

# Health & Safety Policy

AB Roofing Solutions Ltd  
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Dorehouse Industrial Estate  
Sheffield  
South Yorkshire  
S13 9NQ

Registered Company Number: 7298992

Policy Date: 11 April 2025

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## 1.0 General Statement of Intent

AB Roofing Solutions Ltd is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations and all other current applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

AB Roofing Solutions Ltd Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our staff.

Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Managing Director. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Managing Director.

Signed:



11 April 2025

Anthony Burgess  
Managing Director

AB Roofing Solutions Ltd

*Please note that this document is current as of Tuesday 29th April 2025 . For the latest version of this uncontrolled document please consult the author*

### Organisation and Managerial Responsibilities;

The company is owned and managed by Anthony Burgess who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

We use HS Direct Ltd (0114 2444461) for gaining help and advice with Health & safety matters where required.

The organisation of the workforce is the responsibility of Anthony Burgess, who holds the position of MD and who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Anthony Burgess who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors responsible for the direct supervision of the company operatives.

### Employee/Contractor Responsibilities;

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, It shall be the duty of all employees/Contractors whilst at work:

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs

To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) in line with reporting procedures

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company

### Staff Consultation;

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

### Specific Safety Functions and Named Responsibilities;

Safety Function	Person Responsible
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This section defines our company arrangements and policies for dealing with our activities.

### 3.1 Accident Reporting & Investigation

It is the policy of AB Roofing Solutions Ltd that all accidents, incidents and near misses are reported and recorded into the company's accident record book which is kept online in our Safety First Package.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of the MD or his nominated representative to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the:

Current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

The following must be reported:

- Deaths Specified injuries to members of the public on our premises and taken to hospital.
- Over 7 day injuries – where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.
- Some work-related diseases as per RIDDOR
- A dangerous occurrence – where something happens that does not result in an injury, but could have done.
- Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by the MD or his nominated representative

Depending upon the circumstances of the accident, the MD or his nominated representative may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes:

- When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.
- If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.
- Care should also be taken when stating the nature of the injury. Unless a medical certificate has been submitted.

### Reporting Procedure - Visitors / Contractors

Any non-employee who experiences an accident, near-miss, or incident whilst on the premises must report the incident immediately to the person responsible for his or her premises on site. If the person responsible is not available, the visitor / contractor must obtain the assistance of a responsible person to ensure that the company procedure is adhered to.

All injuries must be reported in the accident book, however minor. Visitors and contractors be directed to the relevant person to make an entry on their behalf. Visitors and contractors should also notify their own employer where applicable.

### Reporting Procedure: Office staff and engineers

1. Accidents must be reported by the injured party or, if this is not practical someone else present at the time, immediately to their direct supervisor to inform senior staff. Any relevant photographs should be taken of the incident and the scene as soon as possible.

2. The manager must firstly establish if the injured party is still at the scene of the accident and if the scene of the accident is safe and contained. If it is not safe to approach the injured party or the area, the supervisor must take steps to make the area safe and ensure appropriate First Aid or emergency aid is made available as required.

If the accident is very serious e.g. multiple injured persons or life changing injuries, the supervisor must ensure that the scene of the accident/incident is untouched. In such circumstances the scene may require to be cordoned off pending more detailed investigations by the HSE or the Police.

3. An accident form must then be completed by the injured person or appropriate person present at the time. This can be completed through verbal dictation over the phone, if necessary, as long as the form is sent to the injured person to confirm that they agree with the detail included.

4. The supervisor/ appropriate senior staff member must contact Stephanie Harrison (Ops Manager), Neil Harrison (Director), Tony Burgess (Managing Director) or Lisa Burgess (Director) who will determine if the accident/incident requires to be notified to the HSE which may, in turn, require an HSE investigation of the site of the accident.

5. The accident form must be sent to Caitlyn Harrison ( caitlyn@abroofingsolutions.co.uk ) and Dan Parkes ( dan@abroofingsolutions.co.uk ) so that this accident can be logged in to our online accident book. The original copy must be saved, along with any photos, in to a designated file on the server for the incident.

6. An appropriate manager will then:

Ensure that, where applicable, the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) are met.

Contact witnesses and other individuals involved for statements where required.

Investigate the incident.

Discuss the accident and the contributory factors with the Directors and, if necessary, instigate any disciplinary proceedings through the Operations Manager.

Complete a debrief with relevant individuals, and action as appropriate.

### **Safe System of Work for the injured party**

All incidents and near-miss incidents must be reported, however minor. To achieve this the following procedure should be adopted.

1. Accidents, incidents or near misses must be reported immediately to the injured party's direct supervisor.

2. Obtain treatment for any injury from a first-aider or the local hospital.

3. Ensure that the area is made safe and poses no risk to other personnel (except where the accident results in a major injury, in which case the scene should be fenced off and left undisturbed until advised otherwise by the enforcing authority).

4. Accident form must be completed and sent to caitlyn@abroofingsolutions.co.uk and dan@abroofingsolutions.co.uk to be entered in to the accident book.

5. Keep the company informed of any after-effects, including periods of incapacity

N.B.

1. Investigation of an alleged accident / incident does not necessarily imply that sick pay will be paid. This will depend on the result of the investigation.

2. The above is simply the administrative procedure. Clearly it is essential for all concerned to give priority to the safety and welfare of any injured person and anyone else involved

### **3.2 Asbestos**

AB Roofing Solutions Ltd policy is that we will NOT generally work with asbestos-containing material products.

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working on site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary. Any suspicious material shall be reported to the site or building manager immediately.

An Asbestos Management Survey for the premises should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

Refurbishment and demolition surveys should be made available where refurbishment work or other work involving disturbing the fabric of the building is carried out.

### **3.3 CDM Regulations**

AB Roofing Solutions Ltd recognises the requirements of these regulations and makes every endeavour to comply.

Briefly - The regulations call for:

Competence of all - A person must be capable of carrying out duties placed on him / her and must only accept knowing they are competent to carry out the task.

No person may arrange for a person to carry out works unless he is either,

- Competent
- Under supervision of a competent person

The business selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained and personnel are encouraged to take on additional training in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to date with current regulations.

#### **Co-operation of employees, contractors and others**

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, he must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of himself or others.

Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

#### **Co-ordination of activities**

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

#### **Prevention of accidents**

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.



## **Duties of Contractors**

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavour to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors

The business is fully aware and endeavours to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training

The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the event that a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File. On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client

HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

In the case of a domestic project, as above; if using more than 1 contractor a health and safety file must be produced.

In any case, the Contractor must produce a Construction Phase Plan suitable for a Domestic Project.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

## **3.4 COSHH Assessments**

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by the MD or his nominated representative. A register of hazardous substances shall be kept at the head office along with all relevant Manufacturers Safety Data Sheets. Significant findings of the assessments will be communicated to the relevant operatives, together with the necessary MSDS sheets and instructions for use.

## **3.5 COVID-19**

The spread of COVID-19, commonly referred to as the Coronavirus, is an exceptional circumstance with ongoing ramifications for AB Roofing Solutions LTD, employees, individuals and clients that may be affected by our work. As the situation continues to develop and change, AB Roofing Solutions Ltd will provide updated advice, resources and guidance in line with current Government guidance to support our employers.

## **AB Roofing General Guidance - Operatives**

AB Roofing Solutions Operatives are to work in line with current Government guidance and the AB Roofing Solutions - COVID 19 Risk assessment.

In addition, AB Roofing Solutions Operatives are to adhere to any site specific COVID - 19 guidance/procedures.

## **Self Isolation**

If you experience cold/flu symptoms, take a rapid lateral flow test, if the result is positive a PCR test must be booked straight away and isolate until the result is known.

Government guidance is to be followed in accordance to self isolation days/duration - minimum 10 full days from the date you displayed symptoms/date of test.

If, after adhering to Government guidance you continue to feel unwell or have symptoms, you should continue to self isolate until the symptoms pass/or seek further medical advice.

## **Close Contacts**

Due to the ever changing nature of Coronavirus, the most up to date Government guidance is to be followed and operatives to liaise fully with their Managers at the earliest opportunity.

## **3.6 Communication with workers**

The company uses a variety of methods to communicate information with employees and sub contractor. A monthly informal meeting is held to discuss any issue, including safety. We will also pass information to employees with pay slips as required. A notice board in the head office is also kept up to date.

Communication with employees whose first language is not English will be carried out using one or more of the following methods;

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate
- Where information has to be in English, use clear and simple materials, and allow more time to communicate issues

### **3.7 Display Screen Equipment (DSE)**

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health, the company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience

### **3.8 Drugs & Alcohol Policy**

The consumption of alcohol and use of drugs can adversely affect the performance of individuals and consequently have an impact on safety and health, which may increase risk to individuals or others.

It is therefore the responsibility of all AB Roofing Solutions employees to comply with **The Misuse of Drugs Act 1971 and the Transport and Works Act 1992.**

Employees must not knowingly report for work under the influence of alcohol or drugs, nor to consume them whilst at work, or permit any other employee or individual acting on behalf of the Company to do so.

Employees must report any person known to be, or strongly suspected of being, affected by alcohol or drugs to the Managing Director or Police where it is considered that other persons may be at risk such as driving vehicles or operating machinery.

It must be noted that symptoms suggesting that a person is under the influence of alcohol or drugs may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. The individual concerned may also be affected by legitimate medication prescribed by a doctor. These conditions may still require the person to be removed from the work location for safety reasons and if there is any doubt as to the individual's condition or cause of their condition, medical advice shall be sought immediately.

The unauthorised consumption or introduction of alcohol, or the introduction or taking of illegal substances whilst working on behalf of AB Roofing Solutions is strictly prohibited and will be treated as gross misconduct for which those concerned will be dismissed from employment.

Drug and alcohol testing shall be carried out by an independent specialist where necessary and may also form part of the terms and conditions of contracts with Clients, which may also be carried out on a random basis. Employees shall be informed where this situation applies.

### **3.9 Emergency Procedures**

AB Roofing Solutions Ltd will ensure that:

- Emergency procedures may be made available for action in the event of gas leak, electricity failure, flood, glass breakage and bomb threat/alert etc. within our premises.
- All emergency procedures are communicated to all employees, contractors, visitors etc as applicable.
- Necessary information, instruction and training is provided to all relevant persons, with records held.
- Procedures are reviewed on at least an annual basis, or where there is a significant change to the company activities undertakings.

In the event of an emergency situation; all instructions issued by the MD or the most senior person in charge or the Fire Warden responsible for your area, must be followed. This may involve the evacuation of the building, refraining from smoking etc.

For copies of, or information on, emergency procedures please contact the MD.

### **3.10 Equipment Inspections & Records**

The user must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Supervisor.

The Responsible Person will arrange periodic inspections of all company equipment to include ladders, other access to height, PPE, tools, machines etc, and will keep a record of such inspections in compliance with PUWER.

Works transport will be visually checked by the designated person at a regular frequency, to ensure correct operation of all functions and maintenance of fluid and pressure levels.

Servicing and MOT testing will be carried out in compliance with manufacturer recommendation and current vehicle regulations. For the purposes of record keeping, each item of equipment shall have its own unique reference, which shall be clearly marked on it. Markings must be maintained so that they are clearly discernible at all times.

Where an inspection reveals a defect, it will be the responsibility of the Responsible Person to ensure that the equipment is withdrawn from service, until such time as a suitable repair has been affected. If the equipment is beyond repair, it must be discarded; whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available

### **3.11 External Health and Safety Consultants**

AB Roofing Solutions Ltd take external advice from HSQE SMART LTD who will provide:

Advice of any new safety legislation or changes in existing legislation.

Provide general assistance to AB Roofing Solutions to aid in the fulfillment of its obligations and duties as set out in statutes.

Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of AB Roofing Solutions LTD to ensure that the safety consultants are notified whenever assistance or support is needed.

### **3.12 Fatigue**

AB Roofing Solutions Ltd has legal duties to assess risks associated with shift work. It aims to improve understanding of shift work and its impact on health and safety by providing advice on risk assessment, design of shift-work schedules and the shift-work environment; suggesting measures that employers, safety representatives, and employees can use to reduce the negative impact of shift work; and reducing tiredness, poor performance and accidents by enabling employers to control, manage and monitor the risks of shift work. HSE Guidance document HSG256 will be used to make the relevant assessments based on the individual.

Fatigue is the decline in mental and/or physical performance that results from prolonged exertion, lack of quality sleep or disruption of the internal body clock. The degree to which a worker is prone to fatigue is also related to workload. For example, work that requires constant attention is machine paced, complex or monotonous will increase the risk of fatigue.

Driving to and from work can be risky, particularly after a long shift, a night shift or before an early start. The following strategies may make driving safer:

consider using public transport or taxis rather than driving; exercise briefly before your journey; share the driving if possible; drive carefully and defensively; try not to hurry; stop if you feel sleepy and take a short nap if it is safe to do so; make occasional use of caffeine or energy drinks.

### **3.13 Fire Safety**

In the event of a fire in AB Roofing Solutions Ltd premises the MD is the Responsible Person (RP) alternatively in their absence their nominated representative will take charge, in their absence the most senior person on site will assume the responsibility.

On a clients site where AB Roofing Solutions Ltd are responsible for the site, it is the responsibility AB Roofing Solutions Ltd RP or their nominated representative on site to ensure that all fire safety procedures are implemented in client buildings and on client sites and are communicated to staff.

Where a hot work permit is raised all AB Roofing Solutions Ltd site operatives are expected to adhere to its requirements.

AB Roofing Solutions Ltd operatives should ensure he has the appropriate fire extinguisher to hand. A 2 hour fire watch will be maintained after any hot work..

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any extra sources of oxygen over and above what is present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to the relevant persons together with the necessary instruction and training.

#### Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation.

Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750mm minimum) and employees must observe any line markers to indicate areas which must be kept clear.

Stairways in buildings must be free from any risk of fire or spread of fire eg unauthorised portable heater, combustible material etc.

Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

### **3.14 First Aid**

The MD or his nominated representative will ensure that as a minimum the organisation has an Appointed Person for first aid. The appointed person will be responsible for maintaining the first aid kit and taking charge after an accident, this includes calling for a person qualified in first aid or ambulance if necessary. Where visits are carried out to other premises, the person responsible for Health & Safety will ascertain the first aid procedures to be followed, and details will be provided to all organisation employees/contractors required to work in or on such premises. AB Roofing Solutions Ltd first aid names will be displayed on the office notice board.

### **3.15 Guidance**

The company commits to operating to the very highest standards of Health Safety and Quality and will therefore carry out its operations in accordance with best practice as advised by the Health & Safety Executive and also various trade bodies and associations, this best practice will be reviewed on annual basis and adopted annually or when evidence that significant improvements can be made by adopting sooner Guidance documents are kept at head office and will be made available to staff and other interested parties

#### **3.16 Hand Arm Vibration Syndrome (HAV)**

Anyone who regularly and frequently is exposed to high levels of vibration can suffer permanent injury. The construction industry has the second highest incidence of vibration white finger (VWF) injury which is one of the more common forms of HAV.

The company will ensure that staff are not subjected to excessive vibration through power tools etc, the company will endeavor to source low vibration tools and limit exposure to such tools the company will also provide adequate information instruction and training to its staff and contractors on the risks of HAV

#### **3.17 Health & Safety Records**

All records will be kept by the MD, in written form indicated in the various appendices. Such records will include:

- Equipment Inspections

- COSHH Assessments
- Generic Risk Assessments
- Staff Training and Induction Records

In addition to the above general records, the following contract specific records will be maintained for each major contract.

- Contract Start-up information
- Specific Risk assessment
- Method Statements and Safe systems of work.
- Accident Record Book

### **3.18 Health & Safety Training**

The firm will provide as much training and re-training as is necessary to ensure, so far as is reasonably practicable, the health and safety of all staff in the firm. During staff induction and upon any job transfer, safety training will be provided to ensure that the staff are trained in Health & Safety matters to a level appropriate to their responsibilities. Induction Training Every new employee will receive a safety induction on day one of his/her employment. The training will consist of fire safety, manual handling, and display screen equipment use (where necessary), environmental and general safety. New employees will also be given instruction and safety training on the equipment they will be required to use whilst discharging their duties. A training record will be kept and maintained in our online system. Copies of training records are available for clients upon request.

### **3.19 Lone Working**

Where work is carried out in the customer's premises, the MD or his nominated representative will ascertain the procedures to be followed in case of emergency, e.g. lone worker injury etc. and details will be provided to all company employees/contractors required to work in or on such premises.

### **3.20 Machinery Maintenance**

All machines including power tools, jet wash equipment, saws, drills etc shall be subject to regular inspection by the contract managers, who will withdraw damaged or unsuitable equipment from service immediately. All machinery shall also be subject to maintenance and service as per the manufacturers instruction and maintenance schedule OR at least annually

### **3.21 Machinery Operation**

All employees/contractors who are required to operate machinery will have the appropriate training and license to operate such machinery. It is company policy to take severe disciplinary action against any person found to be operating machinery without the necessary competence.

### **3.22 Managing Threat of Violence**

AB Roofing Solutions Ltd staff must never engage in violent behaviour and should attempt to calm an angry situation. If threatened with a weapon the assailant should be asked quietly but firmly to put it down. No physical attempt should be made to disarm the person. Do not encroach on the person's personal space. Give an angry or aggressive person more space. If the situation escalates and control is being lost, call for assistance. Withdraw but never turn your back. If at any point you feel threatened or the situation is beyond your control you must leave the scene and call the appropriate authorities. All staff are to carry mobile phones at all times. AT ALL TIMES EMPLOYEES MUST REMEMBER THAT THEIR OWN SAFETY IS PARAMOUNT An accident - incident report must be filled in for all threats of and incidents of physical abuse.

### **3.23 Manual Handling Assessments**

The MD or his nominated representative will carry out specific manual handling assessments for any necessary operation which has been highlighted as requiring a detailed assessment by the general risk assessment. Manual handling assessments will consider the load to be handled, e.g. tools, equipment etc, its size and weight, the individual, the task and the environment in which the task takes place. The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from manual handling.

### **3.24 Method Statements (Safe Operating Procedures)**

Work Instructions (Method Statements) will be developed for all the companies operations, information from the risk assessments will be used to formulate these documents which will be used in training and given to members of staff, the work instructions will be reviewed and updated either periodically or when something significant changes. Method statements are written using our online system and are available to customers upon request.

### **3.25 Noise**

Regular exposure to high noise can cause deafness and tinnitus. Noise assessments will be carried out when ever it is suspected that noise levels may be above 80db(a), and hearing protection will be provided for all operatives. Where noise levels are at 85db (a) or above the company will take measures to reduce the exposure of noise to its

employees by means other than hearing protection, the wearing of hearing protection shall also be enforced

### **3.26 PAT Testing**

The term 'portable' is used to mean portable, movable or transportable.

Portable equipment is not part of a fixed installation but when used is connected to a fixed installation (or a generator), by means of a flexible cable, plug and socket. It includes equipment that is hand held or hand operated while connected to the supply.

All portable electrical appliances will be tested in accordance with the regulations, at the recommended intervals, 'as may be necessary to prevent danger'. It will be the responsibility of the site manager to ensure that all equipment provided is suitable for the task, including any provided by a Customer.

Each employee/contractor must carry out a daily inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to MD/Site Manager.

### **3.27 Personal Protective Equipment**

Personal Protective Equipment will be provided by the company and the relevant PPE must be worn at all times whilst carrying out work. Details of the correct PPE will be made available to employees, no employee/contractor will be permitted to start work without the correct PPE and the necessary information, instruction and training to enable him to utilise the equipment correctly and without risks to safety and health. It will be the responsibility of each contract manager and his site foreman to monitor the wearing of PPE on sites under their control, persons found to be persistently breaching PPE rules will be subject to disciplinary procedures including ejection from site

### **3.28 Pregnant Workers**

The company recognise that pregnant workers are more vulnerable to injury and as such will carry out specific risk assessments where a worker notifies them of a pregnancy, such assessments will consider the workers duties working conditions and hours, where it is deemed that a risk to the mother or baby is present, suitable controls will be introduced

### **3.29 Premises Security**

The security of Company premises and any external site we trade from on which employees work is taken very seriously.

The Company recognises that risks such as arson, fire, vandalism, theft and general mischief pose a threat not only to health and safety but also to significant damages to goods, fixtures, and fittings.

Premises will be secured by either adequate locks used internally to prevent unauthorised access and by following all center stated terms and conditions. All machinery and equipment is locked away or immobilised and materials are stored securely.

Materials and equipment are kept to a minimum on site. Electrical equipment is switched off and unplugged when not in use. Waste materials will be disposed of in accordance with local authority guidelines.

At the end of each trading period where the premises are vacated, all cash and confidential data will be removed from the site by the senior person.

### **3.30 Purchase Policy**

The Health and Safety at Work Act as amended imposes duties upon AB Roofing Solutions Ltd and those providing goods and services to the company. Health & Safety legislation affects purchasing decisions including the use of sub-contractors or out-sourced activities. This also includes the purchase of new or hired-in equipment, maintenance services and goods; but is not limited to such legislation as The Supply of Machinery (Safety) Regulations as amended; The Provision and Use of Work Equipment Regulations (PUWER) and The Control of Substances Hazardous to Health Regulations. When purchasing or hiring machinery / equipment AB Roofing Solutions Ltd will make sure it has all the relevant information and instructions on how it works, including the appropriate safety features and certifications of compliance. All suppliers of services will be competent and trained. All users of the equipment will receive suitable training and instruction before being allowed to use equipment. The equipment must be safe, meet all relevant UK and EU supply Directives and be CE marked; it will be maintained in line with current legal requirements, and manufactures / suppliers guidance or ACOPS ruling at the time of use.

### **3.31 Risk Assessments**

The MD or his nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the

generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The MD or his nominated representative will carry out site specific risk assessment for sites which the company's employees/contractors are obliged to work. Such assessments will consider the health and safety of employee/contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The MD therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

### **3.32 Road Safety Transport**

AB Roofing Solutions Ltd strives to prevent vehicle accidents and promote safe driving practices and consideration for the environment amongst all company drivers.

AB Roofing Solutions Ltd will only employ drivers who hold relevant licences for the class of vehicle used. All vehicles will undergo regular vehicle inspection and maintenance in line with legislative and manufacturer requirements.

All company transport is managed in line with the requirements of current legislation and the Highway Code. Only experienced, capable and qualified drivers are allowed to drive on company business and licences are monitored on an ongoing basis. It is a legal requirement that drivers must wear seatbelts at all times and smoking in vehicles is not allowed. Any breach of these requirements will be dealt with by strict disciplinary procedures.

AB Roofing Solutions Ltd endeavours to use the most efficient routing to minimise costs and environmental pollution, taking into account driving hours regulations and other fees/tolls and constraints. In order to ensure that our drivers are kept up to date on legal responsibilities, safety, speed limits, cyclists, breakdown, accidents, alcohol and drugs, mobile phones and fatigue; information is conveyed via frequent tool box talks.

AB Roofing Solutions Ltd requires drivers to undergo eye-sight checks every two years and ensure that the company is kept advised of any medical condition or prescribed medication which might impair their driving so that appropriate assistance and safeguards can be implemented.

All drivers must abide by the driving hours regulations and submit the vehicle Tachograph chart at the end of each shift or journey or when requested by VOSA or other regulatory bodies.

On no account may Goods Vehicles over 3.5 tonnes be operated without a Tachograph or Driver Card at any time. Tachograph disks or Driver Cards must not be used by other than the named User/s.

The company sets its controls based on the findings of risk assessment. These are to be reviewed at least annually or more often if required.

The company will monitor their drivers' hours to ensure legal driving hours are not exceeded in accordance with tachograph rules.

### **3.33 Safety Audits and Monitoring**

At monthly intervals the MD or his nominated representative will carry out a health & safety audit on one contract or job, selected at random. The audit will consider the effectiveness of the welfare facilities; emergency procedures, safe methods of work etc. identified at the outset, and will identify any corrective action required. Where the MD considers it necessary in order to maintain the desired level of health & safety, they may seek the assistance of an external Health & Safety Advisor in carrying out audits and identifying corrective actions.

Roofing supervisors are employed to conduct random spot-checks on works being completed and information from these checks is reported and acted upon.

### **3.34 Serious or Imminent Danger**

These procedures are in line with Regulation 8 of the Management of Health & Safety at Work Regulations 1999

It is a policy of the company that no employee or sub-contractor will be made to work in dangerous conditions without due regard to health and safety and all employees should be aware that there are regulations and procedures regarding serious or imminent danger

Managers, supervisors and employees are reminded that they must not under any circumstances undertake work or instruct others to undertake work where there is a risk of imminent danger without the correct levels of personal

protective equipment, training and safety procedures being in place

The firm authorises any employee to remove himself/herself to a relative place of safety when he/she has reason to believe he/she is at serious risk or in imminent danger. Work will not resume in that area until the problem has been neutralised

Some emergency events can occur and develop rapidly, thus requiring employees to act without waiting for further guidance, for example, in a fire. Employees must, on arrival at new sites, make themselves familiar with the emergency procedures, escape routes and location of fire fighting equipment etc prior to starting work

Under no circumstances will work activities take priority over safety considerations

### **3.35 Site Security**

The security of our clients premises and sites on which employees work is taken very seriously.

AB Roofing Solutions Ltd recognises that risks such as arson, fire, vandalism, theft and general mischief pose a threat not only to health and safety but also to project completion deadlines.

During working periods, the immediate area is always checked for any trespasses prior to work starting. Once work has commenced both staff and contractors remain alert at all times to ensure no unauthorised persons have access to the working area. Where an unauthorised person comes in to the area, work will be immediately suspended until the area is clear.

Premises are secured by adequate locks Both on internal storage units and where external heras fencing is in use to prevent unauthorised access, appropriate warning signage is posted on all perimeter fencing. All external fencing will be fully checked for integrity at the end of each working shift. No site will be left unsecured.

Machinery and equipment is locked away or immobilised and materials are stored securely. Materials, tools and equipment are kept to a minimum on site. Ladders are removed from every site and never left unattended..

All powered equipment is switched off and immobilised when not in use. Skips (where used) will be located in a position as not to draw attention & will not be allowed to overflow. Waste materials which could be used for the purposes of arson are removed and flammable substances are locked away in appropriate storage units or removed from site completely.

### **3.36 Tools and electrical equipment**

The User will have been deemed competent to carry out the works requested. All tools and equipment will be visually inspected by the user prior to use on a daily basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested at recommended frequency; every 3 months when used on construction sites, or as specified by the Client. 6 monthly for heavy use activities and annually for other activities. Current certification must be made available if challenged. A risk assessment will determine if inspection periods need to be varied

### **3.37 Transport & Company Vehicle Safety**

It is the policy of the company to only employ drivers who are competent.

Driver approval and competence

A person may only operate company vehicles if he or she;

1. Has held a full UK license for a minimum of 2 years
2. Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
3. Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties.

Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence.

All drivers will be asked to present their licenses to the office these will be photocopied and returned.



### **3.38 Welfare**

In most cases company employees/contractors will be able to use toilet/washing facilities within the customer's premises. It will be the responsibility of the Site Manager to ascertain if this is possible prior to commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in peoples homes we will make a verbal request to use their washing facilities if required.

### **3.39 Working at Height**

It is the policy of the company to comply with the Work at Height Regulations 2005. Work at height will be avoided wherever possible, where work at height can not be avoided; the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to access height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall can not be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

### **3.40 Workplace Occupational Health**

It is our policy to provide, so far as is reasonably practicable, a healthy working environment for all of our employees. This means that we will take steps to monitor and prevent the occurrence of any work-related disease. We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff.

Any health risks will be managed by carrying out a risk assessment to see what, if any action is required. Should a sufficient risk be identified, any employees affected will be advised of the measures that will be taken in order to safeguard their health. If this involves any further training, or instruction in how to wear or maintain personal protective equipment, this will be arranged.

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health. AB Roofing Solutions Ltd will carry out risk assessments and provide information, instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

We recognise the importance of having a workforce which is able to carry out the work which we require. This is important for employees' own health and safety, as well as their colleagues. For this reason, we retain the right to require any employee working in a safety-critical role to complete a health questionnaire.

Should a problem arise which needs further clarification, we also retain the right to make a referral to an independent medical advisor of our choice. Where this becomes necessary, the right of an employee to access any medical report is protected. This and any related information will also be kept in accordance with the requirements of the current **Data Protection** regulations at all times.

Should an employee have any occupational health-related concerns, please raise them with the Managing Director in the first instance. It will be dealt with promptly and where necessary, advice will be given on any further action required.

All employees will attend a Back to Work interview after a period of absence from work due to illness. This is to ascertain whether current work practices have contributed to an employee's illness, and to see if ergonomical changes are required.

### **3.41 Young Workers**

Risk Assessments must be carried out in compliance with The Management of Health & Safety at Work Regulations 1999 and the Health & Safety (Young Persons) Regulations 1997. In line with the Health & Safety (Young Persons) Regulations 1997, young persons are defined as those full or part-time employees under the age of 18 years. This includes young persons on job experience working within the firm.

There are also special provisions for young people in the Working Time Regulations 1998 concerning limits of hours of work, rest from work and annual holidays.

There are particular definitions of people by age in Health & Safety Law:

A young person is anyone under 18 years of age

Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. The responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non paid employment



I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

**Print Name**

Signed

Date[illegible]