



**Roofline Group Ltd**  
**Health & Safety Policy**  
**January 2019**  
**Version 1.6**

# Health and Safety Policy

## Roofline Group Ltd

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Amended	Date	Nature of Amendment
RIDDOR	May 2012	Increase in reporting periods - over 3 day injuries to 7 day, and send HSE report from 10 days to 15 days
Policy Statement	Jan 2014	Health & Safety should never be

# Health and Safety Policy

## Roofline Group Ltd

		compromised for other objectives
Environmental Policy	February 2015	Include sustainable timber processes and FSC certification
Updated CDM	March 2016	Included Principal Designer, F10
Introduction	January 2018	Changed from HSG65 to PDCA
PPE	April 2018	Replacement of PPE directive 89/686/EEC

# Health and Safety Policy

## Roofline Group Ltd

Introduction.....	6
Section One – Policy .....	7
Environmental Protection Policy .....	9
The Work at Height Regulations in force from April 2005 .....	12
COSHH Management Procedure and Action for New Products that Contain or Emit Hazardous Substances .....	13
Section Two – Organisation.....	15
Organising for Safety Means: .....	15
General Organisation .....	15
General Responsibilities .....	16
Consultation.....	16
Objection on Safety Grounds.....	16
Health and Safety Organisational Chart .....	17
Responsibilities for Health and Safety .....	18
Responsibilities of the Senior Executive/Managing Director .....	18
Responsibilities of the Health and Safety Manager .....	18
Responsibilities of Management (Project, Site, Maintenance, Landscape and Sales Managers), Senior Contracts Manager and Site Supervisors.....	19
Responsibilities of Designers, Architects, Engineers and Surveyors .....	20
Responsibilities of Office Management .....	21
Responsibilities of Fire Marshals .....	22
Responsibilities of First Aiders.....	22
Responsibilities of All Employees .....	23
Responsibilities of Sub-Contractors.....	23
Responsibilities of Duty Holders (Construction (Design & Management) Regulations 2015) (CDM <sup>2015</sup> ) .....	24
Responsibilities of a Safety Adviser.....	25
Responsibilities of Architectural/Engineering Design Staff .....	25
Responsibilities of Buying.....	26
Responsibilities of Company Car Drivers .....	27
Responsibilities of Contracts Management.....	28
Responsibilities of Estimating/Quantity Surveyors.....	30
Responsibilities of Office Work .....	30
Responsibilities of Operatives .....	31
Responsibilities of Project Designers .....	32
Responsibilities of the Safety Co-ordinator.....	33
Responsibilities of Site Management.....	34
Responsibilities of Site Supervision.....	37
Responsibilities of Transport Management.....	37
Section Three – Planning and Implementation .....	39
Arrangements for Health and Safety .....	39
1 Introduction .....	39
2 Abrasive Wheels .....	39
3 Alcohol and Drug Abuse .....	40
4 Asbestos .....	40
5 Co-operation and Care .....	41
6 Dealing with Aggression and Violence.....	42
7 Directors and Management.....	42
8 Disciplinary Procedure .....	43

# Health and Safety Policy

Roofline Group Ltd

9	Display Screen Equipment (DSE) .....	44
10	Driving Company Vehicles .....	44
11	Electrical Power Tools .....	45
12	Electricity .....	46
13	Emergency Equipment (Including Fire Fighting) .....	46
14	Emergency Procedures .....	47
15	Environmental Control .....	47
16	Fire Prevention and Evacuation Procedures.....	48
17	First Aid and Accident Reporting .....	49
18	Hazardous Substances.....	51
19	Health and Safety Policy.....	51
20	Housekeeping and Site Tidiness .....	52
21	Insurance .....	52
22	Internal Communications (including Health and Safety Notice board) .....	52
23	Legionella .....	53
24	Lone Working.....	53
25	Manual Handling.....	54
26	Noise.....	55
27	Occupational Health.....	56
27.1	Health Surveillance .....	57
27.2	Pre-employment Screening.....	57
28	Personal Protective Equipment (PPE) .....	57
29	Plant/Machinery/Equipment.....	59
30	Protection of the Public.....	62
31	Purchase Policy .....	62
32	Records and Archiving.....	63
33	Risk Assessment .....	63
34	Risk Management.....	64
34.1	Principles.....	64
34.2	Risk management objectives .....	65
35	Safe Place of Work .....	65
36	Smoking at work .....	66
37	Stress.....	66
38	Suppliers.....	66
39	Training.....	67
40	Vibration.....	68
41	Welfare Facilities.....	69
42	Working at Height .....	70
42.1	Ladders, Stepladders and Trestles .....	72
42.2	Scaffolds and Mobile Tower Scaffolds.....	73
43	Working in Occupied Premises .....	74
44	Young Persons .....	75
	Section Four – Measuring Performance (Monitoring) .....	76
	Measuring Performance .....	76
	Key Performance Indicators (KPIs) .....	77
	Section Five – Auditing and Reviewing Performance .....	78
	Safety Policy: Audit and Review .....	78

## **Introduction**

This Health and Safety Policy has been prepared to comply with the statutory requirements of Section 2(3) of the Health and Safety at Work Act 1974. Contained within this document are Roofline Group Ltd's policy, organisation and arrangements for occupational health, safety and welfare, for all the Company's business activities.

Safety is paramount and achieving good health and safety performance is recognised as being consistent with overall successful business performance. The Company recognises that failure to integrate health and safety into its operations will result in harm both to people and itself. Therefore, Roofline Group Ltd takes an integrated approach where managing health and safety forms part of the overall business strategy.

This Health and Safety Policy is modelled upon the **Plan, Do, Check, Act (PDCA)** which has replaced the original model which was HSG65.

It is the view of the HSE and Roofline Group that the move towards PDCA achieves a better balance between the systems and behavioural aspects of management.

It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

The elements of this are shown in the diagram below.



## **Section One – Policy**

### **Health and Safety Policy Statement**

Roofline Group Ltd recognises the fact that health and safety have positive benefits to the organisation and commitment to a high level of safety makes good business sense. It also recognises that health and safety is a business function and must, therefore, continually progress and adapt to change. The approach to health and safety will be based on the identification and control of risk.

As there are distinct benefits to be gained from providing a safe and healthy working environment, appropriate levels of resource will be allocated to ensuring health and safety within the organisation. A positive culture will be encouraged within the organisation; actively supported by senior management.

This policy (and the associated procedures) also acknowledges responsibility in respect of persons other than employees of the Company, whether members of the public, employees of contracted companies or visitors. In the supply of organisation and services, operation and maintenance of all equipment and materials, it is the aim of the Company to do everything possible to prevent personal injury and damage. To this end the Company will provide appropriate safety instructions and safety devices for all employees where necessary.

All employees will be involved in the decision-making processes either on an individual basis or through their representatives. The performance of both individuals and the organisation will be monitored to pre-determined standards with continual improvements being made to health and safety standards.

Adequate planning, monitoring and review of the implementation of this health and safety policy will be carried out. In order to ensure that this general statement is achieved, the following will form Roofline Group Ltd's aims and objectives:

The Company will ensure that there are arrangements put into place for the effective planning, development and review of this policy statement.

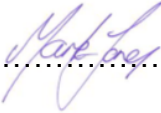
Roofline Group Ltd will ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation.

The Company will provide the necessary information, instruction, training and supervision for employees and others, including temporary staff to ensure their competence with respect to health and safety.

# Health and Safety Policy

Roofline Group Ltd

1. Roofline Group Ltd considers that health and safety rates equal to all other business functions and will attach equal importance to achieving health and safety targets.
2. Roofline Group Ltd will devote the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of its staff, contractors and visitors. The assistance of expert help will be sought where the necessary skills are not available within the Company.
3. The Company believes in constantly improving health and safety standards and performance. It will, to this end, endeavour to ensure that all relevant Statutes, Regulations and Approved Codes of Practice are complied with. The minimum standards that will be adopted by the company are those required by law, although the company will seek to exceed these where reasonably practicable.
4. Roofline Group Ltd recognises that safety is the responsibility of everyone within the organisation and is not just a function of management. Employees will have specific responsibilities to take reasonable care of themselves and others who could be affected by their activities and to co-operate with management in achieving the standards required.
5. The Company will ensure that health and safety is fully integrated into the management and decision-making processes within the organisation and will never be compromised for other objectives.
6. This statement describes the general standards of how the Company intends to meet the requirements of health and safety legislation and provide a healthy and safe working environment for its employees and all those involved in its operations and business activities.

Signed.....

Date: 03/01/19

Mr Mark Jones  
Chairman  
Roofline Group Ltd



## **Environmental Protection Policy**

Roofline Group Ltd is an innovative, customer-oriented supplier of residential and commercial roofing solutions. As a leader in the roofing industry, Roofline Group Ltd is committed not only to compliance with the law relating to the environment, but also to the integration of sound environmental practices in its business decisions, to minimise the impact of its business activities on the environment. The following environmental principles provide guidance to Roofline Group Ltd's personnel in the conduct of their daily business practices:

**1. Comply with government environmental laws and regulations;**

Roofline recognises the Governments Environmental protection act, laws and regulations as a first necessary step towards environmental responsibility.

**2. Promote environmentally conscious practices;**

Roofline values leadership by example in promoting efforts, which will prevent or eliminate damage to the environment and biosphere inside and outside of the company, including industry organisations.

**3. Utilise quality products designed for sustainability;**

Roofline understands that durability and product life span are keys to sustainable building practice.

Ensure that any timber products are from well-managed, sustainable sources and are Forest Stewardship Council (FSC) certified to ensure all relevant manufacturing, processing and distribution aspects are conducted under controlled procedures that meet the FSC Chain of Custody requirements

- 4. Strategically operate premises and work sites to reduce environmental impact of material distribution;** Roofline understands that the total environmental impact of its work includes transportation and fossil fuel consumption.

Roofline also reduces the amount of the earth's resources they use by:

1. Buying products that can be re-used and repaired
2. Buying products with the minimum of packaging
3. Buying products made from recycled materials
4. Ensuring our materials are ethically sourced
5. Recycling and re-using our waste
6. Buying locally produced products and services

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5. Recycling and re-using our waste
6. Buying locally produced products and services

- 6. Provide a safe and healthy work environment for all of its employees;**

Roofline is committed to promoting and maintaining health and safety equipment and training programs for all its employees.

- 7. Minimise the impact on the environment from operational processes by:**

Conserving energy and raw materials used,

Incorporating recycled materials whenever practicable and consistent with required levels of quality,

Minimising the release of waste materials, and

Researching the impact new facilities, equipment changes, or new product development might have on the environment.

All sites involving Hazardous Waste will be registered with the Environmental Agency with a copy of the Hazardous Waste Registration Report, confirming the Registration number and site address being issued to the client.

Copies of the consignment form (HWCNO1v051), require under the Hazardous Waste Regulations Act 2005, will be kept on file and available for inspection at anytime along with copies of the weighbridge tickets.

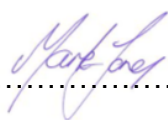
**8. Promote environmental awareness; and**

Roofline is committed to making its customers fully aware of the environmental benefits of Roofline services.

**9. Continually review environmental practices and policy.**

In this age of rapid technological change, Roofline understands the need to remain current in environmental issues and in seeking to produce environmentally friendly services

Roofline Group Ltd is continuing to grow on a national basis and continues its mission of providing quality roofing solutions through environmentally responsible practices.

Signed..........

Date: 03/01/19

Mr Mark Jones  
Chairman  
Roofline Group Ltd

## **The Work at Height Regulations in force from April 2005**

### General Statement Work at Height Regulation and Policy

Roofline fully recognises the duties placed upon it under the new Work at Height Regulations 2005, which came into force April 2005. The regulations cover all circumstances where a person is working at height or is gaining access to or egress from such a place of work either above or below ground and could fall a distance liable to cause personal injury, that is any distance whatsoever. Roofline is committed to ensuring it at least complies with the minimum requirements and wherever reasonably practicable shall exceed them. Roofline also recognises the duties it has not only to its employees, but also to client's contractors, sub-contractors, visitors and any others that may be affected by its activities, and shall adopt the principle of zero tolerance with regard to accident prevention. This principle is further underpinned by the acceptance of Roofline Health and Safety Policy that no accident at work is acceptable.

### Roofline Policy Objectives

- Where it is reasonably practicable avoid the need to carry out work at height.
- Where such work cannot be avoided, select the most appropriate equipment to carry out the work and the most appropriate to prevent any falls.
- Where ever possible reduce the distance of, and potential consequences of, any fall.
- Ensure that the work is properly planned, risk assessment-based and that it is carried out safely.
- Ensure that trained and competent persons who are adequately supervised carry out all work.
- This policy will be reviewed whenever circumstances require it such as changes to legislation or activities and at least annually.
- This policy shall be issued to all new employees and be made available on our safety notice boards, and to all other interested parties. The policy will be included in the induction of new employees.

Signed: .....  ..... Date: 03/01/19

Mr Mark Jones  
Chairman  
Roofline Group Ltd

### **COSHH Management Procedure and Action for New Products that Contain or Emit Hazardous Substances**

- Not all products are harmful but Strong Consideration of avoidance must be given to Products, which contain Hazardous Substances such as those listed as: **very toxic, toxic, harmful, corrosive or irritant and substances that contain the words WEL, meaning having a Workplace Exposure Limit.**
- Also, products which create harmful emissions (residues) caused or created by high or low working temperature or pressures from the working process. Our aim if possible is to prevent any exposure to such products or working practices that produce harmful residues where it is not possible to prevent such conditions then they must be adequately controlled protecting any risk to Health.
- Substances Hazardous to Health (proprietary products), or work processes, that create emissions (residue) need to be thoroughly researched with consideration that all possible safer alternatives have been fully exploited and that these cannot be substituted to provide the performance required.

Gather relevant technical information about the product and its substances from sources such as manufacturer's labelling, safety data sheets, HSE website, trade organisations etc.

For each substance, evaluate the work task(s) and working practices associated with it.

If necessary, observe the work activity in which the hazardous substance is used or created

From information and observations made, decide if there are likely to be any risks to health.

Assess what actions are necessary to ensure that the appropriate control measures are provided, properly used and maintained as necessary.

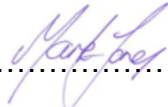
Record the significant findings of the assessment on the COSHH Assessment Form C11 and place the product onto the Inventory List of Hazardous Substances.

Take the actions necessary to ensure that the appropriate control measures are provided, properly used and maintained as necessary.

Provide all employees with the necessary information, i.e. Instruction PPE, Training, COSHH, Risk Assessments and Method Statements, to perform their work safely and without risk to health.

**Health and Safety Policy**  
**Roofline Group Ltd**

**Review the assessment regularly** and revise it as necessary provide full information update to the Inventory List Form C11 and inform all employees via Health and Safety Notice boards of new products.

Signed: .....  ..... Date: 03/01/19

Mr Mark Jones  
Chairman  
Roofline Group Ltd

## **Section Two – Organisation**

### **Organising for Safety Means:**

#### **Control**

Managers taking full control of health and safety as a line management function. Health and safety integrated into all day to day activities. They should ensure that minimum performance standards are achieved through effective supervision.

#### **Co-operation**

Involvement and participation by individuals to ensure that health and safety becomes everybody's effort. Seek the opinion of the workforce on health, safety and welfare issues.

#### **Communication**

The communication of health and safety standards to all employees and those involved externally, e.g. sub-contractors. The visible and active leadership of managers is necessary to develop and maintain a culture supportive of health and safety management. The aim is not simply to avoid accidents, but to motivate and empower people to work safely.

#### **Competence**

Line-managers must be competent to manage safety. Roofline Group Ltd will ensure that minimum competency levels are identified and fulfilled so that everyone can make the maximum contribution to health and safety.

### **General Organisation**

Arrangements for health, safety and welfare will be organised by Roofline Group Ltd and Mr Mark Jones has ultimate responsibility on behalf of the Management Board.

The Chairman may appoint a 'Health and Safety Manager' to be responsible for monitoring the Company's Health and Safety Policy and for dealing with health, safety and welfare issues; also for the provision of advice when required.

Constructive suggestions for the improvement of health, safety and welfare within the Company are welcomed from any employee.

## **General Responsibilities**

Directors and management are responsible for the implementation of this Policy and for determining the Company's focus on health, safety and welfare matters, including revision of this Policy.

All employees are expected to take reasonable care for the health, safety and welfare of themselves and of others who may be affected by their acts or omissions.

Employees, responsible for supervision, are expected to promote and encourage health and safety awareness in employees and sub-contractors under their control.

All employees should be aware of and have knowledge of the current best practice guidance and equipment relevant to their work activities.

## **Consultation**

Employees will be consulted in accordance with the Health and Safety (Consultation with Employees) Regulations 1996 whenever there are changes in the Company's work procedures or in the arrangements for health, safety and welfare. Consultation will be either directly with the employees or with a group of employees elected as the 'representatives of employee safety'.

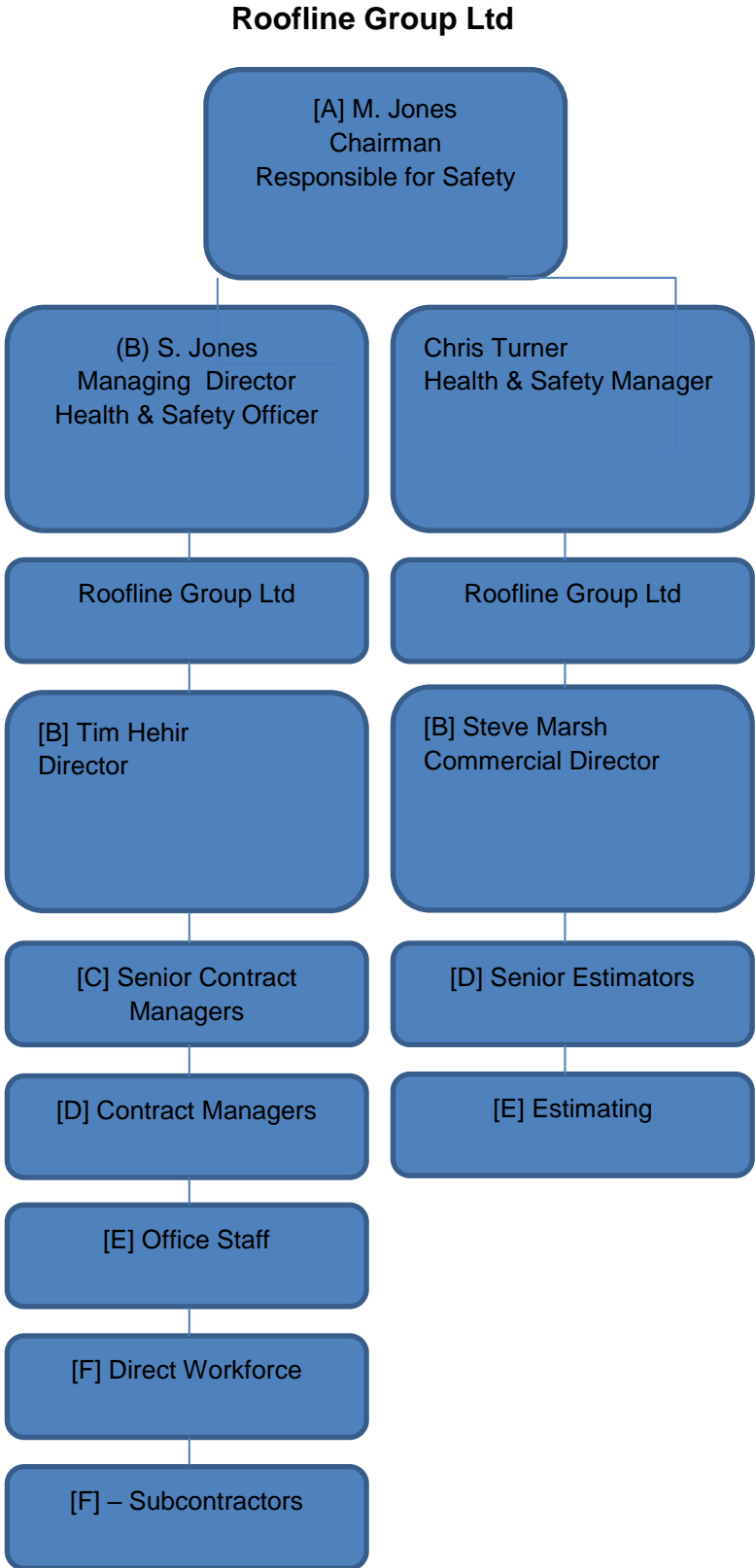
## **Objection on Safety Grounds**

The company will not allow employees to undertake activities for which they are not adequately trained and sufficiently experienced.

If such a situation were to arise, the employee has a duty to notify any shortcomings in health and safety arrangements, even when no immediate danger exists, to his employer and this could give rise to an objection on safety grounds to undertaking the work.



**Health and Safety Organisational Chart**



*[A] To ensure we have Health and Safety that complies with all legal requirements and that it is issued to senior staff for implementation*

*[B] To ensure policy is implemented within the division. To organise Safety training of staff and workforce*

*[C] To have basic site safety knowledge, to know and understand how to prepare safety plans, method statements and risk assessments*

*[D] To ensure that safety policy is being implemented by all staff. To check safety on site. To organise safety toolbox talks as appropriate to the workforce and sub-contractors. To organise safety training to the workforce and site staff.*

*[E] To have basic awareness of safety issues. To know where the first aid kit is based and who is the first aid officers. To know where fire extinguishers are.*

*[F] To be aware of safety policy. To take instructions on safety policy and toolbox talks. To have read the site guidelines. To know where the first aid kit is and who is the named first aider. To know where fire extinguishers are and where fire exits are located.*

## **Responsibilities for Health and Safety**

The following responsibilities are the main duties of management and are in addition to those outlined in the earlier section on general responsibilities.

### **Responsibilities of the Senior Executive/Managing Director**

The Managing Director is responsible for understanding the main requirements of the Health and Safety at Work etc., Act 1974. This includes:

- a. reviewing the performance of directors and allocating the necessary resources for health and safety
- b. organising and managing health and safety integration
- c. ensuring equal importance is applied to health and safety integration
- d. ensuring equal importance is applied to health and safety as to other business functions

The Managing Director must assume ultimate responsibility for health and safety.

### **Responsibilities of the Health and Safety Manager**

To act as a focal point for Health and Safety matters.

To assist the Company to conduct its undertakings in accordance with this policy.

To ensure that the Health and Safety Policy is amended as necessary, e.g. changing legislation, issues highlighted by auditing and monitoring.

To ensure the Company's performance, with regard to Health and Safety matters, is reviewed and monitored to assess compliance with key performance indicators.

To arrange external assistance with the completion of risk assessments, where the Company does not have the appropriate resources; for example:

- a. Fire
- b. Water Hygiene

- c. Asbestos
- d. Disabled Access
- e. Statutory inspection and testing

To arrange specialist health and safety training courses where identified.

To ensure competent contractors are employed by the Company, e.g. CSCS cards, contractor questionnaire, references.

To ensure that serious accidents/incidents occurring on Company property are investigated and controls implemented to prevent re-occurrence.

### **Responsibilities of Management (Project, Site, Maintenance, Landscape and Sales Managers), Senior Contracts Manager and Site Supervisors**

To ensure the health, safety and welfare at work of employees, by providing and maintaining:

- a. Relevant risk assessments.
- b. Safe Systems of Work.
- c. Safe plant or equipment.
- d. Safe methods of handling, transporting articles and substances.
- e. Supervision, training, instruction, information.
- f. Health and Safety records.
- g. Safe places of work and safe access/egress.
- h. Safe and healthy working environment.
- i. Appropriate personal protective clothing and safety equipment.
- j. Welfare facilities.

- k. Medical surveillance (determined by substances used or generated).

To ensure that all employees are aware of their responsibilities under health and safety legislation and that these apply at all times.

To appoint a Health and Safety Advisor/ Supervisor, if required.

To ensure that no persons, including sub-contractors, visitors and members of the public, have their health and safety placed at risk as a result of the Company's activities.

To ensure that a safe place of work and safe access/egress is provided in any premises under the Company's control.

### **Responsibilities of Designers, Architects, Engineers and Surveyors**

To understand and comply with the Company's health and safety policy.

To be aware of and have knowledge of the various statutory requirements governing the Company's activities and their application.

To ensure that the Construction (Design and Management) Regulations (CDM) 2015, are complied with in as much as they apply to the Company's activities.

Designer shall not commence any work unless the client is aware of his duties.

Designer shall avoid risks to the health and safety of any person engaged in construction, maintenance or use of the structure when preparing or modifying a design by eliminating or reducing risks from hazards.

Designer to ensure structure designed complies with Workplace Regulations

Designer to provide with the design sufficient information to adequately assist the client, other designers and contractors.

Designer will not start design work (other than initial design) unless co-ordinator is appointed.

Designer to ensure that all material relating to design is provided to the Principal Designer to enable him to carry out his duties and for inclusion in the safety file.

To identify potential hazards and assess the risks in order, as far as reasonably practicable, to control, minimise or remove them.

To promote safe working methods by providing detailed information and instruction to all employees and sub-contractors.

Provide adequate information to enable safety management systems to be implemented; e.g. working at height.

Provide adequate information to ensure the correct implementation of designs, particularly where design changes may increase risks on site.

Report any unsafe situation observed whilst on site; e.g. non-compliance with the requirements of any Health and Safety Plan.

Set a personal example, and carry out their work in a safe manner, i.e., take precautions when working on or near public roads, and wear mandatory personal protective equipment.

### **Responsibilities of Office Management**

To ensure all employees have access to the Health, Safety and Environmental policy.

To ensure that Fire Marshals are nominated and trained.

To ensure that qualified First Aiders are available and their names published.

To maintain a Health and Safety notice board.

To arrange for Display Screen Equipment risk assessments.

To arrange and maintain regular servicing and/or testing of office portable electrical appliances and fire fighting equipment.

Maintain records, including employees' health and safety training, accident investigations and DSE assessments.

Maintain COSHH Risk Assessments and Workplace Risk Assessments including Disability Discrimination Act Assessments and compliance reviews.

## **Responsibilities of Fire Marshals**

To ensure that fire fighting equipment, signage and fire evacuation procedures are displayed.

To regularly inspect escape routes and ensure they are kept clear.

On hearing the fire alarm:

- a. To supervise the evacuation of personnel from their area.
- b. To check all rooms, stores, and toilets to ensure full evacuation.

Ensure that refuges are designated for disabled persons in their area.

## **Responsibilities of First Aiders**

To provide first aid to employees, according to their level of training.

To ensure that the first aid kits are filled and the accident book is available.

To report serious accidents to Management and assist with their reporting under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. If requested, they should assist with any accident investigation.

## **Responsibilities of All Employees**

To read and understand the Company's health and safety policy and comply with the prescribed arrangements.

Not to intentionally or recklessly interfere with, or misuse anything provided in the interests of health, safety or welfare.

To use personal protective equipment issued by the Company for their protection.

To only use work equipment, as instructed or trained. No unauthorised use of equipment is permitted; neither repair nor modification is permitted unless express authority is given. Damage to equipment should be notified to the relevant manager.

To be aware of and understand all emergency procedures.

To report all accidents to a manager, including those where no injury has resulted.

To comply with any reasonable instructions given by Managers or appointed persons, for example the Fire Warden(s).

## **Responsibilities of Sub-Contractors**

To ensure that they have the same duties, as outlined above, for their own employees, and others who could be affected by their work activities.

Be aware of and be expected to co-operate fully with Roofline Group Ltd to avoid accidents and ill health on Company premises.

To provide method statements and risk assessments for activities to be undertaken. Evidence should also be provided to show that the submitted documents have been read by relevant personnel.

## **Responsibilities of Duty Holders (Construction (Design & Management) Regulations 2015) (CDM <sup>2015</sup>)**

Persons appointed under the CDM Regulations are required to undertake specific duties and may include:

- a. No-one to appoint a coordinator, designer, principal contractor or contractor unless he has taken reasonable steps to ensure their competence
- b. Everyone to seek the cooperation of others involved in the project
- c. Everyone to cooperate with others when requested to do so
- d. Everyone to report anything that he is aware of that may endanger the health and safety of self or others
- e. All persons to coordinate activities with other parties involved in the project in a manner that ensures so far as is reasonably practicable the safety of persons involved in or affected by the construction works
- f. Everyone involved in construction to take into account the general principals of prevention in construction
- g. Provision of relevant information for initial assessments following a feasibility study and the intention to build
- h. Carrying out risk assessments of all relevant activities
- i. Competent selection of relevant external/internal personnel
- j. Formulation of the Construction Health and Safety Plan
- k. Continual monitoring of Health and Safety Plan
- l. Ensure implementation of the Health and Safety Plan
- m. Making available information for the Health and Safety File
- n. Identifying the need for continued and adequate training
- o. Ensuring that all health and safety requirements are met



- p. Notification of projects to the Health and Safety Executive F10 rev
- q. Advising on compliance to avoid breaches of the Regulations

The roles of the specific duty holders are detailed within the CDM Regulations.

### **Responsibilities of a Safety Adviser**

Advise on the Company's Health and Safety programme.

Carry out inspections of all workplaces and, if required, plant, machinery and equipment to ensure compliance of this policy.

Assist and advise management and employees on legislation, safety recommendations, safe working practices, PPE, training etc.

### **Responsibilities of Architectural/Engineering Design Staff**

Ensure that full information on the previous use of a site is obtained to enable any possible hazards to be identified.

Ensure that information affecting the health and safety of any person on a proposed site is brought to the attention of the contracts management and the appointed planning supervisor for example:

- The existence of overhead electricity cables
- Underground services
- Ground conditions affecting the stability of excavations or safety of operatives (soil, water table, toxic substances, gases, etc.)
- Arrange for sampling and analysis of any suspect materials, soil etc. on site if necessary
- Do not enter derelict buildings or use any accesses over structures, roofs, areas where there are pits, holes etc. unless you are sure that it is safe to do so

Ensure that the design of a building/structure has been considered from health and safety aspects as follows:

- Any hazardous condition during construction has been highlighted on drawings or other documents
- All materials specified have been checked to ensure that safer alternatives are not available and full information is provided to contracts management
- The health and safety of the users of the finished building/structure
- The health and safety of cleaners and maintenance personnel
- Any hazards which may arise at eventual demolition or dismantling. Forward this information to the planning supervisor for inclusion in the Health and Safety Plan and or health and safety file

While carrying out site visits wear safety footwear and any other necessary protective clothing. A safety helmet must be worn on any site where there is a risk of falling materials or of striking your head against something.

Carry a personal first aid kit in your vehicle and ensure that any first aid materials used are replaced as soon as possible.

Report any accident, however minor, to your manager as soon as possible. If the accident occurs on site, inform site management also.

### **Responsibilities of Buying**

Read and understand the company policy for health and safety.

Ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with as they apply to the procurement of materials and services supplied to the company.

Ensure that all equipment or materials purchased by the company are to the standards required by company policy and that they meet the requirements laid down in any Health and Safety Plan to eliminate or reduce risks.

Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required and that this information is passed to relevant supervision and included in the Health and Safety Plan.

Set a personal example by wearing appropriate protective clothing, if required, to visit sites.

Ensure that suppliers are informed of safe working loads of plant used for handling materials on site so that materials are delivered in suitable size loads.

Ensure that sub-contractors have received lists of responsibilities and company policy statement in accordance with this policy.

Rates negotiated for work carried out by sub-contractors must include all necessary safety precautions and, where appropriate, separate rates should be included for health and safety measures as defined in the Health and Safety Plan.

### **Responsibilities of Company Car Drivers**

Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay.

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.

Do not use a hand-held mobile phone at any time whilst the vehicle is in motion. The use of hands-free phones should be kept to a minimum and only until such time as the vehicle can be safely stopped.

Ensure that your vehicle is parked in the designated parking area on sites and that the arrangements made under any Health and Safety Plan for the site in terms of access, speed limits and other control measures for vehicles are complied with.

Ensure before reversing that there are no obstructions or people behind the vehicle.

Report all accidents or damage, however minor, to the company secretary.

Ensure any traffic violations you are involved in, which result in yourself being prosecuted, are reported to the company secretary.

Ensure your vehicle is serviced in accordance with the manufacturer's requirements.

Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. at least every week.

Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle.

## **Responsibilities of Contracts Management**

Ensure that the requirements of CDM2015 are complied with as they apply to the work activities undertaken by the company. In particular, liaison with the appointed “Principal Designer” and “principal contractor” in the development of the company’s response to requirements of the initial and on-site Pre-construction Information Pack.

Where the company is appointed as the “principal contractor”, ensure that the necessary construction Health and Safety Plan is developed before work is commenced and maintained throughout the construction process. Also, that the plan’s requirements are brought to the attention of all parties involved and work is undertaken in accordance with the control measures specified in it or identified during the progress of work.

Ensure that, when the company is undertaking work as a contractor to a “principal contractor”, the necessary health and safety information and competence assessment is collated and provided for inclusion in the tender response and the principal contractor’s Health and Safety Plan.

Ensure that necessary information effectively meets the requirements of the Health and Safety Plan, in particular the provision of welfare facilities, working methods and equipment to avoid injury, damage and wastage.

Before tenders are submitted, bring to the attention of the area manager, any contract involving extremely hazardous materials particularly lead, asbestos or isocyanates.

### **Determine at the planning stage:**

- The most appropriate order and method of work
- Access and temporary works provisions (scaffolding, suspended scaffolds, stagings, excavation supports etc.)
- An assessment of the risk involved with the use of any substance, process or work activity hazardous to health and safety
- Storage facilities

## Health and Safety Policy

### Roofline Group Ltd

- Allocation of responsibilities, and any necessary liaison requirements between this Company and others on site
- Provision of adequate lighting and safe method of electrical distribution
- Hazards arising from underground and overhead services
- Welfare facilities required
- Fire precautions
- Any particular training or instruction required for site personnel
- Operations which may result in noise levels where action is necessary
- Areas on sites where safety helmets must be worn and include in the construction safety plan
- Set a personal example when visiting site by wearing appropriate protective clothing
- Notifications to local authorities, police, etc. as required by company policy

Ensure that contractors are assessed in terms of their health and safety competence and that they provide details of their health and safety policy and procedures and that these comply with the standards set by the company.

Assess the risks and provide written instructions in unusual situations not covered by company policy to establish working methods and sequences.

Obtain risk assessments from contractors associated with substances, processes or any work activity hazardous to health and safety which they intend to carry out, and check that their planned control measures will provide protection to others on the site.

## **Responsibilities of Estimating/Quantity Surveyors**

Ensure that the requirements of CDM are complied with as they apply to the Company activities.

Ensure tenders are adequate to cover sound methods of work and suitable welfare facilities and other control measures identified in the Health and Safety Plan developed to meet the requirements of CDM2015.

Report on unsafe practices observed when visiting sites and non-compliance with the requirements of the Health and Safety Plan.

Have knowledge of the various statutory requirements governing the company's work.

Set a personal example by wearing appropriate protective clothing when visiting sites.

## **Responsibilities of Office Work**

Read and understand the company's safety policy and carry out your work in accordance with its requirements.

Ensure that the clothing and particularly the footwear you wear at work is suitable from a safety viewpoint.

Where additional hazards are introduced in your working area or an adjacent area, such as construction work, make sure you comply with the health and safety requirements brought to your attention by your supervisor.

Do not try to use, repair or maintain any office equipment or machinery, or carry out any work activity which may be hazardous to your health and safety, for which you have not received full instructions or training.

Report any defects in office equipment or machinery immediately to your supervisor.

Ensure that you know the position of the first aid box.

Ensure that you know the procedure in the event of a fire, or other emergency and comply with its requirement.

Do not use fire fighting equipment unless you have been trained in its specific use. Report any accident or damage, however minor, to your supervisor.

Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstruction, trailing wires, drawing pins, open desk or filing cabinet drawers or doors.

Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury.

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

Suggest ways of eliminating hazards and improving working methods.

**NO SMOKING** Do Not Smoke on or in the company premises at any time.

Ensure that when using chemical substances such as cleaners or developers you make sure you comply with the requirements of any assessment made for its safe use.

If in doubt check with your supervisor.

Warn new employees, particularly young people, of known hazards.

## **Responsibilities of Operatives**

Use the correct tools and equipment for the job. Wear safety footwear at all times and use, where necessary, all protective clothing and safety equipment provided, e.g. safety helmets, goggles, respirators and so on.

Keep tools in good condition.

Report immediately to supervision any defects in plant or equipment.

Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible, remove site hazards yourself, e.g. remove or flatten nails sticking out of timber, tie unsecured access ladders, etc.

Do not use plant or equipment for work for which it was not intended or if you are not trained or experienced to use it.

Warn other employees, particularly new employees and young people, of particular known hazards.

Do not play dangerous or practical jokes or "horseplay" on site.

Report to supervision any person seen abusing the welfare facilities provided.

Report any injury to yourself which results from an accident at work, even if the injury does not stop you working.

Report any damage to plant or equipment.

Suggest safer methods of working and additional training needs to your Supervisor. Undertake any training provided.

### **Responsibilities of Project Designers**

Read and understand the company policy for health, safety and welfare and ensure that it is brought to the notice of any employees under your control.

Ensure that you comply with the requirements of the Construction (Design and Management) Regulations 2015 in particular with the specific requirements placed on designers. Co-operate with the Principal Designer and principal contractor.

Be aware of the statutory requirements relating to the project and consult the safety advisor for further information and advice as required.

Arrange for surveys or site visits so that full information on existing site conditions which may affect the health and safety of those involved in the project can be obtained and included in the factors affecting design. Pass the information obtained to the Principal Designer. Examples include:

- Contaminated ground
- Asbestos
- Unsafe structures
- Working at Height (reduction)
- Services
- Storage of chemicals/flammable liquids
- Other persons involved or affected by the project
- Design Criteria

Ensure that as part of the design process the health and safety of those involved in the construction process has been considered and that any specific health or safety instructions are included in the design drawings, specifications etc. for the Principal Designer to consider.



Ensure that the principles for the design are made clear to those who are involved in construction and that the residual hazards are specified in the Pre-Construction Information Pack.

Where necessary, prepare method statements which highlight any particular hazards and precautions required and forward these to the Principal Designer for the Health and Safety Plan.

Consider the health and safety of those who will use the completed project and those who will be involved in future cleaning, maintenance, repair and, dismantling or demolition.

Ensure that materials, plant, equipment, substances etc. selected and specified for the project have been evaluated from the health and safety aspect and that where safer alternatives are available these are chosen wherever possible.

If any unforeseen condition which affects the design is referred back during construction, ensure that any health and safety aspects are considered if the design or specifications have to be adapted. Liaise with the principal contractor and the Principal Designer.

When visiting projects ensure that you set a personal example by wearing the appropriate protective clothing.

If during project visits you observe any hazards or unsafe practices, ensure that these are reported immediately to site supervision.

### **Responsibilities of the Safety Co-ordinator**

Ensure that a copy of the company policy for health and safety is issued to all managers and appropriate departments.

Maintain a list of policy holders and ensure that they receive copies of any amendments or revisions to the policy.

Notify the safety adviser of all new sites.

Ensure all hazards reported by the safety adviser on site inspection reports are notified to appropriate managers or departments.

Confirm that follow-up action is taken and recorded with respect to those reports.

Maintain a record of all accidents reported from site and ensure that the safety adviser has been notified in accordance with company policy.

Ensure that the investigation reports, prepared by the safety adviser, of serious accidents are passed to company insurers for information.

Arrange regular meetings with the director responsible for safety and others as necessary in accordance with this policy, to discuss accident prevention, training requirements, future work etc. Keep records of all meetings and ensure that any follow-up action has been carried out as agreed.

Ensure that statutory documents and first aid equipment is ordered for each new site.

### **Responsibilities of Site Management**

Understand the requirements of the site's Health and Safety Plan.

Control and monitor working at height.

Organise sites so that work is carried out to the required standard with minimum risk to employees, other contractors, the public, equipment or materials and in accordance with the requirements of the site's Health and Safety Plan.

All information relating to underground and overhead services on the site is obtained and that services are located, marked and plotted accurately before work starts.

Where necessary, issue written instructions setting out the method of work. Check that contractors engaged in high-risk activities are working in accordance with their agreed method statement and that details of other relevant risk assessments are available. Update the health and safety file appropriately.

Establish emergency arrangements in accordance with the construction phase safety plan.

Accompany HSE Inspector on site visits, record what the inspector has to say in order that senior management team can be briefed and act on his recommendations. In the case of the Inspector issuing a Prohibition or Improvement Notice, complying with any requirements of the notice and immediately contact the contracts manager.

#### **Ensure that:**

- Copies of regulations are available and statutory notices are prominently displayed. Know the requirements of relevant legislation and ensure that they are observed on site.
- Risk assessments have been carried out on any substance, process or work activity hazardous to health and safety, and that appropriate control measures, training, instruction, protective clothing etc. have been provided.

- The construction phase health and safety plan is available on site before construction work commences and that it is updated as work progresses to ensure that it reflects the activities in progress or about to be progressed.

An assessment has been carried out on any noisy process or plant hazardous to health and that appropriate control measures, training, instruction, protective equipment etc. have been provided.

Ensure that the “competent persons” appointed to make the necessary inspections of scaffolding, excavations, plant, etc. have sufficient knowledge and experience to evaluate all aspects of safety relating to the item being inspected.

Supervisors and operatives under your control are aware of their responsibilities for safe working and that they are not required or permitted to take unnecessary risks.

Fire risk assessments have been carried out and appropriate precautions have been taken for site offices, welfare facilities and work areas, that any flammable liquid or liquefied petroleum gases are stored and used safely.

Any electricity supply is installed and maintained in a safe and proper manner.

Keep all registers, records and reports up to date and properly filled in and ensure that they are kept in a safe place.

Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.

Do not allow a mechanical excavator within 0.5m of any underground service.

Protect all overhead services in accordance with the advice received by the local electricity supply operator before work starts.

Plan and maintain a tidy site.

Implement arrangements with contractors and others on site to avoid confusion about areas of responsibility for health, safety and welfare, and ensure liaison is maintained.

Ensure that all machinery and plant on site, including power and hand tools, are maintained in good condition and that all temporary electrical equipment is not more than 110 volts.

Ensure that adequate supplies of protective clothing and equipment are maintained on site and that the equipment is suitable. Display signs on site where safety helmets must be worn.

Ensure that protective clothing and equipment is issued when required and that records are kept of issue in a "protective clothing and equipment issue register".

Ensure that adequate first aid facilities are on site and that all persons on site are aware of their location and the procedure for receiving treatment for injuries.

Co-operate with the safety advisor. Ask for his advice **before** commencing new methods of work or potentially hazardous operations.

Examine drawings and soil investigation reports to determine excavation support requirements in advance and provide support materials in accordance with company policy.

Set a personal example by wearing appropriate protective clothing on site.

Ensure that any accident on site which results in an injury to **any** person (not just employees) and/or damage to plant or equipment is reported in accordance with company policy.

Collate information for the health and safety file and pass copies to the Principal Designer as required.

## **Responsibilities of Site Supervision**

Understand the Regulations applicable to the work on which your operatives are engaged and insist that these Regulations are observed and that they are incorporated in the requirements of the site's Health and Safety Plan as they affect the work.

Incorporate safety instructions in routine orders and see that they are obeyed.

Do not allow operatives to take unnecessary risks.

Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.

Ensure that young employees (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision.

Commend operatives who, by action or initiative, eliminate hazards.

Do not allow "horseplay" or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.

Report immediately any defects of plant or equipment.

Report any accident, however minor, to supervision immediately.

Set a personal example by wearing protective clothing and by carrying out your own work in a safe manner.

Look for and suggest ways of eliminating hazards. Bring to the notice of management any improvements or additions to the company safety policy which you feel should be made.

Organise and undertake as appropriate any on-job training requirements for staff requiring enhanced job competence.

## **Responsibilities of Transport Management**

All vehicles are maintained and serviced as recommended and that all necessary tests, insurance, road fund licences, etc. are up to date.

Ensure that all drivers are in possession of the appropriate driving licences for vehicles and that all the requirements regarding recording operative/driver's hours are complied with.

## Health and Safety Policy

### Roofline Group Ltd

All defects reported are attended to immediately.

Ensure that where drivers are required to drive on site, that all temporary direction signs and instructions from site management are followed.

Ensure drivers are provided with any necessary safety equipment and training.

Ensure that requirements of road traffic regulations, as they appertain to vehicles and drivers are complied with.

Ensure that where a vehicle is required to carry dangerous substances that, the driver is fully trained in the relevant emergency procedures. Has all the necessary and relevant information available in the event of an incident.

Ensure that appropriate welfare facilities are provided and maintained for drivers.

Ensure that vehicles are parked safely at the end of the shift.

Ensure that a risk assessment has been carried out on any substance, process or work activity hazardous to health and safety and that appropriate control measures, training, instruction, protective clothing etc. have been provided.

Co-operate with the safety adviser and act on his recommendations.

Ensure that fuels are stored and dispensed safely and in accordance with relevant statutory requirements.

Ensure that fire protection measures are provided and maintained.

Ensure first aid facilities and first aiders are provided and maintained.

Ensure all accidents are reported as required by company policy.

Set a personal example by using and wearing any necessary protective equipment, when appropriate.

## **Section Three – Planning and Implementation**

Establishing standards against which performance will be measured. The fundamental purpose of safety management is the identification of hazards, the assessment of risk, eliminating the risk or establishing and maintaining the means of controlling it.

### **Arrangements for Health and Safety**

#### **1 Introduction**

The general details of Roofline Group Ltd arrangements for the management of health and safety are provided within this section. In addition to and supporting these arrangements, detailed health and safety procedures for specific workplaces and activities are set out in the Procedures Manual.

#### **2 Abrasive Wheels**

Any operative required to change discs or wheels on abrasive wheel tools has been trained and appointed in accordance with the regulations.

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.

Any person required to use an abrasive wheel machine or tool to be given instructions in the precautions required, by a person trained under the relevant Regulations.

Any abrasive wheel machine or tools being used with any defect which could give rise to injury is taken out of use immediately.

The requirements of the risk assessment(s) and Health and Safety Plan are being implemented.

Ensure the disc or wheel is mounted correctly. This must only be done by a competent, appointed person.

The machine must be regularly serviced to ensure that the speed of the machine spindle is correct.

Guards must be fitted to all abrasive wheels and kept in position.

Eye protection must be worn when using abrasive wheels.

Ensure protection is provided against hazardous dusts which may be generated.

Avoid wearing loose clothing especially ties, sleeves, scarves etc.

Hearing protection should be worn where necessary.

All machines should be inspected regularly to ensure they are in good condition, this applies especially to electrical machines and associated power cables.

Sparks from loose particles can cause fires or explosion if near to flammable materials. Ensure the work area is clear of such materials and also of people who may be affected by such sparks.

Ensure other control measures identified in the risk assessment(s) for the work have been implemented.

### **3 Alcohol and Drug Abuse**

Alcohol or drug abusers can adversely affect the safety of themselves and fellow workers whilst at work. Therefore, if any employee or subcontractor is known to be, or strongly suspected of being affected by alcohol or drugs they are to be referred to their immediate supervisor who must arrange for their removal from the workplace. Employees are not permitted to bring substances of abuse onto company premises or to work.

Roofline Group Ltd is advised that any employee who is required to take prescription substances that may affect their performance at work must inform their immediate supervisor. Alternative duties *may* be allocated to these employees and they must be prohibited from driving/operating plant or equipment and working at height.

### **4 Asbestos**

Asbestos Management Plans will be maintained for all premises under Roofline Group Ltd's control. The Health and Safety Manager will be responsible for the management of asbestos in Roofline Group Ltd's premises occupied by Roofline Group Ltd employees.



Roofline Group Ltd's general policy with regard to asbestos is that all asbestos will be removed where it poses a significant risk to health. Asbestos that is not removed will be sealed and actively managed through a regime of inspections to ensure that its condition does not deteriorate. All asbestos related work will be carried out by contractors licensed by the Health and Safety Executive and the work supervised by a UKAS accredited lab independent of the licensed contractor.

Contractors, maintenance workers etc, will be informed of the location of any asbestos and prevented from working in areas when it is likely that the work will result in the disturbance of the asbestos.

The presence of asbestos is not always obvious. The HSE have advised that it is sensible to assume that any building constructed or refurbished before the **1980s** will contain asbestos materials i.e. insulation boards, corrugated roof sheets, cement guttering and **boilers and associated pipe work and lagging**. No work should be carried out which is likely to expose employees to asbestos unless an adequate assessment of exposure has been made.

If asbestos, or what is suspected to be asbestos, which was not identified during the initial assessment of the building is discovered, **work must be stopped immediately**. Employees of Roofline Group Ltd are not permitted to handle asbestos products. The Client must be informed and they must protect the area from any further damage and release of fibres. Then they must give an order or call in a competent person / specialist analyst to assess the material to confirm if it is asbestos.

If asbestos is confirmed then a Licensed Contractor will be employed to protect and remove the asbestos to a specified tip that is licensed by the local waste disposal authority. Once the asbestos has been made safe or removed other contractors will be advised and clearance certificates will be available and work can continue with caution, in case any further unidentified asbestos is found.

## 5 Co-operation and Care

If we are to build and maintain a healthy and safe working environment it is essential that there is co-operation between all employees. All employees are expected to co-operate and accept their duties contained in this policy. Employees have a duty to take all reasonable steps to preserve and protect the Health and Safety of themselves and all other people affected by Roofline Group Ltd's undertakings.

## **6 Dealing with Aggression and Violence**

Staff need to be alert to the potential for aggression and violence, particularly when working alone and away from the office.

The definition of work-related violence that Roofline Group Ltd uses is as follows '*Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work*'. Roofline Group Ltd is not an organisation that is prone to threats but in today's society it must be remembered that activist groups, such as those who may disagree with development proposals, may pose a threat.

Any threat should be taken seriously and should be reported to your line manager and recorded on the Accident Report Form so that any necessary action can be taken to safeguard staff.

Staff will be provided with training in dealing with violence and aggression if required.

## **7 Directors and Management**

The Director with prime responsibility is, Mark Jones. He is responsible for bringing the policy to the attention of all management, employees and sub-contractors and ensuring compliance through monitoring arrangements.

This Policy is a live document, which needs to be reviewed from time to time to ensure that it remains current with the Company's activities and changing legislation. It is the responsibility of the Board of Directors, with the assistance of the external Safety Consultants, if appointed, to assess the implications of new legislation and best practice, investigation reports and site inspections for the Company and to amend the Policy as necessary.

Throughout the organisation, the visible and active leadership of Senior Managers, through to Site Supervisors is necessary to develop and maintain a culture supportive of health and safety management.

Line Managers have direct control and responsibility for health and safety management within their sphere of operation and for securing compliance with this Policy.

## **8 Disciplinary Procedure**

When there are issues of non-compliance of Health and Safety Regulations Roofline Group Ltd will investigate them. The Health and Safety Manager will collate any information and this will be reviewed and the appropriate corrective action taken to ensure that there are controls implemented and that the employees are made aware of the situations which are causing concern. If subsequently, the problems persist then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The employee's attention will be drawn to a situation, which is causing concern in order to give the employee the opportunity to explain and to improve a position. If subsequently, the problem persists then further, more stringent measures may be necessary.

Where Roofline Group Ltd is dissatisfied with an employee or sub-contractor's performance on Health and Safety grounds they will arrange a formal interview, where the employee can be accompanied by a fellow employee or trade representative. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and available for any appeals or legal actions arising from the issues of non-compliance of Health and Safety legislation.

The following contraventions will result in the offending individual being suspended from work pending an inquiry, which will be supervised by the supervisor:

- Failure by supervisors to notify and explain to operatives over whom they have charge the controls in force for projects and associated risks and the procedures established for their protection and safety.
- Working in a manner where safety management controls and requirements are disregarded to such an extent that the activity or action is considered life threatening to the individual, colleagues or third parties.
- Malicious misuse of or damage to any items which have been provided to assist in maintaining Health, Safety or Welfare standards, including:
  - a. Personal Protective Equipment
  - b. First aid provisions and facilities

- c. Welfare facilities
- d. Safety notices, instructions or signs

Consumption of or being under the influence of, alcohol or other substances during the course of employment.

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

The risks to users of DSE will be reduced to the lowest extent reasonably practicable to ensure that the Health and Safety (Display Screen) Equipment Regulations 1992 (amended 2002) are complied with.

Roofline Group Ltd will ensure that competent persons will undertake a regular assessment of all workstations staffed by employees who use DSE screens as part of their usual work and will ensure that all workstations meet the requirements put forward in the Schedule to the Regulations i.e. that:

- The risks to users of DSE will be reduced to the lowest extent reasonably practicable
- DSE users will be allowed periodic breaks in their work
- Eyesight tests will be provided for DSE users on request and free of charge
- Where necessary DSE users will be provided with the basic necessary corrective equipment such as glasses or contact lenses

All DSE screen users will be given appropriate and adequate training on the Health and Safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

## **10 Driving Company Vehicles**

'The Client' requires drivers to be in a fit physical state. Drivers will obey the procedures defined in the company's driver's handbook. Ordinary driving licences are issued by the Driver and Vehicle Licensing Agency. Licence holders are under a statutory employment obligation to notify their employer immediately of any driving convictions they incur which affect their legal ability to drive. Licence holders are under a statutory obligation to notify the Licensing Agency as soon as they

become aware that they have any condition which could affect safe driving either now or in the near future.

Certain medical conditions are a potential risk in those who drive others either voluntarily or as part of their work. If members of staff are required to drive as part of their job description, medical clearance will be sought as appropriate and, as with any other pre-employment screening, the offer of employment may be subject to satisfactory medical clearance.

### 11 Electrical Power Tools

Electrical equipment is to be tested at 3 monthly intervals compliant to HSE guidance note HS (G) 141 The Safe Use of Electricity on Construction Sites. All tools used on site are to be 110V centre tapped to earth or of a low voltage unless arranged through the head office and after controls have been implemented. Staff will be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it is intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued. All plant found to be faulty is to be given to the Supervisor who is to ensure that:

1. Arrangements are made to ensure that it cannot be inadvertently or unscrupulously taken back into service.
2. The equipment is returned to the office with a suitable warning that it requires repair.
3. The equipment is returned to the Hire Company with a suitable warning that it requires repair.
4. It is repaired on site by a **qualified and competent person** only.

All office equipment is to be tested yearly and a general visual inspection is to be undertaken by staff before work with a formal inspection being undertaken quarterly. Authorisation to use 240V on site with RCD protection must be obtained from a member of management before works commence on site.

## **12 Electricity**

Roofline Group Ltd will ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations 2008 and are safe for use and free from defect.

It is the policy to use 110v equipment or battery-operated hand tools when working on site. On the rare occasion that 240v hand tools need to be used they must be used in conjunction with a residual current device (RCD). It is recommended that RCDs are tested every 6 months. All electrical fixed installations should be maintained in a safe condition by carrying out routine safety testing.

Inspections and testing of portable and transportable equipment will take place as frequently as required (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e., how carefully it is handled) in the IEE Regulations.

Records of inspection and testing will be maintained. Only authorised persons are permitted to repair or alter electrical equipment.

## **13 Emergency Equipment (Including Fire Fighting)**

Roofline Group Ltd will ensure that:

- a. The requirements for fire-fighting and emergency equipment necessary for the work and/or site are available
- b. The equipment is inspected and maintained in accordance with the defined procedures and appropriate recorded
- c. Personnel involved in the work are trained and competent to use fire-fighting and emergency equipment
- d. Discharged fire-fighting extinguishers and other emergency equipment are returned to operational condition as soon as practical after use
- e. Emergency procedures are understood by all personnel and they are updated as necessary to meet changing requirements, e.g. construction sites

## **14 Emergency Procedures**

Roofline Group Ltd will prepare written emergency procedures for reasonably foreseeable incidents.

Where a potential emergency incident is identified, procedures will be developed. This could include procedures in the event of a bomb threat, explosions, chemical or fuel/oil spillages, serious accidents or external incidents.

All employees will be informed, instructed and, where necessary, trained in the emergency procedures. These procedures will be practised regularly and records will be maintained.

Appointed persons will be identified to take control in the event of an emergency incident.

## **15 Environmental Control**

Roofline Group Ltd is committed to effectively managing all their activities' environmental aspects through compliance with legislation and company policy.

During construction processes there is the potential for environmental pollution which must be adequately managed, for example:

- a. Water pollution – diesel storage, the largest potential polluter of water courses. Control measures should include proprietary bunded storage tanks with lockable hoses sites in a secure compound
- b. Air pollution – can be caused by smoke or dust. Control measures should include a “No Site Fires” policy and dust management regime specific to the site. This may include suppression by water spray and cleaning of site and adjacent roads
- c. Mud pollution – a mud management policy suitable for the site should be in place. Controls may include wheel washing, mechanical road brushing or vacuum sweeping
- d. Waste management – sites must comply with material specific removal requirements

## **16 Fire Prevention and Evacuation Procedures**

It is a legislative requirement that a fire risk assessment is completed for all workplaces. The emergency and evacuation procedure should include the following:

- a. Means of fire detection
- b. Raising the alarm in the event of a fire
- c. Fire fighting equipment
- d. Installation of emergency lighting

Appropriate measures will be implemented for regular maintenance, servicing and testing of fire prevention equipment.

Procedures will be produced at all workplaces detailing actions to be taken in the event of a fire, including:

- a. On discovering a fire
- b. Hearing a fire alarm
- c. Evacuation routes, and
- d. Assembly points and safe refuges

Where disabled persons use the workplace, specific arrangements will be made to ensure their safety, e.g. safe refuge, information for fire and rescue service.

All employees will be informed, instructed and where necessary, trained in fire prevention and evacuation procedures. These procedures will be practised regularly and records will be maintained.

Fire Marshals will be appointed and trained in the fire prevention and evacuation procedures; including regular inspection of designated evacuation routes.



## **17 First Aid and Accident Reporting**

All employees, contractors and visitors must report all accidents resulting in injury to any person (not just employees), damage to any property or dangerous occurrences/near misses.

Trained First Aiders will be provided at all workplaces, to administer first aid treatment.

Adequate first aid equipment will be provided at all workplaces, under the control of the First Aider, to include:

- a. First aid kits
- b. Eyewash stations near chemicals or batteries
- c. A suitable place for the administration of simple first aid procedures

All employees, contractors and visitors will be informed of the name of the First Aider and their location.

All employees, contractors and visitors must report all injuries and accidents in accordance with Company policy and ensure details are recorded in the Workplace Accident Book. Information will be stored in accordance with the Data Protection Act.

Roofline Group Ltd Health and (if required) will undertake a thorough investigation of accidents. Accidents will be investigated to ensure that suitable controls are implemented and safe systems of work are adopted with the aim of preventing recurrence, removing the hazard and reducing the risk. The accident book will be viewed on a regular basis with details analysed to assess trends for possible amendments to working practice.

Management or supervisory staff must report serious injuries, incidents or diseases occurring at, or as a result of activities within the workplace, as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

The Enforcing Authority must be informed when:

- a. Any person dies as a result of or in connection with work
- b. Any person suffers a major injury or disease as a result of or in connection with work
- c. A person is unable to work for more than 7 consecutive days due to an accident at work
- d. Any person not at work (Visitor, member of public, etc.) is injured as a result of an accident at a workplace and requires treatment at a hospital
- e. There is a dangerous occurrence at work. (Even when no one is injured)

**How to make a report to the HSE (within 15 days of incident/accident)**

**Tel: 0845 300 9923**  
**Complete form F2508 (F2508A – Ill health)**

**The form can be faxed to: 0845 300 9924**

**Or**

**A report can be made via email to: [riddor@natbrit.com](mailto:riddor@natbrit.com)**

**Or**

**A report can be made via the internet at: [www.riddor.gov.uk](http://www.riddor.gov.uk)**

**Or**

**A report can be posted to:**

**Incident Contact Centre  
Caerphilly Business Park  
Caerphilly  
CF83 3GG**

## **18 Hazardous Substances**

Prior to any operation commencing, information must be obtained on any material, substance, or process to be used or generated, which could be a hazard to the health of personnel.

All suppliers of materials are required to provide all relevant health and safety information about their products to form the basis of the COSHH risk assessment. This information is to be requested for each product before it is ordered to enable preparations to be made for its use, handling and storage.

Carry out risk assessments to identify substances hazardous to health. Where necessary, produce a site/job specific risk assessment.

Appropriate control measures must be identified and implemented to ensure the health and safety of personnel who could be affected by their use.

Whenever possible, specify an alternative, less hazardous material to be used.

Ensure compliance in accordance with the Control of Substances Hazardous to Health (Amended) Regulations 2004 (COSHH), Control of Asbestos at Work Regulations 2012 and Control of Lead at Work Regulations 2002.

## **19 Health and Safety Policy**

The Health and Safety Policy will be reviewed annually to ensure that it remains effective and legislatively compliant.

The policy will be amended when required and all employees informed of any such amendments. A copy of the Health and Safety Policy will be available to all employees.

The Health and Safety Policy statement will be displayed on any health and safety notice boards.

## **20 Housekeeping and Site Tidiness**

Site tidiness will be considered at all stages of the work and good co-operation is expected between Roofline Group Ltd and other contractors. Waste material, especially combustible material, will be controlled and either deposited in an agreed area, or removed from site. Spillages of oil, diesel and other substances will be dealt with immediately.

## **21 Insurance**

In recognition of its statutory and common law duties Roofline Group Ltd has taken out insurance with an approved insurer, with such certificate of insurance being prominently displayed so as to be available for inspection at all reasonable times by employees and regulatory authorities i.e. Health and Safety Inspectors.

## **22 Internal Communications (including Health and Safety Notice board)**

All relevant safety information will be provided at all workplaces where employees are located. This will include:

- a. H&S Policy
- b. HSE Law poster
- c. Employer's Liability insurance certificate
- d. Fire safety instructions
- e. Names of Fire Wardens and First Aiders
- f. Other safety instructions relevant to that workplace

Essential Information and Feedback -The various meetings, such as Handover Meetings, Team Briefings, Design Reviews, Co-ordination Meetings, Induction Meetings and Toolbox Talks etc. can be used to help disseminate essential health and safety information throughout the organisation.

It is important to solicit information from the workforce and receive feedback on health and safety issues. A few moments should be taken during meetings to give the opportunity to raise and discuss issues.

## **23 Legionella**

Roofline Group Ltd will ensure that the risks associated with Legionella proliferation are prevented or controlled as far as is reasonably practicable. This will be achieved by a process of risk assessment for the properties where Roofline Group Ltd have maintaining and repairing responsibilities. Managers with responsibility for buildings will be the person(s) appointed with managerial responsibility for controlling Legionella.

The responsible building manager will:

- Identify and assess sources of risks
- Implement, manage and monitor precautions
- Prepare schemes including maintenance for preventing and controlling risks; and
- Keep records

The responsible building manager must consult the Health and Safety Manager in relation to Legionella related risks.

## **24 Lone Working**

Employees, self-employed contractors and sub-contracted personnel who work on their own, will only do so where a risk assessment identifies the level of risk of harm to that person (and other persons if applicable) as acceptable, and where the control measures are clearly defined, understood, implemented and monitored. Lone workers should not be exposed to more risks than a group of employees working together.

Control measures such as appointing an additional person to assist with the work activities, or an agreed system of “check calls” to another party could be satisfactory depending on the level of risk defined by the risk assessment.

There is no general prohibition on a person working alone, although there are specific instances where legislation requires more than one person to be involved in the operations or activity such as working at height.

In certain cases, lone working is permissible and the worker will be physically supervised, i.e., young person, person undergoing training.

All personnel required to work alone will be fully briefed with the risk assessment before work commences. The Company also has a legal obligation to arrange appropriate first aid provision for all personnel affected by its' business operations and work activities.

## **25 Manual Handling**

The Manual Handling Operations Regulations 1992 requires employers to avoid manual handling operations and where they can not be avoided to make an assessment of the risk of injury to establish control measures to reduce those risks as low as reasonably practicable.

Roofline Group Ltd will, so far as reasonably practicable, ensure arrangements are made to reduce the risk to employees' health. Manual handling tasks by employees will, where practicable, be eliminated or reduced to a minimum.

Where manual handling tasks are necessary, conduct a risk assessment and implement any required control measures. These may include:

- a. Provision of mechanical aids, e.g. trolleys, etc.
- b. Provision of sufficient persons to undertake the lift
- c. Provision of proper handles, handholds and eye bolts
- d. Provision of a carrying device, e.g. kerb lifter
- e. Secure items, to prevent load shifting
- f. Reduce the size of load to be lifted
- g. Provision of Personal Protective Equipment (PPE), e.g. gloves/gauntlets
- h. Provision of manual handling training

- i. Provision of manual handling information, e.g. posters, etc.
- j. Posters giving guidance in lifting techniques should be displayed

## **26 Noise**

Similar to other pieces of legislation, the Noise at Work Regulations 2005 requires a risk assessment to be made, to ascertain the noise levels employees are exposed to, establishing and implementing precautions to protect against excessive noise levels.

Roofline Group Ltd will ensure that all noise assessments will be reviewed periodically and if the process changes (i.e. new plant and equipment). Noise exposure shall be considered during the selection of new plant and equipment.

The regulations require all exposure to noise to be reduced so far as is reasonably practicable and specifies the following action levels:

- a. **First Action Level** 80 dB(A) Lep'd, exposure should be reduced below this level and hearing protection must be provided if requested
- b. **Second Action Level** 85 dB(A) Lep'd exposure must be reduced below this level and hearing protection zones created where hearing protection must be worn
- c. The **peak action level** is the maximum pressure allowed to be reached by a sound wave, specified as 137 dB and 135 db (c). This action level causes concern when cartridge tools are being used where 137 dB could be exceeded although 80 dB (A) Lep'd has not. Hearing protection zones should be created and hearing protection must be worn when using cartridge tools

Engineering solutions must be considered as the first line of control. Noise levels should be kept to a minimum by ensuring that all equipment is regularly serviced, properly maintained and fitted with suitable silencers and baffles. When the adoption of reasonable engineering or management control fails to reduce the exposure to an acceptable level, Personal Protective Equipment will be offered to staff.

## **27 Occupational Health**

To emphasise its commitment to the health and welfare of its staff, Roofline Group Ltd may utilise the services of a specialist for the following function:

- a. carry out necessary medical screening for any staff working with processes, materials or substances that require them to receive medical supervision
- b. provide advice and training on ergonomics, especially relating to manual handling
- c. carry out environmental surveys and risk assessments and to provide advice on issues relating to workplace ergonomics, occupational hygiene and safety. This work can be often undertaken in conjunction with the Safety Officer
- d. supervise the first aiders, and co-ordinate first aid training and the provision of first aid supplies
- e. monitor sickness absence and provide sickness absence statistics, counselling and advice to managers and individuals
- f. offer counselling support for staff as appropriate
- g. carry out pre-employment screening by medical questionnaire, interview and medical examination where appropriate
- h. give general medical and health advice and information to all members of staff when requested
- i. advise HR and line managers in the event of illness on the fitness to return to work and/or rehabilitation needs of individuals. Assist those individuals when they return to work to enable them to settle into their work pattern with minimum stress and disruption



### **27.1 Health Surveillance**

Certain occupational activities present a degree of risk to the individuals involved in them. This can be due to the effects of substances, processes or materials on the health of those working with them. For example, individuals handling substances which are controlled under (The Control of Substances Hazardous to Health Regulations 2002 – as amended) are required to be medically screened to monitor for harmful effects. Roofline Group Ltd will carry out such screening where identified as necessary by risk assessments on works undertaken.

Examples of issues where exposure may require health surveillance:

- Noise or Hand-Arm Vibration
- Solvents, fumes, Dusts, Biological Agents
- Asbestos, Lead or Work in Compressed air, and
- Ionising Radiations or Diving

### **27.2 Pre-employment Screening**

All offers of appointment made to external candidates may be subjected to medical clearance. All people who accept an offer of employment must complete a confidential medical questionnaire and return before employment commences. If further information is required the individual may be contacted for further information. In appropriate circumstances, a final contract of employment may not be issued until medical clearance has been issued.

## **28 Personal Protective Equipment (PPE)**

On the 21<sup>st</sup> April 2018, Regulation (EU) [2016/425](#) on Personal Protective Equipment (PPE) will come into force and replace the old PPE Directive 89/686/EEC.

PPE are products that the user can wear or hold, in order to be protected against hazards either at home, at work or whilst engaging in leisure activities.

### **Main changes**

The new Regulation now applies to the whole supply chain rather than just manufacturers. Everyone involved in the manufacture, supply and distribution of PPE must ensure their PPE meets with the standard requirements.

Some of the standard requirements are outlined below:

- making sure PPE complies with the essential health and safety requirements;
- making sure technical documentation has been drawn up;
- when compliance has been demonstrated the EU declaration of conformity has been drawn up and a CE mark affixed;
- retention of documents for 10 years;
- sample testing;
- duty to take action in relation to non-conforming PPE;
- labelling requirements;
- providing instructions; and
- cooperating with the national authority.

In certain cases, the manufacturer's obligations can now apply to importers and distributors. An importer or distributor who markets a product in Europe under their own name, brand or trademark becomes liable for the full manufacturer's obligations.

The new Regulation slightly modifies the risk categorisation of products. Life Jackets and hearing protection are moved from Category II (Intermediate PPE) to Category III (Complex PPE). This means that they are now subject to stricter conformity assessment procedures and ongoing surveillance.

### **Transitional period**

There is a transition period of 1 year (21<sup>st</sup> April 2018 to 20<sup>th</sup> April 2019) where both the old Directive and the new Regulation are applicable. Therefore, PPE designed and manufactured in accordance with Directive 89/686/EEC can still be placed on the market until 21<sup>st</sup> April 2019.

EC type-examination certificates and approval decisions issued under the old Directive shall remain valid until 21<sup>st</sup> April 2023 unless they expire before that date.

### **Purchasing PPE**

Regulation (EU) 2016/425 does not apply any duties directly to end users of PPE. Employers who are selecting and using PPE within their own organisation are covered by the Personal Protective Equipment at Work Regulations 1992 which are unaltered by this Regulation. Those involved in specifying, sourcing or purchasing PPE for use within their own organisation should continue to select appropriate PPE which has been CE marked.

### **UK legislation**

In the UK The Personal Protective Equipment (Enforcement) Regulations 2018 (SI 2018/390) provide an enforcement and penalty regime for Regulation (EU) 2016/425.

All management, supervisory staff, employees, contractors and visitors shall wear appropriate PPE whilst on Company sites, including safety helmets, high visibility jackets/waistcoats, safety footwear and other PPE as directed, e.g. safety gloves and/or eye protection.

Management and supervisory staff will ensure that suitable and adequate quantities of PPE are available at all workplaces and used appropriately. All Personal Protective Equipment purchased must meet the necessary European Standards and carry the CE Mark. Within the risk assessment process Personal Protective Equipment will only be specified as a last resort in the hierarchy of controls.

Employees have a statutory duty to use PPE provided as part of a safe system of work and not misuse or interfere with it.

All new employees will receive a full issue of PPE when they commence employment. If any item of PPE required goes missing, has expired, is damaged or defective then it shall be replaced upon request. A record of all PPE issued will be maintained and signed by the recipient. No charge can be made to employees for the issue of standard PPE.

## **29 Plant/Machinery/Equipment**

All **work equipment** (including hand tools, appliances, lift trucks, scaffolding, netting etc) must be designed and suitable for the purpose for which it is to be used and only used for operations for which it is designed.

Roofline Group Ltd will ensure that all work equipment and plant is maintained in an efficient state, in working order and in good repair. Where the equipment has a

maintenance log, the log is to be kept up to date. Compliance with the Provision and Use of Work Equipment Regulations 1998 will be the minimum standard required. Roofline Group Ltd has a statutory duty to maintain and inspect its plant and equipment and avoid risks to Health and Safety.

The use of work equipment is restricted to those persons appointed to do so and must only be repaired and maintained by nominated competent persons. A service log recording all repairs and maintenance must be kept for all plant equipment and vehicles.

Roofline Group Ltd will use maintenance schedules to control and manage the equipment. Various maintenance programmes may be required; these will need to take into account the operational needs as well as Health and Safety considerations and the possible impact of the environment. Also, allowances must be made for the aptitude and skill of the operator.

Management may use:

- Unscheduled or breakdown maintenance
- Scheduled or routine maintenance
- Planned preventive maintenance
- Predictive maintenance
- Improvement maintenance

Line-management must ensure that all employees receive all necessary information, instruction and training in the use of work equipment, including where appropriate written instructions.

All **mobile plant and commercial vehicles** must be subject to regular maintenance and servicing in accordance with the manufacturer instructions and statutory provisions e.g. Lifting Operations and Equipment Regulations 1998 and Provision and Use of Work Equipment Regulations 1998. In addition, all mobile plant and commercial vehicles must be subject to weekly formal inspections by the operator. Any defects identify must be reported to the Site Manager and the finding and remedial action recorded in the report.

All mobile plant with a risk of rolling over must be fitted with an appropriate rollover protection system and seatbelt(s).

Roofline Group Ltd will ensure that all plant supplied to operatives is safely maintained and in a fit state i.e. is guarded and equipped with safety devices and tested in accordance with all the current regulations and in the case of electrical equipment has a current electrical test certificate. All plant operators and banksmen will only be employed to operate equipment for which they have been thoroughly trained, using CITB courses, if available. Regular tests, inspections and maintenance will be carried out on plant and equipment supplied to operatives, in particular all hired plant and cranes. To ensure that all unsafe plant defects noticed or brought to their attention are dealt with promptly, dangerous plant should be put out of service until it can be properly repaired by a competent person.

To ensure **Lifting Equipment** (e.g. cranes, lorry-loaders, hoists etc.) and lifting accessories (e.g. chains, slings, shackles, gin wheels and ropes etc.) is maintained in good order the site manager is responsible for the storage, maintenance and inspection of all lifting equipment and accessories, as required by the Lifting Operations & Lifting Equipment Regulations 1998 (LOLER'98).

A person shall be appointed, who has received appropriate training to be deemed competent, to plan and supervise lifting operations, as necessary to ensure they are carried out in a safe manner.

All lifting equipment shall be inspected and thoroughly examined, as required by Regulation 9 of LOLER'98. Copies of all inspection reports and certificates shall be kept on site and made available for examination when required.

All lifting equipment must have the Safe Working Load (SWL) clearly marked on it, with the required Safe Working Load established before use.

### **30 Protection of the Public**

Roofline Group Ltd must ensure that all reasonably practicable measures are taken to secure the workplace to prevent the public and others (such as fellow workers, visitors, trespassers etc.), especially children being at risk of an injury. Each location must be assessed considering the nature of the work and the location of the workplace and its environment, to establish the necessary control measures.

### **31 Purchase Policy**

Roofline Group Ltd have a Health and Safety Purchase Policy that not only takes into consideration the quality of an item in comparison to the cost but also considers the suitability of the item against a number of underlying criteria. e.g.:

- a. Substances used at work
- b. Least hazardous to employees and the environment but performs the task to an acceptable standard
- c. Office furniture / equipment: Ergonomics, fire rating, sustainable resources
- d. Machines: Noise, vibration, usability, ergonomics, suitability for the task, adequate guarding and ease of maintenance
- e. P.P.E. Suitable for the individual, adequate protection, compatible with other P.P.E., complies with standards

The above list is just an outline of considerations, and is not meant to be exhaustive

## **32 Records and Archiving**

Records will be maintained of all necessary health and safety documentation and should include:

- a. The Health and Safety Policy
- b. Procedures documents
- c. Risk assessments
- d. COSHH assessments
- e. Statutory documentation (scaffold and plant inspections, reports, etc.)
- f. Inspection records
- g. Accident Book
- h. Health Surveillance Records
- i. Health and Safety Plans
- j. Other relevant health and safety documents specific to the Company
- k. Smoking at work

## **33 Risk Assessment**

The identification of hazards, assessment of risk, establishing and enforcing of control measures to eliminate or control risk, are the cornerstones of effective safety management.

The Management of Health and Safety at Work Regulations 1999, Regulation 3, requires employers to make suitable and sufficient assessment of the risks to health and safety and to keep records of the significant findings. The Company has developed risk assessment processes, which rely upon the judgement of a competent person: The Risk Assessor. The Risk Assessor must be appointed by Management having been deemed competent and received training in the particular techniques used.

Certain other pieces of legislation require specific risk assessment such as the Control of Substances Hazardous to Health Regulations and the Manual Handling Operations Regulations, of which arrangements are made within further sections of this policy.

If generic risk assessments have been prepared for any of the routine operations to be undertaken it should be noted that they do not take account of the specific hazards at a particular workplace. They are a guide only to help the risk assessor create a **specific** risk assessment.

### **34 Risk Management**

Risk management is the systematic process to positively identify, assess, treat and manage risks - which either threaten Roofline Group Ltd's resources or provide beneficial opportunities - in order to enable Roofline Group Ltd's business objectives to be achieved.

Risks are owned and managed by staff and management where the risk resides. A common Risk Management System and reporting procedures have been implemented to allow overall risk to be identified and managed.

The operation of the Risk Management System enables Roofline Group Ltd to understand and communicate the risks, which Roofline Group Ltd faces and accepts, in order to ensure that these are positively managed at every level.

#### **34.1 Principles**

Risk management encompasses the implementation of cost-effective controls and contingency plans with the intent of exceeding goals and objectives, including the minimisation of costs, timescales and liabilities.

Risk management is the responsibility of all managers, who are responsible for implementing risk management policies and systems, as appropriate, across the business and ensuring that all employees apply these systems.

Risk management is a continuous process.

Pro-active management of risk is an integral part of the normal management and review process - to define future plans and actions, and ensure their satisfactory execution. It also facilitates more cost-effective and efficient purchase of insurance.

Risk budgets are established to fund risk assessment and treatment.



Activities that may affect the company's image or reputation are subject to formal risk management.

### **34.2 Risk management objectives**

Roofline Group Ltd aims to:

1. Implement effective risk management as a key element of good performance management
2. Consider risk is an integral part of business planning and service delivery
3. Encourage considered and responsible risk taking as a legitimate response to opportunity and uncertainty
4. Achieve better outcomes through a more realistic assessment of the challenges faced, through improved decision-making and targeted risk mitigation and control
5. Engender, reinforce and replicate good practice in risk management

## **35 Safe Place of Work**

Roofline Group Ltd will make adequate arrangements to ensure that:

- a. All workplaces are maintained in a clean and safe condition
- b. A safe means of access and egress from all workplaces, including separate pedestrian and vehicular access, where practicable, is provided
- c. All workplaces have suitable arrangements for the storage and use of hazardous substances
- d. A Safe System of Work is identified (method statements,) particularly where a risk assessment has identified a hazard that cannot, so far as is reasonably practicable, be eliminated
- e. Where tasks require access to hazardous areas or present potential serious risks (e.g., confined spaces, hot works or

close proximity to high voltage electricity), Permits to Work must be used

- f. All activities are undertaken by competent and appropriately certified contractors or employees

### **36 Smoking at work**

The Company has adopted a general “no smoking” policy. It is Company policy not to permit smoking within its premises, including offices, toilets, car parks and construction sites. Smoking may only be in designated smoking areas. Smokers must ensure that all smoking materials are properly extinguished.

### **37 Stress**

Roofline Group Ltd has a responsibility to control the health, safety and welfare of their employees and this includes looking at the impact of stress at work.

At work, an employee who is severely stressed could become a danger to themselves, as well as to others in certain workplaces, e.g. construction sites.

Each employee has a responsibility to notify management of conditions in their working environment that may cause stress, e.g. lack of communication or hazards inadequately controlled.

It is Roofline Group Ltd’s responsibility to regularly review each employee’s performance and workload. Employees should be given every chance to air their views and grievances at these reviews.

### **38 Suppliers**

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

*“In accordance with Section 6 of the Health and Safety at Work etc. Act 1974 we would be pleased to receive your confirmation that the article or substance to be supplied is safe and without risk to health when properly used. Also, in accordance with the above, please supply details of any tests of examinations carried out and full instructions for the safe use of the article of substance. Reference should also be made to the Provision and Use of Work Equipment Regulations 1998”*

All information received from suppliers will be passed to the Supervisors for implementation and reference by operatives. The Company will maintain assessment procedures for the introduction of new work equipment and schedule the identified training needs for the staff allocated to the new equipment.

## **39 Training**

Roofline Group Ltd recognises its general duty to employees under section 2(2)c of the Health and Safety at Work Act 1974, to provide all necessary information, instruction, training and supervision. To this end the company continuously assesses the competency level of all employees and where applicable sub-contractors.

A training needs analysis of all activities to establish minimum competency levels and identify any training requirements may be undertaken. Following this analysis training programmes will be developed to fulfil those minimum competency levels. Training needs analysis is a form of risk assessment, although the normal risk assessment process should identify additional training requirements.

Training for competence is divided into five main categories:

1. **Induction training** for all new starters
2. Induction Training at the start of **each new project**
3. **Skill training** for management and trade competence
4. **Health and safety training**
5. **Modular training** - toolbox talks, task specific briefings

Training records with copies of certification will be maintained.

A training and skills matrix will be maintained as a quick reference guide when allocating duties to individuals and as a means of ensuring refresher and update courses for certification are undertaken.

Every new employee shall receive induction training, before commencing work, which includes health and safety, to ensure that they are not exposed to unfamiliar hazards. An induction training package is maintained to ensure that all essential information is covered. A record of induction must be kept, signed by the inductee as an acknowledgement that they have understood the content.

At the start of each new project all employees and subcontractors will receive induction training to discuss the Method Statement and the risk assessments that are unique to that particular contract. All in attendance will sign the training record as conformation of the training received.

Modular training in the form of toolbox talks is used to help increase and maintain general levels of health and safety awareness. Each Site Manager shall establish their own frequency of toolbox talks, as necessary (e.g. weekly, fortnightly).

The instructor will complete the Toolbox Talk Record, quoting the date and time the topic(s) of the talk and listing the attendees who will sign the record as evidence of their attendance. Records will remain in the site files until the completion of the project.

#### **40 Vibration**

The Control of Vibration at Work Regulations 2005 came into force on 6 April 2006 and therefore Roofline Group Ltd will ensure that, as far as is reasonably practicable, suitable protective measures will be put into place.

Plant, machinery and equipment that vibrate and may cause the operator to be exposed to hand arm or whole-body vibration will be subject to a separate risk assessment. Assessments must indicate the control measures and procedures to be followed to reduce operator exposure to the limits recommended by current best practice. Some tools are limited to as low as 15min over a working day!

Where the use of vibrating equipment is necessary, conduct a risk assessment and implement any required control measures. These may include:

- a. Ensure the correct selection of equipment
- b. Ensure where practicable that the lowest vibration rated machine is used
- c. Ensure that all tools are adequately maintained
- d. Use tools that are designed to avoid the need for gripping the high vibrating parts
- e. Avoid uninterrupted vibration exposure over long periods
- f. Use anti vibration PPE where practicable

- g. Ensure that gloves are worn in cold conditions to ensure good circulation
- h. Ensure that the rating of the machine is considered and that the recommended usage time over an 8-hour weighting period is strictly adhered to
- i. Ensure frequent changes in personnel to reduce exposure times
- j. Manage and exercise fingers and hands during breaks
- k. Ensure that adequate reporting procedures are in place and training to ensure that early signs of VWF are recognised and reported

In addition, operatives will be advised of the results of the risk assessment, and also the safety measures to be taken.

#### **41 Welfare Facilities**

Suitable and sufficient welfare facilities will be available at workplaces for employees, contractors and visitors, including:

- a. Toilet facilities, including special facilities for the disabled
- b. Washing facilities including hot and cold (or warm water), soap and towels
- c. Accommodation for drying and storage of clothing
- d. Facilities to prepare hot drinks, seating for meals and rest breaks
- e. Drinking water and suitable containers

All facilities will be maintained to a satisfactory standard, with regard to:

- a. Accessibility
- b. Ventilation

- c. Lighting
- d. Cleanliness/ hygiene

The welfare facilities for a site will be detailed in the site Health and Safety Plan.

Where welfare facilities are to be shared between different contractors, arrangements maintenance of those facilities must be developed and communicated to all parties and recorded in the site Health and Safety Plan.

## **42 Working at Height**

Roofline Group Ltd will take effective measures to prevent:

- Any person falling a distance likely to cause personal injury
- Any person being struck by a falling object likely to cause personal injury

Any area from which this may occur will have the following controls applied:

- Edge protection for all hazards of above ground level
- The main guardrail or other similar means of protection will be at least 950 mm above the edge from which any person is likely to fall
- There will not be any unprotected gaps exceeding 470mm between any guard-rail, toe-board, barrier or other similar means of protection
- Fixed ladders (Class 1 only) in use will be of sound construction properly maintained and securely fixed
- Training on the use of Mobile Elevated Work Platforms will be provided, as necessary
- Scaffold Towers if used must be erected and inspected by a competent person in accordance with the Working at Height Regulations 2005
- Fragile roof lights and roof panel will be boarded at all times

Roofline Group Ltd undertakes to use scaffolding in line with Approved Codes of Practice, will ensure that the register is completed every 7 days and that visual checks are carried out regularly by a competent person. In the event of the scaffold

being altered or after inclement weather a thorough check to the whole structure should be made and the result of this check entered in the register. Where required by the Working at Height Regulations 2005, Roofline Group Ltd will ensure that a scaffolding plan is produced and available on site.

#### **42.1 Ladders, Stepladders and Trestles**

Roofline Group Ltd will ensure that it meets its obligations under the Working at Height Regulations 2005. Ladders will only to be used for very light work of a short duration and there will be three points of contact with the ladder at all times. Ladders over three metres in length will be tied to ensure stability. A scaffold tower will be used if bulky or heavy items are to be lifted, and when necessary items will be lifted by winch or gin wheel.

Pole ladders must not have footholds blocked by ledgers or transoms and as with all ladders the angle needs to be 1 in 4. At the top of the ladder the overlap needs to be at least five rungs if a suitable handhold is not provided on the platform. All ladders will be removed to storage once the task is complete to prevent their use for intrusion by trespassers etc. and it will prevent the hazard of leaning ladders being displaced.

Any surface upon which a ladder rests shall be stable, firm, of sufficient strength and of suitable composition safely to support the ladder so that its rungs or steps remain horizontal, and any loading intended to be placed on it.

Every ladder shall be used in such a way that:

- a secure handhold and secure support are always available to the user
- the user can maintain a safe handhold when carrying a load

A portable ladder, if used, shall be prevented from slipping during use by:

- securing the stiles at or near their upper or lower ends
- an effective anti-slip or other effective stability device, or
- any other arrangement of equivalent effectiveness

Stepladders will be either class 1 or class 2 when used on site as class 3 are for domestic use only. Equipment will be checked before use to ensure that it isn't defective. Steps need to be solid when opened out and placed on a firm footing. They will not to be used on scaffolding or towers to gain extra height or where a fall may take a person over a leading edge i.e. a stairwell or roof. All work undertaken from steps and ladders will be while facing the ladder / steps to ensure stability, while the top two steps will not to be used as a working platform.



### **42.2 Scaffolds and Mobile Tower Scaffolds**

The Working at Height Regulations 2005 gives requirements for construction and use of mobile tower scaffolds. Tower Scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations of BS EN 12811-1:2003. Load testing will be completed in accordance with recommendations of BS EN 12811-3:2004

Prefabricated aluminium mobile tower scaffolds will be erected and used in accordance with manufacturer's instructions. Prefabricated towers will be constructed to BS EN 12811-2:2003. Any other type of mobile tower scaffold will be erected and used in accordance with supplier's instructions.

All work involving scaffolds will be tendered out and negotiated for taking into account the above standards and the requirements of the Management of Health and Safety at Work Regulations 1999.

The Contractor will ensure that mobile towers are used safely and efficiently taking into account floors, ceiling heights, roof members, type of work etc. Training will be provided to Contractors required to carry out inspections and to operatives required to erect, alter, or dismantle mobile towers.

There must be a plan of work for emergencies and rescue from any access equipment when working at height, as required in The Working at Height Regulations 2005. Trained operatives will erect all mobile towers unless they are under the direct supervision of competent persons. No person is permitted to erect, alter or dismantle any mobile tower scaffold unless competent to do so. All mobile towers provided for Company employees will be checked by the Contractor or a competent person to ensure they are in accordance with the above standards. Operatives required to use mobile tower scaffolds will be instructed in safe use and movement of equipment. Mobile tower scaffolds together with scaffolding will be inspected at 7-day intervals, if they remain in the same position (mobile towers), by a competent person and records of inspections will be entered in a register.

No person is to engage in any activity, including organisation, planning and supervision, in relation to work at height or work equipment for use in such work unless he is competent to do so or, if being trained, is being supervised by a competent person.

Operatives erecting, altering, dismantling or working around the base of mobile tower scaffolds will wear safety helmets. Operatives must not use scaffolding if "incomplete scaffold notices" are displayed or the weekly inspection has not been undertaken by the competent person.

While a scaffold is not available for use, including during its assembly, dismantling or alteration, it shall be marked with general warning signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996 and be suitably delineated by physical means preventing access to the danger zone.

### **43 Working in Occupied Premises**

Where Roofline Group Ltd is involved with work in occupied premises care will be taken for the Health and safety of the occupier whilst the work is in progress. Roofline Group Ltd will operate within the conditions of the Client's Contract and liaise with the Occupier and advise them on the work to be carried out and an approximate time scale for the contracted works.

Additional works that may arise during the process may affect the project. These will be discussed with the Client and Occupier. Company Operatives will wear any security/ID card required by the Client. The Operatives will be competent to undertake all tasks required in an occupied property and will adopt all emergency procedures put in place by the Client or Occupier.

During the work the Operatives should not leave any materials or debris where it could be a trip hazard. All reasonable precautions will be taken to obviate the impact when carrying out dusty and noisy operations at all times they will be carried out with care and consideration.

The operatives will ensure that the property is left tidy and the waste materials are cleared regularly during the works, to reduce the risks of injury to the occupier and the general public. All barriers and screens will be utilised and occupants made aware of any changes to hazardous areas throughout the working day.

Particular emphasis will be placed upon:

- Fire evacuation routes
- The position and location of fire fighting equipment
- Emergency evacuation procedures
- Special circumstances relating to the personnel working within or visiting the premises
- Safety plans specific to the building or any part of the building
- Maintaining fire compartmentalisation standards

- Any special requirements in relation to the overall project works or any part of the work i.e. Permit to work conditions

#### **44 Young Persons**

In accordance with the Management of Health and Safety at Work Regulations 1999, Roofline Group Ltd shall ensure that where young persons (under 18 years of age) are employed, they are protected from any risks that exist in the workplace, are supervised by a competent person, and are informed of any restrictions and necessary precautions to be taken within areas where they will work.

A young person at work is a person under the age of eighteen (18) year and can be an employee, visitor or student on work experience.

A young person is not permitted to operate/drive plant equipment or work at height where they are exposed to a risk of a fall. The young person will be assigned to a mentor who train, guide, instruct and act as the key link between site management and the young person.

Before a young person starts work e.g. trainee, apprentice etc. a suitable and sufficient risk assessment must be carried out on all their activities. Any residual risk that remains that can not be eliminated and has been controlled so far as is reasonably practicable must be communicated to their parents/guardian and written consent obtained.

Copies of the risk assessments including details of control measures implemented to protect young persons less than 18 years of age will be sent to their parents or guardians.

## **Section Four – Measuring Performance (Monitoring)**

To gauge success in health and safety performance Roofline Group Ltd will measure its performance against pre-determined standards by:

- a. Reactive Monitoring of incidents
- b. Active Monitoring to ensure compliance with statutory, common law, company and clients requirements; and
- c. Creating key performance indicators (KPIs) to measure against the established performance targets for continuous improvement

### **Measuring Performance**

#### **Reactive Monitoring**

This system is intended to collect and analyse information about where things went wrong. This will allow the Company to learn from mistakes, whether an accident or ill health resulted, property damage occurred or a 'near miss' took place. This can be done from the following sources of information:

- a. ***Accident Reporting and Investigation*** - The purpose of the investigation is to identify the cause and to establish and enforce measures to prevent reoccurrence and not to apportion blame
- b. ***Near Miss and Hazard Reporting*** - Prevention is better than cure! Near misses are painless lessons to learn from. All incidents not resulting in injury (i.e. Near Misses and RIDDOR Dangerous Occurrences) must be reported to site management. In addition, employees all have a duty to report any hazards identified so that an assessment can be made to eliminate or control the risks arising out of that hazard

### **Active Monitoring**

This shows where the Company is meeting its objective according to set standards. The primary objective of monitoring is not just to identify failure in the form of unsafe acts or conditions, but to measure success and acknowledge good practice. Active monitoring may include:

- a. **Management monitoring** - the undertaking of health and safety inspections and completion of weekly checklist by site managers. These may also be carried out intermittently by Contracts Managers
- b. **Independent inspections** - Site Inspections are carried out regularly by the external Safety Consultants however the frequency may vary according to the size and type of project. The Area Manager, Contracts Manager or Project Manager will advise the Consultants of their requirements

### **Key Performance Indicators (KPIs)**

Key performance indicators (KPIs) are used to measure the specific elements of a Safety Management System and are an indicator of health and safety performance.

The primary purpose of KPIs and targets is not to penalise failure but to identify opportunities for improvement and acknowledge successful achievements.

## **Section Five – Auditing and Reviewing Performance**

Auditing is a tool to allow management to ensure the standards set in the policy are being adhered to as closely as possible. It will also provide information as to whether they are a suitable way forward or a change of course is indicated.

### **Safety Policy: Audit and Review**

The policy will be audited and reviewed on a regular basis to ensure that the organisation and arrangements are still applicable to Roofline Group Ltd's needs.

Performance Indicators will be developed, and reviewed, to improve performance standards.

Remedial action will be implemented and actions taken by the competent person when failures or gaps in policy are identified.

The policy will need revision on the following, and other occasions:

- a. Following changes in the Company structure or senior personnel.
- b. After accidents or incidents if the circumstances had not been anticipated and the cause of the accident foreseeable.
- c. Following changes in legislation and best practice guidance (HSE Approved Codes of Practice and other guidance).

### **Sub-Contractors**

A formal vetting process is carried out for the assessment of Suppliers, Consultants and Contractors to make reasonable enquiries of the competence and performance standards prior to their appointment. This initial vetting procedure requires all contractors to complete a questionnaire. Their answers will form the basis of the assessment and the results will be recorded.

Labour only sub-contractors will be treated as though they are directly employed by Roofline Group Ltd and will be subject to the Company's monitoring arrangements, to ensure compliance with the relevant policies, procedures etc.

At the end of each project the Site Manager should report on all subcontractors, consultants and key suppliers used, to assist with their future involvement with Company projects.

If agencies are used to provide site labour then enquiries shall be made with the agency on the competence of their construction staff e.g. CSCS and CPCS cards before they arrive on site.

English is the language used to communicate information and instructions including safety and other operational matters. The sub-contractor shall not allow personnel who are unable to understand spoken English access to the site without the express permission of site management. Communications requiring understanding should include:

- a. Safety induction
- b. Emergency procedures
- c. Safety method statements and
- d. Toolbox talks