Generic Risk Assessment for common hazards / risks is customised by individual sites.

A Word on the Use of Tables within Electronic Forms

Various Company personnel will need to complete and fill-in the risk assessment templates, forms and checklists provided. These are provided in electronic format and a basic knowledge of Microsoft Word tables is required in order to fill them in. The following points should be borne in mind when completing forms:

- Rows and cells automatically expand when text is entered.
- Additional rows can be added using the Copy / Paste function as required.
- Rows that are not required can be deleted using the Delete function.
- Completed templates should be saved using a different file name, e.g. 2007Manual_Handling.doc
- Where tick boxes (/) or radio buttons (/) are used the required symbol can be inserted using the Copy / Paste function. By default, all risk levels are set to N/A in templates and the first box in a table is ticked.
- To show or hide table gridlines, select Table in the menu bar and toggle the Show Gridlines / Hide Gridlines menu item located in the drop-down menu. Filling in a template is generally easier when the gridlines are visible. Greyed gridlines do not appear in printed documents. Use the Print Preview function to view the document in its printable format.

DATE OF NEXT REVIEW

This document was last revised and published in: February 2011

The next review and update of this document is due in: February 2012

Section 2
Health & Safety Policy

Section 2.1
Statements of Intent

HEALTH & SAFETY POLICY

HEALTH & SAFETY POLICY STATEMENT OF INTENT

The objective of this policy is to attain and maintain high standards of health and safety performance throughout S and J Roofing Limited.

All persons conducting activities under the name of S and J Roofing Limited will adhere to this Health & Safety Policy.

S and J Roofing Limited will comply with the Health and Safety at Work etc. Act 1974 and Regulations subsequently laid under it and meet the standards required therein.

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

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

Signed

Date

Director Responsible for Safety

ENVIRONMENTAL POLICY & STATEMENT OF INTENT

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

The objective of this policy is to attain and maintain high standards of environmental performance throughout S and J Roofing Limited.

All persons conducting activities under the name of S and J Roofing Limited will adhere to this Environmental Policy.

It is the Policy of the Company to:

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

The successful management of environmental issues will be achieved by:

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

Signed

Date

Director Responsible for Safety

Section 2.2

Health & Safety Roles & Responsibilities

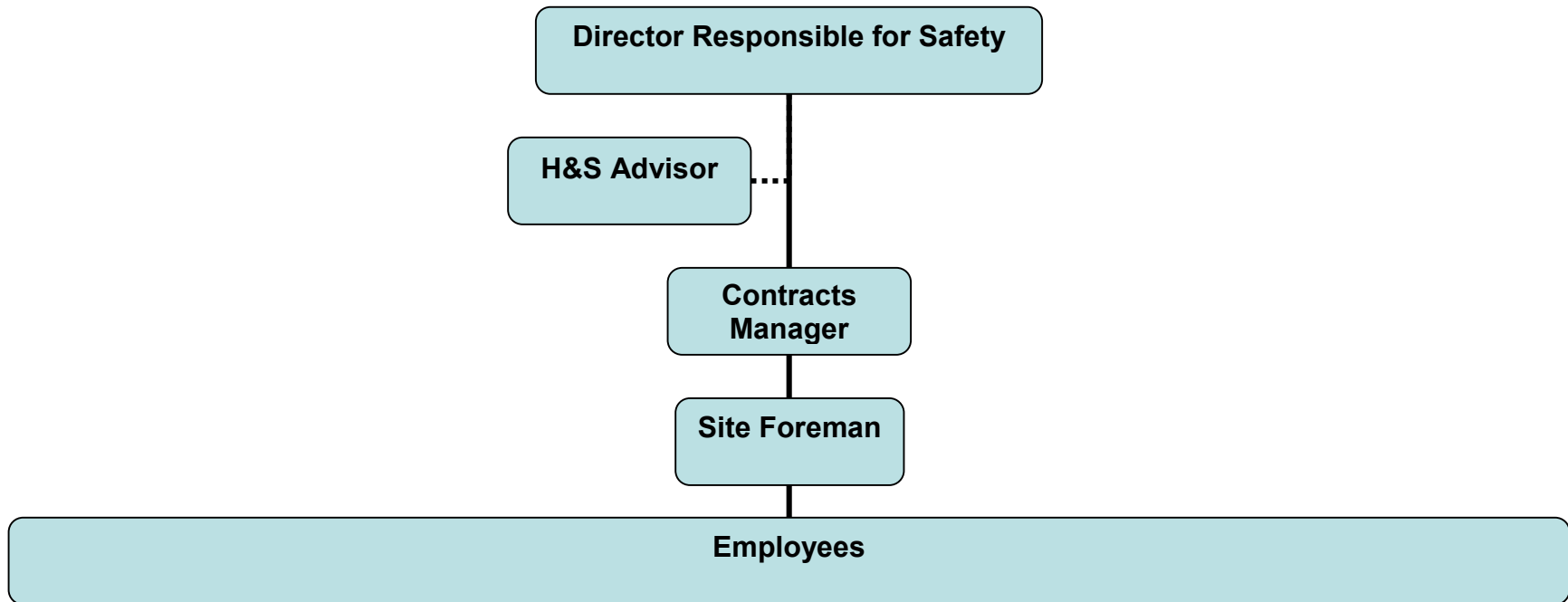
HEALTH & SAFETY ROLES & RESPONSIBILITIES

1. Introduction

Health & Safety management is the responsibility of all personnel of S and J Roofing Limited and is a joint responsibility with contractors. It is the responsibility of Contracts Managers and Site Foremen to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high health and safety standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by S and J Roofing Limited and those self-employed persons who undertake work on behalf of S and J Roofing Limited.
- Sub-contractors are deemed to be those persons who are sub-contracted to work for S and J Roofing Limited in its capacity as a contractor, but who are not direct employees.
- Suppliers are deemed to be those persons who supply goods and/or services.

2. Company Organisation Chart



3. Director Responsible for Safety

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

In recognition of the legal duties imposed upon him, the Director Responsible for Safety will:

- Understand the main requirements of the Health and Safety at Work, etc. Act 1974.
- Ensure that every aspect of health and safety and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the Company Health & Safety Policy, ensuring that it meets current legislative requirements and accurately reflects Company activities.
- Ensure adequate resources are available to implement the Company Health & Safety Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on health and safety issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the Company and on starting at a new site.
- Ensure all employees and sub-contractors receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that all contractors and sub-contractors are competent to conduct the work they undertake by compiling and maintaining a list of approved contractors (and their sub-contractors) authorised to work for the company.
- Monitor the performance of contractors who undertake work on behalf of the Company.
- Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that suitable and sufficient risk assessments of the Company activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that the results of the risk assessments are effectively communicated throughout the Company and to others who may be affected by the activity.
- Provide, maintain and instruct employees in the use of personal protective equipment as identified by risk assessment.
- In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that accidents and near misses are recorded.
- Ensure that all injuries, diseases and dangerous occurrences involving Company employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

HEALTH & SAFETY POLICY

- Maintain effective communication routes throughout the Company and ensure employees are aware of the Company Health & Safety Policy and other health and safety matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by HSE Inspectors;
 - Concerns by employees or others, of health, safety and environmental standards;
 - Accidents, incidents and near misses involving Company employees.
- Ensure maintenance of registers and records as required by current legislation.
- Ensure that the management of health and safety within the Company is periodically audited to ensure that high standards of health and safety performance are being maintained and to identify areas where improvements are to be made.
- Ensure that health, safety and environmental performance is regularly reviewed

3.1 Duties Under the Construction (Design & Management) Regulations 2007

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2007, for projects where the Company is the Principal Contractor, the Director Responsible for Safety will:

- Ensure that the Client is aware of their duties, that a CDM Co-ordinator has been appointed and that the HSE has been notified.
- Ensure that the Company is competent to address the health and safety issues likely to be involved in the management of the construction phase.
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the level of risk and activity.
- Ensure that all contractors are informed of the minimum amount of time that they will be allowed for planning and preparation before they begin work on site.
- Ensure that all contractors are provided with all relevant information pertaining to the project to enable them to carry out their work safely and without risk to health.
- Ensure that information requests from contractors are met promptly.
- Ensure effective co-ordination and co-operation between contractors and safe working.
- Ensure that a suitable Construction Phase Health & Safety Plan is prepared before construction work begins and is implemented and kept up to date as the project progresses. The Construction Phase Health & Safety Plan is developed in conjunction with, and is communicated to, involved contractors.
- Ensure that any designer or contractor engaged on the project is competent and adequately resourced.
- Ensure suitable welfare facilities are provided from the start of the construction phase.
- Take reasonable steps to secure the site.

HEALTH & SAFETY POLICY

- Prepare and enforce any necessary site rules.
- Provide relevant parts of the Construction Phase Health & Safety Plan and other information to contractors in time for them to plan their work.
- Liaise with the CDM Co-ordinator on design carried out during the construction phase.
- Promptly provide the CDM Co-ordinator with any information relevant to the health and safety file.
- Ensure that all workers have been provided with suitable health and safety induction, information and training.
- Ensure that the workforce is consulted about health and safety matters.
- Display the project notification.

In recognition of the legal duties imposed under the Construction (Design & Management) Regulations 2007, for projects where the Company is a Contractor, the Director Responsible for Safety will:

- Check that clients are aware of their duties.
- Ensure that the Company and anyone that it employs is competent and adequately resourced.
- Plan, manage and monitor the work to ensure that workers under Company control are safe.
- Ensure that any contractor the Company appoints is informed of the minimum amount of time that will be allowed for them to plan and prepare the work before starting on site.
- Provide workers under Company control with any necessary information that they need to work safely, to report problems and to respond appropriately in an emergency.
- Ensure that any design work performed by the Company complies with the CDM regulations.
- Comply with any requirements listed in the Schedule 2 or Part 4 of the CDM Regulations.
- Co-operate with others working on the project.
- Ensure the Company workforce is properly consulted on matters affecting health and safety.
- Obtain specialist advice where necessary when planning high-risk work.

In addition on notifiable projects we will:

- Check that a CDM Co-ordinator has been appointed and that the HSE has been notified before starting work.
- Co-operate with the Principal Contractor, CDM Co-ordinator and others working on the project or on adjacent sites.
- Inform the Principal Contractor of any risks to others created by work performed by Company personnel.

HEALTH & SAFETY POLICY

- Provide details to the Principal Contractor of any contractors we engage in connection with carrying out the work.
- Comply with any reasonable directions from the Principal Contractor and with any relevant rules in the Health & Safety Plan.
- Inform the Principal Contractor of any problems with the Health & Safety Plan or risks identified during work that have significant implications for the management of the project.
- Inform the Principal Contractor of any accidents or dangerous occurrences.
- Provide relevant information for the Health & Safety file.
- Co-operate with the Principal Contractor and assist in the development of the Construction Phase Health & Safety Plan and its implementation.
- Inform the Principal Contractor of any identified shortcomings in the Construction Phase Health & Safety Plan.
- Promptly inform the Principal Contractor of any risks to others on site or members of the public.

4. Contracts Manager

Authority is delegated to the Contracts Manager to oversee and enforce the implementation of the Company Health & Safety Policy on site. The Contracts Manager reports to the Director Responsible for Safety.

The Contracts Managers will:

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

HEALTH & SAFETY POLICY

With specific respect to contractor management, Contracts Managers will:

- Assess sub-contractors to determine whether their systems for managing health and safety meet company standards and requirements, including where appropriate, sub-contractor management.
- Ensure that the risk assessments of the Company activities include measures to protect sub-contractors.
- Ensure that sub-contractors provide risk assessments for approval prior to commencing work, making certain that their risk assessments have taken into account how their activities may affect Company employees and other persons on Company premises.
- Ensure that all sub-contractors receive induction training on arrival at premises under the control of the Company and that the training is recorded and repeated at appropriate intervals.
- Ensure all sub-contractors receive suitable information, instruction, training and where appropriate, supervision to ensure their competence for the work they are to undertake.

5. Site Foreman

Authority is delegated to the Site Foreman to oversee and enforce the implementation of the Company Health & Safety Policy on site. The Site Foreman reports to the Contracts Manager.

Site Foremen will:

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

With specific respect to contractor management, Supervisors will:

- Ensure that all sub-contractors receive induction training on arrival at premises under the control of the Company and that the training is recorded and repeated at appropriate intervals.
- Provide an appropriate level of supervision to sub-contractors engaged in Company business.
- Monitor the quality of sub-contractor's work and ensure that it is being conducted safely.
- Ensure that all sub-contractors on premises under the control of the Company are accounted for.

6. Employees

All employees of S and J Roofing Limited have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

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

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

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

7. Sub-Contractors

All sub-contractors who undertake work on behalf of S and J Roofing Limited have legal duties under health and safety legislation while at work to ensure the health and safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all sub-contractors who undertake work on behalf of S and J Roofing Limited will:

- Co-operate with the Director Responsible for Safety, the Contracts Manager, the Site Foreman and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the S and J Roofing Limited Health & Safety Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the Company or their Employer in the interests of health and safety.
- Actively promote a positive health and safety culture on site.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the Director Responsible for Safety prior to commencement of work, if they are not following the Safe System of Work provided by S and J Roofing Limited.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on site, follow all site safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment.
- Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by S and J Roofing Limited and their own Employer.
- Make themselves aware of all site first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the Company Accident Book held on site and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure appropriate investigation can be undertaken.

8. Health & Safety Advisor

S and J Roofing Limited utilises the services of an external company to fulfil the role of Health and Safety Advisor.

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

Section 2.3

General Health & Safety Arrangements

GENERAL HEALTH & SAFETY ARRANGEMENTS

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

1. Health & Safety Advice and Guidance

The Health and Safety Adviser to S and J Roofing Limited is **SSG Training and Consultancy** of Plymouth who are available on 01752 201616.

2. Review & Update

- The Company's Health & Safety Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to Company's Health & Safety Policy, including the organisational structure and associated arrangements, without the prior consent of the Director Responsible for Safety in conjunction with other members of the board, as appropriate.

3. Communication of Health & Safety Matters

- Health and safety information, where it relates to Company activities will be communicated throughout the Company as it becomes available by the quickest possible means.
- Concerns over the standards of health and safety within the Company or issues relating to health and safety are to be brought immediately to the attention of the Director Responsible for Safety, the Contracts Manager or the Site Foreman.
- Should the Company employ foreign workers information, instruction, training, this policy, signage, risk assessments and method statements and all relevant company procedures will be supplied in a format that the foreign worker can readily understand. This will be achieved by employing interpreters where required.

4. Training & Competence

- All new employees of the Company will receive induction training as soon as reasonably practicable, in accordance with the Employee Health & Safety Induction Procedure.
- Site-specific induction training will be given to employees and sub-contractors whenever work commences on a new site. A copy of the site-specific induction training record will be maintained in the Site Office.
- The Employee Health & Safety Induction Checklist will be used as a record of the induction process.
- In order to ensure that all Company employees are qualified and competent to undertake the work they are engaged in, the Training Procedure will be used to identify training and competence requirements and to ensure the provision of appropriate training.
- Employees shall only carry out work for which they hold the appropriate competences.
- Occupational competence will be maintained via continued membership of appropriate trade associations.
- Further training shall be given:
 - For periodic refresher training;
 - When required by current best practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.

- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held in the Main Office.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

5. Risk Assessments, Method Statements & Safe Systems of Work

- The Company will adhere to the Guidance for Risk Assessment.
- Risk Assessments will follow a standard format.

The Contracts Manager and Site Foreman will ensure:

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

The Contracts Manager and Site Foreman will also ensure that safe systems of work and risk assessments of sub-contractors to S and J Roofing Limited are approved prior to work commencing on sites under the control of Company.

6. Personal Protective Equipment

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

In addition, the Contracts Manager and Site Foreman will ensure:

- Safety footwear and hi-visibility jackets to the appropriate standard shall be worn at all times whilst work is being conducted on behalf of Company without exception.
- Gloves and protective goggles are worn when using cutting, drilling or grinding equipment.
- Suitable facilities for the storage of PPE are provided and used on site.
- Sub-contractors provide and wear PPE to the required standards.
- PPE is provided and worn as required by the Principal Contractor.

7. Employment of Young Persons

- The Company will adhere to the Guidance for Risk Assessment of Young Persons.
- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Company, using the templates provided.
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity.

HEALTH & SAFETY POLICY

- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will *not* be employed where the work:
 - Is beyond their physical or psychological capability;
 - Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
 - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.

8. Employment of New & Expectant Mothers

- The Company will ensure that the needs of new and expectant mothers are taken into account by adhering to the New & Expectant Mothers Risk Assessment Guidance.
- The New & Expectant Mothers: Health & Safety Checklist will be used to assess which tasks the employee can perform. A Risk Assessment is then performed for those tasks to identify and address the risks to the mother, the unborn child and a breastfeeding child.
- The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.
- Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

9. Employment of Persons with Disabilities

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

10. Health Monitoring & Surveillance

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

11. First Aid Provision

- The provision of first aid equipment, facilities and personnel is set out in the First Aid, Accident & Incident Reporting & Emergency Response Procedure.
- As Principal Contractor, the Director Responsible for Safety will nominate suitably trained persons as qualified First Aiders or Appointed Persons to ensure adequate provision of first aid. These details will be prominently displayed in offices and, where practicable, on site and will be communicated through induction training.
- A qualified First Aider or Appointed Person shall be on site at all times whilst routine work is being undertaken.

HEALTH & SAFETY POLICY

- In the absence of the nominated First Aider, the Appointed Person or other qualified first aid personnel will be available on site at all times whilst routine work is being conducted. The name of this person shall be communicated to all persons affected.
- In the absence of all nominated first aid trained personnel, revised first aid arrangements shall be communicated to all persons affected.
- Personnel undertaking short-term projects will be briefed, with regard to first aid provisions, prior to undertaking work.
- Whilst Company employees are employed as sub-contractors of a Principle Contractor, employees are to familiarise themselves with the first aid facilities on that site.
- While employed on site, sub-contractors of S and J Roofing Limited are to familiarise themselves with the first aid facilities on site.
- Company employees will familiarise themselves with workplace first aid arrangements and facilities.
- All injuries occurring on site, no matter how trivial, are to be recorded in the Accident Book held on site while at work.
- First Aid kits shall be held in all company vehicles with the contents checked on a regular basis, and restocked if necessary, by the person in charge of the vehicle.

12. Injuries, Diseases & Dangerous Occurrences

- Reporting requirements and roles and responsibilities for emergency response are set out in the First Aid, Accident & Incident Reporting & Emergency Response Procedure.
- The Director Responsible for Safety will ensure that all accidents, near misses and dangerous occurrences involving Company employees are thoroughly investigated.
- In the event of major injury or fatality occurring to a Company employee, the Director Responsible for Safety will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.
- All accidents, dangerous occurrences and near misses occurring on site are to be reported to the direct Supervisor, Line Manager and the Director Responsible for Safety so that an investigation can be conducted.
- Reports of accidents involving sub-contractors of S and J Roofing Limited will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to be met.
- While working as sub-contractors on the site of a Principal Contractor, reports of incidents involving Company employees are to be forwarded to the Principle Contractor.

13. Fire Precautions & Prevention

- The Company will adhere to the Guidance for Fire Risk Assessment.
- A Fire Risk Assessment to identify the fire risk for sites and offices under the control of the Company will be undertaken prior to commencement of work, using the template provided.
- Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs within the office.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of the Company.
- All Company employees will be instructed in the use of portable fire fighting appliances as found on premises and in vehicles under the control of the Company. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.
- Management will ensure that an adequate Fire Plan is in place and prominently displayed in offices and on sites and communicated to all employees, sub-contractors and visitors through induction training.
- In the event of a fire in offices or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.

HEALTH & SAFETY POLICY

- The maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.
- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel are not put at risk and is to remain available to brief the fire authorities on arrival.
- Stores or materials shall not be left in access or egress routes where they may hinder escape in emergency.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.
- Whilst working on sites as sub-contractor, the fire arrangements of the Principal Contractor are to be adhered to and communicated to Company employees by site-specific induction training prior to commencement of any work.
- When employed as a sub-contractor on the site of a Principal Contractor, all employees and sub-contractors of the Company are to familiarise themselves with the Fire Plan on site.

14. Smoking Policy

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

15. Alcohol & Controlled Substances

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

16. Violence towards Employees

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

17. Lone Workers

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

18. Mobile Phones

- Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.
- No calls are to be made or received on mobile phone from any vehicle unless using a hands free kit.
- No calls are to be made / received on mobile phones while operating any plant or equipment unless the plant or equipment has been stopped in a safe place for that purpose, switched off or made safe.

19. Waste Policy

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

20. Welfare

- The Company is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities. Specific arrangements are set out in the Workplace Welfare Commitment Statement.

21. Environmental Management

- The Company will ensure that all staff are trained in the Environmental Policy and are given ongoing information, instruction and training to ensure its implementation in all company operations.
- The Director Responsible for Health, Safety and Environment is responsible for the implementation and monitoring of the Environmental Policy and for dealing with any complaints in connection with Environmental issues which may arise in the course of the company work activities.
- Current Environmental legislation will be regarded as setting the minimum standards of environmental performance for the company.
- The Company will implement measures to ensure that the business makes the most economic use of transport. Sharing of company vehicles will be optimised and travel to the company premises will be minimised to reduce the company use of fuel.
- Waste will be minimised through careful planning of design and use of materials. The company will comply with the Duty of Care Regulations at all times and all services used for the disposal of waste will be checked to ensure that the appropriate licences are held.
- The company will attempt through its purchasing policies to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.
- The Company wherever possible will attempt to use suppliers who are willing to take away packaging for re-use or recycling.
- The company will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. The company will also promote the use of energy efficient products and source its energy from safe and sustainable sources.
- The Company will ensure that its operations do not cause a nuisance to the community through the generation of dust, noise or odour.

HEALTH & SAFETY POLICY

- In the office environment paper will be used sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.
- The company will check areas in which work takes place for endangered species, protected plant species, trees subject to a tree preservation order and protected archaeology before work takes place. Control measures will be introduced to reduce the environmental impact of company work activities to a minimum and to comply with all environmental safeguards required.

Sub contractors will be selected on the basis that they aspire to comply with these environmental commitments and agree to be bound by the company Environmental Policy.

Section 2.4
Site Health & Safety Arrangements

SITE HEALTH & SAFETY ARRANGEMENTS

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

1. Abrasive Wheels

- Only trained personnel who have been appointed by the Director Responsible for Safety, the Contracts Manager or the Site Foreman are permitted to change any class of abrasive wheel.
- The Company will ensure that suitable storage facilities are available to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.
- Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.

2. Asbestos

Company employees shall not generally conduct work involving exposure to asbestos. If asbestos is discovered, or suspected, during demolition, refurbishment or any other activity, the following action is to be taken:

- Work is stopped, the area is secured and measures are put in place to ensure that the asbestos remains undisturbed;
- The Director Responsible for Safety, the Contracts Manager and the Site Foreman are to be informed in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.

Minor works associated with low risk asbestos cement sheeting may be carried out by competent Company employees when subject to:

- Survey
- Method statement / safe system of work and
- Risk assessment

carried out and prepared by an approved authority on asbestos. The Director Responsible for Safety must approve all works.

3. Confined Spaces

- Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations.
- Activities conducted within the confined space are the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system will be in operation.
- No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Topman' will always be in attendance when confined space work is being undertaken.
- Sub-contractors who undertake work on behalf of the Company are to comply with this policy and follow site procedures when working in confined spaces.

4. Driving Company Vehicles

- Where considered necessary employees will be provided with Company vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Company and where agreed for their private use.

HEALTH & SAFETY POLICY

- The Company will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a Company vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Company office and remedial action taken at the earliest opportunity.
- Employees will at all times drive courteously and in a non-aggressive manner.
- Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.

5. Dust & Fumes

- All processes conducted by Company employees and sub-contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations, using the template provided and in accordance with the Guidance for CoSHH Risk Assessment.
- Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.
- Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

6. Electricity & Portable Electrical Appliances

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

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

- The use of battery operated tools or 110 volts on site wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;
- Tools used on site will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- Undertaking assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operative to follow;
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance and as specified in the Electrical Safety Procedure;
- Maintaining a record of all inspections / tests of electrical equipment and appliances using the Electrical Safety Equipment Inspection & PAT Test Record;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;

HEALTH & SAFETY POLICY

- Immediately reporting and prohibiting the use of defective equipment;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.

7. Excavations

- Activities to be conducted within or adjacent to excavations are to be the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity.
- When employed on a site under the control of the Company or the site of a Principal Contractor, employees and sub-contractors are to follow site procedures when working in or adjacent to excavations.

8. Gases, Fuels & LPG

- All fuels shall be kept in approved containments and stored in accordance with current legislation. Each storage area shall be designated as a 'No Smoking Area'.
- Only the required quantity of petrol shall be stored on site for immediate use in approved containers, in an approved stowage.
- The carriage of fuels will satisfy The Carriage of Dangerous Goods by Road Regulations 1996.
- Compressed gas cylinders shall be stored in a designated, secure stowage when not in use, observing segregation rules at all times.
- If LPG is present on Company premises, LPG cylinders shall be stored in a designated stowage in the open air, which shall satisfy the requirements of current legislation and best practice when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable. Only those LPG cylinders in use or connected to equipment may be kept in work areas.

9. Hazardous Substances

- All hazardous substances used on site will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure using the template provided and in accordance with the Guidance for CoSHH Risk Assessment.
- Master copies of all assessments are held in the Main Office with copies held on site.

The Director Responsible for Safety will ensure that:

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

10. Hot Work

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

- Soldering and brazing
- Welding and cutting
- Use of blow lamps

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

When conducting hot work:

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

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

11. Housekeeping

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

12. Lead

- All work with the potential to expose personnel to lead fume or dust is to be the subject of a detailed risk assessment to ensure appropriate precautions are taken to protect those exposed.
- Exposure to lead fumes or dust will be prevented by means other than by personal protective equipment to ensure that current control limits are not exceeded. Where control limits are likely to be exceeded then protective clothing and/or respiratory protective equipment will be provided.
- Suitable washing facilities are to be provided and personnel are not permitted to eat, drink or smoke in any area where exposure to lead is likely.
- Blood tests will be conducted on all persons involved with Lead work in accordance with the periodicities dictated by current legislation and best practice.

13. Lifting Operations & Lifting Equipment

The Company recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. When S and J Roofing Limited is the Principal Contractor this will be achieved by:

- Hiring in suitable equipment, together with operators and banksmen, where necessary;
- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998;

HEALTH & SAFETY POLICY

- Ensuring that all wire ropes and chains are fitted to crane hooks correctly; that they are inspected and tested, and that the results are recorded as necessary;
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do;
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift;
- Effectively communicating to all personnel involved with the lift the established Safe System of Work which includes:
 - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment;
 - The maintenance, testing and examination of all equipment;
 - Supervision by a trained and competent person/banksman with the necessary authority to progress or stop a job as is necessary;
 - The prevention of unauthorised use or movement of equipment by any unauthorised person; and
 - The safety of all personnel involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
- Marking all lifting gear and equipment with a means of identification to show its safe working load.

14. Manual Handling Operations

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

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

15. Noise

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

16. Plant & Work Equipment

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

17. Storage (General)

- All racking and shelving will be fit for purpose and suitable for the loads with which it is being stacked
- Racking and shelving will be inspected at regular intervals to identify damage caused in usage. Damaged shelving will be replaced immediately.
- As far as is reasonably practicable all boxes require to be moved manually will be stored below head height.

18. Vibration

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

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

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

- Conduct assessments to determine the risks from vibration to employees;
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and
 - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.

- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - Take immediate action to reduce their exposure below the limit value.
- Vibration levels shall be a consideration when purchasing or hiring equipment used by the Company

19. Waste Management

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

20. Welfare Facilities

Where practicable, the following facilities will be provided for employees and sub-contractors of the Company:

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

Where the company is working as a sub-contractor, negotiations will be conducted to enable employees and Contractors of S and J Roofing Limited to share the facilities provided by the Principal Contractor. In which case, the Director Responsible for Safety must ensure that a Certificate of Shared Welfare Facilities (F2202) has been received from the Principal Contractor.

21. Working at Height / Scaffolding Operations

- All scaffolds erected shall be erected in accordance with current legislation, British Standards, approved Codes of Practice, company procedure and Industry standards.
- 'Designed' scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice.
- Scaffolds will be erected by appropriately trained, competent employees in accordance with industry standards and design specifications.
- All scaffolds will be inspected by a competent person, and records of such inspections kept:
 - Prior to use;
 - After any substantial addition or dismantling;
 - After alteration;
 - After any event likely to affect its strength or stability; and
 - Weekly.
- Where practicable, hand-over certificates will be issued to the Company and a joint inspection carried out.
- Company employees shall not use any scaffold unless it has been erected and inspected as above.

HEALTH & SAFETY POLICY

- Edge protection shall be provided, where identified by risk assessment, to prevent falls from occurring in the first instance.
- All employees will wear PPE identified through assessment. Appropriate training will be given in its use and maintenance.
- Where practicable, safety harnesses/man anchor systems shall be worn whilst working at height and attached to suitable anchor points. All safety harnesses/man anchor systems shall be tested, certified and checked 'in date' for test prior to use.
- All safety netting shall be manufactured and erected in accordance with EN 1263 by a suitable, competent contractor. Hand over certification and test certification shall be received from the erecting contractor prior to inclusion as a risk control measure.
- During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.
- Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.
- It is prohibited to drop or throw anything from a height of more than one storey. Employees and Contractors are to lower items down using ropes or via chutes into skips. If necessary, smaller items shall be lowered down in a bucket. Lowering materials must be conducted in a controlled manner.
- Ladders, including stepladders, used by the Company will be of the correct type and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to the Director Responsible for Safety
- Mobile Elevated Work Platforms and Scissor Lifts shall only be operated by trained, competent persons. Safety Harnesses will be worn at all times whilst work is being conducted from MEWPs.
- Detailed precautions and guidelines for the safety in roof work is contained in the HSE publication Health and Safety in Roof Work (HSG 33) and will be followed at all times.

Section 2.5

Office Health & Safety Arrangements

OFFICE HEALTH & SAFETY ARRANGEMENTS

The following topics have been identified as significant in terms of office related hazards and detail the Company's policy for health, safety and welfare in Company offices.

1. Chemicals

- Hazards exist from small quantities of chemicals present in offices such as printing inks, photocopier toners, cleaning chemicals and correction fluids.
- Material Safety Data Sheets for such hazardous substances will be obtained from the supplier to enable a CoSHH assessment of potential exposure to be made and the identification and implementation of suitable precautions to be taken to reduce the risk of harm occurring.

2. Display Screen Equipment (DSE)

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

3. Electricity & Portable Electrical Appliances

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

- Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Residual current devices, if fitted, will be tested regularly by operation of the test button.
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance and as specified in the Electrical Safety Procedure;
- Maintaining a record of all inspections / tests of electrical equipment and appliances using the Electrical Safety Equipment Inspection & PAT Test Record;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.

4. Manual Handling Operations

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

- Wherever possible, the requirement to conduct manual handling operations will be avoided. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used;
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation, using the template for Manual Handling Operations Risk Assessment, in accordance with the Guidance for Manual Handling Operations Risk Assessment;
- The results of the Manual Handling Operations Risk Assessment will be communicated to all employees;
- Employees will be adequately trained in correct manual handling techniques;
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.

5. Slips, Trips & Falls

- Trailing leads are not permitted unless they are fitted with adequate cable protection to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All accesses and egresses will be adequately lit and kept clear of obstacles and rubbish.
- Offices will be kept tidy at all times.

6. Work Equipment

- Company employees will only use work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an effective state, in efficient working order and in good repair.
- Work equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held in the Main Office.
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards will be operable and in use.
- Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.