

Health and Safety Policy & Arrangements



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DOCUMENT CONTROL AND REVISION

Rev No:	Date:	Section:	Comment:
0	January 2009	Whole Document	New Document
1	February 2010	Whole Document	
2	March 2011	Section 3.1 – Abrasive Wheels Section 3.11 – Fire Safety Section 3.20 – Risk Assessments	<ul style="list-style-type: none"> • Requirements for dust suppression measures • Added requirement for emergency lighting checks • Removal of the HSE’s ‘5 Steps to Risk Assessment’
3	March 2012	Section 3.2 – Accident Reporting Section 9 – Dust Hazards Section 3.17 – Manual Handling	<ul style="list-style-type: none"> • Changes to the means of reporting under RIDDOR • New Arrangement • Changes to the amount individuals should lift.
4	Apr 13	Glossary of Acronyms Section 2 – Maintenance Operatives Section 3.1 – Abrasive Wheels 3.2 – Accident Reporting 3.3 – Alcohol and drugs 3.9 – Electrical tools and equipment 3.11 – Environmental 3.13 – HAVS 3.15 – Hazardous Substances Section 4 – Safety monitoring	<ul style="list-style-type: none"> • Added HASWA 74 and CDM • New • Amended control measures • Over 7-day accidents • Remove last paragraph. • Added Computer PAT test duration • Added Air Pollution • Removed skin to be kept at 15^o temperature • Removed hazard causes and classifications • Removed and is now part of the arrangements section 3.22
5	May 14	Section 3.1 – Abrasive Wheels Section 3.2 – Accident Reporting and Recording Section 3.20 – PPE Appendix A – Primary Current Legislation	<ul style="list-style-type: none"> • Requirement for fit testing of RPE • Changes to list of Major Injuries • Requirement for fit testing of RPE (Dust Masks) and obtaining copies of certificates • Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
6	May 15	All Section 2.11- Duties of Drivers of Company Vehicles. Section 3.2- Accident Reporting and Recording Appendix A – Primary Current Legislation	<ul style="list-style-type: none"> • Amended any reference to CDM 2007 to CDM 2015. Inclusion of Principal Designer removal of CDM-Coordinator. • Employee to provide access to online DVLA records annually. • Amended Major Injury to Specified Injury • Update relevant legislation

7	July 2015	Organisation Chart changes	<ul style="list-style-type: none"> Amended Organisation Chart, Roles and Responsibilities and signatories to Policy, Environmental and Quality Statements.
8	Feb 2016	Organisational Chart Changes Health & Safety Policy Sect 3.2 – Accident Reporting & Recording Sect 3.24 – Transport & Occupational Driving	<ul style="list-style-type: none"> Amended Organisation Chart, Roles and Responsibilities and signatories to Policy, Environmental and Quality Statements. Changes to duties of Managing Director and Directors Amended due to changes in organisation. Addition of HSE Duty Officer Telephone Number. New section
9	Feb 2017	Sect 3– Accident reporting and Recording Sect 20 – Personal Protective Equipment Appendix A	<ul style="list-style-type: none"> Amended to chart headings Must be suitable and has the CE mark on it. Updated Legislation
10	Feb 2018	Sect 3.2 - Access Equipment Appendix A	<ul style="list-style-type: none"> New Section added Reviewed Legislation
11	Feb 2019	Sect 1 – Policy Sect 2 – Organisation Sect 3.7 – Company Approach to CDM All	<ul style="list-style-type: none"> Amended signatories to Policy, Environmental and Quality statements. Amended company's organisation chart and responsibilities Removed references to CRL as PC Changed 'Training' to 'Training / Instruction'. Identified where instructions were needed instead of training.
12	Mar 2020	Sect 2.1 – Organisation Chart Sect 4.16 - Manual handling Headings Appendix A – Primary Current Legislation Cover Sheet	<ul style="list-style-type: none"> Updated Updated pushing or pulling weight limits. Training amended to Training and Information. Reviewed and updated Legislation Akeva FAX number removed

GLOSSARY OF ACRONYMS

CRL	-	Contour Roofing (Essex) Ltd
AKV	-	Akeva Safety Solutions Ltd
HSE	-	Health and Safety Executive
HASWA	-	Health & Safety at Work Act
CDM	-	The Construction (Design and Management) Regulations 2015

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1. POLICY

1.1 PREFACE

Contour Roofing (Essex) Ltd (CRL) is a roofing contractor that provides a variety of types of roofing solutions including Sarnafil, traditional roof tiles, slate and leadworks, built up 3-layer felts and asphalt. CRL is based in Essex but operate in London and the Home Counties working on both domestic and commercial properties.

The Company employs some of its own staff, mainly in administrative and managerial positions and uses regular contract labour to carry out the majority of its site work. CRL mainly works as a contractor to a Principal Contractor but does sometimes take on the role of the Principal Contractor. Occasionally CRL will sub-contract work to other companies.

This document is the Health & Safety Policy and Procedures for works carried out by, or on behalf of, Contour Roofing (Essex) Ltd. The document contains the procedures that need to be followed to ensure the continued health, safety and welfare of its employees and contractors whilst continuing to comply with the legislation that governs the work we undertake.

From here on in Contour Roofing (Essex) Ltd will be known as CRL.

This is a comprehensive document that comprises of the following three sections:

- The Health & Safety Policy Statement.
- The Organisational Duties.
- The Companies Policies and Procedures.

Health & Safety Policy Statement – A general statement of the intentions of the Managing Director in regard to health and safety. The policy statement is signed and dated by the Managing Director therefore indicating that health and safety is highly regarded and that commitment comes from the ‘top’.

The Organisational Duties – This section commences with a chart showing the safety structure of the Company that is then followed by a list of individual responsibilities of personnel and contractors.

Policies and Procedures – The policies of how the Company will comply with current legislation and reduce the risk to all persons who may be affected by the works carried out on its behalf. This is then followed, in the form of Appendices, by the procedures the Company will adopt to ensure the requirements of these policies are met.

In order to reduce accidents and incidents, all employees and contractors must adhere to the policies whilst carrying out the Company’s undertakings.

This document will be reviewed and amended as necessary, but no less than annually. The carrying out of the review and subsequent amendments is the responsibility of the Managing Director.

1.2 HEALTH AND SAFETY POLICY STATEMENT

In Compliance to (inter alia): The Health & Safety at Work etc. Act 1974, The Management of Health & Safety at Work Regulations 1999, The Construction (Design & Management) Regulations 2015, The Health & Safety (Consultation with Employees) Regulations 1996, The Provision & Use of Work Equipment Regulations 1998 and The Work at Height Regulations 2005

The Company will ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others, including sub-contractors and the public, who may be affected by our activities. We shall provide a safe working environment, equipment and systems of work for all persons employed or self-employed who may for the time being, come under the supervision of the Company.

We shall encourage positive participation and involvement from all employees to promote safety standards and have appointed Akeva Safety Solutions Ltd as our Health and Safety Consultants to provide advice on all matters affecting the health, safety & welfare of those persons coming under our control and all others who may be affected by our undertaking. Our Safety Consultants will, from time to time and at least annually, review and audit our safety management systems.

We shall ensure that Sub-Contractors are competent to carry out their works in accordance with the relevant health and safety legislation and will assess their ability to do this before they are appointed. Where Sub-Contractors cannot prove their ability, we will look elsewhere or assist them in gaining the required competencies to satisfy our requirements on health and safety.

Our Senior Contracts Manager is responsible for the implementation, monitoring and adherence to our Policy on site whilst ensuring that Sub-Contractors work to the agreed Method Statements and Risk Assessments. Site personnel will be directed by our nominated Contracts Manager/Site Supervisor who will ensure the appropriate risk assessments are in place.

As a Contractor and, occasionally, Principal Contractor we shall carry out our duties under The Construction (Design and Management) Regulations 2015 and assist the Principal Designer and Principal Contractor / Client (respectively) to comply with their duties along with the provision of relevant information for the Health & Safety File.

As Directors, we will ensure that all persons carrying out duties on our behalf are adequately trained to enable them to understand their responsibilities and be 'competent' in their work. New employees will receive induction training prior to commencing work and all employees will be inducted prior to commencing work on new sites. We will discipline those who fail to comply with their legal duties undermining the integrity of our safety performance.

As Directors we accept responsibility for health and safety and will ensure that this policy and the procedures contained within are reviewed on at least an annual basis. I will also ensure that adequate resources are made available to ensure our legal obligations for health and safety are not only met, but exceeded, to meet best practice.

Signed: *Jonathan Woods*

Jonathan Woods
 Managing Director
 Contour Roofing (Essex) Ltd

Signed: *Matt Holt*

Matt Holt
 Commercial Director
 Contour Roofing (Essex) Ltd

Signed: *Lee Clift*

Lee Clift
 Construction Director
 Contour Roofing (Essex) Ltd

Date: **6th February 2020**

1.3 ENVIRONMENTAL POLICY STATEMENT

We are aware that the Construction Industry can damage the environment. Areas of concern are generally acknowledged to be:

- Environmentally damaging designs.
- High energy usage, (minimizing greenhouse gas emissions).
- Ill-conceived developments.
- The construction process itself.

The Board of Directors of Contour Roofing (Essex) Ltd are fully committed to meeting their responsibilities under the Environmental Protection Act 1990 and all associated legislation, both as an employer and as a company. By the implementation of this policy, Contour Roofing (Essex) Ltd are displaying their commitment to employees, contractors, stakeholders and the general public in ensuring that they conduct their undertakings giving due regard to the environment.

In the absence of legislation, the company will undertake activities in a manner consistent with industry practices to meet the highest standards through implementation of this Policy and the procedures contained therein. In particular, Contour Roofing (Essex) Ltd will endeavour to:

1. Adopt a policy of pollution prevention by:
 - Paying close attention to the handling storage and transportation of substances or materials that may be hazardous to the environment.
 - Paying particular attention to hazardous or harmful emissions such as fumes, noise and dust whilst carrying out our undertakings.
2. Avoid unnecessary wastage by adopting a policy to reduce the over-ordering materials.
3. Adopt a policy of reducing or recycling waste before deciding on sending to landfill.
4. Conserve energy through minimising consumption and maximising efficiency.
5. Continually develop an environmentally aware approach within Contour Roofing (Essex) Ltd in order that employees and contractors can play an important part in reducing the harm caused within our industry.
6. Promote a sense of responsibility towards the environment by management, staff and contractors whilst carrying out their daily duties on behalf of Contour Roofing (Essex) Ltd.
7. Work alongside Clients and other contractors in fulfilling their legal obligations towards the environment.
8. Seek to establish a solid relationship and co-operate fully with the Environment Agency, Local Authorities and Water Companies in all their undertakings.

As Directors we will ensure that this Policy Statement is regularly reviewed. Any amendments will only be carried out following sufficient consultation with the Company's Health and Safety Consultants. Subsequent amendments will be notified to all relevant employees by means of bulletins and / or toolbox talks.

Signed: *Jonathan Woods*

Jonathan Woods
 Managing Director
 Contour Roofing (Essex) Ltd

Signed: *Matt Holt*

Matt Holt
 Commercial Director
 Contour Roofing (Essex) Ltd

Signed: *Lee Clift*

Lee Clift
 Construction Director
 Contour Roofing (Essex) Ltd

Date: **6th February 2020**

1.4 QUALITY POLICY STATEMENT

Introduction

Contour Roofing (Essex) Limited is committed to attaining the highest standards of workmanship in all areas of its operations.

General Policy Statement

It is the Policy of Contour Roofing (Essex) Limited to:

1. Design, project manage and install work which fully meet our customer's specifications and requirements.
2. Continually improve efficient and cost-effective methods of work, and to be responsive to technologies, methods and standards appropriate to the industry.
3. Develop our customer base as a result of our reputation for restoration and the provision of quality work supported by consistently high standards of business quality and service.
4. Maintain a policy of continuous performance improvement in respect to both the products and services we provide to our customers.
5. Recognise the contribution that all Contour Roofing (Essex) Ltd's personnel and contractors make to quality, and to provide the necessary information, resources and training to enable them to achieve and maintain the high standards.
6. Acknowledge that Health & Safety as well as the environment are factors that also have a direct bearing on the quality of our products and service.
7. Ensure that the Company's policies are understood, implemented and maintained, and that the Management and staff are advised of their responsibilities for the implementation of our Quality policy by training, access to any operating methods / procedures etc.

Signed: *Jonathan Woods*
.....
Jonathan Woods
Managing Director
Contour Roofing (Essex) Ltd

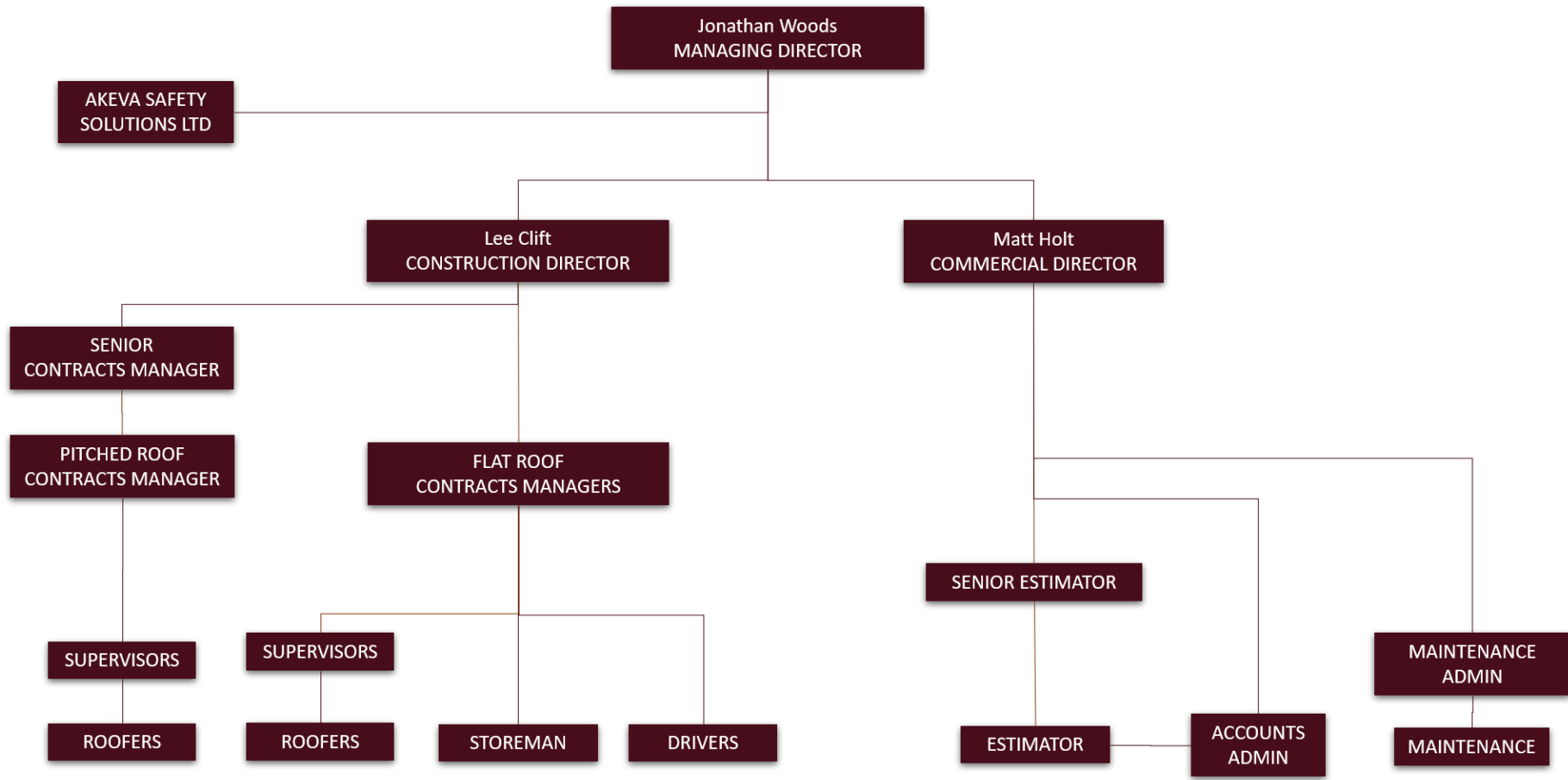
Signed: *Matt Holt*
.....
Matt Holt
Commercial Director
Contour Roofing (Essex) Ltd

Signed: *Lee Clift*
.....
Lee Clift
Construction Director
Contour Roofing (Essex) Ltd

Date: *6th February 2020*
.....

2. COMPANY ORGANISATION

2.1 ORGANISATION CHART



2.2 DUTIES OF MANAGING DIRECTOR

The Managing Director has overall authority to delegate the Company responsibilities for the health, safety, and welfare of employees and others affected by the Company's activities to the Senior Managers.

The Managing Director will ensure that Senior Management fulfil their additional responsibilities (and accordingly enhanced legal duties) which the law may place on them, above and beyond the duties owed by the other directors, having regard to their experience, expertise and the circumstances of the company by:

1. Complying with the requirements of Health & Safety at Work etc. Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Delegating authority to the most senior management to monitor and evaluate the implementation of health and safety policies and strategies.
3. Ensuring that the health and safety at work of all our employees and any other people who may be affected by our work activities is adequately resourced, assessed, controlled and monitored.
4. Ensuring our employees are actively involved on matters that affect health and safety.
5. Monitoring outcomes and investigations at board level, ensuring that internal controls are effective.
6. Communicating with senior management on a regular basis.
7. Ensuring that all our employees and stakeholders have an awareness and understanding of health and safety hazards and risks that affect our business.
8. Liaising with the Company's Health & Safety Consultants, at least on an annual basis, to review and discuss the company's activities and health and safety-related performance.

2.3 DUTIES OF DIRECTORS

The Directors, including the Managing Director, have joint responsibility for the health, safety, and welfare of employees and others affected by the Company's activities.

This responsibility extends to the following:

1. Be aware of the Employer's legal duties under the Health & Safety at Work etc. Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Prepare, and keep up to date, a Statement of the Company's Policy for Health, Safety & Welfare and ensure that it is brought to the notice of all employees.
3. Initiate the Company Health & Safety Policy for the prevention of injury, ill health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
4. Ensure all persons for whom you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
5. Ensure that adequate time is allowed for planning and that specific risk assessments are undertaken for the Company's activities. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
6. Monitor the Company's activities to ensure that they are carried out as planned and that the requirements of the Company's procedures as laid down in the Health & Safety Policy and any stipulated Safe Systems of Work are observed.
7. Ensure that adequate time is given for induction training and the communicating of toolbox talks.
8. Reprimand any member of staff for failing to discharge satisfactorily their responsibilities under current legislation and the requirements of this document.
9. When visiting site, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.
10. Discuss safety audits with the Company's Safety Consultants and review Company procedures if necessary.
11. Ensure that adequate resources are available to meet legislative and Company requirements on health, safety and welfare.

2.4 DUTIES OF SENIOR CONTRACTS MANAGER

1. Read and understand the Company policy for health and safety and ensure that it is brought to the attention of all employees under their control.
2. Ensure that the requirements of the Construction (Design and Management) Regulations (CDM) 2015 are complied with as they apply to the procurement of materials and services supplied to the Company.
3. Ensure that consideration is given to, and provision made within the tender for safe methods of work.
4. Pay attention to the Pre-Construction Health and Safety Phase (where applicable) to ensure that all health and safety considerations have been taken into account prior to tender submission.
5. Where the Company are to be the Principal Contractor, obtain the pre-construction health and safety information from the Client or Principle Designer for inclusion in the Construction Phase Health and Safety Plan.
6. Ensure that the equipment or materials purchased by Contour Roofing (Essex) Ltd are to the standards required by this Policy.
7. Initiate the Company's Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Encourage proper reporting, investigation and costing of injury, ill-health, damage and loss. Promote action to preclude recurrence and initiate analysis to discover accident trends.
8. Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied, and any particular precautions required. Also ensure that this information is passed on to the Contracts Manager.
9. Ensure that suppliers are informed of safe working loads of plant used for handling materials on-site so that the materials or equipment is delivered in suitable size loads.
10. Ensure that suitable test certificates are provided to site before equipment and machinery are used there.

2.5 DUTIES OF CONTRACTS MANAGER

1. Make full provision for safe methods of working and adequate welfare facilities before work starts on site.
2. Ensuring the CDM regulations are followed (where applicable) and the necessary health and safety plans, risk assessments, and method statements are produced and brought to the attention of the site workers and supervisors
3. Monitoring health and safety performance through site meetings, action safety adviser reports, and responding to actual site conditions observed when on routine site inspections.
4. Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first-aiders or appointed persons and that any procedures to be followed in an emergency are all in place.
5. Initiate the Company policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents and ensure that all accidents are investigated and reported as required by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
6. In planning the site layout and work, make adequate provision for welfare facilities.
7. Organise the site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and outside site hours.
8. Ensure that specific risk assessments are carried out within your areas of responsibility. Ensure that hazards with the potential to cause harm are identified and avoided or adequately controlled. High and medium risk activities to be addressed where required by the submission of a method statement or safe system of work.
9. Ensure all persons on the sites for which you are responsible are competent to carry out their work and are fully informed of the health and safety issues affecting their task and place of work. Ensure arrangements are in hand to regularly review training to ensure, as far as practicable, that all persons are aware of current statutory requirements.
10. Encourage employees to be pro-active in developing a positive approach to health & safety performance.
11. Having adequate knowledge of health and safety relating to the Company's work.
12. Setting a good personal example at all times.

2.6 DUTIES OF SUPERVISORS

1. Be aware of the employer's legal duties under the Health & Safety at Work etc. Act 1974 and all supporting Regulations made under Section 15 of the Act.
2. Initiate the Company Health & Safety Policy for the prevention of injury, ill-health, damage and wastage and set initiatives to eliminate accidents. Ensure that all accidents are reported as required under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) 2013.
3. Ensure that specific risk assessments have been carried out for works being carried out within your areas of responsibility. Ensure that the control measures that have been specified for controlling risks have been implemented and that high and medium risk activities have been addressed with the development of a method statement or safe system of work.
4. Ensure all registers and site documentation are issued and kept up to date as appropriate and that, at the end of the contract, they are returned to head office for filing in case they are required for future reference.
5. Ensure that only competent persons are permitted to carry out any works or use work equipment in their areas of responsibility.
6. Ensure no-one is permitted to operate any mobile plant or other equipment unless they have received adequate training or hold a relevant certificate of competence.
7. Ensure that all new employees coming under your responsibility attend a site safety induction and are informed of any site rules that apply to them prior to carrying out any works.
8. Ensure that all persons under your responsibility are in possession of the required personal protective equipment as identified by the task risk assessment and are aware of their obligations to wear it.
9. Give toolbox talks, to all personnel under your responsibility. Determine when additional toolbox talks are required then write and deliver them or contact the Contracts Manager.
10. Keep a safe and tidy site in accordance with the requirements of the Health & Safety Policy.
11. Reprimand any member of staff for failing to discharge satisfactorily their health and safety responsibilities.
12. When visiting working areas, set a personal example by wearing the appropriate personal protective equipment and following any relevant procedures.

2.7 DUTIES OF HEALTH AND SAFETY CONSULTANTS

In accordance with the Management of Health & Safety at Work Regulations 1999, Contour Roofing (Essex) Ltd has appointed Akeva Safety Solutions Ltd to provide health and safety advice. Akeva Safety Solutions Ltd can be contacted on 01353 661398.

AKV's role includes:

1. Advice on the preparation and review of the Company Policy for Health, Safety and Welfare, including the organisation and arrangements for carrying out the policy.
2. Give advice to management as requested on:
 - a. Legal requirements affecting health, safety and welfare.
 - b. Prevention of injury and damage.
 - c. Provision, selection and use of protective clothing and equipment.
 - d. New working methods, equipment or materials, which would reduce risks.
 - e. Proposed changes in legislation.
 - f. Potential hazards on new sites before work starts, and safety factors affecting the selection of plant or equipment, contractors and so on.
3. Assist management in notifying the Health and Safety Executive of new sites, Dangerous Occurrences, Specified Injury, Accidents, etc., in accordance with Company Policy.
4. Carry out site safety inspections and audits to monitor compliance of work being undertaken with the Company health and safety policy.
5. As requested, carry out investigations of serious accidents in accordance with Company Policy and assist with subsequent reporting as required by RIDDOR 2013.
6. Provide advice on training requirements and arrange training courses where required.
7. Ensure that an assessment has been carried out of any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective clothing etc. have been provided.
8. Set a personal example when visiting site by behaving professionally and wearing all suitable protective clothing.
9. If requested attend contractors site meetings to advise/review safe working procedures.
10. If requested assist in the preparation of Construction Phase Health and Safety Plan and attend tender meetings to advise on all safety matters.

2.8 DUTIES OF EMPLOYEES

Every employee must take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work. We regard employees as any person who is employed by Contour Roofing (Essex) Ltd irrespective of the method of payment made to that person. This includes direct employees, labour-only people, and those holding a CIS Card.

All staff are responsible for the implementation of their part of this policy, and the procedures contained within. All staff should in particular:

1. Be fully aware of the Company Safety Policy, it's procedures and requirements
2. Ensure that any persons under their control are adequately supervised, trained or instructed with sufficient information in respect of any potential hazards.
3. Observe all safety rules, requirements and notices at all times.
4. Ensure that appropriate protective equipment and clothing is selected, issued, and used.
5. Ensure that all safety devices provided are fitted, properly adjusted and used.
6. Ensure that all accidents, incidents, injuries, damage, defects or dangerous occurrences are reported promptly to either of the Managing Director, Senior Contracts Manager or a Health & Safety Adviser.
7. Co-operate with the Company in complying with the Health & Safety requirements set out in legislation, guidance, and within this Policy.
8. Take an active role in ensuring and improving the health and safety at Contour Roofing (Essex) Ltd.
9. It is important that you feel able to ask questions about health and safety, and that you feel capable of doing the task you are doing in a safe manner. If in doubt, inform your immediate supervisor. **DO NOT TAKE CHANCES.**

2.9 DUTIES OF ROOFERS

In addition to the duties of employees detailed above, the duties of the roofers are to:

1. Carry out a risk assessment of the work to be carried out and the location / environment using the format provided. Ensure that any hazards identified are adequately controlled in accordance with the principles of prevention.
2. Ensure that the 'general' risk assessments for the work activities are suitable and sufficient for the maintenance task being carried out.
3. Ensure that the most suitable type of access equipment and other work equipment is selected in accordance with the company's policy, current legal requirements and any training given.
4. Ensure that any other person working under your control has been informed of the findings of the risk assessments and any systems of work / method statements developed.
5. Check all work equipment before use to ensure that it is in good working order. Where any defects are identified remove the equipment from use and inform your Line Manager.
6. Ensure that appropriate protective equipment and clothing is used and kept in good working order. Any equipment that becomes lost, damaged or worn out is to be reported to your Line Manager and replaced as necessary.
7. Obtain authorisation from the client / premises management prior to carrying out any roofing works.
8. Implement any systems to prevent other people e.g. clients staff, members of the public etc. from being affected or put at risk from the work activities.

2.10 DUTIES OF CONTRACTORS

Any health and safety problems arising from the work of subcontracted workers can be prevented where the work of these groups can be adequately controlled. In addition to our general arrangements described in this Policy, we require that:

1. All Contractors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
2. All work is to be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
3. Scaffolding used by Contractor's employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the Regulations and Codes of Practice.
4. Contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant or equipment on the site unless authorised.
5. All work equipment brought onto site by Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and accompanied with any relevant certificates. Information and assessment on noise levels of work equipment or operations must be provided by the Contractor before work commences.
6. No power tools or electrical equipment of greater voltage than 110 volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must meet the relevant British Standards for industrial use, and be in good condition.
7. Any injury sustained or damage caused by Contractor's employees must be reported immediately to the Company's Site Representative.
8. Contractor's employees must comply with any safety instructions given by this Company's Site Representative.
9. Any material or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
10. Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials etc. cleared as work proceeds.
11. A detailed Method Statement will be required from Contractors carrying out high-risk activities. The Method Statement must be agreed with our Senior Contracts Manager before work begins and copies made available on-site so that compliance with the agreed Method Statement can be maintained.

2.11 DUTIES OF DRIVERS OF COMPANY VEHICLES.

1. Whichever form of licence or certificate is held by a driver it must be produced when requested by the Company. The paper part of a driver's licence is no longer valid, and the traditional paper-only licences may not have the driver's latest points and fines recorded. Therefore, the Company need to request that employees provide a DVLA code to obtain evidence of their driving record. The code, gives employers up to 21 days to check the history.
2. When it is noted that an employee has 6 points on his / her licence, will have on-line DVLA checks carried out by their Supervisor on a quarterly basis. If an employee has 9 or more points the checks will be carried out on a monthly basis.
3. It is the responsibility of any driver to inform the Managing Director if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.
4. Ensure your vehicle is serviced in accordance with the manufacturers' requirements Make regular inspections of your vehicle for obvious defects. Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.
5. When visiting construction sites, park in the designated parking area and keep to site speed limits and other site rules as required. Always report first to the site office or a site supervisor before travelling around any site.
6. Drive-in accordance with Road Traffic Legislation and the Highway Code at all times and be particularly careful when driving on sites, to consider the conditions of temporary access roads or roads that are under construction and being used for access purposes.
7. Report all accidents or damage, however minor, to the Directors.
8. Ensure that any load on your vehicle is well secured or covered if taking onto the highway. Also, that your vehicle is not overloaded or loaded in such a way as to affect the handling of the vehicle.
9. Check that any necessary signs, vehicle lights, indicator lights, revolving lights or reversing alarms are clean and can be seen easily and lights and alarms are working properly.
10. Goods (e.g. tools and equipment) will be carried in a secure manner having due regard to their hazardous nature and will be carried in accordance with the instructions issued by the Company.
11. Carriage of passengers other than in seats fitted for that purpose and in a safe and proper manner is forbidden and will be subject to disciplinary proceedings. It is a breach of the law and could invalidate the Company insurance policy in the event of an accident.
12. Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle. Do not drive when you feel drowsy - this is now an offence.
13. Do not use your Mobile Phone whilst driving unless used with a hands-free kit. However, it is better to pull over to take the call or turn it off and take messages when you can.

3. ARRANGEMENTS

Introduction

The Health & Safety at Work etc. Act 1974 (*HASAWA*) requires that arrangements are made, to provide for a safe system of work for all aspects of our undertaking. These arrangements have been developed to cover the Companies activities as a whole and must be used when developing systems of work in offices or on sites.

Arrangements or Control Measures?

We have included in this section specific known "Arrangements" to combat hazards that are well established in our line of business therefore complying with the requirements set out in the HASAWA. However, more recently the term arrangements have predominantly been replaced by the term "Control Measure" Either term is acceptable however, "control measure" is a clearer definition of what is required at work when preventing or controlling known hazards in the workplace.

Generic Control Measures:

No two jobs are the same; all have something different about them and therefore it is essential to understand that the Control Measures in this section may have to be made more specific following completion of an individual task risk assessments *as required under The Management of Health & Safety at Work Regulations 1999* to take into account the environmental or other more specific site requirements. When using this section therefore, first check site conditions and any other restrictions that may be imposed due to the environmental circumstances. It is important also to take into account other considerations such as prevailing weather conditions, other people working nearby or other persons having access to or from the area that your works are to be undertaken, this includes members of the public. All these factors can alter what is to be considered when carrying out the on-site 'Risk Assessment' and the 'Control Measure' to be used.

3.1 ABRASIVE WHEELS

3.1.1 Hazards

The main hazards associated with abrasive wheels include:

- Bursting of the wheel or disc.
- Injuries from flying particles.
- Cuts to hands, legs, etc.
- Dust from certain types of materials.
- Loose clothing tangles in disc.
- Electric shock.
- Noise.
- Fire and explosion.

3.1.2 Planning Procedures

All work will be tendered for or negotiated in accordance with the relevant standards. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Method Statement will also be met.

The Commercial Director / Contracts Manager will:

- Ensure that any abrasive wheel machine hired to or owned by the Company, for use at work, is provided and maintained in good condition.

- Ensure that sufficient operatives have been trained in the mounting of abrasive wheels and discs on the type of machine to be used. A record of trained persons will be maintained.
- Ensure that works with hand-held machines have been adequately risk assessed to include hazards such as fire, noise, vibration etc.
- Reduce the risk of dust-related diseases such as silicosis by ensuring that dry stone cutting is, as far as reasonably practicable, avoided. Where dust cannot be avoided, ensure adequate protection is provided and there is a reduction in numbers exposed.
- Ensure that, where respiratory protective equipment (dust masks) are provided for the protection against breathing in stone dust, the individuals have been fit tested within the last 3 years and hold a certificate.

3.1.3 Training and Information

Training in the use of such equipment will also be provided. Refresher training will also be provided to maintain and enhance competence in the mounting of abrasive wheels and their use.

3.1.4 Monitoring

The Contracts Manager / Supervisor will:

- Ensure that any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed.
- Ensure that suitable storage facilities are available for abrasive wheels and that sufficient quantity of suitable eye protection and other protective equipment is available and issued when required.
- Arrange for any person required to use an abrasive wheel machine or tool to be given instructions in the precautions required, by a competent person.
- Ensure that any abrasive wheel machine or tools being used with any defect, which could give rise to injury, is taken out of use immediately.
- Ensure that the requirements of the risk assessment(s) and Health and Safety Plan are being implemented.
- The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.
- When being used to cut stone ensure that, where possible, dust suppression and respiratory protective equipment (dust masks) are used.

3.1.5 Control Measures

Personnel using or changing the discs on abrasive wheels must:

- Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.
- Guards must be fitted to all abrasive wheels and kept in position.
- Eye protection to BS EN 166 B must be worn when using abrasive wheels.
- Ensure measures for protection against hazardous dusts, that may be generated, are used as required by COSHH Reg's 2002.
- Avoid wearing loose clothing especially ties, sleeves, scarves etc.
- Use dust suppression and suitable masks when cutting or grinding any stone.

3.2 ACCESS EQUIPMENT

It is the Company policy to ensure that, as far as reasonably practicable, if work is to be carried out above ground level, suitable access equipment is supplied. When access equipment is supplied, it is the responsibility of individuals to ensure that it is used in accordance with the manufacturers' recommendations, the site-specific Risk Assessment and any training that has been given.

At all times when access equipment is used, its suitability must be assessed to ensure it is the safest means of access in accordance with the hierarchy in the Work at Height Regulations 2005.

3.2.1 Training and Information

Training or instruction in the use of access equipment, including MEWP's will be provided as necessary. Refresher training will also be provided, where required, to maintain and enhance competence in their use.

3.2.2 Control Measures

Personnel using the following access equipment must ensure that these Control Measure are adhered to and they must be read in conjunction with – Working at Heights.

3.2.3 Ladders and Steps

Ladders must not be used to work from unless there is no other item of equipment available and no safer method of carrying out the works, which should be decided by means of a Risk Assessment. Ladders may only be used for temporary works and must be EN131 Professional for new ladders, and if older must take a static load of 150Kg or more.

If a ladder is used, it should only be sited on firm level ground and not leant against loose or fragile material or other equipment. The ladder must be footed by a second person, unless a proprietary device is fitted at the bottom, until a lanyard can be fitted at the top securing it to a suitable anchor point.

When positioning a ladder, it must be sited away from excavations and placed at an angle of 75 (1m out for every 4m up). Ladders must be of suitable length with at least 1m of the ladder above the point of access or work area. Ladders of more than 9m in height must not be used.

Only one person may use a ladder at a time and equipment must not be carried whilst climbing unless it is carried in a safe manner allowing the user to safely use both hands and feet. When ladders are used, the user must face the ladder at all times.

Ladders must be constructed of sound material and not used if they have any faults. Wooden ladders must not be painted.

Stepladders may be used as a last resort as a temporary access but must be of a suitable height. No-one should balance on top of a stepladder.

All ladders and stepladders or other ladder systems must be subjected to a weekly visual inspection by a competent person. The results of these inspections must be recorded on form HSE-02-002. Any access systems found to have faults must be taken out of use immediately.

3.2.4 Mobile Elevating Work Platform (MEWP)

Only competent, authorised persons who have been trained in operating techniques may use an MEWP. They must only be used on firm level ground and during weather conditions as specified by the manufacturer.

Any person working on a boom-type MEWP must wear a harness at all times and on a scissor lift in accordance with the risk assessment. The harness must be fitted to a suitable anchor point on the platform. Where the MEWP is used in the vicinity of overhead obstruction, safety helmets must be worn. Prior to the operation, the MEWP must be checked to ensure safe operation. All safety devices must be operational at all times. The safe working load of the MEWP must never be exceeded. If outriggers are fitted, they must be used at all times.

If the platform is being operated in an area where it is possible for persons to pass close by or underneath, the area must be closed off with suitable barriers and warning signs erected. If vehicle movements are taking place in the vicinity, as far as is reasonably practicable, measures must be taken to divert the traffic movements. If diversions are impracticable, then suitable barriers must be put in place.

Travelling with the platform occupied or boom extended must not be carried out unless the particular machine capabilities allow for it; consult user handbook.

MEWPs must not be taken onto public roads unless authorised by the Company and a suitable Risk Assessment has been carried out. MEWPs should not be used for the transportation of goods or materials. MEWPs must not be used as crane lifts or to suspend loads.

3.2.5 Monitoring

The Contracts Manager / Supervisor will:

- Ensure all equipment used for working at height is checked by the user prior to use and carried out in accordance with the manufacturer's instructions and any training received.
- Ensure the equipment receives a formal weekly inspection by a competent Manager, or other nominated person, and a record of such made.

All MEWPs must have a statutory inspection by a competent person on a 6-monthly basis. A copy of the certificate of inspection must be held on-site or within the workplace at all times.

Defective equipment must never be used. It must be taken out of use immediately and a Manager informed.

3.3 ACCIDENT REPORTING AND RECORDING

3.3.1 Introduction

The importance of accident, incident and near miss recording, reporting and response cannot be over-stressed. The necessity arises from two fundamental requirements:

- Only if every accident, incident and disease is reported can action be taken to prevent recurrence.
- A record should be filed in case the accident needs to be reported to the Health and Safety Executive or the accident results in a claim for industrial injury benefit or a claim against Contour Roofing (Essex) Ltd.

3.3.2 Minor Injuries

Minor injuries must be reported to the Director Responsible for Health and Safety by the Supervisor in the form of a verbal report followed by the accident report referred above.

3.3.3 Lost Time & over 7 Day Accidents

Where an employee suffers a "lost time" accident a follow-up notification as to the date of return to work shall be handed over to the Director Responsible for Health and Safety by the Contracts Manager

and where applicable, to the Clients Principal Contractor at the next Progress Meeting. An accident investigation will need to be carried out to determine the causes so that measures can be put into place to prevent a recurrence.

3.3.4 Specified Injuries

Where an employee suffers a specified injury, or is taken to hospital with a suspected specified injury, the Managing Director, Associate Director and the Contracts Manager are to be informed immediately. These will then in turn inform the Company Health and Safety Consultants who will carry out an investigation as directed.

Nothing is to be moved in the accident area unless instructed by the Managing Director or Associate Director or where it would otherwise put people at risk to leave it. If the accident area has to be disturbed, where it is feasible, take photographs or make a sketch first as this may help with the investigation.

Specified injuries are injuries such as:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

3.3.5 Fatal Accidents

The Director Responsible for Health and Safety will notify the HSE by telephone immediately then the Company Safety Consultants without further delay. Accidents resulting in death shall be reported concurrently to the local Police. **Do not** disturb the scene of the accident any more than necessary to make it safe for others to carry out an investigation (see below).

3.3.6 Dangerous Occurrences

Dangerous occurrences must be reported to the Director Responsible for Health and Safety immediately and the Company Safety Consultants without delay. The area must not be disturbed pending an investigation by the HSE, Police (where applicable), the Company Safety Consultants and Company Insurers.

3.3.7 Disease

Any written diagnosis received from a doctor (e.g. medical certificate stating the type of industrial disease.) must be forwarded to the Director Responsible for Health and Safety immediately, together with a description of the type of work done by the person concerned to enable an investigation to take place.

3.3.8 Near Miss Reporting

A near miss is an incident that has occurred but not resulted in injury or damage. The near-miss system is run on a 'No Blame Culture' therefore encouraging personnel to report hazardous occurrences that may result in injury or damage. The importance of reporting near misses to your supervisor is to enable measures to be taken to prevent a recurrence which may result in injury or damage.

Where there is a near miss, the person identifying it is to complete the relevant form and pass it onto the Contracts Manager or Supervisor who will take the necessary action to prevent the 'near miss' becoming the next accident.

The Manager / Supervisor is then to complete the relevant part of the near-miss form to record the actions taken.

3.3.9 Accident/records

Any accident that has occurred in the workplace, or as a result of work activities, is to be recorded in the accident book or on the relevant accident form.

All entries in the register referred above will be brought to the notice of the Director Responsible for Health and Safety who will ensure that all incidents, including injury, diseases, and dangerous occurrences are reported to the HSE in accordance with the RIDDOR 2013.

Where there is a lost-time incident, particularly one which needs reporting to the HSE, the Director Responsible for Health and Safety will notify the Company Safety Consultants who, if instructed, will investigate to establish the cause and to recommend actions required to avoid recurrence.

3.3.10 Notification to the Health & Safety Executive (H.S.E)

Notification to the HSE will be carried out by the Directors. This can be carried out by telephone or on-line depending on the nature of the injury / Incident.

Fatal Injuries - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The type of circumstances where HSE may need to respond out of hours are:

- following a work-related death
- following a serious incident where there have been multiple casualties
- following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital etc

If your incident fits these descriptions ring the duty officer on 0151 922 9235.

- *Specified Injuries* - call the Incident Contact Centre on 0345 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm). The details that will be required are the same as that written on the F2508.
- *All other injuries* – Online, go to www.hse.gov.uk and click on 'Report and Incident' then follow the on-line instructions.

3.3.11 Dealing with Casualties

Do not move a casualty who cannot move himself unless the casualty is in imminent danger. The Supervisor must ensure that the casualty is dealt with as required by a qualified First aider until medical help arrives or they are taken to hospital.

3.3.12 Emergency Services

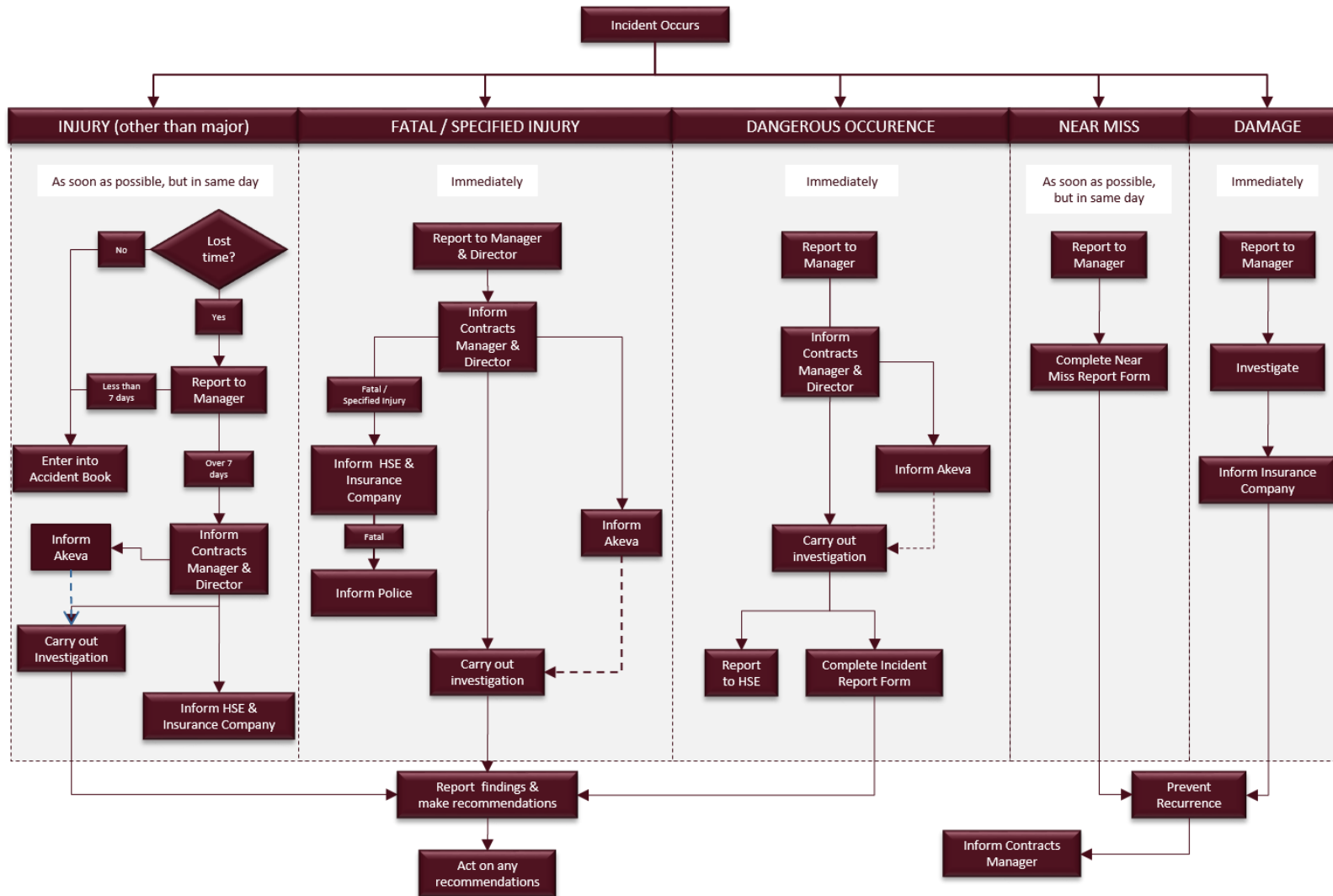
The Supervisor must ensure that the emergency services are contacted immediately in the case of serious injury. Where applicable, the Director Responsible for Health and Safety will ensure that the Client is advised of the circumstance of the incident and the incident reported to the Client's / Principal Contractor in accordance with their site rules.

3.3.13 Accident area

The accident area should be cordoned off and not disturbed any more than necessary (to facilitate safe removal of injured persons) until the accident investigators, i.e. the HSE, Police or our Safety Consultants, have carried out a full investigation. Do not clear away any evidence until given the all-clear by the Director Responsible for Health and Safety.

3.3.14 Accident Flowchart

The flow chart below is produced to assist with actions to be taken following an incident:



3.4 ALCOHOL AND DRUG ABUSE

3.4.1 Company policy toward alcohol and drug abuse

Alcohol or drug abuse by employees and sub-contractors (including supervisory and management staff) can adversely affect the safety and health of themselves or others on our sites. Therefore, it is the policy of this Company that any person known to be, or strongly suspected of being, affected by alcohol or drugs must be referred by Supervisors to the Contracts Manager who must arrange for the person to be removed from site.

It must be noted that symptoms suggesting that a person is under the influence of drugs or alcohol may be created by other conditions, e.g. heat exhaustion, hypothermia, diabetes, etc. also the person may be affected by legitimate medication prescribed by a doctor. These conditions, while still requiring the person to be removed for safety reasons from their work, will obviously affect any disciplinary action that may be considered therefore, if there is any doubt as to the person's condition or cause of their condition, medical advice should be sought immediately.

3.5 ASBESTOS

The Company does not deal with asbestos within their normal day to day operations. However, there may be times when, in the carrying out of our normal day to day works, that our employees or contractors come across asbestos-containing materials (ACM's).

The Commercial Director / Contracts Manager will ascertain at an early stage whether asbestos, in any form, is likely to be present or used on the site. Prior to commencing any contracts, any relevant pre-construction health and safety information will be obtained from the Client, Principal Designer or Principal Contractor. If details provided by the client are inconclusive, then arrangements will be made to take and analyse samples of any materials which are suspected to be ACM's.

All information on the presence, or possible presence, of ACM's along with any working methods and control measures will be issued by the Commercial Director / Contracts Manager to the Supervisor before work starts.

In all cases if any ACM's are identified, employees and contractors are to be informed that work is to cease immediately and the Commercial Director / Contracts Manager informed. The Commercial Director / Contracts Manager is then to instigate an investigation and take necessary action.

3.6 CARTRIDGE TOOLS

3.6.1 Hazards

- Eye or other injury.
- Explosion.

3.6.2 Planning Procedures

At tender or negotiation stage, the relevant standards will be considered. Risk assessments will be undertaken for the work and the necessary control measures planned. Where applicable the requirements of the site Health and Safety Plan will also be met.

The Commercial Director / Contracts Manager / Supervisor will:

- Ensure that only cartridge tools of low-velocity indirect type are used on-site, and sub-contractors are informed of this policy.

- Arrange for all operatives who will be required to use cartridge tools on-site to be trained by the cartridge tool manufacturer's representatives and certificates obtained which will be maintained on-site. Those operatives must have adequate colour vision.
- Ensure suitable storage facilities are provided where cartridges are stored.

3.6.3 Training and Information

Training is to be provided for any operative required to use this equipment and any person who is involved in the storage and issue of equipment and cartridges etc. Refresher training must also be provided to maintain and enhance competence in the use of this equipment.

3.6.4 Monitoring

The Contracts Manager / Supervisor will:

- Ensure that only persons who have been trained and are in possession of a certificate are permitted or required to use cartridge tools on site.
- Ensure that, where necessary, all cartridges are stored on-site in the storage facilities provided.
- Ensure that all cartridge tools brought on-site by sub-contractors are of the low-velocity indirect type.
- Ensure that sufficient and suitable eye protection is available and issued when required.
- Ensure that the requirements of the risk assessment(s) and Health and Safety Plan are being implemented.

3.6.5 Control Measures

All persons on site are to comply with the following:

- Only operatives who are trained and authorised will use this equipment.
- Only low-velocity indirect type tools will be permitted on site.
- Tools and cartridges will not be left unattended and will be returned to the store when not required for use. They will be kept in the lockable box provided and not stored loose and taken on to site in that box when needed.
- Eye protection will be available and used when these tools are being operated i.e. high-impact eye protection (possibly a full-face visor) to BS EN 166.
- Equipment will be regularly inspected and maintained. Any defects will be reported and the equipment not used until repaired.
- Instructions for use will be kept available in the box for each tool.
- Operators will ensure that the work area is clear of other persons when using these tools. This is especially important when penetration could go straight through the materials.
- Safety helmets and ear defenders must be worn if necessary.
- Pin and cartridge must be selected as suitable for the work being done.
- Splinter guards must be fitted and used where appropriate.
- Ensure work is carried out from a firm and stable position.
- Cartridge tools should not be used where there is likely to be flammable vapours or gases, or there is a risk of a dust explosion.
- In the event of a misfire, follow the manufacturer's instructions exactly.

- The safety consultant must be asked for advice where there is any doubt on precautions required or difficulty experienced in obtaining training from cartridge tool manufacturers.
- Ensure other control measures identified in the risk assessment(s) for the work have been implemented.

3.7 COMPANY APPROACH TO CDM

Hazards associated with the site will first be identified by the Client, Principal Designer and Principal Contractor and will be included in the Pre-Construction and Construction Phase Health and Safety Plan (CPHSP). This information will then be used in the development of our safe systems of work.

As a Contractor, we shall ensure that our works are sufficiently planned to take into account the risks identified to us by the Principal Designer, Client or the Principal Contractor.

We will be proactive throughout the pre-construction and construction phases to ensure that our methods of works are prepared in advance of planned start dates.

We will cooperate with any requirements placed on us by the Principal Contractor and strive to work with them ensuring that effective communication starts and continues throughout a project. Co-operation will extend to all other contractors who may be affected by our works or whose works may affect our employees.

We will ensure that all such information as is necessary for inclusion in the Health and Safety File is passed on as it becomes available or within the time scales allocated by the Principal Contractor to enable them to meet their legal obligations.

3.7.1 Control and Co-Ordination

Our Safety Policy, site rules and the overall way in which the site will be managed with regard to safety health and welfare will be established at an initial safety meeting with the Principal Contractor or our sub-contractors. It is vital that the agreed arrangements are reviewed at the first project meeting so that site management can deal immediately with any difficulties at an early stage. Our Contracts Manager will ensure that effective co-ordination of our work occurs. Clear lines of communication will be established and maintained between us and the Principal Designer and Principal Contractor. Safety, health and welfare will be included on all project meeting agendas.

As part of the duties under the CDM Regulations, we will have arrangements in place for ensuring that our work is coordinated with the work of other contractors where our work overlaps. In addition, we may work in premises where the client or some other employer continues its activities alongside construction work. In both cases, arrangements are to be agreed at the beginning of work on-site, and regular site meetings will be held to monitor the arrangements, and to review the agreements.

3.7.2 Monitoring

Site monitoring by AKV will occur on a frequent but irregular basis and as requested by the Company Directors. This is in addition to the regular daily and weekly inspections carried out by site management. Contraventions of statute law, regulations, codes of practice and site procedures will be dealt with firmly and consistently by site management.

3.7.3 Training and Information

On-site training will be necessary for our personnel so that they are aware of the hazards and risks to health and safety on site. It is considered necessary for all operatives to attend a Safety Induction Course

prior to beginning work on site. Close liaison with AKV will establish the overall training needs on individual sites.

3.7.4 Records

We will ensure that all records of examination and inspection are carried out and copies passed to the Principal Contractor, where applicable. All accidents and dangerous occurrences will be reported to Principal Contractor / HSE (Incident Contact Centre) as necessary and, where necessary, a thorough investigation will be carried out.

3.8 CONSULTATION WITH EMPLOYEES

3.8.1 Introduction

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions.

Contour Roofing (Essex) Ltd will inform its employees of their rights to be represented by a safety committee and, if requested, will form a committee in accordance with the above legislation. If requested, the Company will ensure periodic meetings are held with employees to discuss health and safety issues.

Employees will be consulted by the site management, on matters regarding their health and safety, following toolbox talks or inductions.

3.9 CONTROL OF CONTRACTORS

Contractors are sometimes appointed to carry out work on behalf of the Company. It is the policy of the Company that only approved contractors will be employed

3.9.1 Approval of Contractors

Before contractors are considered for the 'Approved Contractors List', they must complete a questionnaire which will be sent out by the Associate Director. Once the questionnaire and relevant documentation have been returned, it will be assessed and determined whether the contractor can be added to the list and, if so, what level of supervision is required.

Once the approval process for each contractor is complete a list of approved contractors will be made and consulted prior to appointing a contractor to carry out work on behalf of the Company.

3.9.2 Requirements of Contractors

Contractors will be required to comply with the following requirements which will be explained to them at any pre-contract meeting with the Contracts Manager or other Company representative.

All contractors will be required to:

- Work in compliance with the contents of this document and any additional site rules that are been put in place on each site.

- The relevant managers of each contractor will be required to develop a site-specific method statement and risk assessment for all their works. All documentation is to be provided to Contour Roofing (Essex)'s Contracts Manager at least one week prior to the works commencing on site.
- In addition to the method statement and risk assessment, the following documents must also be supplied before works can commence on site:
 - Copies of relevant CoSHH, noise, vibration, manual handling assessments.
 - Copies of any relevant certificates of competence.
 - A copy of the companies' insurance certificates.
 - Copies of any equipment test certificates.
 - Any other document asked for by the Contracts Manager.
- All contractors' personnel will be required to attend a site-specific induction where they will be explained the rules of the site and the requirements from the method statement and risk assessments.
- The site induction is to be followed by a specific induction given by each contractor covering their own methods of work, identified risks and control measures, emergency procedures etc. Proof of this induction having been undertaken is to be given to Contour Roofing (Essex)'s Contracts Manager.

Contractors are to ensure that they, or their personnel, are competent to carry out the works for which they have been contracted to undertake. Where required they are to supply evidence of this competence as mentioned above.

At any time that it is deemed by the Company that a contractor has failed to carry out work as determined by the method statement or has totally disregarded the requirements of the health and safety policy, that contractor may be asked to leave site immediately.

The Contracts Manager for Contour Roofing (Essex) is to ensure that all the relevant documentation is reviewed and approved prior to the contractor commencing works on site.

3.10 DUST HAZARDS

Due to the nature of the works undertaken by the Company it is inevitable that sometimes dust is generated. It is also realised that dust is a hazard that can affect the health and safety of personnel. Therefore, the Company undertakes, as far as is reasonably practicable, to control dust emissions and will consider the risk from dust when carrying out specific job risk assessments.

3.10.1 Planning Procedures

- Where there is a risk to health and safety of personnel, visitors or other contractors due to dust being disturbed during hot and dry conditions, the site management is to ensure, as far as is reasonably practicable, that a means of dampening down is employed to reduce the risk of respiratory and other dust created problems.
- If due to the climatic conditions dusts are still generated then suitable respiratory protective equipment, generally dust masks, are to be made available and those required to wear them will be fit tested to ensure the most suitable type is provided.
- There may at time be other processes that produce dusts. These are to be sufficiently risk assessed to determine the type of dust to be produced and suitable control measures to be put in place.

- Visibility – if there is a risk of a person or group of people’s visibility being affected then suitable eye protection is to be supplied and used.
- Respiratory – where a dust is produced which could give rise to respiratory problems then a suitable mask will be supplied and worn by those affected. It is important that the type of dust is correctly determined to ensure that the right type of respiratory protection can be supplied.

3.10.2 Training and Information

Instructions will be given, where necessary, for the use of dust suppression and the correct fitting of respiratory protective equipment. This may be in the form of a toolbox talk.

3.10.3 Control Measures

The following considerations are to be considered when carrying out processes or operations that gives rise to the generation of dust:

- All persons are required to wear suitable eye and respiratory protection as stated in the risk assessment or as instructed by the site supervisor.
- Personnel are required to inform their supervisor if they believe there is a risk resulting from excessive dust

3.11 ELECTRICAL TOOLS AND EQUIPMENT

3.11.1 Hazards

The main hazards associated with this equipment include:

- Electric shock.
- Unguarded machinery.
- Tripping.
- Fire.

3.11.2 Planning Procedures

When planning work, relevant standards will be considered. A risk assessment must be undertaken for the work and the requirements of it and any Health and Safety Plan for the site must also be implemented.

All electrical equipment on the Company sites or other workplaces will be supplied, installed, maintained or used in accordance with the relevant standards.

Portable electrical appliances are electrical items that can be easily disconnected from the power source and moved from one location to another. To ensure the safety of persons using portable appliances, it is Company policy that all new portable appliances, or used appliances new to the Company, are tested before first being put into use. Once an initial test has been carried out by a competent person, subsequent tests will be carried out at the following times:

- Office equipment (except computers) - annually
- Computers - 3 yearly
- Site office equipment - on set up of site then 6 monthly
- Site tools and equipment - 3 monthly

The responsibility for arranging for PAT testing on-site and in the office will be down to the Associate Director.

3.11.3 Site Procedures

The Commercial Director / Contracts Manager will:

- Ensure that all power tools provided for use on-site or other workplace are in accordance with the relevant British Standards.
- Ensure that no power tools or electrical equipment of greater voltage than 110 volt (CTE) are used on-site unless special arrangements are made to protect the equipment from damage.
- Ensure all sub-contractors are informed of the Company policy on the use of electricity on-site and that they will be expected to comply with these requirements.
- Ensure that formal weekly visual inspections are carried out on electrical equipment on site.

3.11.4 Training and Information

In most circumstances, only competent electricians will be authorised to carry out repairs or maintenance and to carry out installation work.

3.11.5 Monitoring

The Contracts Manager will:

- Ensure that all sub-contractor's equipment is in good condition and in accordance with the relevant British Standards before permitted for use on-site. Evidence of recent inspection and testing of all electrical equipment should be available before the equipment is used.
- Take immediate action against any person or sub-contractor abusing or incorrectly using electrical equipment on site. Ensure that all power cables are installed clear of access ways and preferably above head height.
- Ensure that only authorised persons are permitted to repair or alter electrical equipment.
- Arrange for immediate action to be taken to have defects remedied by a site electrician or hire Company, as soon as they are reported. Prevent the use of faulty equipment by removing it to a secure place and label it clearly as being defective.

3.11.6 Control Measures

- All cable connections must be properly made. Under no circumstances will insulation tape alone, be used to protect any repair or join in extension cables. An authorised person will only do work on equipment.
- Only 110V equipment (or less) will be used on site.
- The correct extension cables will be used, to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables, when used, will be routed so as not to cause tripping of similar hazards.
- Users of electrical equipment are to check the appliances before use for any sign of damage and report defects immediately. The following items need to be checked in relation to electrical items:
 - The cable / lead for any signs of damage, breakages, repairs.
 - The plug for signs of damage or scorching.
 - The equipment casing for signs of damage.
 - All control buttons / switches to ensure they work correctly.
 - Ensure there is an in-date sticker showing the date of the last test.

- Do not lift or pull equipment by the cable; the connections may become broken and create a hazard.
- Cables will be routed so as to be protected from damage.
- Other control measures identified on the risk assessment must also be implemented.

3.12 ENVIRONMENTAL MANAGEMENT

The Company realises that the works carried out on their behalf will have some impact on the environment. Environmental hazards will be assessed as part of the site-specific risk assessment and will be monitored in accordance with our monitoring procedures.

The Company is committed to maintaining high environmental standards throughout its operations. Every contractor is required to take all reasonably practicable steps to ensure that work is carried out in an environmentally safe and efficient manner in accordance with the law and the procedures laid down by the Company and with due regard to the environment.

3.12.1 Environmental Impacts

The main environmental impacts from the Company's activities are as follows:

- Air Pollution
- Energy and fuel consumption.
- Noise.
- Waste.

3.12.2 Air Pollution

Emissions to air from some of our activities may contribute to air pollution which may impact on human health, ecosystems and the physical environment on both a local and global scale. The company realises that it contributes to air pollution whilst carrying out its undertakings.

The company will therefore adopt a policy to reduce the amount of air pollution caused by: -

- Avoiding unnecessary movements of vehicles
- Vehicle sharing
- Taking emissions into account when purchasing equipment
- Using battery / electrical equipment rather than petrol-driven equipment
- Recycling rather than incinerating waste
- Controlling the amount of dust produced

3.12.3 Energy & Resource Consumption

The Company are aware that to carry out their undertakings they need to utilise many of the earth's resources, whether directly or indirectly, and that the use of the resources will impact on the various environmental receptors.

In order that the Company can play a part in sustainable development, it will continue to look into ways of reducing energy and resource consumption. In so doing the Company will minimise waste by recycling materials such as:

- Construction wastes.
- Office materials - paper and printing cartridges.
- Packaging materials.

- Vehicle sharing

The Company will endeavour to use low energy equipment and, in addition, encourage staff to switch off electrical equipment and machinery when not in use.

3.12.4 Noise

The Company recognises that noise can be a very sensitive issue and is a source of nuisance from works being carried out on its premises and sites. Where practicable, all works on site will be planned in accordance with the planning requirements.

Wherever practical, all activities will be undertaken within the ambient noise level existing in the vicinity of the site, this will be especially important when operating near hospitals, schools, residential areas and places of work.

The Company will endeavour to purchase machinery and equipment which emit low levels of noise. Where our activities will cause increased noise levels that may be perceived as nuisance, we will use the quietest machinery at our disposal. To minimise noise levels the machinery will be properly maintained to further mitigate the transfer of noise.

3.12.5 Waste Management

All personnel, particularly Line Management, are responsible for minimising waste through recycling.

Under the Hazardous Waste (England and Wales) Regulations 2005 of competent contractors will be employed to dispose of any wastes which cannot be recycled by us.

The Company recognises its responsibilities under *Part 3 of the Environmental Protection Act 1990* and will, as far as reasonably practicable, take suitable measures to ensure that any works carried out on its behalf do not cause a nuisance to the local community or the environment by controlling the spread of litter.

The Contracts Manager is responsible for identifying the waste that will be produced and must arrange for segregation and disposal methods if it hasn't already been carried out by the Principal Contractor.

Waste is defined in the Environmental Protection Act as:

- Any substance that constitutes a scrap material or effluent or otherwise.
- Any unwanted surplus arising from the application of any process.
- Any substance or article that requires to be disposed of as being broken, worn out, contaminated or otherwise spoiled.

If the Company utilises an outside waste disposal contractor, the contractor must be licensed in accordance with The Waste Management Licensing Regulations.

3.13 FIRE POLICY & PROCEDURES

The policy and procedures for the control and management of fire risk reflects the requirements of the Regulatory Reform (Fire Safety) Order (FSO) 2005. In accordance with the FSO, the 'Responsible Person' for the Company will be Matt Holt. For any construction sites / contracts outside of the Companies offices, the Contracts Manager will take on the duties of the 'Responsible Person'

3.13.1 Duties of the 'Responsible Person'

It is the duty of the 'Responsible Person', under the Regulatory Reform (Fire Safety) Order 2005, to ensure that all the requirements are put in place. The areas that need to be considered are:

- Fire risk assessments.
- Fire training for employees.
- Fire procedures.
- Fire detection and alarm systems.
- Means of escape.
- Records of fire tests.

3.13.2 General Fire Precautions

In the event of fire, it is the policy of the Company that safety of life shall override all other considerations, such as saving property and extinguishing the fire. The Company refutes the notion that the alarm should only be raised in the event of a large fire.

All employees are empowered to take this action if they believe there is a fire and authority need not be sought from any other person. The Company will always support employees who operate the fire alarm system in good faith, regardless of whether or not the fire was a threat to life or property.

The 'Responsible Person' will ensure that suitable fire precautions have been developed for each workplace which are suitable and sufficient for that workplace. These fire precautions will then be communicated to all persons working in the premises with suitable information provided for visitors.

3.13.3 Risk Assessments

Suitable and sufficient fire risk assessments will be carried out for all workplaces.

The fire risk assessment in the Company's offices will be carried out, on a 2 yearly basis, by AKV the Companies Safety Consultants. The risk assessments will be reviewed by the Commercial Director on the interim year, or following any changes, that may result in them being invalid.

Ensuring that fire risk assessments have been carried out on-site will be the responsibility of the Contracts Manager who may need to carry out specific assessments for the works carried out by the Company.

3.13.4 Fire Fighting Equipment

Where risk assessments for the work require firefighting and other emergency equipment to be provided it will be planned for meeting the relevant standards as appropriate.

The requirements of any Health and Safety Plan and or Emergency Plan will also be planned for meeting the specification for equipment. Procedures for the inspection and maintenance of the equipment will be developed along with the requirements for periodic testing and evaluation of emergency procedures.

3.13.5 Training and Information

All personnel must be provided with instructions on the emergency procedures relevant to their place of work. Specific personnel will be trained as Fire Marshals so that they are competent to deal with situations likely to arise in the course of their work. Relevant refresher training will be undertaken to maintain and enhance competence.

Fire drills in the Company's offices will be carried out on a 6-monthly basis, these will be initiated by a person nominated by the Directors.

Records of all training undertaken, and instruction and practice in emergency procedures will be kept to comply with statutory requirements.

3.13.6 Monitoring

The Commercial Director / Contracts Manager will:

- Ensure that the requirements for firefighting and emergency equipment necessary for the work and/or site are available.
- Ensure that the equipment is inspected and maintained in accordance with the defined procedures and the appropriate records maintained.
- Ensure that personnel involved in the work are trained and competent to use firefighting and emergency equipment.
- Ensure that discharged fire-fighting extinguishers and other emergency equipment is returned to its operational state as soon as practical after use.
- Ensure that all personnel understand emergency procedures and they are evaluated as appropriate to the circumstances prevailing at each work site.

Regular monitoring will include:	On site (as appropriate)	In the office
• Fire exits	daily	weekly
• Fire extinguishers	- visual - Inspection	weekly annually
• Fire alarm systems	weekly	weekly
• Emergency lighting		monthly

3.14 FIRST AID ARRANGEMENTS

The prevention of accidents at Contour Roofing (Essex) Ltd is everyone's responsibility, and each member of staff should ensure that they are familiar with any special instructions relevant to the area(s) in which they work for the proper handling of emergency situations.

3.14.1 Planning Procedures

The Associate Director / Contracts Manager will ensure that any necessary first aid arrangements determined by the expected risk environment, employee/contractor population, available local hospital facilities, etc. have been considered when allocating personnel and resources to a site.

When working on-site, the Contracts Manager will ensure that the Principal Contractor / Client has a first-aid system established. The Contracts Manager may arrange for that contractor / client to give cover for first aid. The Contracts Manager must:

- Ensure that the first aid trained personnel are competent to deal with the types of injuries that could be sustained from CRL's work; and
- Obtain confirmation, in writing, that the facilities will be provided by others.

In order to meet the requirements of the Health and Safety (First Aid) Regulations 1981 for the provision of suitable person(s) to administer first aid, the Company will ensure that sufficient numbers of trained and certificated 'suitable persons' are available in each work location.

The Company will establish the necessary procedures and arrangements to:

- Communicate the first aid facilities to all persons on-site through the site / initial induction procedure.
- Communicate the names of suitable person(s) to all persons in the workplace.
- Ensure that first aid materials are replenished when used.
- Ensure the first aid facilities are supplied not abused.
- Arrange all necessary first aid equipment, with guidance from the safety adviser if needed. The safety adviser can arrange the supply of materials if required.

3.14.2 Training and Information

Appropriate first aid training and refresher training for personnel nominated as suitable person(s) will be provided to ensure that competence is established and maintained. If work processes require additional specialised first aid provision, then appropriate personnel must be trained for that requirement. Sickness and holiday cover will be considered.

3.14.3 Monitoring

- The relevant Manager will ensure that all arrangements for first aid are established and that they are used and maintained to the required standards.
- All personnel appointed as suitable person(s) must ensure that their certification remains current and must highlight any requirements for refresher training.
- Where the Company is utilising arrangements made by the principal contractor then any deficiencies in that provision must be reported to the principal contractor.
- Contracts Managers, or nominated first aiders, are to ensure that first aid boxes are re-supplied each time they are used and have enough equipment in them (as per the contents list in the box). In the office, it is the Office Manager's responsibility to check the first aid box. Those who have the responsibility for first aid kits are to ensure that suitable equipment is still available and in date.

3.14.4 First Aid Arrangements

The first aid arrangements made for the site / workplace in question must reflect the likely circumstances in which an employee, visitor, or contractor could be injured or become ill at work.

Arrangements should include:

- The nomination of 'suitable person(s)' trained and certificated to 'first-aid certificate level by an approved organisation e.g. St John's Ambulance, British Red Cross etc. Suitable person(s) must be available whilst work is being undertaken on the site.
- Means of communicating the arrangements made, to all employees, visitors, and sub-contractors with reference to the emergency plan (fire and evacuation) where appropriate.
- A means of recording on a suitable form the first aid treatment given. This should include patient's name/address, patient's occupation, date of entry, date/time of accident, place/circumstances of the accident, injury details and treatment given, signature of person making the entry.
- The maintenance of first aid materials at appropriate levels.

3.15 HAND ARM VIBRATION SYNDROME (HAVS)

3.15.1 Hazards

Workers whose hands are regularly exposed to high levels of vibration may suffer from several kinds of injury to their hands and arms. These injuries may include impaired blood circulation and damage to the nerves and muscles. These injuries, or conditions, are commonly and collectively known as '*Hand Arm Vibration Syndrome*'.

3.15.2 Planning

Prior to carrying out any work with tools or equipment which is likely to present a risk, the Commercial Director / Contracts Manager must:

- Identify which operations are likely to cause damage due to excessive exposure to vibration.
- Where practicable avoid exposure by using equipment other than vibratory equipment or by changing the method of work.
- Where the use of vibrating equipment cannot be avoided, carry out a suitable risk assessment to determine the exposure times according to the equipment being used.
- Obtain Anti-vibration gloves and give to personnel who will be exposed to such equipment.
- Inform the operators of the equipment the findings of the risk assessments and any required control measures or maximum exposure times.

3.15.3 Training and Information

Prior to any works commencing with such tools or equipment, the Contracts Manager is to give a toolbox talk on the risk associated with excessive use of vibrating equipment and how to reduce the risk of contracting hand-arm vibration syndrome. Operators are to be trained on how to recognise the symptoms from such tools and informed of whom to report it to.

3.15.4 Monitoring

A register is to be kept on-site detailing how long personnel have been exposed to vibrating equipment and how long a rest period they have taken between each period of exposure. The Contracts Manager is to ensure that the register represents a true account of the exposure times.

3.15.5 Control Measures

Where personnel are using vibrating or percussive tools, they must:

- Adhere to the exposure and rest times identified in the risk assessment.
- Complete the site register for monitoring exposure times.
- Maintaining blood circulation by:
 - Wearing gloves.
 - Using proprietary heating pads for the hands.
 - Using tools with heated handles.
 - Avoiding pneumatic exhausts which discharge towards the hands.
 - Allowing operatives to warm up before starting work and helping them to stay warm.
 - Wearing warm, weatherproof clothing for cold wet areas.
 - Avoiding or cutting down smoking. (Smoking reduces blood circulation).
 - Massaging and exercising fingers during work breaks.

- Report to the supervisor any symptoms experienced whilst operating equipment.
- Attend any health assessments that have been organised by the employer in accordance with the risk assessments.

3.16 HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 imposes duties on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used, the quantities involved, and the possible numbers affected.

The work of the Company and its employees brings us into daily contact with substances, which, to varying extents, are hazardous to health. Our general policy on dealing with these substances is given below:

- Exposure to substances hazardous to health will be prevented where possible, or adequately controlled by suitable protective or preventative measures.
- As far as practicable, the control shall be by means other than provision of personal protective equipment. Where required, however, adequate and appropriate protective equipment or clothing shall be supplied.
- It is important that employees receive adequate information, instruction and training in order for them to be aware of the risks to health from exposure to a substance, and the precautions and control measures that should be provided and carried out.

3.16.1 Planning Procedures

Where practicable, the Company will avoid the use of substances hazardous to health by finding an alternative method. Where this is not practicable and hazardous substances are used, a relevant safety data sheet will be obtained from the supplier so that the Commercial Director / Contracts Manager can carry out a CoSHH assessment or arrange for one to be carried out.

Where the Commercial Director / Contracts Manager is not competent to carry out a CoSHH assessment, the Company safety consultant will be engaged to provide written assessments and advice on precautions required with any substance where any risk to health is known or suspected. The details of assessments will be kept in a suitable register.

The findings of all CoSHH assessments are to be verbally communicated to those using, or who could be affected by, them. This is to be carried out by the Commercial Director / Contracts Manager along with the requirements of task risk assessments and method statements, prior to works commencing. A record of the communication process is to be made and copies of the assessments made available to those using it or managing the process.

3.16.2 Training and Information

All operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and, where necessary, training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. Regular refresher training / instructions will also be provided to maintain and enhance competence in handling or using these substances.

3.16.3 Monitoring

The Contracts Manager will ensure that the written assessment, control measures and other information is on-site and that all procedures planned to handle or use any hazardous substance or process are carried out fully and that any equipment, hygiene measures, and protective clothing are provided and maintained as required.

Where the use of a particular substance necessitates the need for health surveillance to be carried out, the Contracts Manager will contact the Managing Director who will arrange for the assistance of an Occupational Health Specialist. Where necessary, the Company will seek assistance from the Company Safety Consultants.

3.16.4 Control Measures

The following rules apply to the handling, transporting and use of all substances. Special precautions relating to specific products are given in the specific written assessments.

- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillage's instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, materials must be handled only by authorised personnel.
- Ensure the correct equipment for handling the products is available.
- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.
- Read the datasheet, container labels and detailed health and safety information before using any products.
- **No hazardous substances are to be used if there is no CoSHH assessment available**

3.17 LEAD AT WORK

3.17.1 Hazards

The main hazards associated with lead arise from work operations such as:

- Lead burning.
- Paint removal.
- Handling sheet lead.
- Disc cutting or grinding painted surfaces.
- Other operations may also involve contact with lead.

3.17.2 Planning Procedures

At tender or negotiation stage, the requirements of the relevant standards will be allowed for and the appropriate risk assessment/COSHH assessment undertaken to establish the control measures required. Where hazards from lead are identified or suspected then the Principal Designer must be informed so that the information can be included in the site Health and Safety Plan.

The Commercial Director / Contracts Manager is to assess the risk that operatives are likely to be exposed to before any work, which involves lead or is suspected as involving lead commences.

The Commercial Director / Contracts Manager will ensure that the following arrangements are planned taking into account advice:

- Sampling, analysis and monitoring.
- Control measures, ventilation, etc.
- Respiratory protective equipment.
- Protective clothing and storage facilities.
- Washing facilities.
- Medical examinations.
- Training for operatives, Supervisors.

3.17.3 Training and Information

There is a duty to provide adequate information and training to the employees under the Control of Lead at Work Regulations 2002 and the Health and Safety at Work Act 1974. Suitable instructions will be given to supervisors and operatives on how to work with lead safely. These instructions will be refreshed periodically to maintain and enhance competence of personnel involved in working with lead.

3.17.4 Monitoring

The Contracts Manager will:

- Ensure that an assessment of the risk has been carried out before any work commences which will or could involve lead in any form.
- Ensure all planned arrangements and facilities are provided and set up before work commences.
- Ensure that no person, other than those authorised carries out any work or enters any areas, which could involve contact with lead in any form.
- Ensure that protection for the public is provided and maintained. Check that all welfare facilities, respiratory protective equipment, protective clothing, etc. are used by operatives and are maintained, cleaned, etc. as required.
- Check that operatives do not eat, drink or smoke in working areas or equipment and clothing storage facilities where lead may be present.

3.17.5 Control Measures

- Protective clothing must be worn as required by Statutory Regulations.
- Adequate ventilation will be provided.
- Welfare facilities to be provided and maintained.
- Sampling, monitoring and analysis will be carried out and results actioned.
- No eating or drinking or smoking will be permitted at the point of work.
- All other control measures identified in the risk assessment must also be implemented.

3.18 MANUAL HANDLING AND LIFTING

3.18.1 Standards required

The Manual Handling Operations Regulations 1992 apply to manual handling. These Regulations state “A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him”.

3.18.2 Planning

The Company will, as far as reasonably practicable, reduce the risk of injury through manual handling operations to all employees by:

- Avoiding, where practicable, the need to lift items manually or failing this by.
- Assessing the operations which pose a significant risk of injury.
- Ensuring all persons are given suitable manual handling training.

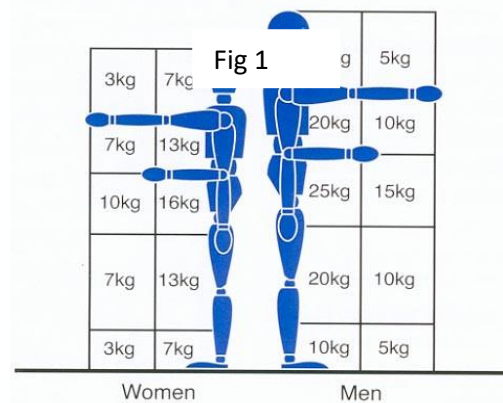
Realising that some tasks may have to be postponed until the appropriate number of persons are available to safely carry out the task (the average male should only lift 25kgs manually, but no-one should ever be asked to lift more than they are comfortable with).

All work will be planned for considering the relevant standards. The requirement of manual handling operation and other assessments will be undertaken, and the control measures identified planned for.

It is the policy of the Company that a preliminary manual handling assessment is to be carried out as part of the general risk assessment. Where this identifies that there is a significant risk from manual handling then a more detailed assessment needs to be carried out and recorded.

A detailed assessment will need to be carried out if the assessment shows that the manual handling task involves:

- the lifting or lowering of a load which is unstable, difficult to grasp or greater than the weights identified in the adjacent figure or the operation is carried out where there are adverse working conditions; or
- The carrying of a load, with a weight exceeding those stated in the adjacent figure and the distance exceed 10 metres without rest: or
- The carrying of a load, with a weight exceeding those stated in the adjacent figure and the distance exceed 10 metres without rest: or
- The pushing or pulling of a load should not exceed:
 - Force to stop or start the load 20kgs for men or 15kgs for women.
 - Sustained force to keep the load in motion 10kgs for men or 7kgs for women;
- The lifting of a load, weighing more than the 5kg load for men or 3kg load for women, from a seated position.



A competent person must carry out a detailed assessment.

Where the use of a machine is impracticable, sufficient labour must be available to handle any heavy or awkward loads, and instructions must be issued to site on the handling of these loads.

3.18.3 Training and Information

All operatives and supervisory staff involved in manual handling operations will be trained in the relevant procedures and manual handling techniques. Regular refresher training will also be provided to maintain and enhance competence in manual handling operations.

Training will be based on the physical structure of the body and the effect of attempting to handle loads in various positions.

3.18.4 Monitoring

Managers will:

- Ensure any persons required to complete manual lifting work have been given, and have understood, training on manual handling and associated lifting techniques, they will also ensure a Manual Handling assessment has been completed for the manual handling operation in question.
- Ensure that the required control measures for the works are being implemented.
- Instruct any operative in the correct handling and lifting of loads as required.
- Ensure that a supply of suitable gloves is available for issue as required for the handling of materials, which could cause injuries to the hands.
- The Company will enforce the wearing of safety footwear and supervisory staff will caution any employee or sub-contractor wearing unsuitable footwear.
- Ensure that no operative, particularly a young person is required to lift without assistance a load, which is likely to cause injury.

3.18.5 Control Measures

- Wherever possible use mechanical means to lift and transport items.
- Where use of mechanical means is impracticable, then sufficient persons must be available to lift the relevant load and consider the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment, e.g. floor conditions, lighting, access etc.
- Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip-width and one foot slightly in front of the other.
- Avoid twisting, stooping, or reaching to lift or deposit the load.
- Ensure that access areas are clean and clear and that the lighting is adequate.
- Wear gloves and safety footwear and other personal protective equipment relevant to the working environment.
- Protect sharp edges.
- Avoid long lifts and if necessary, change grip when the load is at waist height.
- Keep the load close to your body.
- Arrange storage so that the heaviest loads are in the most convenient position, i.e. from knee to shoulder range.
- For long distances arrange supports to allow the load to be placed for brief breaks.
- During repetitive work, ensure sufficient time for resting.
- If more than one person is involved, then a competent person must be nominated to control the handling activities.
- If possible, break the load down into smaller items.

- If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc.
- Secure items, which are loose to prevent the load shifting when being carried.
- Avoid carrying up and down steps.
- Suitable training can be arranged by the safety consultant, if requested.
- Never lift, carry or push any items that you are not comfortable with, always seek help.

3.19 NOISE

3.19.1 Hazards

The main hazard associated with noise is hearing loss or impairment. This may be long term due to prolonged exposure or could be due to excessive peak levels. Another hazard is impaired communications, which could lead to other safety problems due to unheard or misinterpreted instructions.

The company carries out very little work, apart from the use of some tools, where there is a risk to hearing from high levels of noise.

3.19.2 Planning Procedures

When planning work, the Control of Noise at Work Regulations 2005 will be considered.

The Commercial Director / Contracts Manager will:

- Ensure that information on the noise level of any plant or work equipment, which it is intending to hire, or purchase is obtained and considered before hiring or purchase takes place.
- Ensure that where personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, full information is obtained before work commences on the levels and frequencies of noise. Details should be included in the Health and Safety Plan along with designated ear protection zones.
- Ensure that suitable measures to reduce the risk to employees (other than PPE) are available. Where there is no other means of reducing the risks, suitable PPE may be issued, employees do not have to wear it at these levels.
- Where there is a risk of hearing damage from the equipment being used, the following actions must be taken:
 - Suitable hearing protection must be provided and worn.
 - Equipment **must be maintained**.

3.19.3 Training and Information

Instruction will be provided to employees required to work in premises or with plant, which is likely to result in exposure to noise levels above the first action level.

3.19.4 Monitoring

The Contracts Manager will:

- Ensure that all the control measures identified in the noise assessment are implemented.

- Arrange for supplies of ear defenders or other hearing protection, appropriate to the noise source, be made available on the site or for any operations where it is not practicable to reduce the noise level to a safe limit.
- Arrange for hearing protection equipment to be issued to operatives as required and ensure that it is worn at all times when operatives are exposed to noise above the Second Action level or Peak Action level.
- Ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the relevant manager responsible for plant maintenance, or hire Company immediately.

3.19.5 Control Measures

- Ensure you obey any site instructions regarding the wearing of hearing protection in those areas designated.
- Ensure work equipment is selected and maintained to minimise noise levels, and keep all engine covers etc. closed during use, and where possible select equipment to minimise the noise levels.
- When necessary, ensure that you have been instructed in the use of any equipment provided for your protection.
- Where possible keep site noisy equipment away from working or public areas.
- If the noise level exceeds 80 dB then hearing protection will be made available.
- If the noise level exceeds 85 dB then hearing protection will be worn and that are clearly identified.
- Hearing protection supplied will be suitable for the conditions of exposure.
- Where possible, consider alternative methods of work to eliminate or reduce possible noise levels.
- Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- Ensure adequate means of communication in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- The safety consultant will provide the following services on request: noise survey, noise assessment, noise monitoring, noise control measures, individual noise monitoring, training and instruction for personnel.

3.20 OFFICES

The following safety arrangements will be adopted for all offices occupied by Company Personnel whether on-site or at head office.

Routine safety inspections will be carried out by our Safety Consultants. Due regard to the requirements of the Workplace (Health & Safety) Regulations 1992 will be taken for our offices and suggestions from employees to improve facilities will be considered.

3.20.1 Hazards

The main hazards associated with the office environment are:

- Trailing wires / cables and other items left in walkways.

- Manual handling.
- Use of display screen equipment.
- Flammable materials.

3.20.2 Planning Procedures

All offices will be suitably laid out, in accordance with the Workplace (Health, Safety & Welfare) Regulations 1992, to ensure that work can be undertaken in a comfortable manner.

All equipment purchased for use will meet the requirements of:

- The Provision & Use of Work Equipment Regulations 1998.
- The Electricity at Work Regulations 1989.
- The Display Screen Equipment Regulations 1992.

Suitable and sufficient assessments will be carried out by the Associate Director / Contracts Manager to identify the main hazards and any necessary control measures needed to be implemented.

3.20.3 Monitoring Procedures

All fire equipment will be checked, tested and maintained in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the relevant Section of this document.

Our Safety Consultants will carry out regular inspections of the Company's offices as requested by the Managing Director. Site offices will be inspected as part of the general site inspection.

3.20.4 Display Screen Equipment (DSE)

Contour Roofing (Essex) will ensure that, as far as is reasonably practicable, only DSE that does not give rise to health risks is purchased. To further reduce any residual risks to employees from DSE, the Associate Director will ensure that a suitable and sufficient risk assessment will be carried out and control measures adopted.

- **'User'** – Is defined as an employee who habitually uses an item of DSE for an hour or more during each working day.
- Employees classed as 'users' must ensure they leave their workstation for at least 5 minutes in every hour. Other works such as filing and photocopying can be carried out in this time. 'Users' are expected to inform their line managers of any physical or psychological problems they may be experiencing due to excessive use of DSE.
- **Eye Tests** – The cost of an eye test will be covered for any user whom the Occupational Health Nurse believes may have a problem with their eyes due to continuous use of DSE. If an optician specifies the need for corrective lenses for the use of DSE, the Group will cover the basic cost. Anyone wishing to upgrade will be expected to cover the difference in cost.

3.20.5 Office Safety

- **Working space** – Each person will be allocated a sufficient amount of space to enable them to carry out their daily duties. Sufficient storage space will be allocated to prevent the build-up of paper / files in gangways or under desks.
- **Lighting** – As far as reasonably practicable natural lighting will be used throughout the offices and to aid this all office windows will be regularly cleaned. Suitable blinds will be placed at office windows where a risk of glare may cause discomfort.

- **Furniture** – All office furniture is purchased and maintained so as not to present a risk to the health, safety and welfare of employees.
- **Filing Cabinets** will be used with care:
 - Only one drawer open at a time
 - Heavy items or large files of paper stored in the bottom drawer
 - Drawers will not be left open where there is a danger of someone walking past and tripping over them.
 - Stacking/storing of files, books etc. on top of cabinets will be avoided.

3.20.6 Employee Duties

All office personnel are expected to conduct their activities in a safe manner. They should not move equipment to a place where it will create a hazard and present a risk to other people. At no time must they create hazardous situations, e.g. leave drawers or fire doors open, nor must they ignore hazardous situations which may result in injury or ill-health. Any situations deemed hazardous must be reported immediately to their line managers.

3.21 PERSONAL PROTECTIVE EQUIPMENT

3.21.1 Hazards

Refer to the specific sections of this policy for the relevant hazards and the protective equipment required. Some examples include:

- Head injury.
- Eye injury.
- Foot injury.
- Cuts and scratches.
- Weather.
- Temperature - hot and cold.
- Falls from height.
- Excessive noise.
- Respiratory damage.

3.21.2 Planning Procedures

All work will be planned for in accordance with the relevant standards. Risk assessments will identify where personal protective equipment is required as a control measure and these must be undertaken for all work.

The Commercial Director / Contracts Manager will establish what protective clothing and equipment will be necessary and will ensure that any special protective clothing or equipment required and any signs relating to the wearing of helmets, eye protection, ear defenders etc. are ordered and comply with CE marking requirements and are available for use on-site and that sub-contractors are made aware of the site requirements for the wearing of safety helmets, and the provision of personal protective equipment for their own employees.

The Company will provide a suitable means for storing personal protective equipment to its employees.

3.21.3 Training and Information

Suitable information and instructions will be provided to staff in the use and maintenance of all protective clothing and equipment issued.

3.21.4 Monitoring

The Commercial Director / Contracts Manager will:

- Ensure that adequate supplies of all necessary protective clothing or equipment are available on-site/workplace for issue as required and that when issued to employees, a record is kept in the safety equipment and protective clothing issue register.
- Ensure that before employees are set to work, that any necessary protective clothing is provided and that signs are erected for safety helmet areas, machinery requiring eye protection, ear defenders, etc.
- Inform any person on site/workplace, observed carrying out any process which requires the use of protective clothing or equipment, of the statutory and Company policy requirements. Prevent continued working until protective clothing or equipment is obtained and used.
- Ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. The safety consultant as required can provide information and advice on the correct equipment to be issued.
- Management staff will set a good example in the wearing of safety helmets, protective footwear, etc. and will use all necessary protective clothing and equipment where required.

3.21.5 Control Measures

- All operatives are required to wear suitable footwear whilst at work on Company sites or in Company workplaces. Suitable footwear may contain some or all of the following features: steel toecap, steel mid-sole, waterproof (e.g. Wellingtons), oil or chemical-resistant soles, electrically insulating, specific protection.
- Operatives will obey the requirements of any sign or notice indicating that equipment is to be worn.
- When necessary operatives will wear the appropriate hearing, protection issued and be instructed in its maintenance and use.
- Operatives will wear the eye protection issued as appropriate to the work carried out.
- Where necessary, operatives will wear the relevant respiratory protective equipment provided.
- All management, supervisory staff, visitors, sub-contractors and employees, shall wear safety helmets whilst on Company sites, other than in areas specifically designated in writing by the Company as being areas where the risk of head injury is negligible. Normal disciplinary proceedings will be used against employees not complying with this requirement.
- When using a safety belt or harness the equipment must be suitable for the purpose intended and generally a full harness is preferable. This equipment will be issued when required and operatives instructed in its use together with any other related equipment such as lifelines, connectors, shock absorbers, fall arrest devices etc.
- All persons issued with protective clothing or equipment must immediately report to supervision any loss or defect in the equipment.

- Personnel are responsible for the hygiene aspects of their personal protective equipment and should ensure high standards are maintained. The manager should monitor this requirement and take appropriate action where the condition of equipment is not acceptable.
- Specialised and complex items of personal protective equipment will only be issued to competent users. Specific training may be given for such items.
- Where close-fitting respiratory protective equipment is worn, ensure that all persons have been face fit tested within the last 3 years and keep copies of records on site.

3.21.6 Misuse

Misuse or intentional damage to any items of personal protective equipment that can be attributed to an individual may result in disciplinary action being taken which may lead to dismissal. Where the damage is caused by a contractor, the individual will be removed from site and the act referred to his / her Company.

3.22 RISK ASSESSMENTS

The Management of Health & Safety at Work Regulations 1999 require that suitable and sufficient assessments of risk should be carried out for all operations or undertakings in the workplace.

It is an important point that risk assessments are carried out prior to an operation being undertaken and any significant findings recorded. It is the responsibility of each line manager to ensure that suitable and sufficient risk assessments are carried out for their areas of responsibility.

A copy of each risk assessment will be kept at the Company's offices for reference.

Risk Assessments should be reviewed regularly, but not exceeding annually, to ensure that they are applicable to the specific work. Where the methods of work are different, or the risks are unusual, the Contracts Manager should ensure that they are amended before the work activity commences. Copies of the risk assessments and method statements will be sent to the Principal Designer or Principal Contractor as detailed in the Construction Phase Health and Safety Plan.

It is also Company policy to produce a "Project Risk Assessment and Method Statement", which should form part of the document that is sent to the Principal Designer or Principal Contractor before work starts. It should summarise the main parts of the work, the sequencing of activities, and the main risks involved. It can refer to the more detailed risk assessment / method statement sheets for the particular activities that will be undertaken during the project.

3.22.1 Emergency and Non-routine Operations

Where any activity does not have a corresponding risk assessment / method statement, they are to be carried out by the Contracts Manager, on-site, prior to the works commencing.

3.22.2 Employees Duties

It is the duty of all employees to assist in the preparation of written risk assessments as required and that they report, via their supervisor, any significant risks that are not covered in a risk assessment. This will allow suitable measures to be adopted to minimise risk to persons.

3.22.3 Training and Information

Contour Roofing (Essex) Ltd shall ensure that appropriate training in risk assessment techniques will be provided to staff to enable them to carry out their assessments.

3.22.4 Explanation

A Risk Assessment is a step-by-step analysis of a job, task or process that takes into account the risks likely to be encountered and the necessary control measures required to reduce the risk.

The following definitions are based on those used in the English Courts:

Risk

The likelihood that a specified undesired event will occur, due to the realisation of a hazard by or during, work activities or by the products and services created by work activities.

Hazard

The potential to cause harm, including ill health and injury; damage to property, plant, products or to the environment; production losses or increased liabilities.

Danger

A person is in danger when they are exposed to a risk. The degree of danger is dependent on the hazard or risk.

3.22.5 Communication

On the completion of all risk assessments and the introduction of the required control measures, the findings are to be communicated to those who are affected along with any actions that they must take to prevent to risk being realised.

The communication of the findings of a risk assessment can be given as a toolbox talk or a method statement briefing and must be recorded on a relevant form.

3.23 SAFETY MONITORING, AUDITS AND INSPECTIONS

In order that the Managing Director and associate director can be sure that the procedures laid down in this document are controlling the hazards to which they were designed to control and that they are being adhered to, a series of monitoring arrangements, involving personnel at all levels, are to be implemented.

3.23.1 Employees / Contractors/Operatives

All employees and contractors are to carry out self-monitoring to ensure that they are following the procedures laid down in this document. Any work equipment that is used is first to be inspected by the individual and any subsequent faults reported to their line manager or to the stores immediately. Once an employee carries out an inspection, any relevant documentation is to be completed.

All employees are expected to bring to the notice of their immediate manager any areas where the Company policy on Health, Safety, Welfare and Environment appears to be inadequate. The suggestions will be passed to the Managing Director for consideration.

3.23.2 Site Manager

Site Manager must continuously monitor their areas of responsibility for any further hazards that have not already been identified by the current risk assessment. They must ensure that employees are conforming to the method statement, risk assessment, site rules and any procedures laid down in the Health & Safety Policy.

Where a procedure proves to be ineffective, it is to be brought to the attention of the Site manager so that it can be reviewed and changed as necessary.

Site Manager will also be required to carry out daily / weekly monitoring of areas such as:

- The general site working area
- Work equipment
- Access equipment
- Working practices etc.

Inspection records, as recorded, are to be completed following the monitoring and made available for inspection by any senior management, the company Health and Safety Consultants or the statutory authorities e.g. the Health and Safety Executive.

3.23.3 Directors

The Directors are to ensure that they carries out regular safety checks of the company's sites. The Managing Director will carry out a formal safety check on at least one site every 2 months and complete a safety check.

3.23.4 Safety Consultants Inspections

Akeva Safety Solutions (AKV) Ltd, the Company's Safety Consultants, will carry out a safety visit of each site on a regular/ irregular basis as directed by the Associate director. It is the responsibility of the Associate Director to notify AKV of any new sites.

The Safety Consultant will look at site conditions and audit any documentation to ensure it is up to date and valid. On completion of the inspection / audit the report will be discussed on-site with the Site Manager, who is to take action as detailed and in accordance with the given priorities. This will then be electronically sent to the Director and personnel, as instructed to AKV by the company's Managing Director.

Once all the necessary actions have been taken, the Site Manager is to sign the report and place it in the relevant section of the site safety folder where it will be checked during the next inspection.

3.24 TRAINING, INSTRUCTION, INFORMATION

It is Company policy to ensure that all employees are adequately trained to carry out their duties competently. Current health and safety legislation frequently specifies that competent persons are employed by companies to carry out their undertakings. The Managing Director will be responsible for ensuring all persons are adequately trained. Advice on this may be sought from the Company safety consultants.

Competence has not generally been defined by statute law. An exception is *Reg 6(3) of The Management of Health & Safety at Work Regulations 1999*. This regulation states that a competent person does not necessarily possess particular skills or qualifications.

3.24.1 Safety Awareness Training and Information

It is Company policy that all personnel who are to go onto site as part of their working day will attend a Safety Awareness course every 3 - 5 years.

3.24.2 Manual Handling Training and Information

It is Company policy that all personnel attend a manual handling course and are updated on the techniques and the requirements of the legislation every 3 - 5 years.

3.24.3 General

The Company is aware that under The Health and Safety at Work etc. Act 1974 and various supporting regulations, it has a duty to ensure employees receive sufficient information, training, instruction and supervision to allow them to carry out the Company undertakings efficiently and safely. Therefore, wherever a training need is identified, the Company is committed to supplying the relevant training where practicable.

3.24.4 Inductions & Toolbox Talks

In compliance with Section 2(2(c)) of The Health and Safety at Work etc. Act 1974, the Company is aware of the need to give continual information and instructions on any newly identified hazards in the workplace. Therefore, it is Company policy that all employees and contractors are inducted to each site and records of the induction made. Copies of method statements and risk assessments are to be held on each site.

Toolbox talks must be given on a regular basis depending on the nature and size of the contract, the frequency being decided by the owner unless already stated by a principal contractor or client.

After any toolbox talks are given, whether general or specific, all in attendance must sign the appropriate form stating that they understand the information given. The signatory form must then be returned to the office for the records.

3.25 TRANSPORT & OCCUPATIONAL DRIVING

It is policy of the Company that all transport provided for work purposes is of sound condition and suitable for the purpose for which it is provided. The Company will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. Where practicable, suitable procedures shall be designed and communicated to employees to eliminate or sufficiently reduce the risk of harm to anyone working on or near the transport operations.

3.25.1 Competence

All persons required to drive any form of transport owned by or hired by the Company to carry out its undertakings must be suitably competent and, as a minimum, hold a full UK driving license. When a new vehicle is purchased which is different from the one it is replacing, adequate training will be given by a competent person as nominated by the Directors.

3.25.2 Monitoring

Whichever form of license or certificate is held by a driver must be produced when requested by the Company. The paper part of the licence is no longer valid, and the traditional paper-only licences may not have latest points and fines recorded. Therefore, there will be a need to provide employers with evidence of your driving record, you may be asked for a DVLA code, which gives employers up to 21 days to check your history. This check will be obtained on an annual basis.

When it is noted that an employee has 6 points on his / her licence, will have on-line DVLA checks carried out by their manager on a quarterly basis. If an employee has 9 or more points the checks will be carried out on a monthly basis.

It is the responsibility of any driver to inform their Contracts Manager / Foreman if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

3.25.3 Risk Assessment

Wherever transport is used, a suitable and sufficient risk assessment (as required by Regulation 3 of The Management of Health and Safety at Work Regulations 1992) is to be carried out by the Directors.

Risk assessments for road-going vehicles will take account of the vehicle being used, the driver, the journey and the journey time.

3.25.4 Safety Devices

All persons driving or carrying out maintenance on transport are to ensure that they use safety devices, e.g. seat belts, reversing mirrors, cameras, lights, horns, amber flashing lights, body props, anti-slew bars, etc. Safety devices are never to be intentionally damaged, disconnected or abused.

3.25.5 Reporting Defects

All drivers of vehicles / mobile plant must ensure that they report all defects to the Directors. If the defect presents a significant hazard the Directors must be informed immediately.

Drivers of road-going vehicles must ensure they check their vehicles in accordance with the vehicle handbook.

3.25.6 Security

All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles in a safe condition whereby unauthorised start-up is prevented. Each vehicle must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed and the vehicle locked. Any other safety devices or immobilisers that are supplied by the Company or manufacturer must be fitted. If the vehicle or machine is left in the yard over a non-working period, the keys must be placed in the office.

3.25.7 Conduct

All persons driving on behalf of the Company must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the Company accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

3.25.8 Mobile Phones

The Company does not allow any person to use a mobile phone whilst driving unless it is a total hands-free set. Any hands-free kits fitted to vehicles owned by the Company must only be done so with the approval of the Managing Director.

3.25.9 Smoking

All vehicles and mobile plant which have the ability to carry a passenger will be classed as enclosed workplace and will be subject to the smoking bans. A relevant sign will be placed in the vehicle where it can be seen. Anyone found to be smoking in such a vehicle will be dealt with under the company's disciplinary procedures.

3.26 WELFARE ARRANGEMENTS

Welfare at workplaces other than transient sites is governed by the Health and Safety (Workplace) Regulations 1992 or the Construction (Design & Management) Regulations 2015. In particular, the welfare facilities for our offices and site will comply with the following:

3.26.1 Planning Procedures

The Contracts Manager will establish what welfare facilities have been provided, by the Principal Contractor, before works starts. When establishing this, the Contracts Manager will ensure the following is provided:

- Sanitary conveniences and washing facilities.
- Drinking water.
- Accommodation for clothing and facilities for changing.
- Facilities for rest and to eat meals.
- A means to heat food or somewhere that hot food can be bought.

3.26.2 Supervision

Where the Company has arranged to use the facilities provided by another Contractor the Site Supervisor will report to management any deficiencies in facilities provided by the contractor.

3.27 WORK EQUIPMENT

3.27.1 Hazards

Hazards associated with the use of work equipment arise out of:

- Unskilled operation.
- Incorrect use.
- Poor maintenance.
- Defects in machine unchecked.
- Noise (see separate section).

3.27.2 Planning Procedures

All work will be planned in accordance with the relevant standards, the required risk assessments and any Health and Safety Plan for the site.

The Commercial Director / Contracts Manager will take all aspects of the work into account to ensure that sufficient information is provided to hire Company to enable correct type of equipment is provided.

The Commercial Director / Contracts Manager will:

- Ensure that only competent persons are permitted to operate any work equipment. Where there is an industry-standard or recognised training course employees and contractors are to provide a copy of the relevant certificate.
- Determine whether any preparatory work is required for the installation or use of plant on-site and ensure that any requirements are planned, e.g. forklift truck storage areas, loading towers, solid base for mobile cranes etc. See the requirements of the site Health and Safety Plan.
- Give special consideration to the stability of plant when working on unstable ground to ensure that the loading can be supported adequately.
- Ensure a planned servicing schedule is prepared for all Company plant on-site and records kept of repairs, alterations, maintenance etc.
- Ensure that any hired or borrowed work equipment is in good condition, with all safety devices available and fitted, prior to allowing it to be used on site.

3.27.3 Training and Information

Where necessary, training and / or instructions will be provided to all operators of work equipment and, where relevant, only holders of an approved up to date certificate (e.g. PASMA, IPAF, abrasive wheels etc.) will use the equipment. Regular refresher training will be provided to enhance competence levels.

3.27.4 Monitoring

The Contracts Manager will:

- Ensure that work equipment delivered to site is in good order and fitted with any necessary safety devices and guards and that where a statutory inspection is required, a copy of an up to date certificate is obtained.
- Ensure any defects noted, are reported to the Contracts Manager or hire Company immediately.
- Ensure that only authorised and, where appropriate, certificated operators are permitted to operate any item of plant. Where any doubt of the competency of an operator exists, report to the Contracts Manager or hire Company immediately.
- Ensure no young person (under 18 years old) is permitted to operate any item of work equipment which is particularly hazardous or act as banks man unless being trained and under direct supervision.
- Ensure all necessary testing and thorough examination certificates are requested and checked and all items of plant requiring weekly inspections by operator or other competent person have the inspection recorded in the site register regardless of any register kept by the user or hire Company.
- Obtain any necessary test certificates from hire companies.
- Ensure that any defect notified by the operator of work equipment during operations on the site is reported immediately for repair and that where defects could affect safety on site, the item of plant is not used until the repairs are carried out.

3.27.5 Control Measures

- Operators / user are to carry out daily checks on work equipment before use and report any defects. Notify your supervisor immediately if any defect could be hazardous and do not operate any equipment until it has been rectified.
- Only trained, authorised and, where relevant, current certificated persons will operate work equipment.
- All guards must be in good order and in position while operating.
- Only use the correct item of equipment for the work required.
- Ensure the work area is suitable for the job being done e.g. level ground, clear working area, good ventilation etc.
- Ensure servicing schedules are available and maintained.
- Secure and immobilise work equipment when left unattended. Do not leave engines / motors running or power connected when operator is not present, especially in public areas.
- Hearing protection must be worn when working in high noise levels.
- Operators of work equipment must not drink alcohol during the working day or shift.
- Ensure other control measures identified in the risk assessment for the work are implemented.

3.28 WORKING AT HEIGHT

Under the Work at Height Regulations 2005, working at height means carrying out work in any place (whether above, at or below ground level) or gaining access to such a place where if measures were not taken to prevent falling, a person could be injured. Such places include:

- Working on a scaffold or mobile elevating work platform.
- Working on the back of a lorry.
- Connecting lifting chains to the top of a container or portacabin.
- Working close to an excavation where someone could fall in and sustain injuries.
- Using ladders, stepladders, towers, hop-ups etc.

3.28.1 Hazards

The main hazards associated with work at heights include:

- Falls of persons from working place or accesses.
- Falls of materials or articles.

3.28.2 Planning Procedures

All work will be planned to take into account the relevant standards, risk assessments and the requirements of any Health and Safety Plan required for the work.

The Commercial Director / Contracts Manager will:

- As far as reasonably practicable, avoid carrying out work at heights by carrying out as much as possible at ground level. Where this is not possible, the hierarchy in the Work at Height Regulations will be followed by ensuring that:
 - Work is carried out from an existing workplace e.g. a flat roof with handrails or a parapet of a suitable height.
 - Providing a suitable working platform that gives collective protection e.g. a scaffold, nets at same level, airbags etc.
 - Using personal fall restraint; then
 - Mitigating the distance a person can fall, e.g. by using nets or airbags at lower levels, using fall arrest gear etc.
- Ensure that work is planned to ensure that a safe access/egress and working place is provided for operatives to work at heights before work commences on site.
- Ensure that where practicable, work at heights is carried out from a safe position on a building or structure or from a scaffold provided in accordance with the appropriate policy section.
- Ensure that suitable and sufficient material and equipment is provided on-site for work to be carried out safely in accordance with the relevant standard, risk assessments and any method statements.

3.28.3 Training and Information

Training must be provided for any operative required to work at heights. Training must include the safe use of safety belts or harnesses and other equipment before work commences. Regular refresher training to maintain and develop competence levels must also be provided.

3.28.4 Monitoring

The Contracts Manager will:

- Ensure that work is carried out as planned and in accordance with the relevant standards and risk assessments. Also, those operatives have received instructions in safe working procedures and the use of any safety equipment provided.
- Inspect weekly, all safety equipment, staging, safety belts, harnesses, anchorages, etc. and any defects noted at weekly inspections or reported by operatives shall be attended to immediately. Ensure that individuals inspect their equipment immediately prior to use. Any defective equipment should be exchanged, repaired before use.
- Ensure that all necessary precautions are taken to ensure that persons do not walk or work beneath operatives carrying out work at high level.

3.28.5 Control Measures

- Suitable and sufficient signs warning of men working above will be erected in a suitable location.
- All personnel on sites where work at heights is being carried out, will wear safety helmets.
- The safety of other workers, the public and particularly children must be a priority consideration during the working period. Access to the working areas must be removed or fenced outside working hours or when unattended.
- All working areas at heights will be guarded to prevent falls of persons and materials where practicable, or other suitable protective procedures will be used.
- No-one is to go beyond any barriers / fencing which is protecting a leading-edge, without wearing appropriate fall arrest equipment and clipping on to a suitable anchorage point.
- Appropriate safety equipment will be used when necessary i.e. safety belts, harnesses, fall arrest devices etc.
- Control measures identified in the appropriate risk assessment must also be implemented.

4. REVIEWING AND REVISING OUR POLICIES

This health and safety policy will be added to and amended constantly, and it is our intention that arrangements for health and safety will improve over time. It is the responsibility of all Directors to ensure this policy reflects the requirements of the business. Our health and safety consultants will advise us on any required changes due to changes in legislation.

Changes to this health and safety policy will be prompted by any of the following although this list is not exhaustive:

- The results of any monitoring (see preceding section) carried out may inform development or changes to our arrangements
- Annual health and safety policy reviews (as described below)
- The results of any health and safety audits carried out (see next section)
- Comments or findings from enforcement bodies such as HSE or the Environment Agency, Clients, or other interested bodies.
- Information from the Company health and safety committee, or matters raised by individual employees
- Changes in legislation, approved standards (AcoPs), guidance, or working practices
- Information arising out of the findings from an accident or incident investigation

5. APPENDICES

APPENDIX A - PRIMARY CURRENT LEGISLATION

The following is a list of Health and Safety, Environmental and Other relevant legislation. Every attempt has been made to ensure the statutory legislation listed is up to date but, with an ever-changing legislative programme, no warranty is given or implied that it is complete or exhaustive. It is, however, representative of the legislation applicable to work in offices and on construction sites. The legislative framework is constantly being reviewed and updated. Check with the HSE for correct legislation applicable at any one time.

ACTS AND STATUTORY REGULATIONS

Employer's Liability (Compulsory Insurance) Act 1969

Health & Safety at Work etc. Act 1974

Highways Act 1980

Regulatory Reform (Fire Safety) Order 2005

Building Regulations 1991

Classification, Labelling & Packaging of Chemicals Regulations 2009

Construction (Design & Management) Regulations 2015

Control of Asbestos Regulations 2012

Control of Lead at Work Regulations 2002

Control of Noise at Work Regulations 2005

Control of Substances Hazardous to Health Regulations 2002

Control of Vibration at Work Regulations 2005

Dangerous Substances and Explosive Atmosphere Regulations 2002

Electricity at Work Regulations 1989

Gas Safety (Installation and Use) Regulations 1998

Health & Safety (Consultation with Employees) Regulations 1996

Health & Safety (Display Screen Equipment) Regulations 1992

Health & Safety (First Aid) Regulations 1981

Health & Safety (Information for Employees) Regulations 1989 (Poster)

Health & Safety (Safety Signs & Signals) Regulations 1996

Lifting Operations and Lifting Equipment Regulations 1998

Lifting Plant & Equipment (Records of Test & Examinations etc) Regulations 1992

Management of Health & Safety at Work Regulations 1999

Manual Handling Operations Regulations 1992

Personal Protective Equipment at Work Regulations 1992

Personal Protective Equipment Regulations 2002

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Smoke-Free (Premises Enforcement) Regulations 2006 (England)

Supply of Machinery (Safety) Regulations 1992

The Confined Spaces Regulations 1997

Work at Height Regulations 2005

Working Time Regulations 1998

Workplace (Health, Safety & Welfare) Regulations 1992

Data Protection Act 1998

Disability Discrimination Act 1995

Equality Act 2010

Employment Act 1989

Employment Rights Act 1996

Party Wall Act 1996

Road Traffic Act 1988

Social Security Act 1989

Clean Air Act 1993

Control of Pollution Act 1974

Control of Pollution (Amendment) Act 1989

Environment Act 1995

Environment Protection Act 1990

Noise and Statutory Nuisance Act 1993

Water Industry Act 1999

Water Resources Act 1991

Contaminated Land (England) Regulations 2006

Control of Pollution (Oil Storage) (England) Regulations 2001

Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991

Controlled Waste (England & Wales) Regulations 2012

Environmental Permitting (England & Wales) Regulations 2010 (Amended 2015)

Environmental Protection (Duty of Care) Regulations 2014

Groundwater Regulations 1998

Hazardous Waste Regulations 2005 (Amended 2016)

Waste (England & Wales) Regulations 2011 (Amended 2014)

Waste Electrical and Electronic Equipment Regulations 2013

APPENDIX B - EMPLOYEE DECLARATION

HEALTH & SAFETY POLICY, ORGANISATION & ARRANGEMENTS

The relevant pages from the Company Safety Policy document have been explained to me by my Supervisor or other person nominated by the Company.

It is my intention to carry out my duties, as far as is reasonably practicable, in a safe and proper manner, without causing unnecessary risk to the health and safety of other persons, who may be affected by my acts or omissions whilst at work. I will co-operate with any instructions given to me by my employer and follow the procedures set out in the Arrangements Section of the Document.

I will co-operate with any instructions given to me by my employers or any passed on to me by my employers whether imposed by them or other persons with the authority to request certain safe working procedures, to ensure so far as reasonably practicable, the safety and absence of risk to myself or others affected by my work activities.

I undertake not to interfere with or misuse anything provided in my interests of health, safety or welfare and to wear any personal protective equipment as instructed to do so.

I will carry out my duties when using any work equipment in accordance with the training I have received whether by the Company, a previous employer or training establishment.

I will report any hazards to my employer if seen by me and where necessary, will bring to my employer's notice any matter signalling a shortcoming in their arrangements for my Health, Safety or Welfare at work.

Where required to do so, I will comply with any permit to work system, risk assessment or method statement to the best of my ability in accordance with any training received or instructions given.

I am prepared to sign this declaration on the understanding that my employer will, so far as reasonably practicable, provide me with a safe place of work, with a safe access and egress, safe and properly maintained plant and equipment and that he shall undertake to train me where necessary to comply with the provision and use of work equipment and safe working arrangements for me to carry out the duties I am being paid to carry out, and on the understanding that my employer will do all that is reasonably practicable to ensure his part as stated in the current legislative framework governing the safety and absence of risk to my place of work.

Print Name:	Jonathan Woods
Signed:	<i>Jonathan Woods</i>
Position in Company:	Managing Director
Date:	6th February 2020