STATEMENT OF HEALTH, SAFETY

AND WELFARE POLICY

IN RESPECT OF

THE HEALTH AND SAFETY

AT WORK ACT 1974

DOCUMENT REVIEW HISTORY		
DATE	**REVISION**	**DESCRIPTION OF REVISION**
18/01/18	16	Provision of this form, changes to company organogram, revision of P Bufton title, removal of name for HS&E officer, change of Foreman to site Supervisor
06/02/19	17	Changes to company organogram, removal of name for HS&E officer, inclusion of name Group Health, Safety and Training Manager and Fire Marshalls.
14/02/20	18	Changes to company organogram, inclusion of Health, Safety and Welfare Arrangements, consultation and reporting, communication and training, introduction of Contract Support Manager role.
15/02/21	19	Changes to DSE users on page19 and change to title of page 45 to RIDDOR 2013 from RIDDOR 1995; Page 46 Covid 19 policy statement
11/01/22	20	Company logo, annual health & safety meetings increased to quarterly, directors name change, charge hand changed to site foremen, Harness inspection changed to 6 months and reference made to INDG 367, updated HACER 1996 title, safety rep name changed, near miss/investigation form reference changed, Fire Warden name change, Fire drill frequency updated to bi-annual, PPE regulation title updated, Construction (Design and Management) Regs 2015 updated, Appendix 14 (company structure to be updated).
14/12/22	21	Change of Company Logo, Change of Health & Safety Manager document updates.
05/06/23	22	Correction of error referring to CDM Regs 2007, changed to CDM Regs 2015 in Appendix 9
18/01/2024	23	Appendix 14 replaced with an updated Organisational Chart
02/01/2025	24	Appendix 14: Organisational Chart Updated P65 Health & Safety Consultant Details updated P30 PPE Regs 2022 updated to reflect the extended duties of Employers and Employees under PPER 2022 to include Limb (B) Workers with regard to the provision of PPE Free of Charge for work tasks where PPE is required as Per Risk Assessments. IMS reference added, retrospectively
22/09/2025	25	New MD appointed – Richard Rigby, updated to reflect change in Managing Director Role.
22/12/2025	26	Annual Policy review and document management ISO version change Appendix 14: Organisational Chart Updated P65

CENTRAL ROOFING AND BUILDING SERVICES LIMITED

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CENTRAL ROOFING AND BUILDING SERVICES LIMITED

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

PART 1

GENERAL INTENT OF THE COMPANY
HEALTH AND SAFETY AT WORK ACT 1974

STATEMENT OF SAFETY POLICY (PART 1)

1. It is the firm policy of this Company to take all reasonable steps to ensure the Safety, Health and Welfare of all employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others who may be affected by our day to day working activities.

2. It is a Management function to provide the right circumstances under which work may be carried out safely. However, all employees must understand that they have a legal duty not only to work in a safe manner, but also to co-operate with the Management in any efforts to carry out their responsibilities.

3. The Company will maintain close co-operation with Clients, Suppliers, Sub-Contractors, Health and Safety Executive and Safety Advisors to ensure, so far as is reasonably practicable that procedures and practices are satisfactory. The Company will ensure that every possible assistance is given to Clients in regard to Safety requirements.

4. The Company will make every reasonable effort to promote amongst its employees a genuine awareness of Safety Matters and to create an understanding of the importance of safe working practices and the use of protective clothing and Safety aids.

5. Employees will be encouraged to involve themselves fully in the Safety activities and the reporting of unsafe conditions or practices. Particular importance will be paid to the requirements of the Management of Health and Safety at Work Regulations, and employees will be required to abide by the assessments made by the Company.

6. The Company will establish appropriate documentation, procedures and will define responsibility and accountability for Safety at all levels. The Company have appointed Mr R Jones, MIOSH, RSP, MaPS, Health and Safety Consultant, Safety and Training Services Ltd. to assist and advice the company on health, safety and welfare matters. The Health and Safety Consultant will attend meetings with management to review and update arrangements relating to any changes in health and safety legislation.

7. Mr R Rigby, Managing Director has been appointed by the company to be the Director responsible for health and safety and to co-ordinate health and safety matters within the organisation.

8. The Company will permit such Safety representation as prescribed under the Safety Representatives and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 and will consult with such Safety representatives on all matters appertaining to Health and Safety.

9. The Company will ensure adequate resources both in monetary and time to ensure that health and safety legislation is fully met.

10. This policy statement may be amended, monitored and added to from time to time, and a copy will be issued to all employees. In addition, a copy will be displayed at Head Office. The policy will be amended at intervals not exceeding twelve months.

Signed

R Rigby

MANAGING DIRECTOR

22/12/2025

CENTRAL ROOFING AND BUILDING SERVICES LIMITED

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

PART 2

SAFETY ORGANISATION AND CONTROL

OBJECTIVE OF THE HEALTH SAFETY AND WELFARE POLICY

1. To recognise and evaluate hazardous areas within the Company's full range of activities and provide codes of practice to be followed as standard safe systems of working, which will identify:

a. The need for employee training both on and off the job to ensure their competence in the task in a safe manner and also with the equipment.

b) The need for provision of suitable approved safety clothing and equipment where required by the nature of the task.

c) The need to promote a full involvement towards the Health and Safety forum by providing the opportunity for employees and their representatives to be consulted.

d) To identify areas or tasks exposing employees to Health risks which can then preferably be removed or reduced as practicable with the provision of Health Surveillance to employees as necessary.

e) To ensure that all statutory obligations are satisfied and that a system or routine is developed to ensure maintenance of any plant is fulfilled.

2. Monitoring

a) The Company will carry out active monitoring of Health and Safety by regular inspection and checking to ensure that standards are being maintained and management controls are working.

b) Reactive monitoring will also take place if things go wrong, which will include investigating injuries, cases of illness, property damage and near misses.

Organisational Structure

Please refer to Appendix 14

Health, Safety and Welfare Arrangements

1. The Director with responsibility for Health and Safety is the Managing Director.
2. The Operations and Contracts Director is responsible for ensuring that Contracts Managers and the staff directly responsible to them maintain the statutory requirements, including the Company policy in respect of Health, Safety and Welfare of employees and that they are aware of the Company's legal responsibilities for the Health and Safety of all employees.
3. The Operations and Contracts Director is responsible for ensuring their staff, maintain the statutory requirements including the Company policy in respect of Health, Safety and Welfare of employees and that consideration is given to the implications of the statutory requirements and Company policy when tendering and planning for contracts. He is also responsible for ensuring that where practicable, sites will be inspected by a competent person before commencement of work to ensure that working conditions are in accordance with statutory requirements.
4. Contracts Managers/Contracts Support Managers and Foremen are responsible for the safe operation of sites under their control.

Consultation and Reporting

1. Joint consultation will be undertaken at Annual Health and Safety meetings between Management and the Employees' Representatives, or Safety Representatives where appointed, to achieve maximum co-operation in the promotion of Health and Safety. The minutes of these meetings will be distributed as necessary.
2. Reports of all injuries, dangerous occurrences and near misses will be submitted to Management by the Contracts Manager/Supervisor/Site foreman to enable the necessary registers and forms to be completed. Every such occurrence will be fully investigated and a report submitted to the Group Health, Safety and Training Manager who will carry out his own investigations where necessary.
3. Statistics will be prepared by a nominated person quarterly and an analysis identifying hazards circulated to all appropriate Management for action.

Communications
The Health and Safety Policy will be communicated to employees via:
a. Induction training
b. In-service training
c. Health and Safety information sheets/bulletins
d. Personal contact by Supervisors
e. Personal contact by Managers
f. Personal contact by Group Health, Safety and Training Manager
g. Pay packet inserts
h. Memos from Supervisors and Managers
i. Safety committees
j. Minutes of quarterly Safety meetings
k. Emails

Training
Induction and in-service training are important methods of communication with the particular objective of improving behaviour patterns in respect of Safety.
1. Induction training will initially be carried out at the Company's Head Office by both the H.R/Health, Safety and Training Manager, followed by training at the Branch Office. Training will concentrate on the major hazard areas by the use of a programmed learning manual administered by Branch Staff.

2. In-service training will take the form of courses both in-Company and those designed and delivered by outside agencies. Courses have been designed and will be kept up-to-date and regularly administered to the following categories of employees:

- Drivers
- Operatives
- Site Foremen
- Contract Managers/Contracts Support Managers
- All other staff particularly those who visit sites

Amalgamation or sub-divisions of the above categories together with other employees as appropriate to meet new situations when they are identified as having a training need in respect of Safety.
Adequate resources will be made available for training staff and operatives on a regular basis.

MANAGING DIRECTOR- R Rigby
DIRECTORS- D. ALDEN, D McCARTHY, G WITHERS, J. PRICE.

Will be responsible for the effective implementation of the Company's Health and Safety Policy and will ensure that all employees observe the Company's Safety Rules and: -

1. General

1.1 Will ensure that the objective of the Company's Health and Safety Policy are fully understood and observed at all levels of Management by all personnel.

2. Communication

2.1 Will ensure that adequate channels of communication are maintained within the Company so that information concerning health and safety brought up by any employee is communicated to the appropriate member of management.

3. Training

3.1 Will delegate responsibilities for Health and Safety matters to all level of Management within the Company and ensure that they are adequately trained and instructed to undertake such responsibilities.

4. Funds

4.1 Will sanction adequate funds, materials and equipment to meet the Health and Safety requirements of the Company.

5. Insurance

5.1 Will evaluate all risks within the Company relating to matters concerning Health and Safety, and in particular, accidents, loss or damage to Company property or risk to members of the Public through any Company activity and ensure that the Company's liabilities are adequately covered by insurance.

6. Control of Substances Hazardous to Health

6.1 Will ensure that the Company does not carry out any work which is liable to expose any employee to any substance hazardous to health unless an assessment has been carried out by a competent person.

7. Asbestos

7.1 Will ensure that all employees that are liable to come across asbestos are provided with formal training. Will ensure all employees involved in non-licensed asbestos removal shall have the appropriate levels of Asbestos Training and be provided with the equipment needed to carry out their work safely and within the controls of Control of Asbestos Regulations 2012.

8. Noise/Vibration

8.1 Will monitor the work activity in relation to vibration/excessive noise levels and will arrange where necessary for a competent person to undertaken an assessment where noise levels are believed to be over 80db(A) being the first action level under the Noise at Work Regulation 2005 and where vibration levels are believed to exceed the exposure action value of 2.5 m/s^2 A(8) being the level at which technical and organisational measures are introduced to reduce exposure under the Control of Vibration at Work Regulations 2005.

9. Manual Handling

9.1 Wil**l** ensure that evaluations of manual handling activities of the Company are undertaken by Management.

10. Risk Assessment

10.1 Will ensure that risk assessments are made prior to employing any young inexperienced persons under 18 years of age and including work experience. A risk assessment will also be undertaken in the event of female employees becoming pregnant.

10.2 Will ensure that managers carry out risk assessments for all work activities.

11. Construction (Design and Management) Regulations 2015

11.1 Will ensure after discussion with Client and Principle Designer the requirements of the above Regulations and will arrange for development of the Health and Safety Plan for each project. Will also arrange the provision of documentation required for the Health and Safety file.

12. Safety Check/Systems of Work

12.1 Will instigate regular inspections of sites and offices and ensure the production of systems of work for all work activities of the Company. Will ensure that regular monitoring is carried out by the company Health and Safety Officer and the external safety consultant.

13. Accidents

13.1 Will ensure that accident records and reports are kept and all accidents are investigated and analysed.

14. Health

14.1 Will ensure that health surveillance is carried out every other year and where required and will promote a healthy working culture. Will ensure that all operatives used on Non-Licensed asbestos removal will have medicals and personal monitoring when needed as defined in the Company Policy.

15. Review of Policy and New Legislation

15.1 Will regularly review and update the Company Safety Policy taking into account any new legislation. In addition, will implement the provisions of all E.U. Directives by the required dates.

Group Health & Safety Manager – Harry Henderson

Will be responsible for the effective implementation of the Company's Health and Safety Policy and will ensure that all employees observe the Company's Safety Rules and: -

1. General

1.1. Will ensure that the objectives of the Company's Health and Safety Policy are fully understood and observed at all levels of Management and by all personnel.

2. Communication

2.1. Will ensure that adequate channels of communication are maintained within the Company so that information concerning Health and Safety brought up by any employee is communicated to the appropriate member of management.

3) Training

3.1. Will delegate responsibilities for Health and Safety matters to all levels of Management within the Company and ensure that they are adequately trained and instructed to undertake such responsibilities. Will assist in the production of a training plan for all health and safety courses and ensure that they are repeated at the required intervals. Please see Appendix 3 relating to training.

4. Funds

4.1. Will sanction adequate funds, materials and equipment to meet the Health and Safety requirements of the Company.

5. Insurance

5.1. Will discuss with Directors the requirements for adequate insurance cover for the Company

6. Control of Substances Hazardous to Health / Asbestos

6.1. That the Company will not carry out any work which is liable to expose any employee to any substance hazardous to Health unless an assessment has been carried out by a competent person. The competent persons to carry out assessments are Operations Directors, Contracts Managers, Group Health, Safety & Training Manager and Contract Support Managers.

6.2 Employees liable to come across asbestos products will be provided with training to enable them to identify suspected asbestos products. Specific risk assessments will be produced. In the event of employees coming into contact with suspected asbestos, they will be informed to stop work immediately and report to Site Foreman.

6.3 Will ensure that all persons working on Non-Licensed Asbestos Removal contracts have been assessed for their suitability and competence and have received the training to make them legally able to carry out their work.

7. Noise/Vibration

7.1. Will monitor the work activity in relation to excessive noise levels and will arrange where necessary for a competent person to undertake an assessment where noise levels are believed to be over 80db(A) being the first action level under the Noise at Work Regulations 2005. and where vibration levels are believed to exceed the exposure action value of 2.5 m/s^2 A(8) being the level at which technical and organisational measures are introduced to reduce exposure under the Control of Vibration at Work Regulations 2005.

8. Manual Handling

8.1. Will undertake an evaluation of the manual handling activities of the Company to avoid risk of injury and where required will provide mechanical equipment. Mechanical means will always be considered a priority rather than additional personnel. Training will be given to all staff on kinetic methods of lifting and handling. A manual handling risk assessment form will be used to record assessments. Any medium or high risk assessments will introduce mechanical means where practicable.

9. Risk Assessment / Method Statements

9.1. Will ensure that a risk assessment is made prior to employing any young inexperienced persons under 18 years of age and including work experience. Risk Assessment will also be undertaken for any pregnant ladies employed by the company. The Contracts Director will ensure that all risk assessments are produced by the Contracts Managers and made job specific by Site Foreman using the risk matrix at appendix 4 will be used. Where works involve interaction with other trades or the public, this then will be assessed with the work operation and risks reduced

9.2 Will ensure that risk assessments cover others. e.g. members of public and other contractors.

9.3 For all work, method statements and risk assessments will be produced by the Contracts Managers. These will be issued to Site Foreman and 'signed off' by workers prior to commencement of work activity. Supervision will be provided for all high risk activities.

10. Construction (Design & Management) Regulations 2015

10.1. Will ensure discussions with Client, Principle Designer and Designers on the requirements of the above Regulations. Will arrange for development of the Construction Phase Health and Safety Plan for each project where we are acting as a Principle Contractor. Will also arrange for the provision of documentation required for the Health and Safety file.

11. Safety Checks/Systems of Work

11.1. Will instigate regular inspections and the production of systems of work for all work activities of the Company and ensure that regular monitoring is carried out.

11.2 Will arrange for Safety and Training Services to make periodic safety audits of all sites and prepare a typed report.

12. Accidents

12.1. Will ensure that accident records and reports are kept and all accidents investigated. Contact to be made with Safety and Training Services to investigate all time off work accidents. All other accidents to be investigated by Site Managers. Will be the person responsible for notification to the HSE where required.

13. Permits to Work

13.1 The Group Health, Safety and Training Manager will implement permits to work to reduce/minimise accidents or incidents occurring. These will be the responsibility of the Site Foreman in charge of the project.

14. Fire

14.1 The company will ensure that fire procedures and fire plan is produced for all sites. This will be the responsibility of the Site Foreman.

14.2 Contracts Managers will be responsible for ensuring that these plans have been produced and are implemented.

15. Health and Hygiene

15.1 The company will ensure high standards of personal hygiene amongst its employees and Foreman.

16. Portable Electrical Equipment

16.1 Will ensure that all portable electrical equipment is PAT tested on a quarterly basis for site equipment and annually for office electrical equipment by a suitably qualified person. The Group Health, Safety and Training Manager will be responsible for co-ordinating these tests.

16.2 A list of all portable electrical equipment will be made with an identity number for each.

16.3 As well as PAT testing, Foremen (competent persons) will be responsible for undertaking daily inspections prior to use.

16.4 Will be responsible for maintaining a register of portable electrical appliances and test dates**.**

17. Work Equipment

17.1 The Operations and Contracts Director will be responsible for identifying all work equipment under the Provision & Use of Work Equipment Regulations. The Group

Health, Safety & Training Manager will keep a register of trained persons to use equipment.

17.2 Measures will be taken to select the correct and most suitable work equipment and that it is marked with a CE marking.

17.3 All work equipment will be inspected prior to first use and manufacturer's instructions issued to users.

17.4 For high risk equipment formal training will be provided. For all other equipment instruction will be given by a competent person and recorded.

17.5 Any hired equipment must be inspected prior to use and where necessary confirmation should be sought from the hire company for their inspection and maintenance regime. Familiarisation training will also be requested from the hire company.

18. Display Screen Equipment

18.1 Group Health, Safety & Training Manager will be responsible for identifying display screen equipment users and arrange for a competent person to undertake an assessment of the work station. Copies of assessment forms are obtainable from Mr. Harry Henderson, Group Health and Safety Manager.

18.2 Any employee using a DSE for an hour or more at a time will be given the opportunity to have an eye sight test paid for by the company. This will be repeated at intervals decided by the optician.

19. Emergency Services

19.1 Will liaise with emergency services prior to projects being undertaken when required.

19.2 Will ensure Site Foreman are provided with route plan to local casualty hospital for display.

20. Review of Policy and New Legislation

20.1. Will regularly review and update the Company Safety Policy taking into account any new legislation. In addition, will implement the provisions of all E.U. Directives by the required dates.

CONTRACTS MANAGERS/CONTRACTS SUPPORT MANAGERS/CONTRACTS SUPERVISORS

1. General

1.1 Will ensure that all personnel under their control fully understand and observe all aspects of the Company's Safety Policy.

1.2 Will influence attitudes towards Health and Safety and lead others by personal involvement and example.

2. Safety Equipment

2.1 Will ensure that all personnel under their control know what Safety equipment is provided, where it is kept and are familiar with its use. The Contracts Manager/Contracts Support Manager/Supervisor/Foreman will make every effort to ensure that personnel use Safety equipment as and when necessary and report any loss or damage.

2.2 Will ensure that all personnel under their control know what first aid and fire equipment is provided, where it is kept and what to do in case of emergency.

2.3 When supervising work in or in occupied premises, will ensure that all fire escape doors, equipment and alarms are kept clear of obstructions and are easily identified at all times.
That vehicle and pedestrian movements are organised to prevent contact.

2.4 Will ensure that all necessary statutory documents and notices are provided and displayed.

3. Communication

3.1 Will ensure that any authorised information relating to Health and Safety is communicated to all persons under their control.

3.2 Will ensure that any matter concerning Health and Safety brought up by any of the personnel under their control is communicated to the Group Health, Safety & Training Manager.

3.3 Will advise the Group Health, Safety & Training Manager of any breach of statutory requirements or any item considered to be unsafe which is under their control and cannot be effectively dealt with.

3.4 Will ensure that all reportable injuries, diseases and dangerous occurrences are communicated to the Group Health, Safety & Training Manager.

4. Systems of Work / Risk Assessment

4.1 Will implement risk assessments in relation to work activities and ensure that all personnel under their control are instructed concerning safe systems of work.
Will assist in the production of method statements and ensure that information is provided to those that are carrying out the work. All method statements must be signed off prior to start of work.
Where sub-contractors provide method statement these will be checked by the Contracts Director, Contracts Managers or Group Health, Safety & Training Manager.

5. Training

5.1 Will ensure that all personnel have been trained and instructed to perform all the tasks required of them and are made aware of the known hazards which may exist within the operation of those tasks.

5.2 Will ensure that new personnel fully understand the safe operation of plant, equipment and tools used at the direction of the Company.

5.3 Will undertake induction health and safety training.

5.4 Will undertake regular tool box talks for workers under his control.

6. Accidents

6.1 Will report all accidents and dangerous occurrences to the Group Health, Safety & Training Manager

6.2 Will ensure that details of all accidents, regardless of the nature of the accident, are entered into the Accident Book.

7. Safety Checks

7.1 Will carry out periodical inspections of the site and ensure that Safety and Health Standards are being met.

7.2 Portable Work Equipment- Prior to the use of any work equipment on the site the following will be required: -

a) Ensure that the equipment is inspected and complies with the regulations.

b) Ensure that it is adequately guarded.

c) Satisfy himself that the personnel who are to use equipment are competent to use equipment.

d) Provide training for employees on use of equipment.

e) Ensure that equipment is inspected before use.

f) Ensure that warning notices are displayed where required.

g) Ensure that risk assessments are completed and made available.

7.3 Lifting Appliances- Before a lifting appliance is used on the site the following will be required: -

a) Ensure that it has a copy of the current Test Certificate.

b) Ensure that the safe working load is marked.

c) Ensure that it is inspected prior to use.

d) Ensure that weekly inspections are carried out and recorded.

e) Ensure adequate visibility with mirrors and/or CCTV, flashing lights/reversing bleepers, etc.

f) Ensure that only trained and competent employees are allowed to operate.

g) Ensure that there is a lifting plan and crane co-ordinator.

7.4 Work Equipment e.g. forklifts, dumpers etc

a) Ensure that only trained and certificated personnel operate.

b) Ensure that risk assessments have been undertaken and provided to operators.

c) Ensure that flashing light and reversing bleeper is provided.

e) Ensure that adequate mirrors and visibility is provided.

f) Ensure warning notices are displayed.

g) Ensure the operator is provided with personal protective clothing.

7.5 Electrical Appliances- All electrical appliances on the premises are required to: -

a) Be installed by competent electricians.

b) Be P.A.T. tested.

c) Be in compliance to the Electricity at Work Regulations and the IEE Regulations.

d) Be properly protected from adverse weather conditions.

7.6 Ladders/Step ladders prior to use of ladders the following will be considered: -

a) Is it suitable for the job? i.e. would a mobile tower or MEWP be better?

b) Is it in good condition and class 1 industrial?

c) Has it been inspected and is free from defects?
d) How can it be secured?

e) What stability aids are required?

7.7 Movement of vehicles/pedestrians.

At each site the Contracts Support Manager in liaison with Contracts Manager will produce a plan indicating traffic and pedestrian routes. Information must be given to all workers at induction.

7.8 Fire prevention.

The Site Supervisor in liaison with the Contracts Support Managers and Contracts Managers will be responsible for producing/completing a fire plan for the workplace to minimise the risks of fire and explain procedures to be followed.

7.9 Scaffolding/Edge Protection - Prior to a scaffold/edge protection being erected on site the following will be required: -

a. Ensure that an adequate supply of material is available on site to enable such scaffolding to be erected in accordance with the regulations.
b. Ensure that an adequate supply of notices ‘Scaffold Incomplete’ and ‘Scaffold Not to be Used’ are available for use as and when necessary.
c. Satisfy himself that the personnel who are to erect the scaffolding are competent to do so in a proper manner and in accordance with the regulations.
d. When scaffolding has been erected, before it is taken into service he will ensure that the scaffolding has been erected to a safe standard.
e. Ensure that the inspection of the scaffold is carried out and the details are recorded on Prescribed Form.
f. Obtain a Scaffolding Handing-Over Certificate from the Scaffold Sub-Contractor.
g. Ensure scaffold is inspected prior to anyone being allowed to work on it.
h. Ensure members of public are kept out of the area when being erected and dismantled.

7.10 Hoists- Before a hoist is erected on site the following will be required: -

a) Ensure that the hoist has been issued with a copy of the current Test Certificate.
b) Ensure that at each hoist landing place, gates are fitted and can properly operated.

c) Ensure that sufficient quantity of wire mesh is available on site and that the full length of the hoist way is fenced to prevent persons being struck by any moving part.
d) Ensure that the safe working load is displayed and not exceeded.
e) Gates must be kept closed at all times except when being loaded.
f) The hoist must only be capable of being operated form one position outside the caged area. The operator must have clear view at all times and must be over 18.

7.11 Excavation Work

Prior to the commencement of excavation work, will carry out full risk assessment irrespective of depth. The following will be necessary:

a) To be acquainted with the position of all underground services in relation to the proposed excavation.
b) Brief all relevant personnel as to the position of such services and post cautionary signs.
c) Ensure that an adequate supply of shoring materials is available.
d) Ensure that an adequate supply of access ladders of suitable length and in good conditions, are available.
e) Be satisfied those who carry out the work are competent.
f) Ensure that the daily inspections of the excavations are carried out and that the details of the inspections are recorded on Prescribed Form.
g) Ensure that all manholes and sewers have been thoroughly vented.
h) Ensure those required to enter manholes, sewers and other confined spaces, have adopted a safe system of work, when and where necessary, obtaining a Permit to Work from the client.
i) Ensure that where necessary, a test for gas and/or fumes, using an approved monitor has been carried out and that no part of the chamber or working area is deficient of oxygen.
j) Ensure that those entering into manholes and/or confined spaces are fully equipped with safety line and harness and wear safety helmets.
k) Ensure that where necessary, air testing equipment remains in the confined space while work is ongoing, and that this equipment is regularly checked. Instigate a Permit to enter where required.

7.12 Asbestos

a. Prior to any work being undertaken will check with Client/Manager of premises the asbestos register for the presence of asbestos.
b. Will carry out a visual survey of premises prior to start of any work for asbestos.
c. Will inform workers and sub-contractors of dangers of asbestos and inform them that they must <u>immediately</u> stop work if they suspect asbestos material.
d. Will request risk assessment/method statement/health and safety plan/notification to HSE office. Only licensed contractors are allowed to remove asbestos as defined in the Control of Asbestos Regulations 2012.

Non-Licensed Removal as detailed in CAR 2012 can be undertaken by those operatives suitably trained.

8. Welfare Facilities

In many instances the Company operates as a sub-contractor on a site where shared canteen, toilet facilities etc. are provided by the Principal Contractor. In cases where the Company acts as Principal Contractor, welfare facilities will be provided to comply with current legislation. Unless agreed with the client that the provision for welfare facilities would be provided by the client prior to start date the following provisions will be made for welfare by Central Roofing:

Toilet and washing facilities are available from a self-contained welfare unit: -

a. Canteen with sufficient number of table and chairs including heating and means of heating food
b. Toilet facilities
c. Means of boiling water
d. Running hot/warm water
e. Running cold water and drinking water
f. Soap, towels and hand drying facilities
g. Provision for drying cloths

The Supervisor will arrange for these facilities to be regularly cleaned.

8.1 First Aid (appointed person)
There will be at least one appointed person on all contracts and at each Branch office.

8.2 First Aid (fully trained)
Sufficient numbers of fully trained first aiders will be available on contracts that require them.

8.3. Will carry out regular inspections of the premises and facilities and report defects.

9. Safety Helmets / Safety Footwear / High visibility / Harness / Waistcoats / Gloves etc.

9.1. Will ensure that employees under his control wear the necessary personal protective clothing and equipment as required by risk assessment.

9.2 Will undertake an evaluation of what personal protective equipment and clothing is required and will issue free of charge, and replace as necessary. A record and signature to be made and obtained.

9.3 Arrangements will be made to provide storage for personal protective clothing e.g. lockers to ensure they are kept safe.

9.4 Employees will be given instruction in use of harnesses and other personal protective clothing and informed that they must look after clothing and report any defects, loss or if stolen.

9.5 All harnesses will be inspected every 6 months by competent person and certificate obtained. Employees will inspect harness prior to use in accordance with INDG 367.

10. Hygiene

10.1. Will instigate high standards of personal hygiene on the premises and ensure that employees do not smoke, eat or drink in areas other than those designated.

11. Smoking

11.1 Will ensure that the no smoking policy is implemented on the site.

12. COSHH

12.1 Will ensure that COSHH assessments are carried out and hazard data sheets are obtained. Information relating to these assessments must be given to employees prior to commencement of use of the substance.

12.2 Where a product is assessed as high risk an alternative product should be sought of lower risk. If this is not possible, procedures and PPE should be introduced and provided to minimise risk.

13. Waste Materials

13.1 Will be responsible for ensuring that waste is disposed of in a clearly defined and controlled manner.

13.2 Will allow only registered waste carriers to transport waste and complete the relevant waste transfer note as required by The Waste (Miscellaneous Provisions) (Wales) Regulations 2012 and The Waste (England and Wales) Regulations 2012

14. Working at Height

14.1 All work at height will be subject of risk assessment and method statement.

14.2 Only trained and competent persons will be allowed to work at height.

14.3 All work at height will be supervised.

14.4 All roof work will be subject to a permit to work.

14.5 Weather conditions will be assessed prior to start and during work

BUSINESS AND SALES DIRECTORS - D ALDEN, J PRICE AND ESTIMATORS

1. General

Will ensure that all employees under their control are provided with the necessary safety equipment and that they use such equipment.

Will ensure that all employees under their control know that what first aid and fire equipment is provided, where it is kept and what to do in case of emergency.

Will ensure that all defects in relation to equipment that are reported are attended to as appropriate.

Will ensure that all employees under their control are aware of the requirements of the Control of Substances Hazardous to Health Regulations, Control of Asbestos at Work Regulations, Management of Health and Safety at Work Regulations.

2. Communication

Will ensure that any authorised information relating to Health and Safety is communicated to relevant employees.

Will ensure that any matter concerning Health and Safety brought up by those under their control is rectified or taken up Group Health, Safety & Training Manager or Directors.

Will ensure that all injuries and/or dangerous occurrences are recorded.

3. Method Statements/Risk Assessments

Will ensure that all personnel under their control are provided with the necessary risk assessments and method statements in relation to their job.

4. Training

Will ensure that all employees have been trained and instructed to perform their tasks in accordance with any systems of work that are laid down.

Will ensure that employees are made aware of hazards in relation to their job and fully understand the operation of plant, machines and equipment.

5. Safety Checks

Will carry out regular checks and supervision of persons under their control which will include bringing to the attention of Personnel any unsafe practices observed whilst on site.

6. Construction (Design & Management) Regulations 2015

Surveyors/estimators will have a specific responsibility to ensure that tenders are adequate to comply with Health and Safety standards including the provision of Welfare facilities.

Group Health & Safety Manager – Harry Henderson

1. General

1.1 Will be directly responsible for the implementation and maintenance of the Company's Safety Policy in the office and will regularly inspect and monitor the premises to ensure that the objectives of the Company's Safety Policy and Rules are being complied with.

1.2 Will influence attitudes towards health and safety and lead others by personal involvement and example.

1.3 Will advise directors on legal requirements to be met within the company.

2. Safety Equipment

2.1 Will ensure that all Employees know what safety equipment is provided by the Company, that it is sufficient for use, that any loss or damage is reported

2.2 Will ensure that the office is provided with a first aid box and that it is replenished as required. Will ensure that each site is supplied with an adequately sized and maintained first aid kit, with personnel being suitably trained and for its use and know the procedure for replenishment

2.3 Will ensure that all necessary statutory documents and notices are provided in the office.

3. Communication

3.1 Will ensure that any information concerning Health and Safety is communicated to all employees and that any matter brought up is investigated and the necessary action taken.

3.2 Will liaise with Mr D McCarthy, Operations and Contracts Director on any matter considered to be unsafe and on any breach of statutory requirement in any area under his control and which he cannot effectively deal with.

3.3 Will inform the Directors of any accidents reported.

3.4 Will ensure the distribution of safety related material to all company employees and will liaise with the employee nominated safety representative, regarding health and safety matters.

4. Systems of Work/Risk Assessments

4.1 Will assist in ensuring that safe systems of work are implemented and that all Employees are instructed concerning safe systems of work after a risk assessment has been carried out. This would include manual handling and visual display unit operations within the Company.

4.2 Will carry out risk assessment for young / inexperienced workers, pregnant workers and work experience personnel.

5. Training

5.1 Will ensure that all Employees understand and accept their responsibilities for Health and Safety and are adequately trained and instructed in those responsibilities.

5.2 Will arrange training for all operatives and office staff in relation to their work activities and systems of work, ensuring that they are competent to undertake their responsibilities safely.

5.3 Will provide and maintain a training matrix.

6. Accidents

6.1. Will ensure that all near misses, injuries and/or dangerous occurrences are reported and that the Accident Book is completed. Those resulting in lost time are reported immediately on the accident report form and that the accident book is completed.

6.2 Will investigate all accidents to prevent re-occurrence.

6.3. Upon receipt of an accident report will complete as necessary on Form F2508 or Form F2508A in accordance with (RIDDOR) The Reporting of Injuries, Diseases and Dangerous Regulations 2013.

6.4. Will notify Mr R Rigby, Managing Director, of any accident that is reportable to the Health and Safety Executive.

7. Safety Checks

7.1 Will carry out regular visits to site to ensure safety standards are being met, those sites that do not comply are to be temporarily closed until standards are enforced.

7.2 A yearly inspection of the Office facilities will be undertaken to ensure compliance with relevant legislation.

8. Safety Meetings

8.1 Will attend any meetings regarding Health and Safety matters arranged by the Company.

9. Maintenance

9.1. Will ensure that a regular maintenance schedule is maintained for all office equipment and ensure that any repairs or any maintenance to equipment is given

priority and carried out promptly, and that damaged equipment is taken out of service as soon as is practicable.

SAFETY & TRAINING SERVICES LTD.

The company is provided with external safety advice by Safety & Training Services Ltd., and the safety consultants are appointed to advise on all safety matters and to assist the company in complying with all Health and Safety legislation.

The safety consultants are asked to carry out audits on the company on an annual basis, this in conjunction with the Group Health, Safety & Training Manager of the company. It remains the responsibility of the Group Health, Safety & Training Manager and the Directors to maintain sites in accordance with the company safety rules.

The Directors and Health and Group Health, Safety & Training Manager will be informed of any dangerous or hazardous conditions following an audit from the Health and Safety Consultant, it will remain the duty of the company to rectify any faults found, and if necessary halt the work until the dangerous activity has been eliminated.

The Health and Safety Consultant will in no way override that responsibility unless instructed to do so by the directors.

In the main, the role of the Health and Safety Consultant will be in an advisory capacity, and he will bring to the attention of the Directors any unsafe working which he becomes aware of.

The Health and Safety Consultant will also assist on the provision of safety training at all levels within the company.

Ross Jones, AMIOSH
Health and Safety Consultant

Safety & Training Services (Hereford) Ltd.
14, Panson Place
Hereford,
HR2 6DY

Mobile: 07412 607373
Email: rossjones.sts@gmail.com

EQUIPMENT OPERATORS

1. Read and understand the Company Safety Policy and carry outwork in accordance with its requirements.

2. Know the legal requirements affecting the use of their machine and ensure that the machine is used in accordance with those requirements.

3. Ensure that any defect on the machine is reported immediately. Do not continue to operate the machine if the defect affects its safe use.

4. Make daily inspections of the machine for defects and make a report of your inspection on the prescribed form.

5. When appropriate ask for, and use, ear protection to ensure the avoidance of gradual loss of hearing due to prolonged exposure to noise.

6. Never try to use the machine for which it was not designed. If in doubt ask your Site Foreman for advice.

7. Wear suitable safety footwear and protective clothing as necessary.

8. Suggest ways to eliminate hazards or improve working methods.

9. Ensure when operating a machine that other persons are well clear especially when reversing.

10. Ensure, if necessary, that a banks person is used if you do not have full vision.

11. Report all accidents or damage, however minor to your Site Foreman.

12. Do not remove guards**.**

13. Ensure that if your machine is used for lifting purposes it is sited on a firm, level, and well consolidated base.

VEHICLE DRIVERS

1. Read and understand the Company Vehicle and Road Safety Policy

2. Ensure that any vehicle defects are reported immediately.

3. Make regular inspections of the vehicle for obvious defects.

4. Wear suitable Safety footwear and protective clothing as necessary since a driver is exposed to the same hazards as others on site when not in the cab of the vehicle.

5. Always ensure use of flashing lights and reversing bleepers where fitted.

6. Always obey speed limits and traffic routes.

7. Drive in a safe manner at all times and be particularly careful when vehicles cannot be separated from pedestrians.

8. Ensure before reversing that there are no people or obstructions behind the vehicle. Preferably, ask someone to act as a banks person while reversing unless CCTV is fitted.

9. Ensure that risk assessments are complied with.

10. Report all accidents, injuries to persons or damage to property however minor.

11. Ensure that any loaded vehicle is well secured, also that the vehicle is not overloaded or loaded in such a way to affect the handling of the vehicle.

12. Ensure that hazardous loads are carried in accordance with instructions that any necessary signs are displayed and that the appropriate documents are available in the cab.

13. Wear a seat belt where fitted.

14. The use of mobile phones is forbidden by the driver whilst the vehicle is in motion at all times unless specific hands free kits have been provided and installed by Central Roofing.

15. Smoking is forbidden in all company vehicles.

OFFICE WORKERS

1. Read and understand the Company's Safety Policy and carry out work in accordance with its requirements.

2. Ensure that the clothing and particularly the footwear worn at work is suitable from a Safety viewpoint.

3. Do not try to use, repair or maintain any office equipment or machinery or any substance or process hazardous to Health for which full instructions or training have not been received.

4. Report any defects in office equipment or machinery immediately to Mr D McCarthy, Operations and Contracts Director.

5. Find out from Mr Harry Henderson the position of the first aid box.

6. Ensure the procedures in the event of fire are known.

7. Report any accident or damage, however minor, to Mr Harry Henderson.

8. Ensure that corridors, office floors, doorways etc., are kept clear and free from obstruction.

9. Do not attempt to lift or move any articles or materials so heavy as to cause personal injury.

10. Do not attempt to reach items on high shelves unless using steps or a properly designated hop-up. Do not improvise or climb.

11. Suggest ways of eliminating hazards and improving working methods.

12. Do not smoke in designated 'No Smoking' areas and dispose of spent matches, cigarettes etc., properly.

13. Warn new employees' particularly young people of known hazards.

14. Follow instructions laid down by Management regarding the use of visual display units.

CONSULTATION (HACER 1996)

A site representative shall be nominated democratically by all site personnel annually to represent the employees

1. The duty of this elected person (Mr Cameron Dodds) 08 / 09 / 10 / 11 / 12 / 13 / 14 / 15 / 16 / 17 / 18) will be to attend quarterly safety meetings and raise any concerns about possible risks and dangers events that have or may occur in the workplace. To raise any issues that is affecting health and safety of the employees.

2. To investigate possible dangers at work, the causes of accidents there and general complaints by the employees on health and safety issues and bring these to the attention of management.

3. To represent the employees in discussions with health and safety inspectors and to receive information from those inspectors.

4. All notification to the employees will be agreed with their representative and then confirmed in writing to individuals. This will include any changes to employment terms and any safety bulletins or issues.

PERSONNEL

All personnel must: -

1. Fully observe the rules of the Company's Safety Policy.

2. Report all Safety hazards noticed on site or malfunction of any item of tool or plant immediately to their Site Supervisor or Contracts Manager.

3. Conform to all written or verbal instructions given to them to ensure their personal Safety and the safety of others.

4. Be sensibly and safely dressed for their particular working environment.

5. Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.

6. Use all Safety equipment and all protective clothing as may be provided.

7. Avoid any improvisation of any form which could create an unnecessary risk to their personal Safety and to the Safety of others.

8. Maintain all tools and equipment in good condition and report any defects to their Foreman immediately as they occur.

9. Report all accidents to their Site Supervisor whether injury is sustained or not.

10. Attend any training designed to further the needs of Health and Safety.

11. Become acquainted with all processes, materials and substances used in connection with their work.

12. Become aware of the fire evacuation procedure and the position of fire alarms and fire equipment (this provision applies equally whilst on construction sites or working on clients or customer's premises.)

13. In liaison with the immediate Supervisor, ensure that all reasonable steps are taken to protect the general public against any hazards which may be created by the site or workplace activities.

14. Not partake in drinking alcohol or the taking of drugs whilst at work.

15. Ensure that no pets of any description whatsoever be allowed in the confines of the contract.

16. Ensure that no children under the age of 16 are allowed within the confines of the contract without the specific written authority of the Directors.
In addition to the above responsibilities, the Health and Safety at Work etc Act 1974 places legal duties and statutory responsibilities on all employees.

These are: -

Section 7 of the Health and Safety at Work Etc Act 1974 states:

a) To take all reasonable care for the Health and Safety of himself / herself and of the persons who may be affected by his/her acts or omissions whilst at work.

b) To co-operate with his / her Employer to enable the Employer to carry out their legal duties or any requirement as may be imposed.

Section 8 of the Health and Safety at Work Etc Act 1974 states that: -

a) No person shall intentionally or recklessly interfere with or misuse any item provided in the interest of Health, Safety or Welfare.

17. Smoking is forbidden in all properties that Central Roofing & Building Services Ltd own, rent or occupy, this includes all sites, work places and vehicles.

PROCEDURE FOR REPORTING OF ACCIDENTS/NEAR MISS INCIDENTS BY EMPLOYEES

1. Accidents / Near Misses

Any employee who is involved in any accident OR NEAR MISS shall: -

1.1. Report the facts as soon as possible to their Site Supervisor or Contracts Support Managers or Contracts Manager immediately. In case of injury complete the on-site accident book (BI 510) remove the completed section and forward to Hereford office for the attention of the Group Health, Safety & Training Manager. The company will retain these records at their head office in Hereford

1.2. If unable to contact immediate Site Supervisor inform Group Health, Safety & Training Manager giving name and necessary details. He / she will administer reporting and documentation in line with the current RIDDOR regulations. All accidents with absence from work for more than 7 days' form F2508 will be completed and forwarded to the HSE.

1.3. Accidents and near misses will be investigated by Group Health, Safety & Training Manager or Contracts Managers using Central Roofing accident/investigation or near miss form. These forms will be used to accumulate information and statistics to enable the company to recognise any trends that may be occurring, review working procedures to eliminate the possibility of reoccurrence and in the case of Near Misses change working practices to prevent an accident occurring.

2. Failure to report accidents could lead to potentially unsafe work practices continuing leading to accidents and or death of employee. It may also lead to loss of industrial injury benefit etc.

3. Employees are also reminded that: -

3.1. Failure to wear or use protective clothing or safety equipment provided or available,

OR

3.2. Failure to follow laid down safety working practices

CAN LEAD TO

a) Accident or death of himself a work colleague, members of the public

a) Reduction or loss of benefits which may be payable following an accident.

AND/OR

b) Disciplinary procedure being taken for breach of contract of employment within the Company.

4. ACM Disturbance Reporting and Investigation

It is the duty of all employees to report any ACM disturbance to their supervisor immediately.

Any ACM disturbance must be investigated by the Group Health, Safety & Training Manager or Operations and Contracts Director and recorded on an investigation form.

GROSS MISCONDUCT

Any employee found to have acted in any of the following ways could be liable to dismissal (please note this list is not exhaustive).

1. Wilfully breaching the Company Health and Safety Rules or Company Safety Policy.

2. Removing any guard or protective device without permission of Management.

3. Operating any machine, plant or equipment without the necessary training or authority.

4. Misusing items provided for first aid.

5. Recklessly interfering or misusing anything provided in the interests of Health and Safety or Welfare at Work.

6. Misusing any chemical, flammable substance, toxic material etc.

7. Smoking in designated 'No Smoking' areas or whilst using flammable substances.

8. Taking part in horseplay or entering into practical jokes.

9. Making false declarations or interfering with evidence following an accident or dangerous occurrence.

10. Misuse of compressed air, electrical or pneumatic equipment.

11. Overloading any lifting equipment.

FIRST AIDERS/APPOINTED PERSONS

The Company will nominate sufficient number of qualified First Aiders or appointed persons as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

The duties of these persons will be: -

1. Ensure that the contents of the First Aid Box are maintained in accordance with this standard required under the Approved Code of Practice.

2. Ensure that the prescribed notice is prominently displayed giving the name of the First Aider and the location of the First Aid Box.

3. Ensure that the statutory guidance for First Aid is kept in the box or displayed.

4. Assist Management in assessing the requirements for First Aid in the workplace.

5. Where necessary to give basic First Aid treatment and list action taken in the Accident Book BI 510. In addition, keep a record of First Aid treatment given.

6. The names of first aiders and location of first aid boxes will be displayed clearly at all work places.

7. Notices will be displayed on offices, site and in vans identifying first aid and emergency contact names and telephone numbers.

A. FIRE WARDEN

The Company has nominated Miss Amy Rose as the company fire warden to assist in the fire procedures of the Company and shall: -

1. Ensure that persons within his/her designated working area are aware of the measures to be taken in the event of fire.

2. Arrange bi annually with Mr Harry Henderson Group Health & Safety Manager for a fire drill.

3. Regularly test fire alarms and maintain a record of such tests.

4. Regularly make fire safety tours of the premises.

5. Maintain a register appertaining to all fire measures within his/her working area. Be aware of the location of fire hydrants if there are any.

B. FIRE PROCEDURES

Fire procedures will be displayed at all workplaces alongside call points.

HEALTH AND SAFETY GUIDELINES FOR VISITORS

All visitors have a responsibility to ensure the Health, Safety and Welfare not only of themselves but also of anyone affected by their business.

Visitors must be accompanied by a member of staff at all times unless prior agreement has been made.

All visitors must observe the Company's Health and Safety Policy and comply with the Health and Safety at Work Act and any other Health and Safety Legislation.

Visitors must observe all safety rules and instructions issued by the Management and any notices that are displayed on the premises.

Visitors must make use of any protective clothing or equipment that is provided for their use.

Visitors must report any hazards, accidents or near misses on the premises immediately.

Visitors must behave in such a manner to ensure that no risks are created.

IN THE EVENT OF FIRE OF EMERGENCY

Please follow the instructions given by the occupiers of the premises.

Please observe any 'No Smoking' notices and in the event of fire, leave the building by the nearest practical means and assemble at the designated fire assembly point. Fire procedure notices are displayed throughout the building.

SECURITY

The Company reserves the right to search visitors and vehicles. The use of cameras must not be made unless with prior agreement.

CONFIDENTIALITY

Visitors must treat any information concerning employees of the Company including equipment and processes in a confidential manner. Photographs will not be permitted without prior written permission from the Management.

EMERGENCY PROCEDURES

The Company will nominate a sufficient number of competent persons to implement procedures in relation to the evacuation of the site or premises. The names of these persons will be displayed at all places of work.

A record will be made of all persons entering the premises or sites and where necessary, adequate Health and Safety instruction will be given about any hazards or procedures relating to the work activity.

Where necessary will consult the emergency services.

Will produce a route plan to the nearest accident/emergency hospital.

A telephone will be provided at each site and where this is not possible; the nearest telephone will be located for use in the event of an emergency. If the person in charge of the site has to leave, arrangements will be made to leave a key to obtain access to the telephone.

A First Aid Kit will be provided at every place of work and will be maintained to the prescribed standards. This kit will be kept readily available and will not be locked up. In the event of the person in charge of the site having to leave, arrangements will be made to leave a key to obtain access to the First Aid Kit.

A suitable number of FIRST AIDERS / APPOINTED PERSONS will be trained for each site or premises. Their names will be displayed at each place of work.

Fire extinguishing equipment will be provided at every place of work, and where 'HOT WORK' is to be undertaken additional fire extinguishing equipment will be required. Sub-contractors provide their own. A fire assembly point will be designated at the head office and on site.

Training will be given to staff in relation to the use of fire extinguishing equipment and in office premises regular fire drills will be held at least twice a year.

Emergency measures will form part of any RISK ASSESSMENT undertaken by the Company and measures will be included under the heading of preventative and protective measures.

1. MAJOR EMERGENCY PROCEDURE

a. In an emergency the preservation of life is of the utmost importance and therefore evacuation of the premises in accordance with the fire procedures is to be undertaken without panic but as quickly as possible.

b. Where the appointed person is not immediately available, the senior person present will have complete authority and take such measures as are necessary to prevent the loss of life.

c. Unidentified packages, parcels, briefcases, bags, objects etc. and possible hoax calls are to be taken seriously and dealt with in accordance with Company procedures until it is established that no such threat exits.

d. Emergency measures will be considered when undertaking risk assessments.

2. WHAT TO LOOK FOR

- Unusual postmarks on letters, packages and parcels more stamps used than necessary
- Grease marks on letters, packages and parcels
- Unusual smells (almonds or marzipan)
- Extra weight in one area of the package
- Thick envelopes
- A small envelope inside a large one (especially if tightly taped or tied with string or wire)
- Unattended bags and briefcases
- Anything dug up or found on site that resembles a bomb, missile, rocket or any other armament or ammunition
- Unattended, suspicious vehicles

IF YOU HAVE ANY DOUBTS OR SUSPICIONS, REPORT THEM IMMEDIATELY AND AVOID HANDLING THE SUSPICIOUS ITEM

3. EMERGENCY PROCEDURE

- Do not handle the package or object
- Notify the senior person who will instruct you to tell other staff and any visitors to leave the room or area as quickly as possible
- Leave all doors and windows open behind you if inside a building
- The appointed person or senior person present will immediately call the police and: -
    - Evacuate the building or alert personnel if outside by operating fire alarm
    - Collect the visitors book and proceed to the fire assembly point
    - Carry out a roll call to establish if the building is empty and that all personnel are accounted for
    - Set up an exclusion zone away from the building or area as far away as possible and ensure that members of the public do not enter that area
    - Warn adjacent premises
    - Co-operate fully with emergency services
    - Instruct everyone not to re-enter the building until told to do so by the senior police official present.

4. BOMB THREATS

If you receive a bomb threat STAY CALM. Treat all bomb threats as real.

- Get as much information as possible from the caller
  - When is it set to go off?
  - What kind of bomb is it?
  - Where has it been placed?

- Try to remember as much information as possible and write them down
  - Was the caller male or female?
  - Did they give a code word?
  - Did the caller have an accent?
  - Did the caller sound foreign?
  - Did the caller sound intoxicated?
  - Did the message sound rehearsed or pre-planned?
  - Was there any identifiable background noise?

- Notify the appointed person Mr N Alden or senior person who will immediately call the police

The senior person will:

- Evacuate the building or site by operating the fire alarm and follow the emergency procedure

5. EMERGENCY RESCUE PLAN (ROOF AREA)

A rescue plan is a pre-planned strategy or procedure (please refer to appendix 15), designed to safely retrieve someone who has fallen from height and is suspended in a harness. It provides information about the type and location of equipment that are vital in the rescue process.
Therefore, it is vitally important that an emergency rescue plan is planned and implemented prior to commencement of works and before entering on to the roof area where harnesses are being worn. Emergency rescue arrangements must be included within our Risk Assessment/Method Statement. Temporary barriers will be needed to control access to areas where harnesses have to be worn. Where running line systems are relied upon, access to the roof, e.g. during work breaks and at the end of the working day, need to be controlled.
Whether working In work restraint, or fall arrest, when using a harness the following must be adhered to before work commences:

- Only full body harnesses must be used.
- Operatives must be trained in the safe use and inspection of safety harnesses.
- Further information and controls in the wearing and use of safety harnesses will be highlighted in site specific RAMS

When are rescue plans required?

There are three main reasons why employers need to make provision for rescue arrangements when working at height:

1. The Work at Height Regulations 2005 (as amended) require it
2. The casualty needs to be attended to and recovered quickly
3. It is the employer's responsibility and not some other individual or organisations

Carrying out a rescue:

Types of rescue:
There are four options for dealing with an emergency which requires an injured or incapacitated person to be recovered to safety. Remembering that the immediate aim is to recover the casualty to the nearest point of safety, the following hierarchy of rescue methods applies:

1. Lowering a remote casualty
2 Self-evacuation by decent
3. Rescuing another in descent
4. Raising a remote casualty

In all cases it is preferable that the rescuer is not involved in descent or suspension. Option 1 is generally preferable to option 4 because it is more straightforward and physically easier to lower a load than raise one.

Central Roofing policy is to keep operatives on the roof at all times. Remember the use of harnesses are an action of last resort and all other options of fall prevention such as R.E.P./ MEWPS etc must be considered first. Central Roofing and Building Services Limited must not rely on the Emergency Services to rescue persons from height. Up on the roof an appropriate and specific rescue plan could include;

- Use of fixed or portable ladders or on-site access equipment on relatively low buildings.
- Use of access ways i.e. internal stairwells and corridors through the building
- Use of a cherry picker or MEWP
- Use of portable aluminium tower
- Use of rescue kit i.e. Gotcha where a fall in a harness is possible and appropriate trained operatives are present.

CENTRAL ROOFING AND BUILDING SERVICES LIMITED

STATEMENT OF HEALTH, SAFETY AND WELFARE

POLICY

PART 3

ABBREVIATED SAFETY RULES

ABBREVIATED SAFETY RULES

GENERAL

The purpose of this document is to define the safety rules which apply to all employees and sub-contractors.
It is the duty of all employees to observe the following rules and behave in a safe manner that is safe and reasonable towards fellow employees, the Company its suppliers, customers and visitors.

Failure to comply with these rules will render employees liable to disciplinary action such as warnings and, where no improvement, possible dismissal.

1. Employees must inspect all machinery prior to use and make proper use of any guards that are provided.

2. Employees must only use equipment that they have been trained on and authorised by the company.

3. Employees must not clean machinery when in motion.

4. Machinery must not be left running whilst unattended.

5. Employees under 18 must not operate any dangerous plant or machinery.

6. Damaged or faulty equipment must not be used and must be reported.

7. Flammable substances must be used in accordance with instructions.

8. Personnel must not attempt any electrical repairs unless authorised to do so.

9. All substances are to be used in accordance with COSHH risk assessments and hazard data sheets. No substance is to be used until the COSHH Assessment has been read and understood.

10. All ladders/steps must be inspected and secured prior to use.

11. All electrical equipment used must be PAT tested.

12. Employees must not alter or remove guards.

13. When working at height handrails must be provided to prevent falling.

14. Personnel must not enter unauthorised areas or designated traffic routes.

15. All working areas must be kept free of obstruction and good housekeeping maintained.

16. No smoking to be undertaken on sites other than in designated areas.

17. PPE must be worn where required.

18. All accidents must be reported and recorded in accident book.

19. Employees must familiarise themselves with the company fire procedures and location of firefighting equipment and assembly point.

20. Personnel must wear suitable clothing for the job.

21. Alcohol and drug abuse by employees and sub-contractors can adversely affect the safety and health of themselves and others on our sites. It is therefore the policy of the company that any person known to be, or strongly suspected of being affected by alcohol or drugs must be referred to the Director who must arrange for the person to be removed from the premises.

22. In the event of coming across asbestos or suspected asbestos products employees must cease work immediately and report to Foreman or Contracts Manager.
Employees must not undertake any work with asbestos products unless they have received the necessary training and all correct RPE, PPE and paperwork are in place as required by the Control of Asbestos Regulations 2012

REPORTING OF, INJURIES, DISEASES & DANGEROUS OCCURRENCES REGULATIONS 2013.

The following is a summary of the main duties imposed: -

The regulations require that when any of the following events occurs, the responsible person must report it in writing to the enforcing authority and must keep a record of it and in the case of an event of type a); b); or c), the responsible person must first notify the Enforcing Authority about it immediately, by the quickest means - e.g. by telephone: -

a) The death of any person, whether or not he or she is at work, as a result of an accident arising out of or in connection with work.

b) Any person suffering a specified major injury or condition as a result of an accident arising out of or in connection with work.

c) One of a list of specified dangerous occurrences arising out of or in connection with work.

d) A person at work being incapacitated from his or her normal work for more than 7 days as a result of an injury, (an over 7-day injury) caused by an accident at work.

e) The death of an employee if this occurs sometime after reportable injuries which lead to that employee's death, but not more than one year afterwards.

f) A person at work being affected by one of a number of specified diseases, provided that a doctor diagnoses the disease and that the person's job involves a specified work activity. (See Booklet HSE 17 for further details).

The responsible person who is required to report these matters would be the employer of an injured person, a self-employed person, someone in control of the premises where work is carried out or someone who provides training for employment.

For details of what an employer must do in the case of accident at work please see Appendix 2.

The person responsible for notification must notify the Authority by telephone in relation to death or specified major injury immediately. A record of the call and details of whom spoken to should be logged. The Form F2508 for a dangerous occurrence should be completed and sent within 10 days, and for reporting a case of disease Form F 2808A should be used. Alternatively, the HSE Call Centre can be contacted.

The regulations affect persons not at work but who may be affected work activities. Also included are people receiving training, pupils, students and Youth Training Scheme operatives.
Full details of the regulations are laid down in the Health and Safety Executive Booklets which should be kept on site for further information.

COVID 19

COVID-19 Policy Statement

Introduction

This addendum to the Central Roofing and Building Services Limited Health & Safety Policy relates specifically to COVID-19 and the actions required by both Staff and employees to maintain a safe system and places of work.

COVID-19

SCOPE - This policy applies to all our staff, operatives, sub-contractors and visitors.

Central Roofing and Building Services recognises that there is a legal duty of care towards protecting the health and safety of its employees and others who may be affected by our activities during the COVID-19 pandemic.

In order to discharge our responsibilities, we will collectively:

• Bring this Policy Statement to the attention of all staff and operatives;
• Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
• Communicate and consult with our staff and operatives on matters affecting their health and safety;
• Comply fully with all relevant legal requirements and government guidance;
• Eliminate risks to health and safety, wherever possible;
• Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
• Ensure that procedures are in place at all locations for dealing with the virus;
• Maintain our premises and sites, and provide and maintain safe plant and equipment;
• Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
• Provide adequate resources to control the risks arising from our work activities in relation to the virus;
• Provide adequate training and ensure that all employees are competent to do their tasks safely;
• Provide information, instruction, training and supervision for employees; and
• Regularly monitor and revise policies and procedures as guidance changes.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance.
Any changes to the policy will be brought to the attention of all employees.

COVID-19 Responsibilities

In addition to the responsibilities outlined in the full CRBS Health & Safety Policy, the following additional duties in relation to COVID-19 are acknowledged and recognised.

Responsibilities of the Managing Director
To ensure
• that health and safety policies and procedures as adopted by the company are implemented consistently, across the entirety of the organisation;
• that meaningful risk assessments are recorded to mitigate the risks associated with COVID-19

Responsibilities of the Directors
To ensure that
• they communicate and consult with staff on COVID-19 issues;
• they maintain a current knowledge, up to date with developments and guidance relating to COVID-19;
• any issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls are implemented and communicated to staff;
• any safety issues that cannot be dealt with are referred to the Group Health, Safety and Training Manager for action;
• safe systems of work are developed and implemented where needed;

Responsibilities of the Group Health, Safety and Training Manager
To ensure that
• staff are able to report hazards and raise concerns and that such issues are addressed;
• training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
• any COVID-19 incidents inside and outside of work are recorded, investigated, responded to and reported where necessary

Responsibilities of Contracts Managers
To ensure that
• They supervise their operatives and sub-contractors to ensure that they work safely and provide increased supervision for new, vulnerable and/or young workers
• Good communication is in place between management and employees, particularly where there are organisational and procedural changes implemented or required;
• Employees are fully trained and competent to discharge their duties;
• personal protective equipment (PPE) is made available and maintained where appropriate, and relevant staff are aware of the correct use of this and the procedures for its replacement;
• Where necessary, they acknowledge and look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. bereavement, illness of family members or anxiety about the general safety of their loved ones.

Responsibilities of all other staff and operatives
To ensure that they
• Follow any information, instruction, training and supervision provided to them regarding looking after their health, safety and wellbeing (including mental health) during the COVID-19 outbreak; and
• Raise any issues or concerns with their line manager or safety representative where applicable.

CENTRAL ROOFING AND BUILDING SERVICES LIMITED

STATEMENT OF HEALTH, SAFETY AND WELFARE

POLICY

PART 4

APPENDICES

APPENDIX 1

PERSONAL PROTECTIVE EQUIPMENT AT WORK (REG 1992) & RPE & PPE (REG 2022) Extended Duties to Limb (B) Workers

1. All persons employed & all Limb (B) Workers will be provided free of charge a safety helmet, safety boots and hi visibility vests or shirts. Personal protective equipment is regarded as the last resort and only to be used if there is no other safe way of working. specific personal protection such as goggles, reflective eye wear, gloves, safety harness, dust masks ear defenders are also provided free of charge, you will be supplied with specific P.P.E. and training depending on the task being performed this will be specified in risk assessments for the activities to be undertaken.

2. All employees and subcontractors (Limb (B) Workers) must take reasonable care of all P.P.E. supplied and report any defects to their supervisor.

3. P.P.E. must be kept in good condition and stored in company vans when not in use.

4. R.P.E Will be issued to all site personnel involved in Asbestos related contracts and recorded on a SMS16 issue form. All persons receiving this equipment will be trained in its use and maintenance. It will be stored in such a way that it is not damaged or contaminated. The site specific POW will state where the R.P.E should be kept for that job.

5. All safety helmets will comply with CE EN 397.

6. Bump caps are not acceptable as a substitute for safety helmets.

7. All loss, damage or defects must be reported to management.

8. Hard hat sites are: -

a. Any area where approved safety helmet sign is posted. This may include the whole site.
b. Any area where plant, machinery, transport, cranes, hoists or excavators operate.
c. Any area where materials are being handled, stored or stacked.

9. Safety helmets, Safety boots are a minimum standard and must be worn by all persons entering, working in or passing through sites.

Helmets may only be removed in the following circumstances:

a. After discussion with Supervisor where there is no foreseeable risk or injury.
b. In site offices, cabins, toilets and canteens.

10. When sub contract work is undertaken for a Principal Contractor then their rules must be adhered to.

11. The person in charge of the site will be responsible for ensuring that this policy is carried out and any interpretation on the rules is required.

12. These rules must be complied with and will not be a matter for discussion.

APPENDIX 2

WHAT TO DO IN THE CASE OF AN ACCIDENT AT WORK

1. Accident:

Accident arising out of or in connection with the work of your undertaking which is covered by the Regulations and involves: -

2. Who was injured ?

One of your employees or trainee at work, or a self employed person working in your premises, resulting in:	Any other person who is not an employee or trainee at work but who was either in the premises under your control at the time or was otherwise involved in the accident resulting in:

3. Kind of Injury?

Fatal, major or Specified injury causing incapacity from injury	Other injury not causing incapacity from injury

for more than 7 days. for more than 7 days.

Other injury - No action required by the Regulations

4. Action Required

Notify the Health Safety & Environmental Officer who will inform the Enforcing Authority immediately.

Complete Central Roofing accident/investigation form.

Health Safety & Environmental Officer to send a written report on an approved form (Form F2508) to the Enforcing Authority within 10 days of the Accident
Make and keep a record of the accident

APPENDIX 3

A. HEALTH AND SAFETY TRAINING

1. It is policy of this Company to give training to our employees not only to comply with minimum statutory requirements, but also to secure a continuing safe and healthy working environment for employees and all those who may be affected by our activities.
2. The Company will continue to assess the Health and Safety training needs of employees and will compile an annual training schedule from this assessment. The Company will maintain records of all health and safety training undertaking.
3. The requirement to provide adequate training for employees to carry out their tasks in a satisfactory and safe manner is also detailed in other current legislation.
4. The Company will continue to assess the Health and Safety training requirements from this assessment. The Company will maintain records of all Health and Safety training undertaken.

B. HEALTH AND SAFETY TRAINING

1. The Company is committed to Health and Safety and recognises that training of all personnel ranks highly in its priorities. Training will include more than, for example, recognised safe working practices, it will also include such instruction and training which will enable its employees to identify hazards and introduce the appropriate systems for controlling them.

2. It will also include “Employment Management” training in order to provide for the staff discipline and supervision, which must be exercised, if safe systems are to be maintained in practice.

3. Training is also required to ensure that the workplace is safe and without risks to health; this is achieved by regular monitoring of the workplace and therefore management and employees must be trained to work together to achieve this goal.

4. Induction training will be carried out as soon as possible after an employee commences employment, ideally on arrival. The objective is to ensure that employees are familiar with all aspects of health and safety which relate to their employment.

Such training will fundamentally cover: -

- Fire procedures
- Warning systems
- Actions to be taken on receiving warning
- Locations of exits/escape routes
- Evacuation and assembly procedures
- First aid/injury reporting procedures
- Names of first aider/appointed persons
- Instruction on any prohibited area (i.e. no smoking)
- Issue of protective clothing/equipment, and its use
- Instruction under COSHH/Hygiene
- Thorough instruction applicable to their particular duties at work
- Use of work equipment
- Asbestos Awareness.

5. Each year Directors (where applicable), Senior Management (Where applicable), Supervisors, and any Labourers will be required to undergo refresher training on Asbestos Awareness or Non-Licensed Asbestos Removal. The Directors and Group Health, Safety & Training Manager are responsible for ensuring that this is done. A copy of all up to date certificates for operatives on site will be kept in the main office and made available as required.

C. HEALTH AND SAFETY TRAINING SITE SPECIFIC

1. In order to comply with Company Policy and the current Regulations, site specific training is carried out as required.
Such training includes: -

- First aid
- Risk Assessment/Method Statement production
- Manual handling
- COSHH
- CITB Site Safety Management (5-day course)
- CITB Site Safety Supervisors (2 Day Course)
- CITB H&S Awareness (1day Course)
- Fork lift truck operations
- Hoists and lifting equipment
- Scaffolding Inspection
- Abrasive wheels

- Banks person
- Asbestos Awareness or Non-Licensed Removal
- MEWP
- Fire prevention and use of extinguishers.
  (List not exhaustive)
- Working at Height

2. Contracts Management should assess the training requirements for each contract and take appropriate action as required.

3. Where recognised a formal induction training programme will be compiled and implemented for new employees.
Site safety awareness (induction) training will be given to all new employees and sub-contractors prior to commencement on site.

4. Where any processes, operations and tasks for which formal training is required adequate training will be carried out and records kept of such training.

APPENDIX 4

HEALTH AND SAFETY CONSULTATION

Procedures relating to consultation on health, safety and welfare.

1. As required by the Construction (Design & Management) Regulations the company will give the opportunity to their employees to give health and safety advice on any aspects of the work being undertaken.
2. Initially at induction health and safety training employees will be given the opportunity to give advice and their views on health and safety. The same opportunity will be given when ‘tool box’ talks are being undertaken.
3. Employees are encouraged at any time to put their views on health, safety and welfare to any member of management so as to improve and maintain high standards and reduce the risks of accidents and incidents. Employees will be encouraged to nominate safety representatives to put their views to management.
4. When risk assessments and method statements are being, prepared employees will be given the opportunity to give their views and ensure full co-operation.
5. When formal training sessions are, undertaken attendees will be given the opportunity of giving their views and these well be recorded and submitted by the trainer to the company for consideration.
6. Where sub-contractors are employed a pre-site meeting will be held and aspects of health, safety and welfare discusses. Where necessary regular meetings will be held throughout the contract period to ensure co-operation on safety.
7. Management will monitor the above to ensure that the requirements of the Health and Safety (Consultation with Employees) Regulations1996 and the Management of Health and Safety at Work Regulations1999.

8. Information on health, safety and welfare will be sent out in wage packets and other important information will be displayed on the safety notice board.
9. Management will take the 'open door' policy where they will encourage workers to come and see them to discuss health and safety.
10. It is incumbent upon all employees to notify Health Safety & Environmental Officer or their line manager of any illness, sickness, disease, injury or change of circumstances that may affect their ability to perform their specific duties or that may impact on their colleagues.
    Upon notification, a review meeting will be held to determine the current situation and longer term prognosis which may be followed in a change to their duties where risk assessments and method statements can be issued to ensure everyone's welfare.

APPENDIX 5

RISK MATRIX CHART

Probability	Rating	Severity
Frequent - Likely To Occur At Any Moment	5	Multiple Fatalities
Probable - Would Occur Several Times A Year	4	Fatalities
Occasional - Unlikely To Occur Once A Year	3	Major Injury
Possible - Unlikely to Occur In 2 Or 3 Years	2	Minor Injury
Improbable - Unlikely to Occur In 5 Years	1	No Injury

Risk Score	Risk Ranking	Action Required
1-2	Negligable	No Further Action Required
3-6	Low	No Additional Control Measures Required. Monitor Task To Ensure Procedures Are Followed
8-10	Medium	Re-evaluate Task And Implement Further Controls, Alternative Method Or Less Hazardous Materials
12-25	High	Do Not Commit To Works
Persons Affected:		C = Contractor, OC = Other Contractor, P = Public, O = Other

HAZARD

The potential for harm or injury.

RISK

The likelihood or probability that harm or injury will be realised.

APPENDIX 6

RISK ASSESSMENT

Procedures relating to risk assessment.

1. The Company will not undertake any work until a risk assessment has been carried out by a competent person.

2. Risk Assessments will be reviewed if there are any changes or reviewed regularly. Changes in technology will be considered as part of the assessment.

3. The risk assessment matrix will be used and each assessment will be rated 1 to 5

4. The competency of the individuals undertaking the task will be considered as part of the assessment.

5. Only competent persons will be allowed to undertake risk assessment. These individuals will be provided with formal training, which will be updated regularly.

6. All high risk activities will be provided with a safety method statement.

7. All risk assessments will be brought to the attention of employees undertaking work and signed for.

8. Employees will be consulted regarding risk assessments and requested to give their advice and views.

9. The hierarchy of risk assessment principles will be followed.

10. A time period will be allocated for implementing risk assessments.

11. Risk assessment will include emergency measures.

APPENDIX 7

Manual Handling

It is the policy that all Central Roofing and Building Services activities, will, where possible, be mechanised to reduce or prevent harm occurring from muscular-skeletal injury.

All employees of Central Roofing and Building Services will attend a Manual Handling Course as approved by the Construction Industry Training Board. The course is to be refreshed every three years for all operatives. The training received on this course will provide the operative with the factors to consider prior to attempting a manual lift, these will include assessing:

- The stability of the load to be lifted
- The weight of the load to be lifted
- The distance the load has to be carried
- The number of times the load has to be carried
- The height the load has to be lifted
- The capability of the person attempting the lift

- The environment in which the load is being lifted
- The requirements for twisting, stooping or raising any load

Prior to any lift being attempted, a manual handling risk assessment will be undertaken, taking into consideration the factors identified above and contained in the Manual Handling Regulations 1992 (as amended). The assessments will be carried out by a competent person with the necessary knowledge, skill and experience required to carry out the task.
Where it is not possible to mechanise a particular task, the company will actively seek to reduce the weight of any load being lifted by seeking an alternative product where possible.

Employees

It is expected that all employees comply with their duties under these regulations. They are also, required to:

- Follow appropriate safe systems of work laid down for their safety
- Make proper use of equipment provided for their safety
- Co-operate with their Central Roofing on health and safety matters
- Inform Central Roofing if they identify hazardous handling activities
- Take care to ensure that their activities do not put others at risk

APPENDIX 8

Control of Substances Hazardous to Health Regulation 2002

The company uses products which come within the scope of the COSHH Regulations; it is therefore a requirement to assess the risks posed by a particular product or activity. The company will undertake COSHH assessments on all activities and substances. This will be undertaken by a competent person with the knowledge, experience and qualifications required to undertake the assessment. Where possible the company will eliminate all substances that are harmful to health with an alternative substance less likely to cause harm. No substances are to be used unless there is a COSHH hazard data sheet in place. If you are in doubt about the safe use of a substance which includes liquid, gas. or solid material then contacts your immediate supervisor or Mr C Price (COSHH co-ordinator) at Hereford office.

Basis of Assessment

- Information will be gathered about a particular substance which is to be used. This will be achieved by checking material safety data sheets, labelling,

manufacturer's technical information etc. All working practises will then be evaluated to identify how and where the product is to be used.

- From this information the person carrying out the assessment will decide if there are any likely risks to health.
- Decide what action is required to prevent exposure, or control exposure. This can be achieved through various methods. As most of the work carried out by the company is undertaken outdoors, natural ventilation is the main preventative measure. Where this is not adequate PPE will be worn.
- Implement the control measures identified, ensure that these are maintained at all times and properly used. If required, the use of health surveillance and monitoring will be undertaken. Information, instruction and training will be provided to every employee relating to the task being undertaken and the substances being used. Material Safety Data Sheets will be provided to each employee on all of the harmful substances used by the company.
- The assessment will be recorded and then kept on file; this will be updated as and when required.

Every contract will be subject to assessments and method statements. These are to be read and understood. All employees are required by law to use the safety equipment provided to them in the manner in which they have been trained. Equally Central Roofing will provide information, instruction and training on the use of equipment and substances used.

APPENDIX 9

Working at Height Regulations 2005 (amended 2015)

It is the aim of Central Roofing and Building Services to carry out their work as safely as possible. As the major part of Central Roofing's work is carried out at height the company will provide formal training to cover the hazards encountered, these will include:

- Falls from height
- Working on fragile surfaces
- Materials falling from height
- Weather conditions
- Access and egress

All operatives who are employed by Central Roofing will attend the formal courses to cover the above risks prior to any work being carried out on a roofing activity. All training will be provided by a competent person with the necessary knowledge, experience and qualification required to carry out the training. Maximum intervals of a five yearly basis.

The company will adopt the hierarchy of fall prevention as identified in the HSG33 Working on Roofs HSE guidance, this being:

Avoid working at heights were possible, use work equipment to prevent falls where they cannot avoid works at height.

- Eliminate the risk of falls through the use of safety netting
- Provide scaffolding to all open edges to comply with Work at Heights Regulations 2005.
- Provide Information, instruction and training.
- Provide Personal Protective Equipment (PPE)

It will be the policy of Central Roofing and Building Services to adopt best practise standards and erect where possible scaffolding and safety netting as the immediate prevention of falls from height.

When working on fragile roofs, the use of safety netting will be employed where possible. Where it is not possible the use of scaffolding and or crawling boards will be utilised. Under no circumstances are any employees of the company allowed or required to stand, kneel, step or sit on any form of fragile roof. This will be identified in the method statement and risk assessment on each and every contract.

Every contract worked on by Central Roofing and Building Services will be subject to Method Statement and Risk Assessments. Both will be compiled with the liaison with the operatives on site and best practise in the industry. Prior to any work being carried out on any contract a supervisor and or the Company Health and Safety Officer will go through the information with the operatives carrying out the work.

All scaffolding, safety netting and other personal protective equipment used by the company as a means of fall prevention will be maintained and inspected as per the requirement of the following legislation:

- Provision and Use of Work Equipment Regulations 1998
- Construction (Design and Management) Regulations 2015
- Lifting Operations and Lifting Equipment Regulations 1998
- Personal Protective Equipment at Work Regulations 1992
- Working at Height Regulations 2005

APPENDIX 10

1. Asbestos-ROOFING WORKS

Control of Asbestos Regulations 2012

Due to the nature of the work that Central Roofing and Building Services carry out, it is likely that asbestos may be encountered. Asbestos can be found in various locations in buildings. For roof projects, it is most likely to be found in the following locations: -

Asbestos Cement Profile Sheeting
Gutters and Down pipes
Chimney Linings
Insulation
Ceiling Tiles
Fascias and Soffits
Fire Protection to Steelwork
Felt Roof Products
Soil Vent Pipes
Promenade Tile etc.

Although this list is indicative it is by no means exhaustive, as asbestos can be found in any building structure and fabric.
The Client, his appointed Project Manager or Principal Designer will be requested for a copy of the asbestos register prior to any project commencing.
Prior to any works being undertaken materials suspected to be asbestos are to be analysed by an approved company with the necessary knowledge, skill, experience and qualifications required to do so.
There are three different types of asbestos; they are Chrysotile, Crocidolite and Amosite (White, Blue and Brown).
Only licensed companies will be used to undertake removal of licensed ACM's as required by the Control of Asbestos Regulations 2012.

Asbestos containing materials under the Control of Asbestos Regulations 2012 identified as suitable for non-licensed removal can be removed by competent persons with the necessary knowledge, qualifications and experience required to do so. Only those workers that have been trained in non-licensed asbestos removal will be allowed to undertake this work.

Training

All operatives that work for Central Roofing and Building Services are provided with specific training relating to the dangers of and non-licensed removal of asbestos based products in the workplace. This is a UKATA approved course and is renewed annually. The aim of the course if to provide the worker with the necessary knowledge to identify the possible locations of asbestos, and the personal protective equipment required when working with asbestos containing materials, correct

Procedures for disposal and relevant legislation. Information from the HSE booklet relating to asbestos cement products will be issued to attendees.
Also identified are the possible diseases that can occur when working with asbestos.
A method statement and risk assessment will be produced and issued specific to each job.

Personal Protective Equipment

Central Roofing and Building Services are not licensed or permitted to work with any Licensed Asbestos Containing Materials. As previously stated Non-Licensed ACM's as detailed in CAR 2012 work can be undertaken by those operatives suitably qualified.
Non-Licensed work will be notified to the HSE where required at least 14 days prior to the commencement of work.
All Non-Licensed work will take place following closely the safe systems of work prepared for the contract.

The following PPE must be worn at all times: -

- Disposable overalls, removed and disposed of on a daily basis
- Shoe Covers, removed and disposed of on a daily basis
- Face Masks with the type FFP3, to be removed and replaced on a daily basis
- Suitable gloves that are to be removed and replaced on a daily basis

All used disposable clothing is to be double bagged and sealed and disposed of in a licensed waste skip.

Procedures

Prior to every contract being started on, a method statement and risk assessment will be provided, this is to be read and understood. It will note any specific hazards that may be encountered on a contract and will specify the location of asbestos contaminated materials.

If when work has commenced on a project and an operative comes into contact with a material that he suspects is asbestos, but is not identified as such on the method statement, he is to cease work immediately. The area in question is then to be sealed off and marked with 'Asbestos Hazard' and 'No Entry'. The company Health and Safety Officer is then to be contacted, he will in turn contact an asbestos surveying company who will be requested to attend site. Once the substance is identified the recommended course of action will then be undertaken.

Removal and Disposal

A detailed method statement will be produced and read and signed off by employees undertaking the work.

All Licensed work will have been notified to the HSE at least 14 days prior to the commencement of work. All Licensed work will take place following closely the safe systems of work as determined and outlined in the POW, any deviations to the POW

will only be authorized by a Supervisor or Contracts Manger and will be recorded on a Record of Amendments SMS 55

APPENDIX 11

Emergency Evacuation Procedures

In the event that the site needs to be evacuated either because of fire, asbestos disturbance or other reasons then the following procedure will take place.

The supervisor will sound the alarm. He will then take the Site Diary with him and proceed to the nominated emergency point. All operatives will then leave their place of work and in an orderly manner evacuate the area.

No persons shall be allowed to re-enter the site until the supervisor has given clearance.

APPENDIX 12

Equipment

It is the policy of the company to fully test and certify all equipment within the company in accordance with the following regulations:

- The display screen equipment Regulations 1992 (2002)
- The Health and Safety at Work Etc Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Provision and Use of Work Equipment Regulations 1998
- The Personal Protective Equipment Regulations 1992 (as amended)
- Lifting Operations and Lifting Equipment Regulations 1998

Display screen and work station equipment

The company will provide free eye tests to employees using display screen equipment.
Regular assessment will be made by Central Roofing Safety Officer with regard to the use and supply of correct equipment and furniture to comply with the DSE regulations.
Employees are encouraged to report any defects or concerns they have with their work station to their line manager.

Tools and Electrical Equipment

The company will ensure that all equipment used by the company will be suitable for the task at which they are being used. All equipment will be subject to regular inspections on a daily basis by a competent person usually the gang foreman, with any damaged items being taken out of use immediately. More thorough inspection will be undertaken on a three monthly basis with PAT testing and visual inspections being undertaken on electrical equipment, this is to be undertaken by a trained competent person with the necessary skills, qualifications, knowledge and experience to do so. The company will employ a suitably qualified external contractor to undertake this element of the works.

The company will ensure that any operatives that are employed to use company equipment will be given the necessary training, personal protective equipment and supervision in order to carry out the tasks as safely as possible.

Prior to any machinery being operated a risk assessment will be undertaken which will be reviewed when required or over a six monthly period.

Hiring of Equipment

The following items of equipment are generally hired in and as such the necessary certificates for their integrity are viewed on a contract-to-contract basis.

- Mobile Access Towers
- Hoists and Cranes
- Scaffolds
- Air Breathing Apparatus
- Mobile Elevating Work Platforms

APPENDIX 13

Joint Discussion on Safety Matters

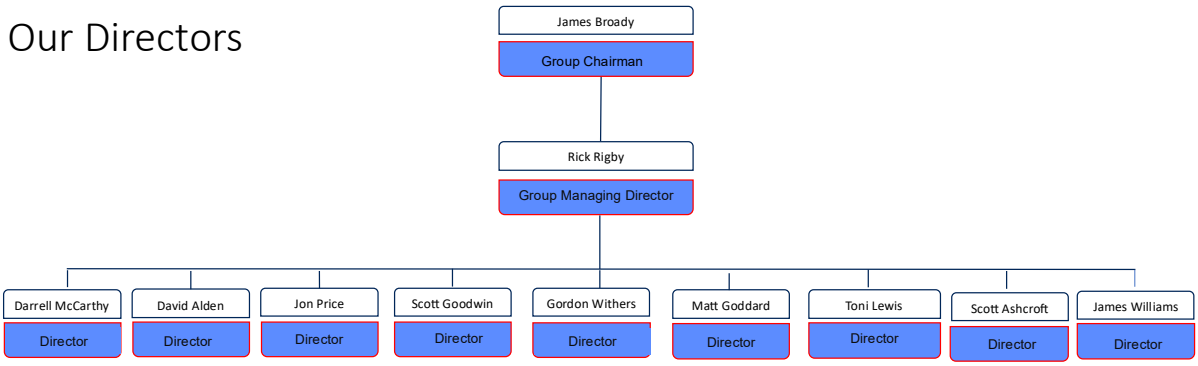
This policy cannot be achieved solely by the Directors. Therefore, regular discussions with all staff on health and safety matters are accorded a high priority, and an essential requirement is the support and co-operation of all employees.

Safety meetings will take place a minimum of every 3 months.

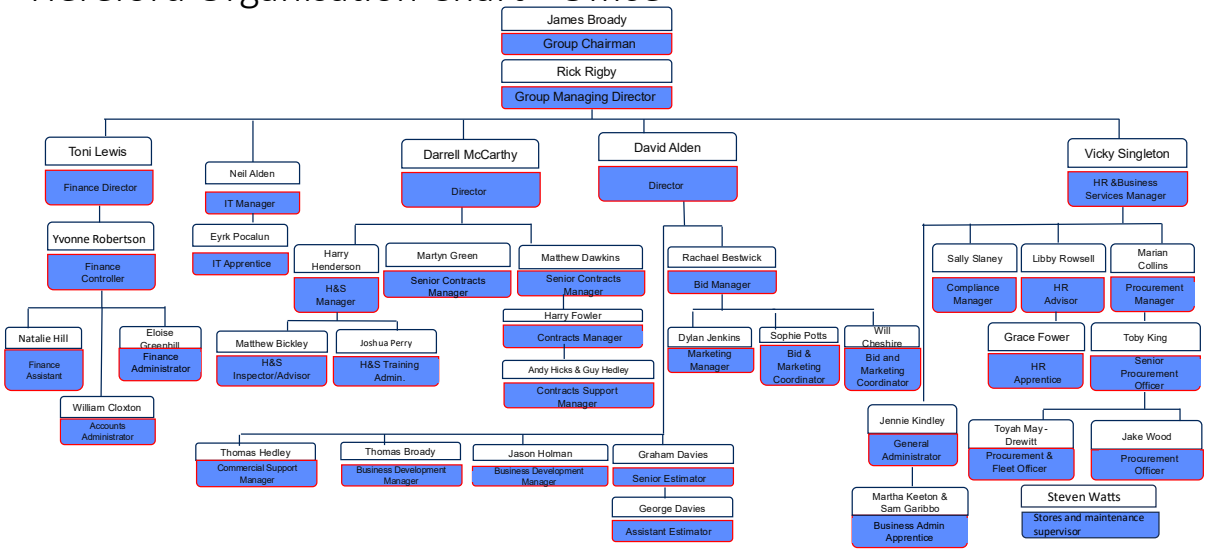
APPENDIX 14

Group Organisational Charts

Our Directors



Hereford Organisation Chart - Office



APPENDIX 15

Fall Arrest:

1) Rescue plan – Recovery from Above or below

Location of use (Each Area):

Date and duration of rescue plan: From / / to / /

Emergency Situation	Proposed Action
Operative has fallen over edge of roof.	• Non-working supervisor to call for assistance • If fallen operative is conscious get them to raise their legs where possible. (suspension trauma straps) • Can fallen operative self-rescue • Other operatives working in fall arrest must not put themselves at risk to perform a rescue attempt • A competent first aider must make an assessment of the condition of the casualty. • Recognise symptoms of pre-syncope – ***Light headedness, nausea, sensations of flushing, tingling or numbness, of the arms or legs, anxiety, visual disturbance, or feeling they are about to faint.*** • It is recommended the emergency services are contacted immediately, if needed.
Where fallen operative cannot be raised to roof level.	• Rescue procedures must be initiated ASAP? • Can one of the four points listed below be initiated? 1. Lowering a remote casualty • Gotcha rescue kit - trained personnel • MEWPS - trained personnel • Towers - trained personnel 2. Self-evacuation by decent • Latchways personal rescue device 3. Rescuing another in descent • Rope descent rescue - trained personnel
Where fallen operative can be raised to roof level.	4. Raising a remote casualty • Ladders- can a ladder be positioned below the fallen operative from a safe working platform to allow self -rescue by climbing back onto roof • Secondary rope connections to allow rescue from above by pulling operative up from safe area.

Names of nominated person(s) on site with responsibilities including first aiders:	
Name	**Signature**
This rescue plan should be brought to the notice of those exposed to the risk of working at height and those supervising and managing the same work at height.	

When are rescue plans required?

There are three main reasons why employers need to make provision for rescue arrangements when working at height:

1. The Work at Height Regulations 2005 (as amended) require it
2. The casualty needs to be attended to and recovered quickly
3. It is the employer's responsibility and not some other individual or organisations

Carrying out a rescue:

Types of rescue:
There are four options for dealing with an emergency which requires an injured or incapacitated person to be recovered to safety. Remembering that the immediate aim is to recover the casualty to the nearest point of safety, the following hierarchy of rescue methods applies:

1. Lowering a remote casualty
2 Self-evacuation by decent
3. Rescuing another in descent
4. Raising a remote casualty

In all cases it is preferable that the rescuer is not involved in descent or suspension. Option 1 is generally preferable to option 4 because it is more straightforward and physically easier to lower a load than raise one.

Fall Restraint:

1) Rescue plan – Recovery from above or below.

Location of use (Each Area):

Date and duration of rescue plan: From / / to / /

Emergency Situation	Proposed Action
Operative has not set kiblock and rope lanyard to restraint length – operative falls in harness.	• None working supervisor to call for assistance If fallen operative is conscious get them to raise their legs where possible. Where other operatives are in harness restraint, secured to correct anchor points, they can assist to pull the fallen person back to roof level • A competent first aider must make an assessment of the condition of the casualty. **Recognise symptoms of pre-syncope – Light headedness, nausea, sensations of flushing, tingling or numbness, of the arms or legs, anxiety, visual disturbance, or feeling they are about to faint.** • It is recommended the emergency services are contacted immediately, if needed.
Where fallen operative cannot be raised to roof level.	• Can they be rescued from scaffold platform below? • Can a ladder be positioned from safe platform to allow operative to re-access roof or un-clip and descend to safe area? • Can they be rescued by pulling through open window? • Is there MEWPS available that can reach area?
Controls	**Central Roofing only use work with harnesses as a last resort after ensuring that no other method of protection is available. Work restraint is the preferred option in all cases of work with harnesses but do recognise that there may be times that the only alternative is fall arrest. In all cases Central Roofing must have stringent controls in place.** **The information used here is for guidance as a rescue plan. They can only be completed for site specific site risks**

Names of nominated person(s) on site with responsibilities including first aiders:	
Name	**Signature**
This rescue plan should be brought to the notice of those exposed to the risk of working at height and those supervising and managing the same work at height.	

Central Roofing policy is to keep operatives on the roof at all times. Remember the use of harnesses are an action of last resort and all other options of fall prevention such as R.E.P./ MEWPS etc must be considered first. Is this an action for Central Roofing to undertake or is it the duty of the main contractor to put in place?

Remember an operative using a safety harness should always regard themselves as the last 0.5 meters due to reach of arms and deduct that distance from point to point distance of anchorage points and roof edge. Whenever possible a fixed lanyard (2mtrs / 1.5mtrs /1mtr or adjustable from 1mtr-2mtrs) must be used which will help ensure that the user can never be closer than 0.5 mtrs from the leading edge. You must take into account rooflights/voids/openings within the working area as other measures such as fragile roof covers, protection or demarcation barriers etc may be required at roof level as well as below the working area. Where this is not possible and a rope and kiblock must be used (5mts / 10mtrs / 20mtrs) due to location of fixed anchorage points then stringent procedures must be put into place. Full time supervision to ensure harnesses are inspected prior to use and recorded on checklist. (does not mean Contracts Supervisor/Manager can be Site Foreman or nominated competent person) to ensure that distances between anchorage point and roof edge is measured, total distance **must** then be reduced by 0.5m and rope and kiblock is set to desired length.

NOTE: the further that the harness user moves from anchorage point along running line the more the line will deflect allowing the user to move nearer the edge, the person supervising must ensure that person in the harness returns to running line regularly and readjusts to reduce the distance on the rope and kiblock.
Full time supervisor can cut sizes of materials etc and pass onto harness user but must be in constant view of the person(s) using the harness at all times, they must not be carrying out work duties at other parts of the roof.

Tool tethering may be required if there are no demarcation zones in place.

MEWPS:

1) Rescue plan (IPAF Guidance)
Normal and auxiliary control systems built into a mobile elevating work platform (MEWP) will allow the operator to bring the platform of the machine safely to ground level under controlled conditions. It is extremely unusual not to be able to lower the platform using these controls or for all of these systems to fail.

Location of use (Each Area):

MEWP details – Manufacturer / model / ID:

Date and duration of rescue plan: From / / to / /

Emergency Situation	Proposed Action
Failure of upper control functions while elevated	• Where the normal upper control functions fail, the operator will use the upper auxiliary controls to lower the platform safely
Failure of the operator to be able to operate the MEWP functions while elevated due to one of the following reasons: A. Operator incapacitated B. Auxiliary functions fail to operate from upper control station	• Where the operator is incapable of lowering the raised platform using the upper controls, an appointed person familiarised in the use of the 'ground' controls will lower the platform safely using the normal ground controls.
Failure of normal ground controls	• Where all normal and auxiliary functions have failed, a competent and authorised service engineer should be contacted; • Name: • Contact details:
• Names of nominated ground person(s) on site, familiarised and authorised to lower the work platform in the event of an emergency or a machine malfunction; 1. 2.	

Names of nominated person(s) on site with responsibilities including first aiders:	
Name	**Signature**
This rescue plan should be brought to the notice of those exposed to the risk of working at height and those supervising and managing the same work at height.	

2) Consideration for mid-air rescue

A mid-air, platform to platform rescue should only be considered in exceptional circumstances and only after:

• All normal and auxiliary lowering procedures have been attempted and these are unable to lower the platform.

• Site management have contacted the competent and authorised service engineer listed in the rescue plan, to report failure of normal and auxiliary lowering systems and request engineering assistance.

If after inspection by the competent engineering assistance, it is not possible to affect a timely repair to allow the machine to be brought to the ground safely, senior site management should be contacted for permission to carry out mid-air rescue.

Or

Where the competent engineering assistance is not readily available and an immediate risk exists to the health and safety of any of the occupants from remaining in the elevated basket until an engineer can attend, then senior site management should be contacted for permission to carry out mid-air rescue.

3) Code of practice for mid-air rescue

A. Rescue using another MEWP should only be performed once a site-specific risk assessment has been carried out and a specific plan has been documented and approved by senior management.

B. The rescue machine must be positioned so as to enable the rescue procedure to be carried out without compromising the safety of any personnel involved in the rescue procedure.

NETS:

1) Rescue plan - Recovery from Above

Location of use (Each Area):

Date and duration of rescue plan: From / / to / /

Emergency Situation	Proposed Action
Fall Into a net - Self Rescue	• By positioning the safety net as close to the working level, the risk of injury when falling is significantly reduced. Most use of a safety net will involve a "stagger and foot down" or a "trip and stumble" into the net. In these situations the "faller" will gradually be able to climb out of the net and report the incident.
Fall Into a net – Self Rescue not possible	• It is important that movement is minimised, and if the casualty needs to be approached for assessment, this is best carried out by a single person.
	• A competent first aider or medical professional must make an assessment of the condition of the casualty prior to selection of the means of recovery. It is recommended the emergency services are contacted immediately, if needed.
In the event that a person needs assistance within the net	• Maximum of two other persons can enter the net.
	• They should crawl, or roll, to maintain their balance, however they can walk if there is a purlin, etc. to provide support. In the industrial roofing application, it is most likely that the purlins will be in position before the net. These can provide stability and support to either the casualty, or the recovery team.
	• They should approach the casualty slowly and, if possible, from opposite sides, as there will be significant movement within the net and this could be detrimental to the injury. They should note that all within the net will tend to "move" towards the low point (the location of the highest load) and therefore should stay apart for as long as is practical.
	• If the casualty can be readily moved, they can assist him out of the net using purlins for additional support. A board can be used to support the casualty, laid on the purlins or slid within the net itself.

Names of nominated person(s) on site with responsibilities including first aiders:	
Name	**Signature**
This rescue plan should be brought to the notice of those exposed to the risk of working at height and those supervising and managing the same work at height.	

NETS:

1) Rescue plan - Recovery from Below

Location of use (Each Area):

Date and duration of rescue plan: From / / to / /

Emergency Situation	Proposed Action
Fall Into a net - Self Rescue	• By positioning the safety net as close to the working level, the risk of injury when falling is significantly reduced. Most use of a safety net will involve a "stagger and foot down" or a "trip and stumble" into the net. In these situations the "faller" will gradually be able to climb out of the net and report the incident.
Fall Into a net – Self Rescue not possible	• It is important that movement is minimised, and if the casualty needs to be approached for assessment, this is best carried out by a single person.
	• A competent first aider or medical professional must make an assessment of the condition of the casualty prior to selection of the means of recovery. It is recommended the emergency services are contacted immediately, if needed.
In the event that a person needs assistance within the net	• Maximum of two other persons can enter the net.
Recovery from below; where the distances from the floor level below to the sag of the net allows reach.	• Recovery from below should be possible where the net allows reach from below due to the sag of the net where the casualty cannot self –rescue out of the net.
	• Where the injury is severe, and movement of the casualty will be detrimental and require assistance, a stretcher/board should be brought up to the casualty from below the net, held by other operatives, and positioned underneath the casualty. Ties should be passed over the board and casualty and secured. A hole should then be cut in the net around the casualty and board, releasing both. The casualty can then be carried to safety to receive attention. Alternatively single air bags with domed indentation can be used to lower the casualty to ground level.
	• If the casualty can be readily moved, they can assist him out of the net using purlins for additional support. A board can be used to support the casualty, laid on the purlins or slid within the net itself.
Recovery from Below where the sag of the net doesn't allow reach. Examples include areas such as atriums or link ways.	• Recovery from Below where the sag of the net doesn't allow reach. Examples include areas such as atriums or link ways. Similar to method where net allows reach but used where the injury is severe, and movement of the casualty will be detrimental and require assistance and the sag of the net doesn't reduce the reach height of the causality sufficiently to proceed with the above rescue. A stretcher/board should be brought up to the casualty from below the net (Using MEWP's or similar) and positioned underneath the casualty. Ties should be passed over the board and casualty and both connected to the access equipment. A hole should then be cut in the net around the casualty and board, releasing both. The casualty can then be brought to the ground to receive attention.

CENTRAL ROOFING AND BUILDING SERVICES LIMITED

STATEMENT OF HEALTH, SAFETY AND WELFARE POLICY

I confirm that I have received a copy of Central Roofing and Building Services Limited Statement of Safety Policy in respect of the Health and Safety At Work Act 1974 and undertake to read, comply and co-operate with the Company to achieve the objectives of the Policy.

NAME.....
(PLEASE PRINT)

SIGNED.....

DATE.....