

# HEALTH, SAFETY & ENVIRONMENT POLICY AND ARRANGEMENTS

## 2016

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# BRACKNELL ROOFING LTD.

## INTEGRATED QUALITY, HEALTH & SAFETY and ENVIRONMENTAL POLICY

It is the policy of Bracknell Roofing Ltd to maintain an integrated management system designed to meet the requirements of ISO 9001, ISO 14001 and OHSAS 18001 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation.

It is the policy of Bracknell Roofing Ltd to:

- give satisfaction to all of our customers and other stakeholders and interested parties whenever possible, meeting and exceeding their expectations;
- comply with all compliance obligations, codes of practice and all other requirements applicable to our activities including the nature, scale and environmental impacts of its activities, products and services;
- facilitate the reduction of hazards, prevention of injury, ill health, protection of the environment, including prevention of pollution, sustainable resource use, climate change mitigation and adaptation, the protection of biodiversity and ecosystems and any other specific commitments which are relevant to the context of the organisation;
- provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met by involving all of our staff in its implementation, maintenance and sustainability whilst continuously improving the effectiveness of this system; ensuring that the importance of meeting and exceeding our customer requirements are communicated and understood throughout the organisation.
- ensure that all employees are made aware of their individual obligations in respect of this Quality, Health & Safety & Environmental Policy;
- maintain the integrated management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of said management system based on "risk".

This Quality, H&S & Environmental Policy along with the Integrated Management System Manual provide a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

Customer service is an essential part of the Quality, H&S & Environmental process and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of quality, health and safety and the environment; its impact on customer service and of the products or service in which we provide.

To ensure the company maintains its awareness for continuous improvement, the quality and environmental system is regularly reviewed by "Top Management" to ensure it remains appropriate and suitable to our business. The Integrated Quality, H&S and Environmental Management System is subject to both internal and external annual audits.

Signed:

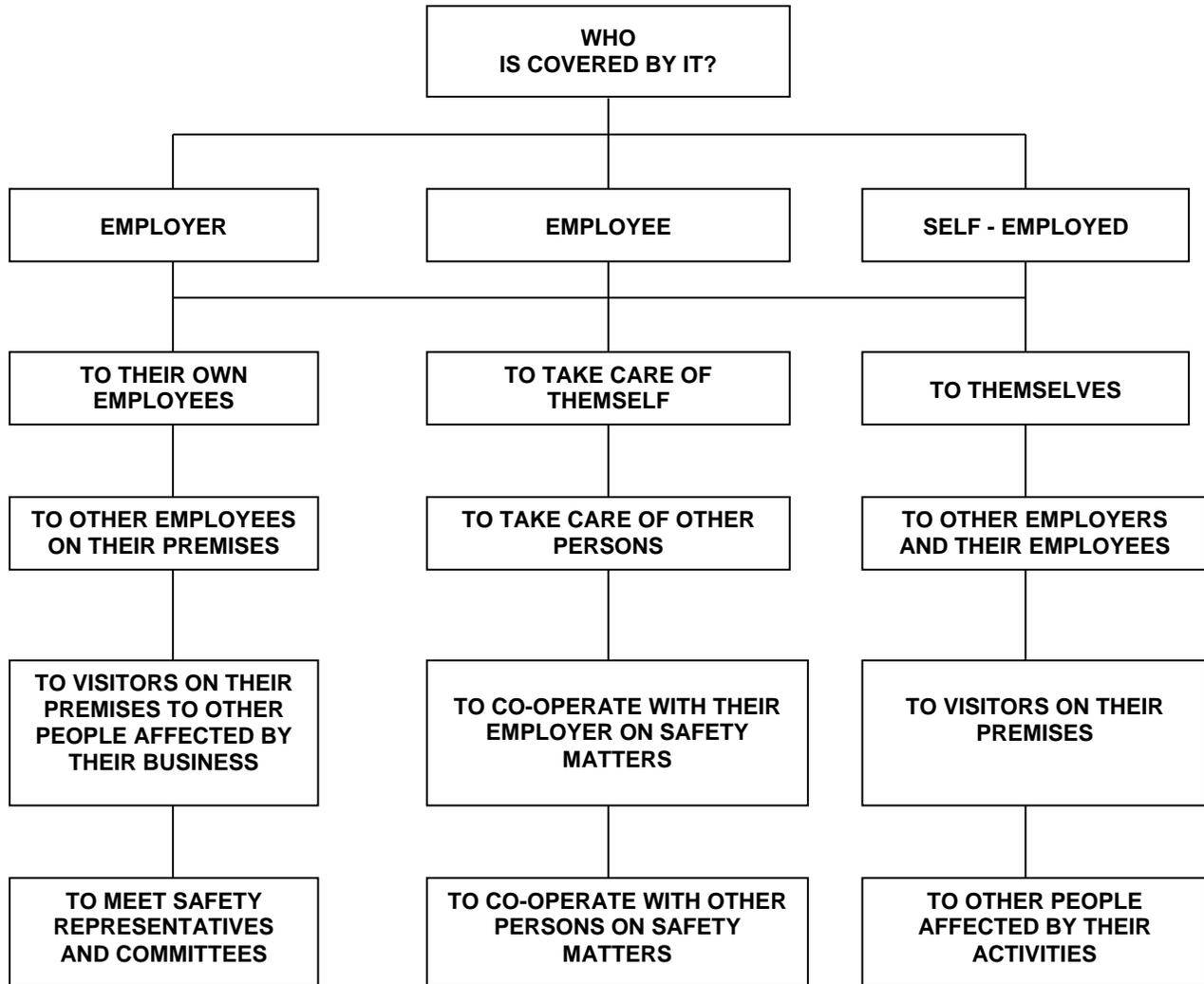


Managing Director

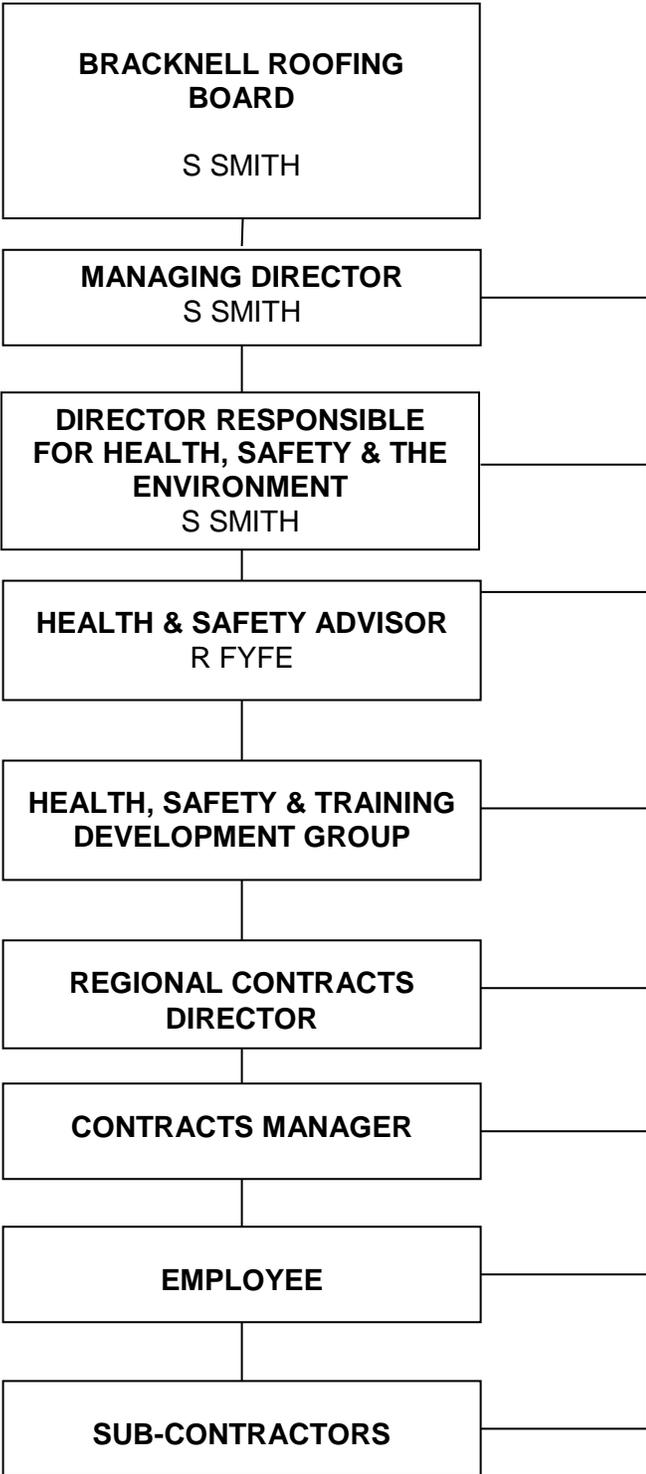
Dated: June 2016

# LEGAL RESPONSIBILITIES

## THE HEALTH & SAFETY AT WORK ACT 1974



**B. THE ORGANISATION**



# GENERAL DUTIES

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## 1. BRACKNELL ROOFING BOARD

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To issue and review the Policy on the Health & Safety of its employees, the Environment, and the organisation and arrangements for its implementation. To actively monitor the Company's Health & Safety performance and implement changes when appropriate.

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## 2. MANAGING DIRECTOR

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- (a) The Managing Director is responsible for ensuring his Company has an effective health, safety and environmental policy specific to the business and which incorporates Group safety policy.
- (b) To appoint the Director responsible for Health & Safety and to inform that person with specific health & safety responsibilities what their responsibilities are.
- (c) To ensure the Company has adequate resources, financial and physical, to comply with the law and the company's obligations.
- (d) To monitor the business activities to anticipate potential health and safety problems and to raise health & safety standards through improved safety measures, instruction and training.
- (e) Keep himself informed of all incidents, accidents and injuries occurring on the Company premises or to the Company employees and in the event of an accident involving death or loss of limb or other similar serious accident, immediately advise the Parent Company Chief Executive of any such occurrence.
- (f) Be readily available to review safety representations and endorse/support health and safety improvements where reasonably practicable.
- (g) To be committed to preventing accidents and injuries and ensuring employees are aware of disciplinary procedures through failure to follow health & safety arrangements.
- (h) To prepare accident statistics and an annual report for the Chief Executive of the Parent Company in January each year.

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### **3. HEALTH, SAFETY & ENVIRONMENTAL DIRECTOR**

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- (a) Shall advise, guide and inform management on safety and environmental matters to assist them to fulfil their duties.
- (b) Shall maintain an up-to-date knowledge of legislative and statutory requirements relevant to their areas/responsibilities and ensure that they are complied with.
- (c) To agree the Company annual safety training plan and to ensure the appropriate maintenance of training records.
- (d) Shall promote and communicate safety and environmental training and instruction in accident prevention, fire precautions, health and hygiene measures.
- (e) Shall, as necessary, carry out follow-up investigations of more serious accidents or incidents as appropriate.
- (f) Shall consult and communicate with fire, safety and environmental authorities and advisory organisations, to ensure continued development of the Company Health and Safety systems.
- (g) Shall provide statistical returns to Head Office on incidents, accidents and injuries covering health, safety and environmental issues.
- (h) To carry out Audits and calculate the company's accident rates annually.

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### **4. HEALTH, SAFETY & TRAINING DEVELOPMENT GROUP**

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The Health, Safety & Training Development Group, will meet on a formal basis three times per year. This Group will represent each of the operating areas of the Company. Their function is to provide a forum for discussions and formulation of Health, Safety and Training policy and to be a channel through which issues of concern can be raised.

The Company understands the importance of consulting with employees on matters of health & safety and will undertake to do so on a regular basis.

Minutes of the Development Group meetings are maintained and matters arising for action should be prioritised and dealt with as expediently as possible.

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### **5. SAFETY ADVISORS**

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- a) Will keep Director responsible for Health, Safety & Environment informed of new procedures and give advice on matters relating to training, welfare and environmental issues.
- b) Will be responsible to and assist the Director responsible for Health, Safety & Environment with day to day matters relating to all Health & Safety issues
- c) Will arrange training as required on instruction from senior management.

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## **6. CONTRACTS MANAGEMENT - REGIONAL CONTRACTS DIRECTOR (RCD) & CONTRACTS MANAGER (CM)**

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- a) Shall have full knowledge and be responsible for the effective implementation of the Company Policy within their area of control.
- b) In accordance with the accident reporting arrangements, will complete Company Accident report form in all instances. All Accidents must be reported to the Director responsible for Health Safety and Environment.
- c) Shall inspect the area under their control to check that safety measures are being maintained and that safety instructions and safe practices are being followed in the method of work, place of work and by the workforce.
- d) Shall instruct those under their control or within the department precisely and clearly on their duties with regard to the safety of themselves and all others within the department, site or work areas.
- e) Shall institute or initiate as appropriate additional safety measures, repairs or remedial measures deemed to be necessary from their investigation, inspection or information that is obtained in the course of the above duties.
- f) Shall liaise with the Principal Contractor in all matters relating to site Health and Safety including CDM, Risk Assessments, Safe Operating Procedures and emergency arrangements.
- g) Shall inform employees/sub-contractors of any hazards to health & safety encountered in the course of their work and the precautions taken and of their duties to safeguard their health and well being.
- h) Shall make themselves readily available to receive and discuss safety queries raised by employees/sub-contractors under his/her control.
- i) Shall maintain an up-to-date knowledge of legislative and statutory requirements relevant to their areas/responsibilities and ensure that they are complied with.
- j) Shall ensure that all new plant and equipment meets acceptable safety standards prior to final purchase and commission.
- k) Shall ensure that all purchases of chemicals, substances and liquids follow the agreed procedure.
- l) Shall control the hazards from harmful substances in accordance with the COSHH Regulations/COSHH assessments.
- m) Shall ensure that any contractors are conversant with Company safety procedures and adopt safe methods of work.
- n) Shall ensure that all safety devices, guards and barriers are in position, properly maintained and used.
- o) Shall ensure that all safety and environmental rules are complied with and that PPE is issued and worn as appropriate.
- p) The Regional Contracts Director shall ensure that a nominated first aider or appointed person, if applicable, is available at their location in respect of first aid requirements

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## **7. COMPANY EMPLOYEES**

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Regardless of the Company's commitment to health, safety and the environment, without a corresponding commitment from all employees, performance in this area will fall short of what it could and should be. As a consequence, all employees shall:-

- (a) Observe all safety rules at all times.
- (b) Familiarise themselves with safe operating procedures and instructions applying in any workplace and any job they may be allocated.
- (c) Wear appropriate personal protection and use appropriate safety devices at all times to ensure compliance with statutory regulations and Company rules.
- (d) Report any defect or health hazard to their Manager.
- (e) Assist in the maintenance of good housekeeping standards.
- (f) Report any accident or plant damage immediately to his/her immediate Supervisor whether injury is caused or not and assist in the investigation of the accident.
- (g) Co-operate in the work of the Health, Safety & Training Development Group and inspections of the workplace.
- (h) Will not carry out any task or operate any machinery / equipment unless they have been trained and authorised to do so.

Sub-contractors employed by Bracknell Roofing are obliged to follow these requirements

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## **8. ALL OTHER PERSONS ON THE COMPANY PREMISES**

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- (a) Shall observe the Company safety and environmental rules and instructions given by persons enforcing the Company Policy.
- (b) Shall not work on the premises until the relevant rules are read, understood and accepted.
- (c) Shall not work on the premises until their liability insurance arrangements have been approved.
- (d) Will not work on Company premises or contracts unless authorised by a Bracknell Roofing Ltd representative.

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## **9. SAFETY MANAGEMENT SYSTEM FOR ROOFING WORKS**

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1. Working at Height is obviously dangerous and must be adequately planned at all times. The best and recommended option is to avoid working at height, which unfortunately in most cases is inappropriate for Roofing Works to existing buildings. The planning will include the selection of appropriate work equipment and planning for any emergencies or any rescue.
2. All supervisors and Master Tilers will be trained to a minimum equivalent of NVQ level 2 (Trade). In addition the company intends to appoint and train senior supervisors to a higher level where appropriate (e.g. SSSTS).
3. Regional Contracts Directors and Contracts Managers will be trained to supervise and manage site based personnel.
4. Prior to commencement of any contract or job a Risk Assessment must be carried out by the Manager responsible for the works in question.
5. All contracts will be subject to a 'Pre-Contract meeting', or an initial site visit. This is an ideal opportunity to discuss with the main contractor all likely hazards which may affect Health, Safety or the environment and to decide upon the level of the risk assessment needed. The meeting can be called by the client or the Manager, but the Manager must ensure that the meeting takes place.
6. When the hazards, including those arising from the use of plant, have been identified and the risks and controls considered, the necessary risk assessment and subsequent safe working procedures will be prepared.
7. The Manager will ensure that copies of the safe working procedures are given to the supervisor or Master Tiler carrying out the work. Further copies must be provided to any other supervisor or Master Tiler who may be subsequently required to work on the same Contract/job. In addition the Manager must ensure that the work areas concerned are handed over to the new supervisor. A further copy of the paperwork must also be handed to the site manager in charge of the overall contract so that he is aware of the risks identified and the expected method of working. The names of the persons provided with the above must be recorded and a signed copy from the supervisor or Master Tiler kept in the contract file.
8. All necessary PPE will be supplied by the company and must be worn at all times as directed by the job requirements. All other work equipment supplied by the Subcontractor must be suitable for the work undertaken, be maintained in a safe condition and must not be used when any faults that could affect its safety are identified.
9. Any non conformities identified by the branch are reviewed at the local branch quality review meeting. Copies of the minutes of these meetings are supplied to the Directors who can further investigate any significant non conformity and rectify as appropriate.
10. All Sub-Contracted supervisors or Master Tilers must carry out a pre-start site assessment using either their own system or the approved Bracknell Roofing Risk Assessment & Quality Assurance Inspection Sheet which is readily available for all Subcontractors to use. This Assessment is to be completed prior to first commencing work on site and at any time if there has been an apparent change to the working conditions or scaffolding. On ongoing projects, it is expected that a minimum of one assessment will be carried out each week.
11. The Contracts Manager must ensure regular visits are made to the site during the course of the works being carried out. Regular communication with the site supervisor / Master Tiler is absolutely imperative and it is the Contracts Managers' responsibility to ensure that channels of communication are promoted between all persons involved in the works.

12. Contracts Managers must consider the contents of the Site Operative Risk Assessment, checklist, assess any comments or recommendations and act on them as necessary. This may involve a change to the safe working procedure, if so revised copies must be given to all the relevant parties and the changes brought to their attention. Contracts Managers should ensure that these assessments are retained for future inspection.
13. In addition, the Contracts Manager will carry out site inspections with each team of Operatives and note any actions on the Risk Assessment & Quality Assurance Inspection Sheet. A minimum of two inspections per month will be carried out on each team. Where instances of significant shortcomings are identified, then additional inspections will be scheduled and implemented.
14. Regional Contracts Directors will carry out checks that the system is being adhered to and will ensure that any general improvements to the safe systems of work are identified and communicated to all relevant Bracknell employees and subcontractors as required. Relevant safety issues arising will be discussed at the Health, Safety & Training Development Group meetings, and together with the company Safety Consultant they shall recommend to the board any improvements deemed necessary. The board will support any recommendations made where practically possible.
15. Accident incident and severity rates are closely monitored on a company basis. The company is targeting an overall reduction in both incident and severity rates and will work towards a zero accident goal as soon as possible.
16. All Staff are actively encouraged to promote a safe workplace and report all concerns or ideas to improve Health, Safety and the Environment to their line managers.

## C. ARRANGEMENTS

This policy relates to the business of the company in relation to the provision of roofing services to the construction industry including stripping, preparation and installation of roofing systems and ancillary works relating to roofing activity.

### 1. ACCIDENT REPORTING

The Company realises it is a management responsibility to ensure the completion of the relevant documentation and to carry out an urgent investigation of all near misses, accidents and dangerous occurrences with the objective of introducing measures to prevent a recurrence.

It is in the interest of employees to co-operate in such investigations.

The following procedures are to be adopted in the event of a workplace accident:

- (a) In the event of an accident requiring first aid, then the injured person should be immediately treated by a qualified first aider and/or sent to hospital if this is deemed necessary. A full investigation of the circumstances of the accident will take place and records will be maintained.
- (b) All accidents shall be investigated and recorded by the Regional Contracts Director / Contracts Manager as appropriate:
  - (i) Where appropriate under RIDDOR 2013 to the HSE.
  - (ii) By completing the standard Accident Report & Investigation Form for all accidents. A copy of this form, after completion, must be sent to the Director responsible for Health, Safety and the Environment within 24 hours. A copy of the accident form REP001 must be sent to ETEX within 24 hours also.

The Group Insurance Department will be notified and provided with copies of the relevant documentation. In addition details of the accident will be circulated to all Branches for information purposes together with any recommendations to prevent a recurrence.

- (iii) All accidents will be initially notified by telephone to Head Office as soon as is practicable.
- (c) Near Misses and dangerous occurrences:
  - (i) A near miss and dangerous occurrence form will be completed for any relevant incidents. A copy of this form, after completion, must be sent to the Director responsible for Health, Safety and the Environment within 24 hours.
  - (ii) Occurrences of this nature do not form part of the existing statistical accident returns.

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## **2. ACCIDENT STATISTICS - MONITORING**

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The proper use of statistics will often identify a common accident causation from which can be initiated a particular loss control measure. Statistical analysis may identify an unsafe system of work, lack of, or failure to use personal protective equipment, failure to follow Company rules, the need for further training and wrong attitudes or personal problems.

Accident and injury trends are identified as well as common injury types.

The Director responsible for Health, Safety and the Environment is required to prepare an Annual statistical report for the Managing Director. This report will form the basis for analysis to highlight any inadequate safety arrangements, unsafe working practices or areas where improvement could be achieved.

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## **3. ACCREDITATIONS**

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The company seeks to manage its Quality, Health & Safety activities through management of systems accredited to the relevant standards.

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## **4. ALCOHOL & DRUGS**

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The Company has a general duty under the Health & Safety at Work Act 1974 to protect, so far as is reasonably practicable, its employees and others who may be affected by their work activities.

The Company operates an alcohol and drugs misuse policy encompassing all roles and responsibilities. Contractors and temporary workers will also be expected to comply with the policy.

Impairment resulting from the misuse of alcohol or substances will not be tolerated, this includes the use, possession, production or supply of drugs on site which will be reported to the police.

Adequate training will be given to managers and supervisors to identify behaviours that may be attributable to the effects of drug or alcohol abuse.

Confidential support or other appropriate assistance will be given to employees who suspect or know they have or may be developing a dependency problem.

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## **5. ANNUAL MANAGEMENT REVIEW**

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The Directors shall review the company's health & safety management system on a regular basis as required. This review will include:

- a) Results of internal audits and evaluation of compliance with applicable legal requirements and with other requirements to which the organisation subscribes.
- b) The results of participation and consultation.
- c) Relevant communications from external interested parties, including complaints.
- d) The Health & Safety performance of the company.
- e) The extent to which objectives have been met.
- f) Status of incident investigations, corrective and preventative actions.
- g) Follow up actions from previous management reviews.
- h) Changing circumstances, including developments in legal and other requirements related to Health & Safety.
- i) Recommendations for improvement.

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## **6. ASBESTOS**

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All Company premises have been inspected for Asbestos Containing Materials and reports are held for all locations confirming the status. No such materials will be stored on any Company premises.

The material on each contract will be subject to prior assessment to establish the type of asbestos contained within the material. The Company only carries out the removal of materials containing Chrysotile (white asbestos) on non-licensed tasks. Assessment will be by way of positive identification, available asbestos register or bespoke laboratory testing. No work will be undertaken until this assessment has been carried out.

The Company operations are limited to working externally in open-air conditions with asbestos cement. The asbestos fibres on these products are fixed within the matrix of the material thus significantly reducing the potential risk to health and consequently placing this material in the non-licensed category of asbestos disposal.

Only operatives who have received specific asbestos awareness training are authorised to carry out removal of asbestos fibre cement. Work is carried out in full accordance with existing legislative requirements and authorised disposal procedures.

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## **7. AUDITS**

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Auditing will be carried out at each location by a company Director who will be assisted by the Operations Director as appropriate. The audits will be conducted following an approved check list. Any non conformities raised will be recorded and dealt with as appropriate.

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## **8. CONSTRUCTION DESIGN & MANAGEMENT REGULATION 2015**

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The company is often subject to the requirements of the Construction Design & Management Regulations 2015 or CDM. CDM requires that each project of 30 working days or 500 person days plus is notified to the HSE, all parties involved co-operate and coordinate the project, competence is demonstrated, building projects are designed with due consideration for safety and that the Principal Contractor produces a Health & Safety Plan in respect of the works. The Plan should detail the management arrangements for the project and detail the arrangements for dealing with identified risks and control of sub-contractors. The regulations also require the appointment of a CDM co-ordinator (CDM-C). This individual co-ordinates project safety information and support the client in his duties under the regulations.

Typically, we would undertake the role of the Principal Contractor and understand the obligations imposed with regards to the production of method statements, management of site activities and co-ordination with the Principal Contractor, design representatives and the CDM-C.

The company expects to receive relevant information from the Designer/s and the CDM-C in order to allow adequate resource for health & safety matters in respective tenders and co-ordinate subcontract design elements and works. This information should include (not exclusively) existing site conditions, co-ordination issues and potential hazards to health. The designated Manager will produce documentation required under these regulations using the standard forms in the contract folder. They will also ensure that the documents are correctly communicated and implemented on site.

In addition the company understands its obligation under the regulations to provide operations, maintenance and other relevant information for the Health & Safety File.

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## **9. CONSULTATION AND COMMUNICATION**

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The Company recognises the importance of good communication, information sharing and consultation with employees. The Directors of the company will ensure that all relevant Health & Safety related information is circulated throughout the business. Safety related information communicated from external organisations will also be communicated to the relevant personnel within the company. Management will be responsible for the communication of all relevant documentation received from customers and other external bodies / other interested parties as required throughout the business.

Each Company location will hold regular meetings with staff where general information regarding the Company will be communicated and any issues that have arisen can be discussed and resolved.

The Company welcomes feedback, both positive and negative, from employees on any issue and undertakes to consider the matter raised and, if possible, to resolve in the most appropriate manner.

Performance Development Reviews will also be held annually with all staff and will provide a further opportunity for consultation.

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## **10. CONTRACTOR WORK ON OUR PREMISES**

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Contractors will be interviewed before engaging them to establish that they are competent and will work safely and in compliance with current legislation. They will be required to hold suitable Public Liability Insurance cover.

All contractors carrying out work on Company premises will be advised of the appropriate hazards on the premises and will be required to prepare a method statement establishing the safety precautions and procedures to be taken.

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## **11. CONTROL OF SILICA DUST**

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Silica dust is recognised as having a detrimental effect of Health. Accordingly the Company uses water suppression equipment during all roof tiling cutting operations in accordance with current HSE guidelines. In addition, operatives use appropriate PPE during cutting operations including suitable dust masks. All operatives also undergo face fit testing for which records are maintained.

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## **12. COSHH**

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In order to comply with legal requirements of the Control of Substances Hazardous to Health Regulations it will be necessary to assess all substances for possible health effects before being used by the Company.

Safety requirements will be identified by reference to the relevant suppliers or manufacturers hazard data information sheets. From this information a register of COSHH Assessments will be prepared and maintained of all liquids, substances, dusts, gases, fumes, vapours, etc. defined as very toxic, corrosive, irritant, toxic, harmful or having a Workplace Exposure Limit or Occupational Exposure Limit.

COSHH training will be provided to all management and employees at all locations. Sub-Contractors will also be advised.

All necessary information concerning the hazards and precautions relating to substances used will be given to the relevant employees and sub-contractors by management who are also responsible for monitoring the control measures that apply.

Where appropriate, health surveillance will be provided and records maintained for the expected lifetime of the particular employee. There will be a formal purchasing policy. Any proposed new substance will not be accepted until hazard data sheets have been obtained and assessments completed.

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### **13. DISCIPLINE**

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Employees will be subject to the disciplinary procedures laid down within the terms and conditions of their Contract of Employment for any breach of safety and environmental rules, of policy requirements or statutory duty.

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### **14. DRIVING ON COMPANY BUSINESS**

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Vehicles that are being driven on company business are deemed to be 'a place of work' and as such are covered by Health and safety legislation. The Health and Safety executive have the power to prosecute over and above that power normally attributable to the police.

All Company drivers are required to fully comply with the Company instructions and guidance issued in relation to driving on Company business

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### **15. ELECTRICITY AT WORK**

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The Company will undertake to inform and train all personnel involved with electrical duties in line with the requirements of the Electricity at Work Regulations.

There will be, where applicable, a portable electrical equipment register identifying all electrical appliances that require regular testing. These electrical appliances are to include all equipment that is portable (using a plug) or capable of normally being portable (fused spur; portable but in a fixed position for security or other reasons). Managers will ensure that regular testing of portable electrical appliances is undertaken as required.

It is clearly understood that only qualified electricians in accordance with these Regulations to IEE standards are allowed to carry out any repairs or modifications.

Employees are not allowed to connect any personal electrical equipment to the Company's supply without written authorisation signed by a Senior Manager, in which case they must be similarly tested and included on the portable electrical equipment register.

The use of any site portable electrical equipment should be 110 volt or less. The use of higher voltages should be discouraged except in exceptional circumstances when additional safety precautions must be in place.

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### **16. ENVIRONMENTAL PROTECTION**

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The Company recognises the importance of maximising its contribution towards the protection of the environment and the preservation of natural resources.

Specific actions to assist in the achievement of this goal are contained within the Company Quality, Health & Safety and Environmental Policy.

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## **17. FIRE & GENERAL OFFICE SAFETY**

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The Company recognises that good housekeeping is a basic essential of a safe working environment and seeks to maintain a high standard at all times. Housekeeping inspections should take place and all employees are encouraged to work in a clean and tidy manner.

All staff must ensure that regular breaks are taken throughout their working period. Staff are encouraged to move around on a regular basis and should avoid repetitive tasks. Workstations must be comfortable and should not involve straining or reaching. Good posture should be maintained at all times.

All visitors are potentially at risk whilst on the premises and need to be closely supervised. They should be accompanied at all times.

Each operational unit shall have a written Fire action plan available for all employees and displayed prominently on Notice Boards. The Fire action plan should address the following elements and fully comply with current regulations

- (a) Details of the fire alarm points (if applicable) distribution with facilities for regular testing and recording.
- (b) Evacuation drill procedures, identifying fire wardens, exit routes, assembly points.
- (c) Fire drills to be carried out on a regular basis.
- (d) Fire notices to include raising the alarm, evacuation precautions, assembly points, tackling a fire.
- (e) Details of fire fighting equipment and how it should be used.
- (f) Fire appliances training.
- (g) Fire Wardens will be appointed as required in premises where more than 5 persons are regularly working.

All premises are to undertake risk assessments under the Fire Precautions Regulations.

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## **18. FIRST AID**

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An adequate number of employees shall be fully trained by St Johns Ambulance, the Red Cross, or similar competent training body, to provide first aid coverage at all permanent locations.

Medical treatment facilities are provided for employees, and it is the responsibility of medically trained personnel to keep equipment in good order and adequately stocked.

Where manning levels are low, there should be an appointed person in accordance with the First Aid Regulations.

Machines will only be operated by properly trained and appointed persons. All safety notices and procedures should be observed when operating any machine. Where practicable there should be a planned preventative maintenance programme extending to include all guards and safety devices.

Forklift trucks and other mobile plant may only be operated by properly trained, authorised and licensed employees.

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## **19. FLAMMABLE LIQUIDS, BITUMEN & LPG**

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Flammable liquids, bitumen and LPG are used by the Company in some of its operations and are recognised as having a potential for explosion. Extreme caution will therefore be applied when working with these materials. Work will only be carried out by trained operatives working in accordance with the relevant Safe Operating Procedure. Storage and use will be subject to individual Risk Assessment for the task that is to be carried out.

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## **20. FRAGILE ROOFS**

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It is recognised that fragile roof surfaces present a particular danger to safe operations. The risk assessment will identify any roof surface that is liable to be of a fragile nature and suitable preventative measures will be incorporated into the safe working procedure.

In particular all openings and roof lights will be cordoned off or protected by suitable covers to prevent any falls.

If applicable, suitable crawl boards or safety nets will be utilised to allow works to proceed safely.

All Company premises where potentially fragile roofs are present have been identified and appropriate warning notices have been displayed.

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## **21. HEALTH SURVEILLANCE**

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The Company will be undertaking an ongoing programme of Health Surveillance in respect of employees who carry out tasks where specific health risks may be involved.

The surveillance will cover general health issues, lung function as well as hearing and eye checks. The programme will be provided by a specialist health monitoring provider and records will be maintained.

All contractors carrying out sheet lead installation work where their likely exposure levels may be in excess of the occupational exposure level will also be required to undergo health testing where their blood-lead concentration will be established.

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## **22. HOT WORKS**

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All hot works carried out by the Company will be subject to a Risk Assessment for the task that is to be carried out. In general, hot works will only be carried out by trained operatives. Fire extinguishers will be maintained adjacent to the works and inspections will take place at a time interval after completion of work in accordance with the hot work permit system and the relevant Safe Operating Procedures.

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## **23. LEAD**

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Company operations in respect of the use of sheet lead are carried out in accordance with the provisions of The Control of Lead at Work Regulations 2002.

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## **24. LONE WORKING**

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The company accepts that from time to time there will be occasions where lone working may be unavoidable. In these cases it is important that the person working alone has access to communications i.e. Telephone, computer or similar. They must also ensure that their line manager is aware that they are alone and the anticipated period is communicated to the manager concerned.

Tasks involving working at height or where other potential risk may be present should not be carried out by a single employee.

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## **25. MACHINERY AND PLANT PURCHASING**

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The Company recognises the importance of purchasing the most suitable plant and equipment for our requirements and which meets all legislative requirements.

All plant and equipment purchasing proposals will be vetted by the Regional Contracts Director responsible to ensure compliance with Company policy.

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## **26. MACHINERY OPERATIONS**

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No person shall operate any machine without all safety guards and devices properly fitted and operating, except for adjustment, repairs and testing purposes. Guards must always be replaced after adjustment, etc.

All machinery is to comply with the current Provision and Use of Work Equipment Regulations and noise regulations.

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## **27. MOBILE TELEPHONES**

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In accordance with the Bracknell Roofing Driver Operational Instructions and current legislation you must exercise proper control over your vehicle at all times. Do not use a hand-held telephone while you are driving – it is illegal to do so. Find a safe place to stop when making calls from your car. Do not speak into a hands-free microphone if it will take your mind off the road. Obey the rules of the Highway Code at all times.

**Also refer to Driver Operational Instructions**

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## **28. NEW LEGISLATION**

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The Company will ensure that all amendments to existing legislation relating to health & safety and the environment are implemented in accordance with statutory obligations and the employees are informed and trained accordingly. The Company will obtain the relevant information through the group Health & Safety function, safety subscriptions service and trade federation membership.

Equally, where new legislation is introduced, then the Company will ensure, preferably in advance, that the provisions of such legislation are properly communicated to all employees and that adequate training is given where appropriate.

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## **29. NOISE**

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It is the Company policy to take all reasonable steps to ensure the hearing of persons is protected. Tests and assessments are to be carried out where there is cause for concern.

Employees and sub-contractors likely to be exposed to high noise should be educated about the risks to their hearing including how to minimise those risks and about the correct use of personal hearing protection.

Hearing protection will be available to all employees where noise levels exceed 80-dB (A). Employees and sub-contractors will be provided with suitable personal hearing protection which, when worn properly, can reasonably be expected to keep the risk to hearing below 80-dB (A). Where the noise levels exceed 85 db (A) hearing protection must be used – the area must be signed to that effect. Any protection provided whether of personal or engineered type (to improve noise control) must be used and maintained in an efficient condition. A register of hearing protection issued to individuals is kept.

All employees and sub-contractors have a duty to co-operate fully with the Company in these matters. This requires that they must wear hearing protection on those jobs so designated and the equipment must be properly used to reduce noise levels. They must report all defects in the equipment and co-operate fully with management in finding reasonably practicable ways of overcoming difficulties associated with it.

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## **30. PERSONAL PROTECTIVE EQUIPMENT**

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Equipment suitable for the risk is to be provided, recorded as being issued to the specific employee and maintained in good order by the employee. Distribution will be the Manager's responsibility whilst employees and sub-contractors should report any damage or loss.

All PPE equipment required will be provided free of charge to all employees.

Non-compliance will result in disciplinary procedures through failure to comply with statutory duties.

All jobs will be assessed to establish the 'kit for the job' required to perform the activities safely; safe working practices appropriate to the job. Where employees fail to wear the prescribed clothing then again they should be liable to disciplinary action. The 'kit for the job' will be documented on a distribution form requiring employees to sign on confirmation of receipt of the relevant protective clothing. Similar sub-contractors records will be maintained.

Similar appropriate controls will be imposed on contractors and visitors.

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## **31. RISK ASSESSMENTS**

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The Company carries out health and safety risk assessments for all appropriate workplace tasks to ensure the safety of employees and contractors. These are in line with current legislation and are regularly reviewed in order to eliminate or reduce the level of risk to which employees, contractors, visitors and the general public are exposed.

Assessments are also carried out in respect of display screen equipment and other work equipment and machinery. Manual handling and COSHH also form part of the assessment where applicable.

The findings of all assessments and relevant control measures are incorporated into the relevant Safe Working Procedure.

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## **32. SMOKING**

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Smoking is prohibited on all company premises at any time by law. It is company policy that smoking is prohibited in all company vehicles as they are a place of work.

Appropriate signage must be displayed at all company places of work.

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## **33. STRESS**

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The Company places great importance on the safety and well-being of all employees.

It is recognised that workplace stress could be a problem. To minimise the possibility of workplace stress the Company will provide job training, ongoing guidance and support where required. Each person will be given clear and achievable objectives and suggestions regarding improvements will be welcomed. All employees are encouraged to discuss any issues arising with their line manager who will make every effort to resolve the situation.

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## **34. TRAINING**

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The Company recognises the importance of training to the maintenance and development of a viable, competitive and adaptive business. Effective training is necessary in order to meet the functional objectives of the Company as well as to ensure the well being of its employees.

The Company operates and manages an ongoing Training programme including Initial induction training, Job training, Development and further education. In addition Health, Safety and Environmental training is provided to all staff and contractors to ensure safe operation of the Company activities.

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## **35. VIBRATION**

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All power tools used by the Company are assessed for suitability in respect of vibration. Operatives use power saws generally only for short duration work and task rotation is encouraged to further reduce individual exposure.

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## **36. WELFARE PROVISIONS**

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Appropriate welfare facilities will be provided in respect of all site activities. These welfare facilities will comply with Schedule 2 of the Construction (Design and Management) Regulations.

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## **37. WORKING AT HEIGHT**

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All work at heights is covered by the Work at Height Regulations 2005 and requires a planned approach. The planning will include the selection of appropriate work equipment and planning for any emergencies or any rescue. The company will undertake a risk assessment to identify the risks involved in work at height and processes to eliminate or control the risks. Scaffolding should be in accordance with BS EN 12811. All scaffolding and working platforms should be erected by a competent and suitably trained person in compliance with the manufacturers installation instructions and the relevant codes of practice.

All ladders used by the Company are subject to regular inspection to ensure they continue to be fit for purpose. Any defects identified will result in the ladder being removed from service until either the defect is rectified or the ladder is destroyed.

Each project must be carried out in accordance with the company's Management Safety System for Roofing Works. This outlines the site management procedures which must be followed by all Contracting management.

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## **38. YOUNG PERSONS**

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Any person under the age of 18 will have a risk assessment completed for the tasks they are to undertake. Due account will be taken of their lack of maturity or experience and their lack of knowledge of potential risks. The young person will be supervised by a competent person in their activities.

Particular tasks which may be beyond their physical capacity or involve contact with toxic substances, extremes of temperature, noise or vibration may not be carried out by any young person.