



Reg: Office

Brendon Roofing Ltd
Unit 11, Blackdown Business Park
Wellington
Somerset TA21 8ST.

*(Responsible for Company Health & Safety)
Company Director: Mr Russell Baker*

Health, Safety and Environmental Document

**Author: Ian Puttock IIRSM – Health & Safety Advisor to Brendon Roofing
Office: 11 Bramley Close, Wellington, Somerset TA21 9AE**

www.safetytrainingsouthwest.co.uk - iputtock@btinternet.com Tele: 07503173727

Brendon Roofing Ltd

General Policy Statement - Introduction by Company Director Mr R. Baker

Mr Russell Baker – Company Director has overall responsibility for Health & Safety for the Company: Brendon Roofing Limited and has set out below the aims and objectives of the company with regard to Health, Safety and Wellbeing of employee's .

This booklet contains the company's Health and Safety policy and its purpose is to point out the duties and responsibilities of management and employees towards providing a safe working environment. We would request that you read this booklet carefully and take good note of its contents and consider how **you** would apply it to **you** and **your** work.

Please ensure this booklet is kept in good condition and in a safe place.

Health and Safety at Work (NI) Order 1978 - General Policy Statement

The Management of this Company regards the promotion of health and safety measures as a mutual objective for management and employees at all levels.

It is therefore the company's policy to do all that is reasonably practicable to prevent personal injury, accidents and damage to property, and to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with the company, or its products.

In particular, this company has a responsibility to:

- (a) provide and maintain safe and healthy working conditions taking account of any statutory requirements;
- (b) provide training and instruction to enable employees to perform their work safely and efficiently;
- (c) make available all necessary safety devices and protective equipment and to supervise their use;
- (d) Maintain a constant and continuing interest in health and safety matters applicable to the company's activities, in particular, by consulting and involving employees, or their representatives, wherever possible.
- (e) Ensure that all Contractors employed by the company are competent to discharge all work undertaken and are aware of the company's Health and Safety policy.

Employees have a duty to co-operate in the operation of this policy by:

- (a) working safely and efficiently;
- (b) using the protective equipment provided, and by meeting statutory requirements;
- (c) reporting incidents that have led, or may lead, to injury or damages;
- (d) adhering to complaint procedures, jointly agreed on their behalf, for securing a safe workplace;
- (e) Assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.

On each site the contractor, manager, foreman, or Employee is required to ensure that the company's procedures are observed at all times.

It is the duty of all employees and sub-contractors and their employees to co-operate with the appointed safety officer on site or the Company Safety Advisors and Management at all times.

Objectives

In establishing our Health and Safety policy the company is committed to the following objectives.

- | | |
|-----|--------------------------------------------------------------------------------------------------|
| (a) | Prevention of injury to personnel and protection of equipment |
| (b) | Controlling of losses and increasing efficiency |
| (c) | Bringing the Health & Safety policy to attention of all employees and sub-contractors |
| (d) | Reviewing the effectiveness and compliance of the policy and arrangements |
| (e) | Consulting with employees regarding Health and safety issues. |

This Policy will be monitored and reviewed on a regular basis not exceeding 2 yrs and revised as and when necessary and if changes occur.

Signed: _____

Date:

Mr Russell Baker - Company Director

Date of last revision. 3rd March 2011

Appointed Managers/Supervisors

Appointed managers/supervisors shall make themselves familiar with the legislation affecting health and safety at work and receive training in the necessary subjects.

They shall keep themselves and the Company informed of any incidents or accidents occurring within their areas of control, and of the action taken to prevent a recurrence of the same.

They shall inform employees or sub-contractors of any known potential **foreseeable hazards** to health and safety which may be encountered during the course of a contract etc.

They shall check that all company plant, power, hand tools and Ladders etc. are maintained and only issued and used if in good condition, logs should be kept as per Regulations.

They shall ensure that persons who will be operating the plant, power tools etc. have had proper training and undertaken appropriate checks to ensure safe operation.

Management and employees have a responsibility to report any defects in plant and power tools etc. to the person responsible and remove the defected item from service.

Where applicable measures should be taken by managers, supervisors, employees and Contractors etc. to ensure the safety of the general public at all times.

They shall liaise when necessary with statutory bodies, e.g. P.S.N.I., Electricity, Gas, Water, Fire Authorities etc.

Appointed Managers/Supervisors shall ensure that all areas under their control are kept neat and tidy with all items for equipment, materials etc. stored or stacked safely. Good housekeeping is essential in order to maintain a high standard of health and safety.

Safety Representatives

The appointed Internal Safety officers or the Company appointed Safety Advisors (**Safety Training Southwest**) will be available to offer advice and solutions concerning any matter regarding health and safety at work.

The Safety officer or Safety Advisors will liaise with management to ensure the health and safety policy is being adhered to, reviewed and amended where required.

They will ensure the company has an understanding that accident prevention is of the utmost importance and vital to the running of the company.

The appointed safety officer or Safety Advisors for the company shall be made known to all management and employees.

Employees

In addition to the requirement as mentioned in the 'foregoing policy statement' employees are obligated to make themselves familiar with the company safety policy and set a personal example in seeing that the policy is adhered to.

It is of vital importance that employees, whilst taking care for the health of themselves, ensure that all necessary measures be taken to safeguard all other persons who may be affected by their acts or omissions at work or on specific sites where contracts are undertaken.

All items of equipment, hand tools, ladders etc. should be kept in good condition, whether owned by the company or not and should be checked before each use according to Company Policy.

Employees should refrain from the misuse and abuse of welfare facilities at all times.

With regard to apprentices or young persons working on sites etc. time and care should be taken to instruct them on how to carry out safely the tasks assigned to them.

A young person working with any item of plant or machinery should always be under strict supervision by a competent person and have undergone a sufficient Induction before starting .

Never play practical jokes or pranks anyone as they can often go wrong and end in disaster.

It is regarded by the company as **gross misconduct** on the part of an employee who fails to adhere to the company health and safety policy along with any additional instructions which may be given from time to time. If this is found to be the case at any time the result could end in dismissal of employees responsible.

Management of Health and Safety Structure

Company Director Mr Russell Baker the business owner has overall responsibility for ensuring the effectiveness of this policy. He will respond to any issues raised by the business Safety Advisors, Employees or any other Authorised persons and obtain specialist advice in liason with a range of external bodies.

He Will set an example by wearing the appropriate P P E on site at all times and provide adequate training to employees as required for the business and to comply with Legislation or other Safety Issues .

Sub Contractors

Will ensure the implementation of the Health and Safety policy within their area of control.

Will ensure the Health and Safety Policy and Risk assessments are carried out and fully understood, implemented and updated when necessary (Including Specific tasks that may be carried out)

Will ensure that any problem, accident or incident is properly investigated and reported and that the appropriate remedial measures are taken.

Will arrange induction and appropriate training for all new employees / sub contractors

Will set an example by wearing the appropriate P P E on site and adhering to this Policy.

Health and Safety Representative (Internal H&S Organisers)

Will arrange and record the initial and subsequent training of all employees.

Will ensure that sub-contractors complete the necessary documentation (Competence and safety questionnaire as well as Insurance details).

Will liaise with the business owner or his representatives to discuss safety checklists, training programmes and assist wherever possible to achieve the smooth running of Health and Safety in all company operations.

Will arrange for issue and recording of all P P E and appropriate Safety Equipment supplied.

Will make themselves available to attend any management meetings where health and safety issues may be raised and to give appropriate guidance and advice.

Site Supervisor

Will ensure work is carried out safely and in accordance with this policy and other relevant site documents in liason with on site 2 Safety representatives of the company where work is undertaken.

Will ensure that **ALL** work areas are kept tidy and that materials and equipment are stored safely

Will ensure that all direct employees are issued with the appropriate P.P.E and safety rules.

Will ensure that all sub-contractors comply with Health and safety Policy.

Will ensure that all plant and equipment is in proper working order and that all defects are reported to the business Manager/ Owner and Safety Advisors and any defects auctioned and put right.

Sub – Contractors

Where Sub-contractors are employed they will be selected on the basis of their known competence and previous work with the company.

Their safety record and certification.

The safety record and certification of their employees.

Evidence of their appropriate and sufficient Public Liability Insurance.

The Company Director Mr Russell Baker will issue to all Sub-contractors and employees, copies of the Company's Health and Safety Policy along with the Company's Standard Conditions. These will include requirement that:

- (a) The sub- contractor will use only competent (skills registered) tradesmen
- (b) All their employees will comply with the company's Health and Safety Policy
- (c) All their employees will comply with Company policy in relation to P P E
- (d) Their employees will attend any training deemed necessary and specified by the Company Director. All equipment used on site is properly tested and inspected
- (e) They will report all accidents and damage to site supervisor or Business Owner whether persons are injured or not
- (f) They will report all hazards to the site supervisor, Safety Advisors and Company Director

Note

This booklet is a guide for the health and safety of all our employees, including sub-contractors. It does not cover all aspects of safety and should not be interpreted as a document of legislation.

Training

Safety training is an integral part of an effective health and safety programme. **It is essential that every employee is trained to perform their job safely.** All employees will be trained in safe working practices and procedures. Training will include instruction on the safe use of any equipment provided. Employees will also receive Mandatory training where required by Law / Legislation and Regulations and where Risk Assessments show the requirement. ie: Manual Handling Training.

Employees at Special Risk

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

General Procedures

Accidents

All accidents MUST be reported to the Company Director or representative whether serious or not. The Company Director or Representative will enter all details into the accident book. Accidents shall be investigated by the Company in liaison with the company Safety Advisors (**Safety Training Southwest 07503 173727**).

As required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (NI) 97 **RIDDOR** (NI) 97. All such work - related accidents, diseases and occurrences shall be reported to relevant authorities.

Records of all reportable injuries, diseases and dangerous occurrences shall be kept. These will include the date, time and method of reporting, the time date and place of the event, personal details of those involved and a brief description of the nature of the event or disease.

Safety Inspections

Regular safety inspections should be carried out to all items of site equipment, plant, power tools etc. Any item found to have a defect, no matter how slight, must be taken out of service, labelled 'do not use' and returned to store for repair, regular Audits of systems must also be carried out.

Independent safety Inspections and Audits will be carried out at intervals by the Company Safety Advisors

(**Safety Training Southwest**)

Personal Protection

It is a **statutory requirement** for all employees to wear protective headgear, clothing or equipment provided for their safety where there are identified areas of risk. Under no circumstances should an employee ignore this requirement, ***this may lead to disciplinary actions by the management.***

Health and Hygiene

Cleanliness

Cleanliness is of the utmost importance to all persons involved on site work. Hands should be thoroughly washed when work is stopped to prevent skin disease such as Dermatitis. If a skin rash develops, report it to the safety officer and seek medical advice immediately. Use gloves whenever possible. Never use solvents or abrasives to clean your hands. Always wash your hands before handling food. Appropriate P.P.E. must be worn at all times where necessary.

Dust

If working in dusty conditions, adequate dust masks and eye protection must be worn. In areas where asbestos dust may present, employees shall comply with the current asbestos regulations.

Welding and Hot Works

Fumes and radiation are important hazards arising from welding. The fumes wherever possible should be reduced at source. Preventative clothing and equipment must be worn to prevent fume inhalation and radiation burns. All persons undertaking these activities **MUST** be adequately trained and Certificated where appropriate.

First Aid

First Aid is the application of accepted principles of treatment on the occurrence of an accident or in case of sudden illness using facilities or materials available at the time.

Objective of first aid is:

- (a) To sustain life
- (b) To prevent further injury
- (c) To promote recovery

Adequate first aid facilities must be available on each site for usage by any injured person and appointed persons where required. ***It is advised that nominated individuals of the company be trained to ensure that adequate safety and First aid cover is maintained on each site / job.***

Nominated First aiders for the Company will be as follows:

Mr Theo Jack Harris – Mr simon Gray – Mr Simon Hitchcock

Fire Prevention

Adequate precautions must be taken by all employees to prevent fire. Many fires are caused by cigarettes and matches being dropped while still alight. Ensure they are out before being thrown away. Site should have No Smoking signage. Never smoke where there is a risk of fire and always observe 'NO SMOKING' signs or Legal requirements. **Appropriate Fire Risk Assessments MUST be done** in compliance with THE Regulatory Reform (Fire Safety) Order 2005 at each site.

Bonfires

Rubbish must not be burnt on site. Rubbish should not be allowed to build up on sites. Proper provision should be made for its temporary storage and disposal. .

Site Huts

Any Site huts must be provided with the appropriate means for fire fighting which must be placed so as to be readily available for use.

Temporary Electrical Installations

Management must ensure that all temporary electrical installations are installed in accordance with the current addition of the IEE regulations and that they are regularly inspected and maintained, (at least at three month intervals). **All new or existing site Installations MUST be P.A.T. (Portable Appliance Tested) where necessary and appropriate .**

Fire Exits

Fire exits and site entrances must be kept clear at all times.

Existing Premises

(Installations on Sites) In many cases work is being carried out on occupied premises. Management and employees should familiarise themselves with the occupiers fire fighting equipment and Health & Safety procedures and ensure that all persons on the premises know what to do in the event of a fire.

Fire Prevention Practices

Do not hang clothes on or near heaters in any situation. Do not use flammable liquids near naked flame. Always store gas bottles, fuel containers etc., in a safe compound. Always check connections to all appliances. In the event of a fire raise an alarm, only attempt to extinguish the fire if it is safe to do so. If the fire is out of control, leave the area and inform the site foreman.

Potentially Hazardous Situations

The following is a list of precautions, which will help ensure safety while working above ground level (**Working at Height is any height that may pose a risk of fall and injury**).

Scaffolding

All scaffolding erection and dismantling must be carried out by trained personnel. Never interfere with the scaffolding, especially ties.

Check that scaffolds are complete before using them, that guard rails and toe boards are in position, and that they are fully boarded, and that the boards are sound and free from defects. Ensure that scaffolds are not over loaded, or cluttered with debris, and not in danger of touching overhead power lines.

Trestles and Work Benches

Ensure that trestles are sound and well placed. With adequate width and depth to work from safely, boards must not extend over the ends of trestles.

Stairs

Open stairwells are a potential hazard. Always ensure that the following points are complied with:

- Never leave stairs cluttered with rubbish or materials.
- Always ensure that there is adequate lighting.
- Always ensure that hand rails / guard rails, whether temporary or permanent, are in position.

Roof

Whenever practicable, scaffolding and roof edge protection will be provided. However, in all instances, use sound and checked roof ladders on sloping roofs, prevent tools and equipment from falling, and cover all openings.

On flat roofs make sure that guard rails are provided at the edges and that the roof is safe to walk on.

Ladders

Check that ladders are in good condition, free from broken rungs etc. And not covered in rust, in grease or iced over.

Check that the ladder is long enough, i.e. that it extends at least 1.07m (3ft 6ins) above the landing place.

Check that the pitch of the ladder is adequate, i.e. 300mm (1ft) out for every 1.21m (4ft) of height.

Check that the ladder is firmly based, not liable to slip and that it is firmly lashed at the top or chocked at the bottom.

- NEVER tie two short ladders together to make a longer one.
- NEVER carry heavy or large loads on a ladder.
- NEVER lean sideways from a ladder – always move it.

SEE COMPANY “ SAFE SYSTEMS OF WORK “ - USE ALL APPROPRIATE COMPANY SYSTEMS IN PLACE

Protective Clothing and Equipment

Safety Rules of sites where employees are working **MUST** be adhered to at all times, disciplinary actions may be taken against individual staff members if Safety rules are not obeyed.

There are areas of risk where the wearing of protective clothing is a legal requirement. Study the following list and ensure that you abide by it. Protective clothing is provided by the company and you will be expected to sign for it and agree to use it.

Safety Helmets

We are extremely concerned with Fall from Height incidents and injuries on sites. To reduce risks , it will be Mandatory on all sites where employees are working at height to wear safety equipment and other appropriate PPE as specified from Risk Assessments. Specific Risk assessments MUST be carried out at all sites before work can commence.

Eye Protection

Goggles or glasses MUST be worn for:

- Burning or cutting
- Use of cartridge tools
- Use of grinding wheels or cutting discs
 - Breaking out concrete, rock or brick etc.

Handling chemicals

- Drilling or boring
- Cutting , Sawing , Milling

Ear Protection

Ear defenders shall be worn for:

- Plant driving
- Use of mechanical hammer or breakers
- Use of cartridge tools.
- Use of Machinery on site.

NB. Other persons who might be affected should be warned and any Risks / Hazards pointed out, before work can be undertaken .

Dust Masks

Shall be worn for:

- Grinding or cutting or for Work in dusty confined areas.

Gloves

Shall be worn for protection against heat, dermatitis, cuts and bruising, splinters, sharp knives.

Safety Footwear

Employees MUST ensure they wear approved safety boots or shoes while working on any site. These are fitted with steel toe-caps and mid-sole plates to give you protection against damage by crushing or penetration and will certainly save you from serious injury.

Manual Lifting and Handling

Back injuries caused by incorrect lifting and handling form the largest category of work injury. A back injury once sustained frequently causes a permanent weakness, which stays with you for life. Appropriate Mandatory training **MUST** be given by the company and undertaken by each member of staff including Sub Contractors.

Manual Lifting and Handling continued:

If the load is awkward or too heavy. **GET HELP.**

When lifting an object, always:

- (a) Keep the back straight
- (b) Tuck the chin in
- (c) Keep the feet as close to the load as possible, slightly apart and one foot slightly more forward than the other
- (d) Bend the knees and crouch to the object
Take a firm grip using the whole hand, not just the fingertips.
- (e) Keep the elbows well tucked in
- (f) Lift using the legs smoothly in controlled manner (raising the object) and move in a forward direction
- (g) Reverse the above procedure when setting the load down, taking care not to pinch the fingers.

Disc Cutting & Sawing Machines

Powerful machines such as disc cutters, Circular Saws, Band Saws if not used correctly, can cause serious injury. These machines should only be used and have replacement discs or blades fitted by competent persons, in accordance with Regulations, operatives **MUST** have undergone the appropriate training and be Certificated if applicable.

When using disc cutters, and other Machinery protective clothing should always be worn, usually eye protection, gloves, hard hats or dust mask etc.

Be extremely careful if working near electric cables, as cut or damaged cables can cause shock.

Never bend or flex a disc or blade while cutting. It could shatter and cause serious injury.

Electricity on Site

Unlike many other hazards which can be seen or heard, there is no advance warning of danger from electricity. **ELECTRICITY CAN KILL.** An average of 1 in 30 of all electrical accidents is fatal.

Electric Shock

Electric shock is a major hazard and utmost care should be taken to guard against such dangers. Electrical installations must be carried out in strict accordance with the current addition of the IEE regulations, they MUST be regularly checked and maintained in accordance with Regulations .

Overhead Power Cable

Persons have been electrocuted because the jib of a crane they had been driving, or the tip of the scaffold tube or aluminium ladder they had been carrying, struck an overhead power cable. Fatal accidents have resulted due to flashover, which can occur without contact. The construction (general provisions) regulations state that all practical steps should be taken to avoid such dangers.

Plant or machinery is not permitted to approach within the following distances of overhead cables:

Under 33,000 volts 6m horizontal, 6m vertical and over 33,000 volts 9m horizontal, 6m vertical.

Safety Check

Cables, Plugs And Sockets

Check all cables are correctly insulated and not damaged or frayed.

Check plugs and sockets are in clean, sound condition, and correct type of fuse is fitted.

Check cables are not left lying on the ground, and should be protected against damage from sharp edges etc.

If cables are buried they should be at least 450mm below the surface and covered with tiles.

If cables are suspended, they should be at least 5.2m (17ft) above the ground and be properly supported.

Power Tools

Do not use lighting circuits for power tools etc.

Power tools should be double insulated (check for BS2754 Mark or BS2769 Kite Mark).

Tools must be checked before and after use , properly maintained and serviced according to Manufacturers recommendations.

Never carry a portable electric tool by its cable.

Do not stop/start a machine under load.

Make sure that the equipment is undamaged before you plug it in.

Lighting

Always have enough light for the job.

Always Keep lights clean.

Always use the correct lamp for the light. Do not put in a bigger lamp than that recommended by the manufacturer. If in doubt – ASK. (Seek Advice from your Supervisor on site or Safety Advisors)

Electrical Testing and Inspection

Testing and inspection must be carried out for all electrical installations in accordance with the current addition of the IEE regulations and results recorded.

Testing Portable and Transportable Equipment

Under the Health and Safety at Work Act 1974 sec. 2, an employer has a responsibility to provide and maintain safe plant for every employee to use.

The duty to test in order to ensure safety is extremely comprehensive and includes all work situations where electrical equipment is present.

There are no absolute rules regarding how often an item of electrical equipment should be tested. HSE Guidance Notes advise REGULAR TESTING and this is generally interpreted as requirement for annual testing, however circumstances and conditions of use will vary.

Some suggested test periods are as follows:

Office machines and equipment	Annually
Electrical Test Equipment	Annually
Heavy portable and transportable items	6 monthly
Powered hand tools	3 monthly

It will be company policy to test and inspect all portable or transportable items of electrical equipment and ensure it is safe before being issued to employees.

Testing and Inspection of portable and transportable items of electrical equipment must be carried out by a competent person and results recorded.

Mobile Phones.

In order to comply with statutory legislation, Mobile Phones are not to be used whilst driving Company Vehicles. The company will not be responsible for any fines incurred and disciplinary action may be taken.

Mobile Phones should remain switched off whilst on Garage/ Filling Station Forecourts.

Mobile phones should not be used in confined spaces. As stated in Risk Assessments.

Machine / Saw Guarding.

All plant & Machinery must be stopped before making adjustments, cleaning, clearing blockages, undertaking maintenance or lubrication, especially if guards need to be removed for these tasks.

Plant and Machinery

Site Transport

Drivers or operators of plant and machinery must be properly trained and have good knowledge of its capabilities and limitations. **ONLY TRAINED AND CERTIFICATED PERSONS SHOULD OPERATE FORKLIFTS OR ANY OTHER MACHINERY.** If a forklift truck is to be used for any purpose on site, it must be operated by a competent person who has specialist training and possesses a forklift truck operator's licence.

Safe Practices

Never hitch a lift on plant.

Keep away from machines which are moving or working.

Ensure that loads are properly secured and overloading does not occur.

If a machine is shifting a load be sure to stay clear and never walk under the load.

Never operate a machine whilst guards are out of position.

Never remove guards whilst a machine is operational. **IT IS ILLEGAL.**

Note It is company policy that any plant or machinery owned by or under our control must not be used by persons other than our company employees.

Cartridge Tools / Hand Tools

Cartridge tools should only be operated by persons who have had proper training and are 18 years of age or above. Cartridge tools are potentially lethal if recklessly or incompetently used.

WHAT YOU SHOULD NOT DO

NEVER Use a suspect tool. If in doubt, return to manufacturer for overhaul.

Do not use a cartridge tool you have had no training for.

Do not force when loading a cartridge (it could detonate in your hands).

Do not load a cartridge before you use the tool.
Do not leave a loaded cartridge tool lying around.
Do not point a cartridge tool at anyone.
Do not drive fixing into brittle material.
Do not drive fixing into soft material.
Never fool around with cartridge tools.

Hand Tools

Operatives must ensure that all hand tools are in good condition and that they have and use the correct hand tools for the job.

Operatives must wear eye protection where there is foreseeable risk of injury to the eyes, e.g. when using a hammer, chisel, punch, nail gun or similar tool.

When using spanners be sure to use the correct size for the nut or bolt head. A spanner should be pulled towards the body whenever possible. Do not fit improvised extensions on spanners and wrenches for extra leverage.

Store all tools safely.

Compressed Air / Site Gases

Used safely compressed air is a useful aid to industry. Misuse, of compressed air or other compressed gases could result in serious injury or death.

If a jet of compressed air is applied to an open cut or scratch, air can force its way under the skin and into the tissues. If it then enters the bloodstream, the result can be fatal. If a jet of air comes in contact with any natural openings in the body, eyes, ears etc. severe damage can be caused.

Never fool around with compressed air or any compressed gas; the result is often serious or fatal.

Site Gases

Site gases, if not treated with care and respect can cause serious injury or even kill. Because of the explosive nature of gases, strict care must be taken in the handling and operating of gas appliances.

Safety Precautions

Always store and use cylinders upright with the valve uppermost in a well-ventilated area.

If a cylinder is not in use, turn the gas off at the cylinder or regulator.

Always fit valve protection caps when cylinders are not connected.

Never tamper with regulators or cylinder valves.

Frequently check the condition of flexible tubing and connections.

Always have a light applied to a burner before turning on the gas.

If a cylinder is leaking, remove it to a safe place outside, and of course away from drains etc.

Never expose cylinders to heat as pressure builds up and an explosion could be caused.

If a fire breaks out, turn off all cylinder valves and if possible remove all cylinders away from the scene of fire (But do not ever put yourself at risk in doing so).

Noise

It is a known fact that exposure to loud noise can effect hearing. Where there is a high level of noise, e.g. impact noise when a cartridge assisted fixing tool is fired, or there is background noise from the site activity, use of machinery etc., ear protectors / defenders should be used.

If the noise level reaches 80 decibel units it is considered harmful and should be reduced at source if possible.

Noise levels should be assessed by a competent person.

See Company Noise @ work Policy

Warning Notices

Pay attention to all warning notices.

Warning notices are there for safety purposes, never ignore them.

You **MUST** Put up warning notices where applicable. Where a dangerous situation could arise.

Safe Driving Policy Implementation.

The company recognises the vital importance of safe driving at all times by all employees and will only allow licensed, authorised and competent drivers to drive Company vehicles as specified.

All Company vehicles will be maintained in a roadworthy condition and comply with all statutory regulations. Eg. M.O.T. P.S.V. tested.

The Company Director on behalf of the Company has overall responsibility for ensuring the effectiveness of this policy and will respond to any issue raised by the staff .

All Company drivers where applicable will ensure that their vehicles are driven safely and Legally and in accordance with this policy as set out in the Driver Handbook. **(SEE DRIVING POLICY)**

All Employees involved in driving Company vehicles will when appropriate undergo necessary training, refreshers and updates as advised by their Safety Advisors.

Health and Welfare

The Health and Safety at Work Act 1974 2:1 states “it shall be the duty of every employer to ensure, so far as is reasonably practicable, the health and safety and welfare at work of all his employees”.

It is the responsibility of the business owner to provide adequate welfare facilities on the site, but it is the employees' responsibility to protect and make proper use of facilities provided and to leave them in a condition that they would wish to find them.

The HASAWA 1974 requires that “no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any relevant statutory provisions”. It is company policy to ensure the safety of visitors to our site. Protective clothing should be provided where necessary and visitors kept segregated from the main work areas and mill.

Note There are certain special tasks which have particular dangers, and special skills or knowledge is required before they are attempted. These jobs include Working at Height, working in Confined Spaces and in particular operating machinery. An employee should never attempt these specialist jobs, unless properly instructed or trained how to do so by a competent person , or hold the relevant certificate to operate, having received the correct Formal training .

COSHH Policy

(Control of Substances Hazardous to Health Regulations)

If any work is carried out by our employees which involves contact or exposure to substances hazardous to health, steps must be taken to ensure compliance with regulations. It is the responsibility of management to provide a suitable and sufficient assessment of risk involved. This must be updated where applicable.

The assessment must be carried out by a competent person, taking account of the substances involved. Comparison of such exposure will then have to be made with any relevant published standards. This assessment must be written with the exception of very simple cases.

Prevention or Control of Exposure to Substances Hazardous to Health

At all times adequate control measures must be taken to prevent exposure by employee to substances hazardous to health. Where these are inadequate in themselves, personal protective equipment must be used.

The approved code of practice “*Control of Substances hazardous to Health*”, lists the following measures for preventing or controlling exposure to such hazards:

Elimination of the use of the substance

Substitution by a less hazardous substance

Total enclosure of the process

Plant, or process or system of work, which minimise generation of dust or fumes

Partial enclosure with exhaust ventilation

Local exhaust ventilation

Reduction of number of employees exposed and exclusion of non-essential access

Reduction in the period of exposure for employees

Regular cleaning of contaminated areas

Safe storage and disposal arrangements

Prohibition of eating, drinking, smoking etc. in contaminated areas

Provision of adequate facilities for washing, changing and storage of clothing including arrangement for laundering

Rehearsed procedure for emergencies.

Control measures require testing, examination and maintenance.

The regulations also require an employer to carry out the following:

Take all responsible steps to ensure that they are properly used or applied.

Ensure that they are maintained in an efficient state in proper working order and in good repair.

Thoroughly examine and test engineering controls at least once in every 14 months (in certain specified cases the interval is a shorter period).

Ensure that respiratory protective equipment is examined and tested at suitable intervals.

Maintain records of these examinations and tests for at least 5 years.

Records will be kept relating to initial assessment, records of examinations and tests of control measures, monitoring records and records of health surveillance of exposed work people.

Exposure Limits

If a substance is found to be above its maximum exposure limit, steps must be taken as far as reasonably practical to reduce it to below its listed maximum exposure limit.

Exposure to substances which enter the body via the gut (ingestion) or through the skin or mucous membranes, should be controlled to standards such that all persons should be exposed repeatedly without adverse side effects. Employees should have adequate information and instruction regarding substances hazardous to health, so that they are aware of the risk involved and the precautionary measures they should take.

Substances Hazardous to Health

The definition of substances hazardous to health covers virtually all substances capable of causing adverse health effects or disease arising from work activities.

There are five identified categories which, summarised, are as follows:

- Substances defined under the classification, Packaging and Labelling of Dangerous Substances Regulation 1984 as very toxic, harmful, corrosive or irritant.
- Substances with a maximum exposure limit of an occupational exposure standard.
- Micro-organisms creating health hazards.
- Any dust at a substantial concentration in the air.
- Any substance not in the above, but which creates a health hazard comparable to any of them.

Exceptions from the COSHH Regulations are exposures to lead and asbestos which are covered by their own regulations.

If a label displays any one of the standard safety signs for harmful, toxic, corrosive, flammable (shown below), this indicates the substance is covered by the COSHH Regulations



Noise at Work Policy:

1. General Statement

Excessive noise levels can cause permanent damage to hearing. Therefore it is our policy, to take steps to reduce any such noise levels that may exist in our workplace.

This is particularly important since more stringent noise regulations were introduced on April 6th 2006.

As a result of this new legislation, we have updated a Noise at Work Policy. This explains how we deal with excessive noise levels (measured in decibels "dB").

2. Legal position

The **Control of Noise at Work Regulations 2005** (CNWR) were introduced on April 6th, 2006. They reduce the noise levels at which we are required to take action at. For example, the "lower exposure action value" is now 80dB and the "upper exposure action value" is 85dB. If noise emissions reach either of these levels, we are required by law to take specific action, depending on the level reached. Staff should also note that the new maximum noise level permissible in our workplace is now an average of 87dB averaged over a day or a week.

3. Employer's duties

Apart from reducing noise levels, the CNWR also require us to do the following:

- Carry out an assessment into the risks to staff of excessive workplace noise. This will identify all noise hazards which produce noise levels of 80dB and above.
- Use control measures to reduce any noise levels that reach 85dB.

- If noise levels can't be reduced below 80dB, to provide staff with hearing protection as well as instruction and training in these new Regulations.
- Provide health surveillance if staff will be regularly exposed to noise levels above 85dB, or are otherwise at risk of hearing damage.

4. Control measures

Where possible, we will eliminate excessive noise. However, in many cases this won't be possible. Where this applies, we will look at means of reducing both the level of noise and the exposure of employees to it.

These will include a combination of the following:

- Identify if noisy machinery/equipment parts could be replaced with quieter ones.
- Avoid any metal-on-metal impacts by using lining materials, such as rubber
- Build enclosures around noisy machinery in order to reduce the noise emitted.
- Use "dampeners" to reduce any vibration-induced noise, or take steps to isolate any vibrating machinery or components.
- Designate hearing protection zones in noisy areas which may only be accessed by authorised staff wearing hearing protection.
- Limit the time that staff spend in these areas.

5. Hearing protection

The requirement to reduce noise levels below a daily or weekly average of 87dB applies to exposure at the ear. This means that if it is not possible to reduce the noise levels from individual pieces of older machinery or equipment, we will provide suitable hearing protection to all affected staff. In order to comply with the CNWR, we will endeavour to reduce noise levels below 85dB. However, staff should note that where this is not possible, they will be required to wear hearing protection at all times whilst working in or passing through a designated hearing protection zone.

6. Issuing hearing protection

The Company Director or nominated representative is responsible for issuing hearing protection and for making sure that replacements are readily available. If you experience any problems with this protection, or suspect that it is broken, report this to the Business Owner / Manager / Representative. You will be issued with new protection. Sub Contractors will be responsible for their own arrangements but **MUST co-operate** with Company Policy at all times.

7. Employee duties

Due to the strict legal requirements which we must follow, we expect all staff to co-operate with us. This not only refers to the wearing of such equipment in designated hearing protection zones, but also to any instructions and safe systems of work which we may introduce or update from time-to-time. Any failure to wear hearing protection without good cause could result in disciplinary action being taken against the employee.

8. Instruction, information and training

If noise levels exceed 80dB, the CNWR require us to inform staff of this and any risk to hearing which it creates. We will also explain what control measures we have introduced and where applicable, our employees' role in following and/or maintaining them. If the wearing of hearing protection is necessary, we will provide training to staff in how to use and store it correctly.

9. Health surveillance

If an employee is regularly exposed to noise levels of 85dB or above, we are required to provide hearing checks. The same applies to any employee who is at greater risk of hearing damage, even at noise levels that are lower than this. These checks are intended to provide

FIRE SAFETY POLICY

General Statement

1. As a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with our legal obligations to staff and visitors under the **Regulatory Reform (Fire Safety) Order 2005 and Precautions (Workplace) Regulations 1997**

These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall health and safety policy.

2. Employees' duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

3. Communication

Staff will be informed of any changes that are made to our fire **safety procedures and Fire Risk Assessment**. All visitors to our premises will be briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

4. Procedures

We have introduced the following procedures in order to maintain high standards of fire safety

A fire risk assessment has been undertaken which will be reviewed annually.

The fire evacuation procedures will be practiced at least annually. All new members of staff and temporary employees will be provided with **induction training** on how to raise the alarm and the available escape routes

All escape routes will be clearly signed and kept free from obstructions at all times

All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager

Any alarm systems will be tested regularly. Staff will be told when a test is scheduled

Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting

This policy forms part of employees' conditions of employment.

Failure to comply may be treated as a disciplinary matter.

PROCEDURES IN THE EVENT OF A FIRE

1. On discovering a fire

- If you discover a fire raise the alarm immediately
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided
- If this fails, evacuate immediately. Ensure that no-one is left in the buildings and close doors behind you if there are any.
- Ensure that you or the designated person has called the fire brigade

2. If you hear the fire alarm

- Operate any essential shutdown devices, e.g. machinery
- Immediately leave using the nearest available fire exit
- Report to the assembly point for a roll call
- If you are with a visitor, ensure they accompany you for their safety.

3. Person in charge, designated - Fire Warden / Fire Marshalls

- Gather all information regarding the evacuation
- Establish if it is a genuine fire or false alarm
- Ensure that the fire brigade has been called
- Liaise with the fire brigade on its arrival.

NB. Training will be given to responsible persons ie: nominated Fire Wardens/Fire Marshalls

LONE WORKER POLICY

1. General Statement

The Company recognizes that there may be an increased risk to the health and safety of its employees whilst working alone. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them. Any questions regarding the operation of this policy, should be addressed to (**The Company Director, or the Responsible or nominated Representatives for Health & Safety**)

2. Definition

For the purposes of this policy, a lone worker is an individual who spends some or all of their working hours working alone. This may occur

- During normal working hours at an isolated location within the normal workplace,
 - At a client's premises.
 - When working outside normal business hours. These are deemed to be from between 8am – 5pm
- Daily, unless specified or Hours by arrangement ie: Call Outs

3. Legal position

Our duty to both assess and control any risks from lone working is governed by the Health and Safety at Work Act 1974 (HSWA). S.2 requires us to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees. Similar duties are owed to other workers, such as agency temps under S.3 of the HSWA. This will be achieved by carrying out risk assessments in accordance with the **Management of Health and Safety at Work Regulations 1999**.

4. Risk assessment

Our risk assessments will cover all work currently undertaken alone (or proposed to be), where the risk may be increased by the work activity itself, or by the lack of on-hand support should something go wrong. Once all job roles involving lone working have been identified, the following factors will be considered:

- **The Workplace:**
- Does the particular workplace present a special risk to someone working alone
- **Risk of violence:**
- All jobs involving an element of lone working will be assessed for a risk of verbal threats, or violence. The priority will be those involving face-to-face dealings with members of the public.
- **Plant and equipment:**
- The plant and equipment used by lone workers will be assessed to ensure that it is suitable for use by one person.
- **Work at height:**
- If work at height is involved, both the work and the means of access will be assessed.
- **The worker:**
- The medical fitness of each worker to continue working alone will also be assessed. Any concerns will be referred to their GP.
- **Access and egress:**
- Some lone working may require access to locations which are difficult to access or exit. Where this is the case, an assessment will consider whether this type of task is suitable to be carried out by only one person.
- **Young People:**
- Would young persons or apprentices be especially at risk.

5. Control measures

In order to manage the risks identified, we have introduced the following control measures:

- **Communication:**
- Checks of site-based workers will be made every day or where individually appropriate where specific arrangements need to be made. Off-site staff will be expected to call in each day or periodically where required.
- **First aid:**
- Those staff whose lone working activities occur off-site (including drivers of Company vehicles) will be provided with a personal first-aid kit. It is the responsibility of each individual to ensure that it remains adequately stocked.
- **Replacement Contents:**
- Where provided by the Company can be obtained from the nominated responsible person. For those working on Our premises, first aid kits can be found at the following nearby location. (Office) . Sub Contractors should provide their own appropriate First Aid Kit.
- **Emergency procedures:**
- In the event that a lone worker falls ill, or into difficulties, they are to use their mobile phone , PC or other communication equipment (ie: Walkie Talkie etc.) to obtain help.
- **Contact:**

. The main point or number of contact is : . . .

6. Unacceptable lone working

The following activities are not to be carried out by lone workers under any circumstances:

- Fragile roof work.
- **Entry into confined spaces. SEE GENERIC CONFINED SPACES RISK ASSESSMENT.**
- Situations where a Permit to Work system is in operation.
- Work involving Mobile Elevated Working Platform

7. Training

Where necessary, all lone workers will be fully trained in the safe working practices to be adopted in order to carry out their tasks safely. This will apply to employees and other workers where applicable, such as agency staff and contractors. They will have undergone appropriate Induction training and received copies of the company Health & Safety Policy and other Policies.

8. Business Owner / Contractors

It is the responsibility of individual contractors to monitor the tasks being carried out by their staff. In particular, they are responsible for ensuring that any tasks described in section 6 are not carried out by one person alone. If the nature of the tasks change in any way, the business owner must ensure that a new risk assessment is carried out. They also need to ensure that any lone worker follows good working practices and safe systems of work.

9. Lone worker duties

All lone workers are expected to co-operate fully with any instructions giving by their managers, the Company Director or other nominated Safety Representatives . They are also expected to follow the Company's **safe systems of work** and any associated procedures. Failure to do so may be a disciplinary offence or they will be asked to leave the site.

10. Conduct whilst on customer Premises

While on any site where employed either directly or as Sub Contractors, All staff and Sub contractors **MUST act appropriately and Professionally** at all times, they **MUST** also observe any Safety rules and Company Policy at all times.

- 1 Any Problems with customers should be reported straight away to their line Manager
- 2 No Swearing whilst on site or customers premises and especially in front of Customers
- 3 Observe Smoking Rules
- 4 Take break and meal times in an appropriate place or as Instructed by Site supervisors
- 5 Do not argue or altercation with customers at any time, report problems to their line Manager
- 6 Work Instructions Must only be taken from **their line Manager or the Company Director** unless otherwise specified.

All employees should sign to record that they have been made aware of the organisation and arrangements for Health & Safety , as detailed in the Company Health & Safety Policy and will comply with the requirements as outlined.

Please notify the Company straight away if you have a change of address, any changes of personal circumstances or other details.

I, the undersigned, hereby acknowledge receipt of the company Health and Safety Policy. (Revised 3rd March 2011) and that I have read and fully understand it.

PRINT NAME	SIGNATURE	DATE