

Health and Safety Policy

Western Counties Roofing Ltd

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Section 1 Health and Safety Policy Statement

1.1 Statement of Intent

Section 1 Health and Safety Policy Statement

1.1 Statement of Intent

As Director responsible for safety, I have overall responsibility for the health, safety and welfare of employees of *Western Counties Roofing Ltd.* This Safety Policy will be adhered to by all persons conducting activities under this name.

The Company will comply with the Health and Safety at Work etc Act 1974, Regulations subsequently laid under it and meet the standards required therein.

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

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, in particular by:

- The provision and maintenance of plant and systems of work that are safe and without risk to health
- Adequate arrangements for the regular assessment of work activities in order to identify associated hazards and control the risk arising
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances
- The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Company
- The maintenance of any workplace under the control of the Company in a condition that is safe and without risk to health and the provision and maintenance of means of access to and egress from it that are safe and without risk
- The provision and maintenance of working environments that are without risk to health and adequate as regards facilities and arrangements for the welfare of employees of the Company
- The co-operation of employees of the Company to enable statutory obligations under health and safety legislation to be met
- 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.

Date.....

Signature.....

Mr David White
Director responsible for safety

Section 2 Organisation and Responsibilities for Health and Safety

- 2.1 David White – Director responsible for safety
- 2.2 Duties under the Construction (Design and Management) Regulations 1994
- 2.3 Contracts Manager responsible for safety
- 2.4 Contracts Managers
- 2.5 All employees of *Western Counties Roofing Ltd*
- 2.6 All sub contractors who undertake work on behalf of *Western Counties Roofing Ltd*

Section 2 Organisation and Responsibilities for Health and Safety

2.1 David White – Director responsible for safety

2.1.1 Responsible overall for the health, safety and welfare of all employees of *Western Counties Roofing Ltd* and will fulfil all legal duties imposed on him, as the Employer, by relevant legislation.

Employees are deemed to be those persons in the full time employment of *Western Counties Roofing Ltd* and self-employed persons who undertake work on behalf of *Western Counties Roofing Ltd*.

2.1.2 In recognition of the legal duties imposed upon him the Director responsible for safety will:

- ensure adequate resources are available to enable legal and moral obligations to be met
- 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 ensure their competence for the work they are to undertake
- 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 activities of *Western Counties Roofing Ltd* 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 all injuries, diseases and dangerous occurrences involving *Western Counties Roofing Ltd* employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
- maintain effective communication routes throughout the Company to ensure employees are aware of the Company Health and 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 and safety standards
 - accidents, incidents and near misses involving employees of *Western Counties Roofing Ltd*
- maintain all 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 identify areas where improvements are to be made

- continually review the Health and Safety Policy to ensure it meets the requirements of current legislation and reflects the activities of the Company

2.2 **Duties under the Construction (Design and Management) Regulations 1994**

2.2.1 In recognition of the legal duties imposed under the Construction (Design and Management) Regulations 1994, for projects where the Company is the Principal Contractor, the Director responsible for safety will:

- develop the health and safety plan into a working project document, ensuring it contains all the necessary information
- ensure, so far as is reasonably practicable, that every contractor and all persons on site comply with the provisions of the health and safety plan and any specific rules therein
- take reasonable steps to ensure that all contractors (including the self employed) co-operate as far as is necessary to enable each of them to comply with the relevant statutory provisions
- only allow authorised persons on site or into premises where construction work is being carried out
- obtain from other contractors engaged to work on the project, details of their risk assessments, method statements and details of how they intend to manage any of their work that carry any risk
- ensure that details contained in any notice given to the Health and Safety Executive are displayed prominently on site
- ensure that designers they appoint or other contractors used on site are competent
- monitor the health and safety performance of persons or companies working on the project
- give to every other contractor information on the risks to the health and safety of employees that the project, or the construction work contained within the project, may bring about
- ensure, so far as is reasonably practicable, that all employees have received proper information and training as required by any other legislation, together with information about the risks to their health and safety on the project
- ensure that everyone working on site has the opportunity to discuss and to make known to the Principal Contractor their views on any health and safety matters that might affect them and to co-ordinate all such views

2.3 **Contracts Manager responsible for safety**

2.3.1 Authority is delegated to the Contracts Manager responsible for safety to oversee and enforce the implementation of the Company Health and Safety Policy in relation to company activities.

2.3.2 The Contracts Manager responsible for safety will be responsible to the Director responsible for safety for ensuring that the provisions of the Health and Safety at Work etc Act 1974, associated regulations and the Company Health and Safety Policy are observed throughout the Company.

2.3.3 The Contracts Manager responsible for safety will be suitably qualified and will assist the Director responsible for safety in ensuring that his functions are fulfilled.

2.3.4 In particular the Contracts Manager responsible for safety will:

- advise the Director responsible for safety in legal requirements, best practice and the fulfilment of the company safety management system
- ensure that all contractors and sub-contractors are competent to conduct the work they undertake
- allocate necessary resources for health and safety
- ensure that accidents and near misses are recorded and investigated
- monitor the performance of Contractors who undertake work on behalf of *Western Counties Roofing Ltd.*
- ensure that the Company Health and Safety Policy and Procedures are effectively communicated throughout the Company
- ensure that appropriate equipment is available and maintained in a safe condition
- keep relevant health and safety records and documentation
- carry out routine inspections of the workplaces under the control of *Western Counties Roofing Ltd.*
- Conduct audits of health and safety management within *Western Counties Roofing Ltd* and report performance to the Director responsible for safety.

2.4 **Contracts Managers**

2.4.1 Authority is delegated to the Contracts Managers to oversee and enforce the implementation of the Company Health and Safety Policy on site.

2.4.2 The Contracts Managers will:

- ensure employees and sub contractors comply with the Company Health and Safety Policy
- ensure and maintain high standards of health and safety performance on site
- ensure a safe working environment with safe access and egress at all times
- ensure safe working practices are observed
- provide an appropriate level of supervision to contractors and sub-contractors engaged in company business
- immediately bring to the attention of the Director responsible for safety matters relating to health and safety standards or performance
- communicate health and safety matters to employees and sub contractors via induction training or tool box talks

2.5 **All employees of Western Counties Roofing Ltd**

2.5.1 All employees of *Western Counties Roofing Ltd* 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.

2.5.2 In recognition of the legal duties imposed upon them, all employees of *Western Counties Roofing Ltd* will:

- co-operate with the Director responsible for safety, the Contracts Manager responsible for safety and Contracts Managers to enable them to comply with their legal duties
- not intentionally or recklessly interfere with or misuse anything provided by the Company in the interests of health and safety

- comply with requirements of the *Western Counties Roofing Ltd* Health and Safety Policy and actively promote a positive health and safety culture throughout the Company
- when on site, follow all site safety rules and procedures
- make themselves aware of all site first aid and emergency procedures
- only undertake work for which they have been trained and are qualified and competent to undertake
- use and maintain in a serviceable condition all plant and equipment in accordance with the training provided
- ensure all accidents are entered in the company accident book and also in the Principal Contractors accident book whilst on site
- ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure appropriate investigation can be undertaken
- 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
- raise all matters of concern relating to health and safety as they arise to the appropriate responsible person
- use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by their employer

2.6 **All sub contractors who undertake work on behalf of *Western Counties Roofing Ltd***

2.6.1 All sub contractors of *Western Counties Roofing Ltd* 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.

2.6.2 In recognition of the legal duties imposed upon them, all sub contractors of *Western Counties Roofing Ltd* will:

- co-operate with the Director responsible for safety, Contracts Manager responsible for safety, Contracts Managers and their own Employer to enable them to comply with their legal duties
- not intentionally or recklessly interfere with or misuse anything provided by the Company or their Employer in the interests of health and safety
- comply with requirements of the *Western Counties Roofing Ltd* Health and Safety Policy and actively promote a positive health and safety culture on site
- when on site, follow all site safety rules and procedures
- make themselves aware of all site first aid and emergency procedures
- only undertake work for which they have been trained and are qualified and competent to undertake
- use and maintain in a serviceable condition all plant and equipment
- ensure all accidents are entered in the company accident book and also in the Principal Contractors accident book whilst on site
- ensure all accidents and incidents, including near misses, are reported to the responsible person on site to ensure appropriate investigation can be undertaken
- 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 *Western Counties Roofing Ltd.*

- not undertake an activity until a suitable and sufficient assessment of the activity has been undertaken by a competent person and the results of the assessment have been communicated to them and others who may be affected by the activity
- raise all matters of concern relating to health and safety as they arise to the appropriate responsible person
- use and maintain in accordance with instructions and training, and report the loss or defect of personal protective equipment provided by their employer

Section 3 Arrangements for Health and Safety

Section 3a General

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

Section 3a General

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

3.1 Health and Safety Advice and Guidance

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

3.2 Communication of Health and Safety Matters

3.2.1 The Company's Health and Safety Policy and performance will be reviewed annually.

3.2.2 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.

3.2.3 Health and safety information, where it relates to the activities of *Western Counties Roofing Ltd* will be communicated throughout the Company as it becomes available by the quickest possible means.

3.3 Training and Competence

3.3.1 All new employees of the Company will receive induction training as soon as reasonably practicable.

3.3.2 Site specific induction training will be given to employees whenever work commences on a new site. In the case of *Western Counties Roofing Ltd*. being the sub-contractor, site induction training shall be conducted by the Principal Contractor prior to work commencing.

3.3.3 The training requirements of Company employees will be identified and appropriate training provided to ensure that all employees are qualified and competent to undertake the work they are engaged in.

3.3.4 Where issued, certificates and records of training, qualifications and competence will be held in the Main Office.

3.3.5 Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.4 **Risk Assessments, Method Statements and Safe Systems of Work**

3.4.1 David White 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.

3.5 **Personal Protective Equipment**

3.5.1 David White will ensure that Personal Protective Equipment (PPE) is provided to employees of *Western Counties Roofing Ltd* where it is required by current legislation and as identified by risk assessment.

3.5.2 PPE will be provided in circumstances where exposure to hazards cannot be effected by other means or to supplement existing control measures identified by a risk assessment. An assessment will be made to ensure that the PPE is suitable for purpose and is appropriate to the risk involved.

3.5.3 Contracts Managers shall ensure that sub-contractors provide PPE to the required standards.

3.5.4 Safety footwear and high visibility clothing shall be worn at all times on site without exception.

3.5.5 Gloves and protective goggles shall be worn when using cutting, drilling or grinding equipment.

3.5.6 Hard hats and other PPE shall be worn where identified as a requirement by risk assessment, a requirement of statutory provision or where required by the Principal Contractor.

3.5.7 Contracts Managers will ensure that suitable facilities for the storage of PPE is provided.

3.5.8 Information, instruction and training will be given to all employees on the safe use and maintenance of PPE.

3.5.9 Employees will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.

3.6 **Employment of Young Persons**

3.6.1 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.

3.6.2 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.

3.6.3 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 a risk of accidents which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training
- involves a risk to health from extreme temperatures (hot or cold), noise or vibration.

3.7 **Employment of Persons with Disabilities**

3.7.1 The Director responsible for safety will ensure that risk assessments of the activities undertaken by *Western Counties Roofing Ltd* take into account the needs of employees with disabilities.

3.7.2 Employees are to ensure that *Western Counties Roofing Ltd*, as their employer, are made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

3.7.3 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.

3.8 **Employment of Pregnant Women**

3.8.1 The Director responsible for safety will ensure that risk assessments of the activities undertaken by *Western Counties Roofing Ltd* take into account the needs of pregnant employees and new mothers. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother.

3.8.2 The assessment will ensure that adequate steps are taken to avoid the risk to pregnant employees, new and breastfeeding mothers arising from exposure to physical, biological and chemical agents and from working conditions.

3.8.3 Where the risk cannot be avoided then the 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 or the child.

3.9 **Health Monitoring and Surveillance**

3.9.1 Employees of *Western Counties Roofing Ltd* 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.

3.9.2 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.

3.9.3 Blood tests shall be conducted on all persons involved with Lead working in accordance with statutory requirements.

3.10 **First Aid Provision**

3.10.1 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 on site and will be communicated through induction training.

3.10.2 Whilst working on site as sub-contractor, the first aid arrangements of the Principal Contractor will generally be used, after negotiation.

3.10.3 A qualified first aider or Appointed person shall be on site at all times whilst routine work is being undertaken.

3.10.4 In the absence of the nominated first aid trained personnel, revised first aid arrangements shall be communicated to all persons affected.

3.10.5 Personnel undertaken short term projects will be briefed, with regard to first aid provisions, prior to undertaking work.

3.10.6 While employed on site, sub contractors of *Western Counties Roofing Ltd* are to familiarise themselves with the first aid facilities on site.

3.10.7 All injuries occurring on site, no matter how trivial, are to be recorded in the Company Accident Book held in the Main Office, and also in the Accident Book of the Principal Contractor if working as sub-contractor.

3.10.8 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.

3.11 **Injuries, Diseases and Dangerous Occurrences**

3.11.1 The Director responsible for safety will ensure that all accidents, near misses and dangerous occurrences involving employees of *Western Counties Roofing Ltd* are thoroughly investigated.

3.11.2 In the event of major injury or fatality occurring to an employee of *Western Counties Roofing Ltd*, the Director responsible for safety will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.

3.11.3 Reports of accidents involving sub contractors of *Western Counties Roofing Ltd* 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.

3.11.4 All accidents, dangerous occurrences and near misses occurring on site are to be reported to the Site Supervisor, the Contracts Manager and the Director responsible for safety so that an investigation can be conducted.

3.12 **Fire Precautions and Prevention**

3.12.1 Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of *Western Counties Roofing Ltd*.

3.12.2 All employees of *Western Counties Roofing Ltd* will be instructed on the use of portable fire fighting appliances as found on premises and vehicles under the control of *Western Counties Roofing Ltd*. Emergency procedures and evacuation routes will be communicated to all employees as part of their site induction training.

3.12.3 The Director responsible for safety will ensure that an adequate fire plan is in place and prominently displayed in the Offices, sites and premises under the direct control of *Western Counties Roofing Ltd* and communicated to all employees, sub contractors and visitors through induction training.

3.12.4 As Sub Contractor, the Director responsible for safety will ensure that the fire plan of the Principal Contractor is followed and communicated to all employees, sub contractors and visitors through induction training.

3.12.5 In the event of a fire in the office 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.

3.12.6 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.

3.12.7 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.

3.13 **Smoking Policy**

3.13.1 Employees and sub contractors who undertake work on behalf of *Western Counties Roofing Ltd* are to adopt the Smoking Policy of the host Principal Contractor.

3.13.2 If *Western Counties Roofing Ltd* is the Principal Contractor, the smoking policy of the client will be adopted or smoking areas defined as identified by risk assessment.

3.13.3 Within the Company Offices, smoking will only be permitted in the designated smoking area.

3.14 **Alcohol and Controlled Substances**

3.14.1 The Company has adopted a No Alcohol or Controlled Substances Policy. Disciplinary action will be exercised if, while under the influence of alcohol or controlled

substances (drugs) employees or sub contractors enter a workplace under the control of *Western Counties Roofing Ltd*.

3.14.2 Employees and subcontractors of *Western Counties Roofing Ltd* shall not have alcohol or controlled substances in their possession whilst working on site.

3.15 **Violence towards Employees**

3.15.1 In the event that employees of *Western Counties Roofing Ltd* are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

3.15.2 Where matters of dispute or disagreement giving rise to aggression or threat of violence cannot be resolved locally by peaceful negotiation they are to immediately be referred to the Site Foreman or the Directors of the Company.

3.16 **Lone Workers**

3.16.1 Wherever practicable, employees of *Western Counties Roofing Ltd* are not to work alone in high-risk activities or areas.

3.16.2 Where it is unavoidable, the lone worker will ensure that David White or the Contracts Manager is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with the Contracts Manager at pre-arranged times throughout, and on completion, of the activity.

3.17 **Mobile Phones**

3.17.1 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.

3.17.2 No calls are to be made on mobile phones from any vehicle unless the vehicle has been stopped in a safe place for that purpose.

3.17.3 Incoming calls shall not be answered by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so at that moment in time. All vehicles must then stop in a safe place as soon, as possible, to continue the conversation.

3.18 **Waste Policy**

3.18.1 Contracts Managers 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.

3.18.2 Where practicable, inventories shall be reduced and managed so as to minimise waste production.

3.18.3 All waste shall be disposed of via the authorised disposal route.

3.18.4 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.

3.18.5 Recycling waste will be encouraged wherever possible.

Section 3b Site Safety

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Section 3b Site Safety

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.

3.19 Abrasive Wheels

3.19.1 Only trained personnel who have been appointed by David White may change any class of abrasive wheel.

3.19.2 The Company will ensure that suitable storage facilities to keep the wheels clean and free from damage are available and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.

3.19.3 Guards or shields supplied by the manufacturer must be correctly fitted to all machines while in use and not altered in any way.

3.19.4 Employees are to ensure that any defective abrasive wheel machine is taken out of use immediately.

3.20 Asbestos

3.20.1 Confirmation will be obtained from the Client, if practicable, that the nature of the work does not involve exposure to asbestos prior to work commencing. If the presence is of asbestos is unknown, an appropriate Type 2 or Type 3 survey will be conducted to establish, or refute, the presence of Asbestos Containing Materials.

3.20.2 Work involving exposure to, or removal of, asbestos will be the subject of a formal risk assessment to identify the type of asbestos and the degree of exposure. Compliance with the Asbestos at Work Regulations 2002 will be achieved.

3.20.3 Employees of *Western Counties Roofing Ltd* shall only remove asbestos cement products i.e. tiles and sheeting. All work involving asbestos will be conducted in accordance with a safe system of work and, where appropriate, a licensed asbestos removal Company will undertake removal and disposal.

3.20.4 If asbestos is discovered, or suspected, during work the following action is to be taken:

- work is to cease, the area secured and measures put in place to ensure that the asbestos remains undisturbed
- the Director responsible for safety, the Contracts Manager responsible for safety 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

3.20.5 The disposal of asbestos waste shall be conducted by a licensed asbestos contractor.

3.21 **Confined Spaces**

3.21.1 Where work in a confined space is unavoidable it is only be conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.

3.21.2 Activities to be conducted within the confined space 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. Where a significant risk is identified a formal permit to work system will be in operation.

3.21.3 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.

3.21.4 Sub contractors who undertake work on behalf of *Western Counties Roofing Ltd* are to comply with the policy of *Western Counties Roofing Ltd* and follow the site procedures when working in confined spaces.

3.22 **Dust and Fumes**

3.22.1 All processes conducted by *Western Counties Roofing Ltd* 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 2002.

3.22.2 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.

3.22.3 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.

3.23 **Electricity and Portable Electrical Appliances**

3.23.1 All work involving potential contact with overhead or underground electrical cables or services will be properly planned and 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.

3.23.2 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
- tools used on site will be in good condition and double insulated
- 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
- ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment
- immediately prohibiting the use of and reporting defective equipment
- only authorised and competent persons will be permitted to repair or alter electrical equipment

3.24 **Excavations**

3.24.1 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.

3.24.2 When employed on the site under the control of *Western Counties Roofing Ltd*, employees and sub contractors are to follow the site procedures when working adjacent to excavations.

3.24.3 The site procedures of the Principal Contractor will be followed if *Western Counties Roofing Ltd* is a sub contractor.

3.25 **Fire**

3.25.1 An assessment of the fire risk on sites and offices under the control of *Western Counties Roofing Ltd* will be undertaken prior to commencement of work. The Director responsible for safety will ensure that an adequate fire plan is in place and prominently displayed on site and communicated to all employees, sub contractors and visitors through induction training.

3.25.2 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 on site.

3.25.3 Whilst working on sites as sub contractor, the fire arrangements of the Principal Contractor are to be adhered to and communicated to employees of *Western Counties Roofing Ltd* by site specific induction training prior to commencement of any work.

3.26 **Gasses, Fuels and LPG**

3.26.1 All fuels shall be kept in approved containments and stored in accordance with current legislation. The storage areas shall be designated as a 'No Smoking Area'.

3.26.2 Only the required quantity of petrol shall be stored for immediate use on site. No more than 2 imperial gallons shall be held on site which shall be stored in an approved stowage in approved containers.

3.26.3 Compressed gas cylinders shall be stored in a designated, secure stowage when not in use observing segregation rules at all times.

3.26.4 Generally LPGs shall not be used. If LPG is present on site, 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.

3.27 **Hazardous Substances**

3.27.1 The Director responsible for safety will ensure that;

- a comprehensive 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 gained from the supplier.
- regular reviews of the assessments of the 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 are provided for all hazardous substances used by *Western Counties Roofing Ltd.* Copies are to be available in the Main Office and the site relevant to the project.

3.27.2 As identified by the COSHH Assessment, work involving substances or materials, or generating hazardous by-products that requires specialist personal protection to be used, appropriate information, instruction and training will be given to all employees.

3.28 **Hot Work**

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

- Soldering and Brazing
- Lead welding
- welding and cutting
- blow lamps

3.28.2 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.

3.28.3 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

3.28.4 All hot work conducted by sub-contractors shall be subject to a safe system of work approved by the site management prior to work commencing.

3.29 **Housekeeping**

3.29.1 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.

3.29.2 All materials will be stored to reduce the risk injury to personnel and to minimise

the fire risk.

3.29.3 Combustible materials will not be stored adjacent to heat sources.

3.29.4 Rubbish will not be allowed to accumulate and will be safely disposed of regularly and all spillages will be cleared up immediately.

3.30 **Lead**

3.30.1 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.

3.30.2 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.

3.30.3 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.

3.30.4 Blood tests will be conducted on all persons involved with Lead work in accordance with the periodicities dictated by current legislation and best practice.

3.31 **Lifting Operations and Lifting Equipment**

3.31.1 All lifting operations and lifting equipment will conform to the Lifting Operations and Lifting Equipment Regulations 1998.

3.31.2 Wire ropes and chains will be fitted to crane hooks correctly; they will be inspected and tested, and the results recorded as necessary.

3.31.3 All lifting gear will be fit for the purpose and capable of safely carrying out the work it is employed to do.

3.31.4 Before any lift is carried out a risk assessment will be carried out to identify the measures required to protect those involved with the lift.

3.31.5 A Safe System of Work will be established and effectively communicated to all personnel involved with the lift which will include:

- thorough planning of the operation, along with the selection, provision and use of suitable cranes 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
- 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.

3.31.6 When *Western Counties Roofing Ltd* is the Principal Contractor, suitable equipment, will be hired in with operators and banksmen provided by the hire company, where necessary.

3.31.7 All lifting gear and equipment will be marked with a means of identification and will show its safe working load.

3.31.8 All goods and passenger hoists will be suitable for the purpose and will be erected and operated by competent personnel at all times. All goods hoists will be clearly marked with their safe working load and all passenger hoists will clearly state the maximum number of persons to be carried.

3.31.9 All lifting equipment will be the subject of a thorough test and examination by a competent person at periods as detailed in the Lifting Operations and Lifting Equipment Regulations 1998. Records of such tests and examinations will be kept and made available for inspection. Where equipment is hired in, records will be sought from the providing hire company.

3.32 **Manual Handling Operations**

3.32.1 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.

3.32.2 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.

3.32.3 An assessment of all manual-handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation, and communicated to them.

3.32.4 Where the use of vehicles is used to eliminate or reduce manual handling operations, the loads shall be checked secure by the driver prior to moving the vehicle.

3.33 **Noise**

3.33.1 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 various approved codes of practice and official guidance notes.

3.33.2 Where noise levels are likely to exceed the Action Level of 85 dB(A) perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.

3.33.3 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. All employees will use hearing protection provided for their protection.

3.34 **Plant and Equipment**

3.34.1 *Western Counties Roofing Ltd* employees will only use work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an efficient state, in efficient working order and in good repair.

3.34.2 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.

3.34.3 If employees are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.

3.34.4 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.

3.34.5 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.

3.34.6 Only an authorised and competent person will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

3.34.7 Where required all safety devices and guards will be operable and in use.

3.34.8 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.

3.34.9 All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment.

3.35 **Welfare Facilities**

3.35.1 Where practicable, the following facilities will be provided for employees and sub contractors of *Western Counties Roofing Ltd.*:

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

3.35.2 Where the company is working as a Sub Contractor, negotiations will be conducted to enable employees and sub contractors of *Western Counties Roofing Ltd.* to share the facilities provided by the Principal Contractor.

3.36 **Working at Height**

3.36.1 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.

3.36.2 All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and be the subject of regular inspection and testing to ensure its continued suitability for the job.

3.36.3 It is prohibited to drop or throw anything from a height. Employees and sub 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.

3.36.4 Ladders used by the Company will be of the correct type, in good condition and effectively secured to prevent movement.

3.36.5 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

3.36.6 Only a competent person will erect access scaffolds and tower scaffolds. 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
- weekly

3.36.7 Edge protection shall be provided, where practicable, to prevent falls from occurring in the first instance. Full edge protection shall be provided when the work area is above 2 metres, and less than 2 metres when the risk assessment identifies the requirement.

3.36.8 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.

3.36.9 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.

3.36.10 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.

3.36.11 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 3c Storage Areas Safety

- 3.37 Dust and Fumes
- 3.38 Gasses, Fuels and LPGs
- 3.39 Hazardous Substances
- 3.40 Housekeeping
- 3.41 Manual Handling
- 3.42 Work Equipment

Section 3c Storage Areas Safety

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

3.37 Dust and Fumes

3.37.1 All work conducted in the Storage Area that results in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2002.

3.37.2 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 or fumes will 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.

3.37.3 Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment will be worn by all personnel identified in the assessment in accordance with the training and instruction provided.

3.38 Gasses, Fuels and LPG

3.38.1 All fuels shall be kept in approved containments and stored in accordance with current legislation. The storage areas shall be designated as a 'No Smoking Area'.

3.38.2 No more than 2 imperial gallons of petrol shall be stored. The containers shall be stored in an approved stowage in 1 gallon containers.

3.38.3 Fork Lift Truck diesel shall be stored in approved containers within a dedicated area. The fuelling area shall be designated a 'No Smoking' Area.

3.38.4 LPG cylinders shall be stored in a designated, lockable storage in the open air. The storage shall satisfy the requirements of current legislation and best practice. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene.

3.38.5 Only those LPG cylinders in use or connected to equipment may be kept in work areas. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable.

3.38.6 When not in use, Oxygen and Acetylene cylinders shall be stored in a well ventilated, designated secure area, in an upright position, away from potential sources of ignition and heat. Oxygen shall not be stored within 3 metres of acetylene or shall be separated by a fire resistant partition that will hold back a flame for over 30 minutes.

3.39 Hazardous Substances

3.39.1 For activities involving the use of, or generating, hazardous substances within the Storage Area, the Director responsible for safety will ensure that:

- a comprehensive assessment programme of the processes is carried out
- where necessary, information relating to new or existing substances is gained from the supplier
- regular reviews of the assessments of the 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.

3.39.2 As identified by the COSHH Assessment, work involving substances or materials, or generating hazardous by-products that requires specialist personal protection to be used, appropriate information, instruction and training will be given to all employees.

3.40 **Housekeeping**

3.40.1 In order to promote a safe working environment and good hygiene standards high standards of housekeeping will be maintained at all times within the Storage Area.

3.40.2 All materials will be stored to reduce the risk injury to personnel and to minimise the fire risk combustible materials will not be stored adjacent to heat sources.

3.40.3 Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and externally to buildings. Clear routes are to be maintained for emergency purposes.

3.40.4 Rubbish will not be allowed to accumulate and will be safely disposed of regularly and all spillages will be cleared up immediately.

3.41 **Manual Handling**

3.41.1 Wherever possible, the requirement to conduct manual handling operations within the Storage Area will be avoided by use of the Fork Lift Truck or other suitable mechanical means.

3.41.2 An assessment of manual-handling operations that cannot be avoided will be conducted to identify control measures required to protect those at risk from the manual handling operation taking into account the task, individual, load and the environment.

3.41.3 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.

3.42 **Work Equipment**

3.42.1 Where the use of equipment within the Storage Area involves a specific risk to health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use

3.42.2 Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately.

3.42.3 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.

3.42.4 An authorised and competent person will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

3.42.5 Where required all safety devices and guards will be operable and in use.

3.42.6 All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment.

3.42.7 Plant and equipment must not be used when unprotected members of the public are present.

Section 3d Office Safety

- 3.43 Chemicals
- 3.44 Display Screen Equipment
- 3.45 Electricity
- 3.46 Environment
- 3.47 Fire
- 3.48 Manual Handling
- 3.49 Slips, Trips and Falls
- 3.50 Work Equipment

Section 3d Office Safety

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

3.43 Chemicals

3.43.1 Hazards exist from small quantities of chemicals in the office such as printing inks, photocopier toners, cleaning chemicals and correction fluids.

3.43.2 Material Safety Data Sheets for such hazardous substances will be obtained from the supplier to enable an 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.

3.44 Display Screen Equipment

3.44.1 All workstations under the control of *Western Counties Roofing Ltd* 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 users of such workstations.

3.44.2 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.

3.44.3 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.

3.45 Electricity

3.45.1 Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.

3.45.2 All equipment is to be switched off before unplugging or cleaning.

3.45.3 Residual current devices, if fitted, will be tested regularly by operation of the test button.

3.45.4 Equipment operators will regularly carry out a visual inspection of the equipment, its cable and plug for signs of obvious damage.

3.45.5 Damage to appliances and associated leads or plugs is to be reported immediately so that a competent person can effect a repair. Temporary or makeshift repairs are not to be undertaken.

3.45.6 All electrical equipment shall be switched off and unplugged when not required for use.

3.46 **Environment**

3.46.1 Ventilation will be adequate to ensure the comfort of employees. Where mechanical ventilation or air conditioning is provided, regular cleaning, maintenance and inspection will be conducted.

3.46.2 Temperature will be maintained not less than 16° C but whenever practicable will be maintained in the range 19.4° C – 22.8° C. Windows, skylights or glass partitions will not allow excessive temperatures to be reached in the offices during hot weather

3.46.3 Lighting will be suitable and sufficient and, so far as is reasonably practicable be from natural light to enable people to work, use facilities and move from place to place safely and without experiencing eye strain.

3.46.4 Eating facilities with adequate access to boiling water will be provided.

3.46.5 Welfare facilities will be adequate with sufficient toilets, hand washing and drying facilities. A wholesome supply of drinking water will be available.

3.46.6 Workstations will be comfortable with safe and suitable chairs and sufficient space.

3.47 **Fire**

3.47.1 An assessment of the fire risk in offices under the control of *Western Counties Roofing Ltd* will be undertaken. The Director responsible for safety will ensure that an adequate fire plan is in place and prominently displayed and communicated to all employees, sub contractors and visitors through induction training.

3.47.2 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.

3.47.3 The maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.

3.47.4 Stores or materials shall not be left in access or egress routes where they may hinder escape in emergency.

3.48 **Manual Handling**

3.48.1 Wherever possible, the requirement to conduct manual handling operations will be avoided. Where manual-handling operations cannot be avoided then mechanical aids are to be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.

3.48.2 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.

3.48.3 An assessment of all manual-handling operations will be conducted to identify control measures required to protect those at risk and communicated to them.

3.49 **Slips, Trips and Falls**

3.49.1 Trailing leads are not permitted unless they are fitted with adequate cable protection to reduce the risk of tripping.

3.49.2 Floor coverings will be sound and in good state of repair. All spillage will be cleared away immediately.

3.49.3 All stairwells will be adequately lit and kept clear of obstacles and rubbish.

3.49.4 Offices will be kept tidy at all times and all rubbish will be removed at the end of each day.

3.50 **Work Equipment**

3.50.1 Employees will only use work equipment that is correct and suitable for the job and will ensure that the equipment is maintained in an efficient state, in efficient working order and in good repair.

3.50.2 Work equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately.

3.50.3 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.

3.50.4 Only an authorised and competent person is to undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.

3.50.5 Where required all safety devices and guards will be operable and in use.

3.50.6 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.