

Company Policy
of
Health, Safety, Welfare & Environmental

Prepared for

EJ Roberts Roofing Ltd

by



Director Responsible For H & S:

Document Author:

Date Last Revised:

Steve O Flaherty

Turner Safety Solutions

December 2010

INDEX

Introduction	3
Part One - Policy Statement	
Health and Safety Policy Statement.....	5
Environmental Policy Statement.....	6
Equal Opportunity Policy Statement	7
Social & Ethical Policy Statement	8
Safety Advisors.....	10
Part Two – Organisation & Responsibilities	
Organisation	12
Responsibilities	
◆ Directors.....	14
◆ Site Agent / Foreman.....	15
◆ Employees.....	16
◆ Sub-contractors.....	16
◆ Company Vehicle Driving.....	17
◆ Consultation with Employees.....	19
Part Three – General Arrangements	
Training, Information and Instruction.....	21
Young People at Work	22
Construction (Design and Management) Regulations.....	23
The Regulatory Reform (Fire Safety) Order 2005.....	30
Site Welfare & Emergency Procedures	
◆ Site Awareness.....	32
◆ Fire / Emergency Procedures.....	33
◆ First Aid Facilities.....	33
◆ Housekeeping.....	33
◆ Site Emergency Information Sheet.....	34
◆ Liquefied Petroleum Gas / Highly Flammable Liquids.....	35
Reporting of Accidents & RIDDOR.....	37
Hazard Control	
◆ Risk Assessment.....	39
◆ Safe Working Procedures.....	39
◆ Permit to Work.....	40
◆ Planning Procedure.....	40
◆ Methods Statements.....	42
Plant & Equipment	
◆ Work Equipment.....	44
◆ Abrasive Wheels.....	45
◆ Cartridge Operated Tools.....	45
◆ Compressed Air Power Tools.....	45
◆ Woodworking Machines.....	45
◆ Mobile Plant Operators/ Drivers.....	46
◆ Reversing Vehicles.....	46
◆ Falsework.....	47
◆ Welding.....	48
Lifting Equipment and Operations	
◆ Lifting Equipment and Operations.....	49
◆ Mobile Cranes.....	50
◆ Fall Protection.....	51
◆ Mobile Elevated Work Platforms.....	52
◆ Hoists.....	53

◆ Excavators.....	53
◆ Steel Erection.....	54
Electrical Safety	
◆ Competent Persons.....	55
◆ Services.....	55
◆ Overhead Power Lines.....	55
◆ Portable Tools.....	56
Access/ Work at Heights	
◆ Roof Work.....	57
◆ Scaffolds.....	57
◆ Ladders.....	58
◆ Step Ladders & Trestles.....	59
◆ The Work At Height Regulations 2005.....	59
Health Hazards	
◆ Hazardous Substances.....	60
◆ Needlestick Injuries.....	63
◆ Asbestos.....	63
◆ Lead.....	64
◆ Noise.....	64
◆ Hand Arm Vibration.....	65
◆ Manual Handling.....	68
◆ Display Screen Equipment.....	69
◆ Health Surveillance.....	69
◆ Smoking Policy.....	69
Personal Protective Equipment.....	70
Groundwork	
◆ Buried Services.....	71
◆ Excavations.....	71
Special Hazards	
◆ Confined Spaces.....	73
◆ Members of the Public/Children.....	74
◆ Roadworks.....	74
◆ Lone Working.....	75
◆ Site Workshops.....	76
Main Offices	78
Part Four - Review and Monitoring	
Review and Monitoring.....	79

<u>APPENDIX 1:</u>	Contractors Questionnaire
<u>APPENDIX 2:</u>	Typical Risk Assessment Form
<u>APPENDIX 3:</u>	Typical COSHH Assessment Form
<u>APPENDIX 4:</u>	Manual Handling Assessment Form
<u>APPENDIX 5:</u>	RIDDOR Forms
<u>APPENDIX 6:</u>	Permit To Work Forms
<u>APPENDIX 7:</u>	Method Statement Questionnaire

INTRODUCTION

It is the policy of EJ Roberts Roofing Ltd that all provisions of the Health and Safety at Work Etc. Act 1974 and the Environmental Protection Act 1990 shall be complied with as minimum standards.

It is the Policy of EJ Roberts Roofing Ltd that high standards of Health, Safety & Welfare Provisions shall be achieved and maintained on all sites, workshops and offices.

EJ Roberts Roofing Ltd is aware of its duties under the many associated Acts and Regulations several of these are listed below and form the basis of EJ Roberts Roofing Ltd Health and Safety Policy.

Management of Health and Safety at Work Regulations 1999
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995
Construction (Design and Management) Regulations 2007
Electricity at Work Regulations 1989
Provision and Use of Work Equipment Regulations 1998
The Lifting Operations and Lifting Equipment Regulations 1998
Noise at Work Regulations 2005
Control of Substances Hazardous to Health Regulations 2002
Control of Asbestos at Work Regulations 2006
Control of Lead at Work Regulations 2002
Manual Handling Operations Regulations 1992
Personal Protective Equipment Regulations 1992
Head Protection Regulation 1989
Health and Safety (First Aid) Regulations 1981
Workplace (Health, Safety and Welfare) Regulations 1992
Consultation with Employees Regulations 1996
Health and Safety (Miscellaneous) Amendments Regulations 2002
The Health and Safety (Safety, Signs and Signals) Regulations 1996
Special Waste Regulations 1996
Work at Height Regulations 2005
Vibration at Work Regulations 2005
The Regulatory Reform (Fire Safety) Order 2005

EJ Roberts Roofing Ltd

Health & Safety Policy

Part One

Policy Statement

POLICY STATEMENT

1. It is the policy of EJ Roberts Roofing Ltd that its operations are conducted in a way as to safeguard the health, safety and welfare of all employees at work, and all other persons who may be affected by its activities.

EJ Roberts Roofing Ltd regards the promotion of health and safety as a mutual objective for management and employees at every level. All Company personnel are issued with health and safety instructions that endeavour to identify all the risks and dangers that are likely to be encountered in the course of EJ Roberts Roofing Ltd's work and set out precautionary measures.

2. Specific objectives are:-
 - ◆ EJ Roberts Roofing Ltd will do everything which is reasonably practicable to design, provide and maintain plant, equipment, protective clothing and systems of work which are safe and an environment which is without risk to health.
 - ◆ EJ Roberts Roofing Ltd will ensure that employees are properly informed, instructed and trained in the health and safety aspects of their work.
 - ◆ EJ Roberts Roofing Ltd will ensure accurate reporting and investigation of accidents & near misses with a view to achieving reductions in accident rates by the analysis of causes and trends.
 - ◆ EJ Roberts Roofing Ltd will encourage discussion and consultation with employees with a view to promoting and developing measures to ensure health and safety at work and to check the effectiveness of such measures.
 - ◆ Company management will employ Turner Safety Solutions to conduct monthly audits/inspections and establish action plans where improvements/opportunities are identified.
3. Compliance with statutory requirements and codes of practice is mandatory and employees are reminded of the legal obligation to ensure that they do not endanger the health and safety of others, that they co-operate with EJ Roberts Roofing Ltd in the respect of safety and that they do not interfere with or misuse anything provided in the interest of health and safety.

Any failure of any person to carry out his responsibilities under this policy will be treated as a disciplinary matter.

Signed
DIRECTOR RESPONSIBLE FOR HEALTH, SAFETY & THE ENVIRONMENT

DATE:

This policy will be reviewed at least annually to ensure that it remains up do date in respect of the legal requirements and good practice.

ENVIRONMENTAL POLICY STATEMENT

It is the policy of EJ Roberts Roofing Ltd to protect the environment through sound practices that reduce waste generation and minimise risk to the environment.

To meet the objective of this policy:

- ◆ EJ Roberts Roofing Ltd is committed to developing a culture in which the protection of the Environment is encouraged by greater awareness, understanding and management of Environmental issues.
- ◆ EJ Roberts Roofing Ltd is committed to complying with all applicable Environmental Legislation.
- ◆ EJ Roberts Roofing Ltd is committed to a regular review of all its activities in order to define specific targets for action.
- ◆ EJ Roberts Roofing Ltd will minimise energy use.
- ◆ EJ Roberts Roofing Ltd will provide appropriate Environmental training for all staff.
- ◆ EJ Roberts Roofing Ltd will nominate a Director to be responsible for Environmental issues.
- ◆ EJ Roberts Roofing Ltd will expect all employees to conduct their duties in accordance with this Policy.
- ◆ EJ Roberts Roofing Ltd will seek to minimise its Environmental impact and aim to enhance the quality of the Environment.
- ◆ EJ Roberts Roofing Ltd will use questionnaires and contract documents to increase Environmental awareness.
- ◆ EJ Roberts Roofing Ltd will aim to preserve and enhance biodiversity.

Signed
DIRECTOR RESPONSIBLE FOR HEALTH, SAFETY & THE ENVIRONMENT

DATE:

This policy will be reviewed at least annually to ensure that it remains up do date in respect of the legal requirements and good practice.

POLICY FOR EQUAL OPPORTUNITY

- 1 EJ Roberts Roofing Ltd recognises its duties under The Disability Discrimination Act 1995 and will make reasonable adjustments in the workplace to help accommodate a disabled person.
- 2 EJ Roberts Roofing Ltd will not treat a disabled person less favourably because of a reason relating to their disability without a justifiable reason.
- 3 EJ Roberts Roofing Ltd recognises its duties under the Equal Pay Act 1970 and will give men and women equal treatment in the terms and conditions of employment if they are employed on 'like' work.
- 4 EJ Roberts Roofing Ltd recognises its duties under The Race Relations Act 1976 and will not treat a person less favourably than others on racial grounds.
- 5 EJ Roberts Roofing Ltd recognises its duties under The Employment Equality (Religion or Belief) Regulation 2003 and will ensure that EJ Roberts Roofing Ltd's recruitment, selection and employment practices will treat everyone fairly regardless of religion or belief.
- 6 EJ Roberts Roofing Ltd recognises its duties under The Sex Discrimination Act 1975 and in general not discriminate on grounds of sex, marriage or gender reassignment.
- 7 EJ Roberts Roofing Ltd recognises its duties under The Employment Equality (Sexual Orientation) Regulations 2003. EJ Roberts Roofing Ltd's recruitment, selection and employment practices will treat everyone fairly regardless of their sexual orientation.
- 8 EJ Roberts Roofing Ltd recognises their duties under the Part Time Workers Regulations.
- 9 EJ Roberts Roofing Ltd recognises their duties under the Fixed-Term Employees Regulations 2002

SOCIAL & ETHICAL POLICY STATEMENT

It is the Policy of EJ Roberts Roofing Ltd to undertake its activities in a socially, ethically and environmentally responsible manner. This includes the ethical treatment of employees, customers, associates, contractors, suppliers and the public.

EJ Roberts Roofing Ltd are committed to making continuous improvements in the management of our environmental impact as part of our goal of developing a sustainable business. Indeed many of our products support other organisations in doing this. We work to promote environmental care and awareness, with emphasis on the need to reduce energy consumption and waste production. Action being taken includes recovery of helium gas, recycling of materials, using timing switches to reduce energy consumption and reducing the need to travel. We monitor and report on environmental issues and compliance with local legislation.

We will conduct our operations in accordance with accepted principles of good corporate governance.

Information received by employees in the course of business dealings cannot be used improperly for personal gain or for any purpose except that for which it was given. All employees have the right and the responsibility to resolve doubts or uncertainties about ethical questions or compliance with the law. We also strongly encourage an "open door" policy to bring any such queries, if necessary, to a higher level of management.

At all times, it is our policy to stay within the laws, rules and regulations of the countries, states or other jurisdictions in which we operate. It is our policy to co-operate fully with relevant public authorities and regulatory bodies as appropriate.

The Policy objectives are regularly reviewed and are supported by a number of issue-specific policies and procedures, which are regularly audited, in particular, the Health and Safety and Environmental Policies.

EJ Roberts Roofing Ltd strives to ensure that all employees are treated with respect and are appropriately rewarded. EJ Roberts Roofing Ltd seeks to operate above the standards laid down by employment legislation and the 1998 Human Rights Act requirements, to implement an effective Equal Opportunities Policy and to acknowledge staff representation.

EJ Roberts Roofing Ltd facilitates effective communication with and between its staff by various means.

EJ Roberts Roofing Ltd does not tolerate sexual, racial or any other form of discrimination. Employees are encouraged to develop their skills on an ongoing basis

We aim to recruit, employ and promote employees on the sole basis of their ability and are committed to developing and enhancing each employee's skills and capabilities. Our policies are designed to provide employees with safe and healthy working conditions and practices, and to enable everyone to work free from discrimination, harassment or bullying of any kind.

In return we expect our employees to act with integrity and maintain high ethical standards.

Commitment to Recycling

EJ Roberts Roofing Ltd will recycle paper where possible.

EJ Roberts Roofing Ltd will recycle computer equipment where possible.

EJ Roberts Roofing Ltd will recycle used printer cartridges where possible.

Construction

EJ Roberts Roofing Ltd will take all reasonable measures to minimise the disruptive effect on the community from the construction process.

Health & Safety

Through its Health & Safety Policy, EJ Roberts Roofing Ltd conducts its activities with due regard for the health, safety and welfare of its employees, contractors, clients, visitors and members of the public wherever EJ Roberts Roofing Ltd's activities are carried out.

Community Engagement

EJ Roberts Roofing Ltd actively supports and participates in initiatives to educate local communities about the risks on building sites and supports local schools through events and projects related to the construction industry.

TURNER SAFETY SOLUTIONS LTD

Under The Management of Health and Safety at Work Regulations 1999 EJ Roberts Roofing Ltd must have access to competent help in applying the provisions of health and safety legislation and in devising and applying protective measures.

EJ Roberts Roofing Ltd has appointed Turber Safety Solutions Ltd as EJ Roberts Roofing Ltd Health & Safety Advisors. Their role is to provide EJ Roberts Roofing Ltd with independent professional advice and guidance on all aspects of health and safety.

Upon request by EJ Roberts they will:-

- ◆ carry out Risk Assessments and COSHH assessments - these can be carried out on site or office and workshop locations as required;
- ◆ provide assistance to Management to compile and develop health and safety documentation and procedures;
- ◆ carry out health and safety training where identified as necessary;
- ◆ carry out health and safety inspections whilst the work is underway on site at monthly intervals, depending on the specific tasks underway at the time;
- ◆ hold safety 'Toolbox' talks on site when considered appropriate for site activities and safe working practices;
- ◆ investigate major accidents & near misses if they occur. They will liaise with Clients and the enforcing authority on our behalf;
- ◆ provide help and guidance on C.D.M. matters, such as, prepare or help to prepare both Health & Safety Plans and Health & Safety Files.

Turner Safety Solutions Ltd will provide continuing advice to EJ Roberts Roofing Ltd on current and future Health and Safety Legislation and best practice.

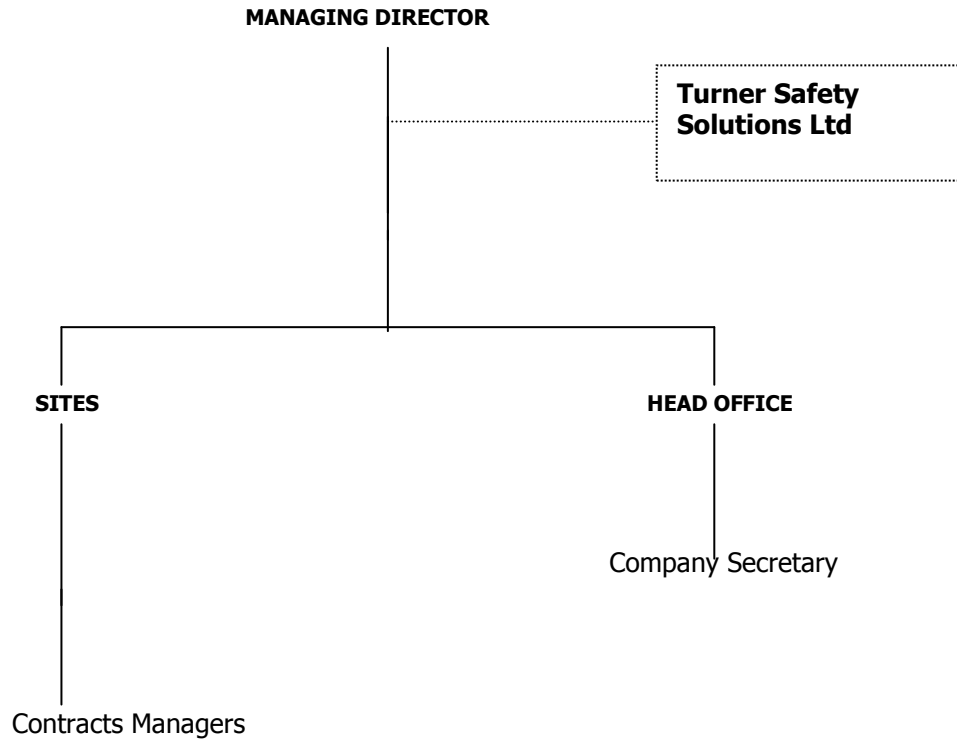
EJ Roberts Roofing Ltd

Health & Safety Policy

Part Two

Organisation for Putting Policy into Effect

ORGANISATION



————— Lines of responsibility and communication

..... Line of communication only

MANAGEMENT SUPERVISORY PERSONNEL WITH SPECIFIC HEALTH AND SAFETY RESPONSIBILITIES:	
<u>NAME/TITLE</u>	<u>RESPONSIBILITIES</u>
Contracts Managers	Weekly Site Inspections and Toolbox talks As well as duties listed below
Foreman	Report all accidents & near misses As well as duties listed below

ORGANISATION FOR PUTTING POLICY INTO EFFECT

The Managing Director accepts the ultimate responsibility for all health, safety and welfare matters in all aspects of EJ Roberts Roofing Ltd's operations, and in order to achieve the objectives of the Safety Policy Statement authorises and delegates the following duties and responsibilities.

DIRECTORS will:-

- (a) establish method statements to monitor compliance with the statutory duties laid down under the Health and Safety at Work Act 1974 and the appropriate Regulations and Codes of Practice;
- (b) oversee and ensure that those for whom they are responsible also comply with the proper standards of Health, Safety and Welfare as are applicable to the tasks being performed;
- (c) ensure that adequate finance resources are available and are applied so as to meet the needs of Health and Safety;
- (d) review any risk assessment findings when developing Management health and safety policy;
- (e) institute proper reporting, investigation and costing of ill health, injury, damage and loss; promote action and analysis to discover accident trends;
- (f) hold weekly meetings at which they should discuss Health and Safety matters raised by employees, at these meetings they should consider any information / reports from EJ Roberts Roofing Ltd Safety Advisors, as to whether any procedural changes are called for and whether the safety policy should be revised;
- (g) ensure that all levels of staff receive adequate and appropriate safety information, instruction and training;
- (h) ensure arrangements are made for all site staff to be provided with adequate information concerning relevant sections of the Health and Safety Plan;
- (i) set an example by high personal standards of application and discipline in 'health and safety' such as the wearing of appropriate personal protective equipment when visiting sites.

When EJ Roberts Roofing Ltd is acting as the Principal Contractor they will:-

- (j) ensure co-operation between contractors
- (k) ensure the development of the Health and Safety Plan and the provision of information to contractors
- (l) ensure the provision of information to the CDM Co-ordinator for the Health and Safety File

CONTRACTS MANAGERS/FOREMEN will:-

- (a) co-ordinate the activities of contractors. Organise sites so that work is carried out on the day-to-day basis to the required standard with minimum risk to men, equipment and materials;
- (b) develop the Health and Safety Plan and provide relevant information to contractors;
- (c) monitor that site rules and other instructions are observed on site;
- (d) report all injury accidents and dangerous occurrences to the Director for entry into the Accident Book; investigate these accidents and occurrences in an attempt to establish the cause and to prevent a recurrence;
- (e) give all Operatives precise instructions on their responsibilities for correct working methods; monitor that they do not take unnecessary risks and ensure that details of risk assessments are understood;
- (f) arrange delivery and stacking of materials to avoid doubling risks by double handling; position plant effectively; ensure that any electricity supply is installed without endangering men and equipment, arrange for safe storage of liquefied petroleum gas;
- (g) plan and maintain a tidy work area and ensure welfare facilities are maintained in a clean safe condition;
- (h) implement arrangements with the Principal Contractor and other contractors on site to avoid any confusion about areas of responsibility;
- (i) check that all machinery and plant, including power and hand tools, are maintained in good condition and that persons using them are adequately trained and competent;
- (j) make sure that suitable protective clothing and equipment is available and used as appropriate;
- (k) accompany HSE on any site visits and act on his recommendations. In the event of the issue of an 'improvement' or a 'prohibition' notice by the Officer telephone details to the Director
- (l) carry out 'Tool Box' Instruction Training to all operatives on a weekly basis and maintain records.
- (m) set an example by high personal standards of application and discipline in 'health and safety' such as the wearing of appropriate personal protective equipment when visiting sites.

EMPLOYEES:

All employees are required to ensure that they:-

- (a) carry out duties in accordance with EJ Roberts Roofing Ltd health and safety policy arrangements. Health and Safety Plan and any policy arrangements laid down by the Principal Contractor or client on site, as applicable to the task being performed;
- (b) fully observe the Safety Rules;
- (c) report to their immediate supervisor without undue delay anything affecting the safety of any plant, tools or equipment, and do not use such defective plant, tools or equipment;
- (d) use only those items of equipment or machinery they have been trained and authorised to use and use in accordance with the manufacturers instructions;
- (e) take proper care of, and make proper use of all personal protective equipment in accordance with instructions;
- (f) follow the information, instruction and training provided;
- (g) report all accidents, incidents and near misses to the appropriate supervisor on site;
- (h) conduct themselves in an orderly manner and refrain from any form of horseplay;
- (i) make themselves aware of the location of:-
 - I. First Aid Box.
 - II. Accident Book.
 - III. Fire Protection Equipment.
 - IV. Emergency Escape Routes and Assembly Point.
- (j) not use alcohol or drugs in such a way as to influence their performance at work. Consumption of alcohol or illegal drugs at work as a breach of Company rules and disciplinary measures will be taken.

SUB-CONTRACTORS

1. All sub-contractors will be expected to comply with EJ Roberts Roofing Ltd Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is carried out.
2. All work must be carried out on accordance with the relevant statutory provisions and taking account the safety of others on the site and the general public.
3. Scaffolding used by the sub-contractor's employees (even when the scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and Codes of Practice.
4. Sub-contractor's employees are not permitted to alter any scaffold provided for their use or use or interfere with any plant equipment on site unless authorised.
5. All plant or equipment brought onto site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates.

6. No power tools or electrical equipment of greater voltage than 110 Volts may be brought onto site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good working order.
7. Any injury sustained or damage caused by sub-contractor's employees must be reported immediately to this Company's Site Representative.
8. Sub-contractor's employees must comply with any safety instructions given by this Company's Site Representative.
9. This Company has a Safety Director to inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the Site Agent with the name of the person they have appointed as Safety Supervisor.
10. Suitable welfare facilities and first aid equipment in accordance with the Regulations must be provided by the sub-contractors for their employees unless arrangements have been made for the sub-contractor's employees to have use of this Company's facilities.
11. Any material or substance brought on site which has health, fire or explosion risks may be used and stored in accordance with the Regulations and current recommendations and that information must be provided to any other person who may be affected on site.
12. Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc are cleared as work proceeds.
13. It is the policy of this Company that all operatives, sub-contractors, visitors, etc on EJ Roberts Roofing Ltd's sites will wear safety helmets at all times other than in areas specifically designated as "no risk" by means of management.
14. A detailed Method Statement will be required from sub-contractors carrying out high risk activities i.e. asbestos removal, steel erection, demolition, roofing, entry into confined spaces etc. the Method Statement must be agreed with our Contracts Management before work begins and copies made available on site so that compliance with the Method Statement can be agreed.

COMPANY VEHICLE DRIVING

1. Drive in accordance with Road Traffic Legislation and the Highway Code at all times.
2. Ensure before reversing that there are no obstructions or people behind the vehicle.
3. Ensure all traffic violations you are involved in, which result in yourself being prosecuted, are reported to EJ Roberts Roofing Ltd Secretary. Report all accidents or damage, however minor, to EJ Roberts Roofing Ltd Secretary.
4. Ensure your vehicle is serviced in accordance with the manufacturer's requirements.
5. Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are rectified without delay. Check lights, tyres, oil, water, windscreen wipers and washer reservoir, etc. At least every week.
6. Do not drink alcohol or take medication, which could affect your driving ability, before driving a vehicle.

CONSULTATION WITH EMPLOYEES**Consultation with Employees Regulations 1996**

The regulations require employers to consult with all employees regarding their health and safety. On sites covered by the Construction (Design and Management) Regulations 2007 the Principal Contractor needs to establish arrangements for co-ordinating consultation carried out by other employers.

EJ Roberts Roofing Ltd will consult with employees in good time on matters relating to their health and safety at work. In particular, consultation must take place on:

- (a) measures which could substantially affect employees' health and safety
- (b) arrangements for appointing competent persons to assist in compliance with health and safety requirements and the implementation of emergency procedures.
- (c) information on risks and preventative measures.
- (d) information on the planning and organisation of health and safety training.
- (e) the effects of new technology on the health and safety of employees.

EJ Roberts Roofing Ltd will decide whether to consult with all employees at one time or, if it is more relevant, to consult with groups of employees on the matters directly relevant to their own health and safety at work, recognising that different groups may be exposed to varying risks.

EJ Roberts Roofing Ltd

Health & Safety Policy

Part Three

General Arrangements

TRAINING, INSTRUCTION AND INFORMATION

INDUCTION OF EMPLOYEES

Basic induction training will be provided to ensure that all new employees are given basic health and safety information upon starting employment within EJ Roberts Roofing Ltd, prior to commencement of work on site.

Such basic induction training will fundamentally cover:-

- (i) EJ Roberts Roofing Ltd Safety Policy.
- (ii) Fire procedures, warning systems, actions to be taken on receiving warning, locations of exits or escape routes, evacuation and assembly procedures.
- (iii) First Aid and injury reporting procedures, names of first aiders/appointed persons.
- (iv) Instruction on any prohibited areas (i.e. no smoking).
- (v) Issue of personal protective equipment and its use.
- (vi) Instruction under COSHH.
- (vii) Instruction applicable to their particular duties at work etc. and any particular hazard connected with their own work or EJ Roberts Roofing Ltd's operations on site.

Where specific professional qualifications are required this will be identified and fully taken into account in recruitment procedures.

Information specific to a particular site, such as the location of welfare facilities, emergency procedures etc. and any hazards arising from other contractors should be provided by the Principal Contractor.

SITE MANAGEMENT

Site Management will be given appropriate training to provide them with an understanding of their responsibilities for health, safety and welfare. Basic safety training for site managers should cover:

- (i) Accidents and accident prevention;
- (ii) Understanding of the Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, CDM Regulations 2007 and other relevant health and safety legislation
- (iii) Risk assessment and the legislation which specifically requires assessments to be carried out;
- (iv) Common health and safety issues such as Welfare facilities, Manual Handling, Access and egress requirements, Personal Protective Equipment, First Aid;
- (v) Site inspection and site management skills;
- (vi) Specific training requirements dependent on the type of works being undertaken such as: scaffolding, excavations, lifting operations, LPG etc.

PLANT OPERATIVES

All plant operatives must comply with the Construction Industry Training Board Certification Scheme or the National Plant Register, and if requested, show the relevant documentation.

DEMOLITION

All demolition supervisors and operatives should have proof of training carried out by the National Demolition Training Group of the CITB or equivalent acceptable qualification.

Further guidance should be obtained from H.S.E. publication Guidance Notes GS29 1/2/3/4. Construction (Design and Management) Regulations 2007.

ON-GOING TRAINING

Training will be repeated periodically, and where risk assessments identify a need for specific training to be carried out before operatives are exposed to new or increased risks due to a change of responsibility, new working methods or equipment, etc. (e.g. when starting work on a new project or construction site.)

TEMPORARY WORKERS

EJ Roberts Roofing Ltd recognises it's responsibilities to temporary workers. Site Supervisors must provide induction training and information to all new starters Temporary or Permanent.

EJ Roberts Roofing Ltd will maintain records of all health and safety training undertaken.

YOUNG PEOPLE AT WORK

EJ Roberts Roofing Ltd recognises it's responsibilities under The Management of Health and Safety at Work Regulations 1999 (management Regulations) Relating to Young Persons. EJ Roberts Roofing Ltd will:-

- ◆ Assess risks to young people, under 18 years old, *before* they start work;
- ◆ Take into account their inexperience, lack of awareness of existing or potential risks and immaturity;
- ◆ Address specific factors in the risk assessment;
- ◆ Provide information to parents of school-age children about the risk and the control measures introduced;
- ◆ Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where they are over minimum school leaving age and it is necessary for their training and:
 - ◆ Where risks are reduced so far as is reasonably practicable;
 - ◆ Where proper supervision is provided by a competent person.

Construction (Design and Management) Regulations 2007

Introduction

The 2007 CDM Regulations became effective on 6th April 2007 and replace the 1994 Regulations in and subsequent amendments in full together with The Construction (Health, Safety and Welfare) Regulations 1996

An Approved Code of Practice was approved by the Health and Safety Commission and provides excellent information on how all Parties to a Project, (whether notifiable or not), can fulfil their duties under these new Regulations.

Training Seminars and copies of the ACOPS have been provided to all employees within the Company who may have duties under the Regulations.

A particular theme of the Regulations is Competency, Communication and Co-operation and this applies to in-house operations, contractors and other external third parties.

In respect of design, E J Roberts Ltd does not have an in-house Design Department but when a Project requires a need for design, a competent Designer(s) will be appointed either directly or through Specialist Contractors.

E J Roberts Ltd is committed to full compliance with these Regulations and set out below their methodology for achieving this goal.

The Board of Directors

The Board of Directors will ensure that all their employees receive suitable and adequate training so ensure they are competent to undertake their specific duties.

Such training will be reviewed annually or sooner as required.

All employees will be actively encouraged to advise Senior Management, without fear of prejudice, to raise any concerns about their individual role or about others.

E J Roberts Ltd will require all employees to perform their duties on a pro-active approach to avoid a re-active response to a problem.

The Company recognises that the very nature of Construction occasionally necessitates re-active measures but these should be regarded as '**a need to improve philosophy**' and procedures put in place by the Board as far as reasonably practicable to avoid repetition.

Our resolve on a pro-active approach is driven not only by our obligations under the Regulations but it makes commercial commonsense, the need for re-active measures inevitably incurs unnecessary expense.

To complement the Business, the Board is committed to working in Partnership with competent, reliable Contractors.

Individual responsibilities are identified under separate headings on the following pages.

Construction Director

The Board of Directors has charged the Construction Director with implementing the Company's Policy and strategy to enable our obligations as a Company and Principal Contractor to be fulfilled.

The Construction Director will ultimately be responsible from the outset of a potential project, (including Initial Tender Stage), through to Post Contract Completion Review.

Tender Phase

At Tender Stage the Construction Director will:-

- Adjudge whether the Company is conversant and competent to construct the Project being tendered.

- Review with others adequacy of the pre-construction information provided with Tender Documents.
- Advise the Client where information is deemed insufficient and where necessary seek satisfaction that he is aware of his duties as a Client under the CDM Regulations.
- Discuss the Project with any Specialist Contractors that would be employed.
- Review the Design with particular regard to buildability, including what elements can be pre-formed off site. Concerns raised internally or by Specialist Contractors to be discussed with relevant parties.
- Review the programme in respect of mobilisation period and overall Construction Phase to ensure that the Project can be properly planned, managed, delivered safely and on time.
- Assess all of the above factors to ensure that Tender submission allows for the Project to be adequately resourced and makes provision appropriate to compliance with the CDM Regulations with particular regard to Site Organisation, Welfare facilities and Risks.

Pre-Construction Phase

On successful Award of a contract the Construction Director will:-

- Appoint a dedicated competent team to include the Health and Safety Advisor, Contract Manager, Site Manager, Project Quantity Surveyor and Quality Assurance Manager.
- Chair a meeting with this Team to discuss and address all aspects of the Contract and determine individual responsibilities so that all activities are co-ordinated from that meeting onwards, with a common aim of getting the right information, to the right people at the right time.
- Call and Chair a 'workshop' meeting with the Client and his key appointments including the Designers and CDM co-ordinator to introduce Company's team and establish lines of communications, flow of information, responsibilities and significant changes that may have arisen since Tender submission and set future meeting dates for Design Team/Progress Meetings.

Construction Phase

During the delivery of the Project the Construction Director will review the project with the Contracts Manager and visit the site on an ad hoc basis.

Where areas of concerns are identified the Construction Director will where the Contracts Manager authority, needs to be augmented take personal responsibility to address the concerns.

On completion of the Project the Construction Director will:-

- Chair an internal meeting with all the Company's key personnel and specialist contractors to review all aspects of the Project, to identify weaknesses, strengths, lessons learned and what can benefit future activities.
- Prepare a Close out Report for the Board of Directors to allow them to formulate future Policy.
-

Health and Safety Advisor

The Safety Advisor reports directly to the Board of Directors and is responsible for all aspects of Health Safety for E J Roberts Ltd.

In his role the Health and Safety Advisor is a prime member of the Construction Team to ensure that the Company's obligation under the 2007 CDM Regulations, from receipt of

Tender Documents, through to order stage and the subsequent Pre-Construction, Construction and Post Construction Stages are discharged.

A fundamental requirement for E J Roberts Ltd is that the Health and Safety Advisor promotes a pro-active and productive relationship with the appointed CDM Co-ordinator.

Tender Phase

During the Tender Stage the Health and Safety Advisor will:

- Review with others adequacy of the pre-construction information provided with Tender Documents and liaise with others where information is deemed insufficient.
- Discuss the Project with any Specialist Contractors that would be employed.
- Review the Design with particular regard to buildability.
- Review the programme in respect of mobilisation period and overall Construction Phase to ensure that the Project can be properly planned, managed, delivered safely and on time.
- Formally raise any concerns about the programme, buildability or feed-back from any Specialist Contractors with the Client's appointed CDM co-ordinator and agree a satisfactory way forward.
- Assess all of the above factors to ensure that Tender submission allows for the Project to be adequately resourced and makes provision appropriate to compliance with the CDM Regulations with particular regard to Site Organisation, Welfare facilities and Risks.

Pre-Construction Phase

During the Pre-Construction Stage the Health and Safety Advisor will:-

- Undertake competency checks of any Designers or Contractors intended to be used on the Project.
- Advise the CDM Co-ordinator of any known Contractors that the Company's intend to use on the Project to allow them to submit an Additional Notification, (where the project is notifiable), to the Health and Safety Executive with as much information as possible, and obtain a copy of the completed Notification submitted.
- Attend a 'workshop' meeting between the Company's Team and the Client.
- Attend any Design Team meetings and review any design development drawing issues and comment as necessary.
- Prepare a Construction Phase Plan following discussions with the Contracts Manager, Site Manager and Contractors as necessary, irrespective whether the Project is notifiable, with particular emphasis on reviewing risks and identifying those that cannot be eliminated so they can be incorporated within the Plan together with control measures.
- Submit the Plan to the CDM co-ordinator where Project is notifiable and seek formal acknowledgement that the Plan is sufficiently developed to allow works to proceed.
- Communicate adequate information to Contractors to enable them to be aware of programme and relevant information to undertake their obligations.
- Provide the Site Manager with all the tools he requires including a Health and Safety Notice Board with all necessary Health and Safety Information including the F10, Statutory HSE Poster, Emergency/evacuation procedures, details of First Aider/Fire Warden, etc; agreed Construction Phase Plan, Induction Forms, Visitor's Book, Site Attendance Record forms, First Aid Box, necessary PPE Equipment including spares for Visitors, etc.

Construction Phase

During the Construction Stage the Safety Advisor will:-

- Inspect the Site as soon as reasonably practicable but no later than 72 hours from commencement to confirm that the Site Establishment, Site Security and other previously agreed arrangements are in place. Any deficiencies to be recorded, remedial actions agreed with Site Manager and formal report issued to the Contracts Manager and copied to the Construction Director.
- Review any new issues of design, drawings, specifications etc. from all designers including Contractors where their scope of works includes design, (i.e. Temporary Works), and comment as necessary.
- Attend Design/Progress Meetings Team and comment as necessary.
- Amend/Update the Construction Plan to reflect any Design changes or site influences, as and when necessary.
- Undertake Health and Safety Inspections as he deems necessary including audit of risk assessments, method statements, etc.
- Obtain information from in-house sources or Contractors in respect of information for inclusion within the Health and Safety and forward to the CDM co-ordinator.
- In the event of a Reportable Incident under the RIDDOR Regulations, immediately attend site to instigate an investigation to identify the cause. Once the cause is identified the Health and Safety Advisor together with the Contracts Manager and Site Manager will agree and introduce procedures to prevent a repetition. A Full Report to be submitted to the Construction Director.
- Prior to completion of the Project seek confirmation from the CDM co-ordinator that he has received all necessary information required for the Health and Safety File.

On completion of the Project, the Health and Safety Advisor will prepare a report covering all aspects of the Project for discussion at Close Out meeting with the Construction Director.

Contracts Manager

The Contracts Manager is primarily responsible for managing E J Roberts Ltd's Appointed Team to deliver a Project safely and successfully.

Pre- Construction Phase

After formal hand-over from the Construction Director, the Contracts Manager will Chair an internal workshop with his Team which will address in much greater detail the following criteria:-

- Extended internal appointments of competent personnel or the need to appoint external competent personnel to ensure the Project is adequately resourced.
- Programme
- Mobilisation and arrangements for Welfare Facilities
- Risk Assessment Review
- Construction Phase Plan Contents
- Early appointments of Contractors
- Schedule of Material Procurement
- Communication and co-ordination procedures specific to the project team
- Prioritise Actions

- Circulate Minutes of Workshop to all relevant Parties including the Construction Director.

Following the above workshop the Contracts Manager will assess feed-back and address any concerns with members of the Team either individually or on a collective basis where necessary.

Once feed-back is resolved the Contracts Manager, Project Quantity Surveyor, Site Manager and Health and Safety Advisor will hold meetings with the following:-

- Contractors to discuss all aspects of the project that are relevant to their works with particular reference to competency, resources, risk reduction and programme
- Specialist suppliers as necessary but particularly where site constraints dictate special delivery/unloading requirements

Contracts Manger will be responsible for signing all Contractor orders and major suppliers.

Once the Construction Phase Plan is completed by the Safety Advisor the Contracts Manager will review the Plan with the Site Manager and authorise its issue.

The Contracts Director will hold a Pre-Start Meeting with the Client Team to advise of the arrangements in place to make a start on site and obtain written formal approval that the Construction Plan is sufficiently developed to allow works to commence.

Construction Phase

The Contracts Manager will visit the site during the Construction at a frequency he adjudges is necessary but generally once a week and chair formal progress meetings each month.

Where the Project involves Design Development he will attend Design Team Meetings together with the Safety Advisor.

In the course of Design Development the Contracts Director will review with the Safety Advisor any changes that may need to be made to the Construction Phase Plan.

In the event of a Reportable Incident under the RIDDOR Regulations, the Contracts Manager will ensure the Health and Safety Executive are notified in accord with the Regulations and immediately instigate an investigation to identify the cause. Once the cause is identified the Contracts Manager and Safety Advisor will introduce procedures to prevent a repetition. A Full Report to be submitted to the Construction Director.

On completion of the Project, the Contracts Manager will prepare a report covering all aspects of the Project for discussion at Close Out meeting with the Construction Director.

Site Manager

The Site Manager is responsible for all day to day Construction activities at site and is the Key Person to ensuring that the arrangements put in place and the Construction Phase Plan are implemented.

Pre- Construction Phase

To enable construction activities on site to flow smoothly and safely the Site Manager will review the following: -

- Programme
- Mobilisation and arrangements for Welfare Facilities
- Risk Assessment Review
- Construction Phase Health and Safety Plan Contents
- Early appointments of Contractors
- Schedule of Material Procurement

- Communication and co-ordination procedures specific to the project team including his site team
- Prioritise Actions

After reviewing the above factors or any other relevant matters the Site Manager must raise any concerns with other members of the Company's am and ensure that they are addressed to his satisfaction.

The Site Manager will be involved with all meetings with Contractors and Specialist Suppliers so that he is fully aware of all arrangements which he will be managing once works commence on site.

The Construction Phase Plan is a fundamental tool for the Site Manager and consequently he will actively assist the Safety Advisor in preparing the Document with particular regard to Welfare Facilities, Site Rules and Induction Procedures which he will implement at site.

Prior to commencement of Site Activities the Site Manager must be in receipt of all Risk Assessments and Method Statements in sufficient time to review, (with the assistance of the Safety Advisor where necessary), for the immediate site activities, i.e. Welfare Facilities, Hoarding/Site Security/Signage, Demolition, Groundworks, etc.

Construction Phase

Prior to main activities the Site Manager will establish suitable and adequate arrangements and site security as previously determined by the Project Team.

The Site Manager will be responsible for ensuring all personnel engaged at Site are inducted to the specific factors relevant to the site and Site Rules are clearly explained and understood. In addition he must ensure that all Contractors induct their own staff in respect of their particular activities and associated risks.

Ensuring, that Health and Safety arrangements put in place at the Pre-Construction Phase is the Site Manager's responsibility.

To ensure co-operation and co-ordination the Site Manager will chair weekly meetings, (normally on a Thursday), with all Contractors to discuss the following weeks activities and any Health and Safety issues arising from such activities. The meeting will also address general Health and Safety matters such as 'housekeeping', etc.

Where the Site Manager observes or his attention is drawn to an unsafe activity, the Site Manager is empowered and charged by E J Roberts Ltd to immediately halt the activity.

In the event that a Contractor blatantly ignores his responsibilities the Site Manager is empowered and charged by E J Roberts Ltd to suspend the Contractor's activities until he is satisfied that the Contractor is able to continue in accord with his Method Statements.

On completion of the Project the Site Manger will arrange for hand-over to Client and where necessary explain with the assistance of Specialist Contractors how to use any equipment installed and the location of service isolation points

The Site Manager will also attend the Post Contract Review chaired by the Construction Director.

Project Quantity Surveyor

The Project Quantity Surveyor is responsible for managing the Company's Fiscal arrangements for the Project and ensuring that all Contractors he places orders with are in writing with clear unambiguous instructions and information to enable them to fulfil their responsibility.

Tender Phase

At Tender Phase the Project Quantity Surveyor will:-

- Review with others adequacy of the pre-construction information provided with Tender Documents.

- Discuss the Project with any Specialist Contractors that would be employed.
- Review the programme in respect of mobilisation period and overall Construction Phase to ensure that the Project can be properly planned, managed, delivered safely and on time.
- Assess all of the above factors to ensure that tender submission allows for the Project to be adequately resourced and makes provision appropriate for compliance with the CDM Regulations with particular regard to Site Organisation, Welfare facilities and Risks.

Pre-Construction Phase

On successful Award of a contract the Project Quantity Surveyor will:-

- Attend a 'workshop' meeting between the Company's Team and the Client.
- Attend any Design Team meetings and review any design development drawing issues and comment as necessary.
- Ensure early appointments of Competent Contractors.
- Procure materials ensuring that suppliers are aware of site constraints that may have an influence on deliveries or off-loading.
- Book in all incoming Project Information, review and circulate without delay, all relevant information to the right people.
- Review fiscal matters and prepare Fiscal Report to the Contracts Manager.

Construction Phase

During the Construction Phase the Project Quantity Surveyor will:-

- Continue to book in all incoming Project Information, review and circulate without delay, all relevant information to the right people.
- Attend Design/Progress Meetings Team and comment as necessary.
- Ensure any Amendments/Updates to the Construction Plan to reflect any Design changes or site influences are formally advised to all relevant parties as and when necessary.
- Undertake valuations at site at the agreed intervals with particular regard to Applications for Payment by Contractors to enable all monies due to them are paid within the agreed timescales. This is a major contribution to not only resourcing the Project but facilitating good working relations.
- In the event disputes arise over monies due, resolve the issue fairly and promptly with the aggrieved party with reference to the Contracts Manager/Site Manager.
- Continue to review fiscal matters and prepare Fiscal Report to the Contracts Manager.
- Prior to authorising final payments, seek confirmation from the Health and Safety Advisor that he has received all necessary information required for the Health and Safety File.

On completion of the Project, the Project Quantity Surveyor will prepare a report covering all aspects of the Project for discussion at Close Out meeting with the Construction Director and to provide a guide for pricing future works.

Where retention monies are due to Contractors ensure prompt payments are secured from Client at the end of the 'Defects Period' and make prompt payments to relevant Contractors

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The Regulatory Reform (Fire Safety) Order 2005 is now Law (1st October 2006). This new order will affect all non-domestic premises. This new Fire Legislations is only applicable in England & Wales.

All existing Fire Legislation has now been repealed or revoked, which includes the Fire Precautions Act 1971, the amended 1997 Fire Precautions (Workplace) Regulations plus 100 other pieces of fire related legislation. Fire Certificates are no longer valid.

The Regulatory Reform (Fire Safety) Order 2005 will be a Fire Risk Assessment based approach where the responsible person(s) for the premises or area they have control must decide how to address the risks identified, while meeting certain requirements.

By adopting a Fire Risk Assessment, the responsible person(s) will need to look at how to prevent fire from occurring in the first place, by removing or reducing hazards and risks (ignition sources) and then at the precautions to ensure that people are adequately protected if a fire were still to occur. Therefore the main emphasis of the changes will be to move towards fire prevention.

The Fire Risk Assessment must also take into consideration the effect a fire may have on anyone in or around your premises plus neighbouring property. The building Fire Risk

Assessment will also need to be kept under regular review.

Overall the Regulatory Reform (Fire Safety) Order 2005 is intended to be less burdensome and clearer.

Summary of the Regulatory Reform (Fire Safety) Order 2005

- All existing Fire Legislation has now been repealed or revoked, which includes the Fire Precautions Act 1971, the amended 1997 Fire Precautions (Workplace) Regulations plus 100 other pieces of fire related legislation.
- Fire Certificates have been abolished and are no longer issued.
- Responsible person(s) will be responsible for fire safety. They must conduct a Fire Risk Assessment regardless of the size of the risk.
- The identified responsible person(s) would take full corporate liability.
- Extended scope of consideration now to include property safety, fire fighter safety and the environment around the site. The responsible person(s) would have a duty to protect all risks.
- Unlike the amended 1997 Fire Precautions (Workplace) Regulations, the Regulatory Reform (Fire Safety) Order 2005 places emphasis on business continuity and containing and preventing the spread of small fires.
- Protection is explicitly extended to all occupants, which would include employees, visitors, contractors and passers-by who would all have to be considered in the Fire Risk Assessment.

What are the implications for business?

Now the Regulatory Reform (Fire Safety) Order 2005 is now in force, building fire safety will be solely Risk Assessment led, therefore all businesses regardless of size will have to conduct a comprehensive Fire Risk Assessment to identify;

- Elimination or reduction of risks (ignition sources),
- Suitable means of detecting & raising the alarm in the event of fire,
- Adequate emergency escape routes & exits,
- The appropriate type & sufficient quantities of fire extinguishers,
- Correct type & sufficient quantities of fire signs & notices,
- Provisions for the correct maintenance of installed fire equipment,
- Suitable provisions for the protection of LAFS personnel,
- Ensure that occupants receive the appropriate instruction / training in, e.g. actions to be taken in the event of fire and fire evacuation drills,

Who is the responsible person(s)?

- Employer with control of a workplace, Failing that or in addition;
- Person with overall management of a building,
- Occupier of premises, Owner of premises (i.e. empty buildings),
- Landlords (multi occupied buildings).

SITE WELFARE FACILITIES AND EMERGENCY PROCEDURES

The Contracts Manager will establish the welfare and first aid requirements before work starts taking into account any sub-contractors requirements if applicable.

When EJ Roberts Roofing Ltd is the Principal Contractor. It will ensure that others on site comply with their legal duties (as required under the Construction (Design and Management) Regulations 2007).

EJ Roberts Roofing Ltd will ensure adequate welfare facilities at all work sites with appropriate numbers of toilets, hand washing facilities and sufficient rest facilities and places provided for drinking and eating food, changing clothes etc.

If EJ Roberts Roofing Ltd is working as a contractor, the Contracts Manager will arrange with the Principal Contractor before company employees are sent to site that all the necessary welfare and first aid arrangements are provided.

Site Awareness

Upon arrival at site all company personnel must report to the person in charge of the site and familiarise themselves with the site safety equipment and procedures:

- ◆ The location of fire extinguishers and other fire fighting equipment
- ◆ Emergency Procedures
- ◆ First Aider(s)/ Appointed Persons and First Aid Equipment
- ◆ Welfare Facilities
- ◆ Health and Safety Plan

Fire Procedures

Fire safety procedures and precautionary measures will be laid out in the site Health and Safety Plan and must be communicated and complied with by all personnel on the site.

1. Adequate numbers of Fire Extinguishers will be maintained and provided:-
 - a) in temporary site offices and huts;
 - b) on mobile plant as required by regulations and/or the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation;
 - c) during welding, cutting, brazing operations;and all appropriate personnel instructed in their correct use.
2. Emergency Procedure Training will be given to all personnel by the Site Supervisor, prior to their commencement of work on the site;
3. All Site Supervisors will make themselves aware of the Joint Voluntary Code for the Prevention of Fire on Construction Sites. All efforts will be made to comply with this code.
4. On all sites a suitable means of warning of fire must be established. Fire Marshall shall be appointed and given suitable training.
5. Where required by the Health and Safety Plan a *Hot Work Permit* will be established and monitored to ensure that it is complied with.
6. Written records will be maintained of all checks, inspections and tests.

7. Written emergency procedures must be displayed in prominent locations and made available to all employees on site.
8. Escape route should be clearly identified by health and safety signs in compliance with The Health and Safety (Safety, Signs and Signals) Regulations 1996 standards.

First Aid Facilities

At least one trained First Aider or appointed person will always be available during working hours. Records and dates must be kept by the office Administrator of any First Aiders' qualifications.

An assessment will be made by the First Aider or Appointed Person to ensure that there is adequate and appropriate provision for first aid. The First Aider or Appointed Person is responsible for checking first aid boxes.

A list of first aid facilities will be posted in each construction site office. All employees will receive information on first aid arrangements as part of the specific site induction.

All employees when going on site for the first time must find out where the first aid facilities are available and the procedure for summoning the emergency services.

Housekeeping, Premises, Etc.

EJ Roberts Roofing Ltd believes in the need for tidiness at the offices, works and on sites and will promote good housekeeping at all times. Company employees are responsible for the general tidiness on sites and for keeping doorways, corridors, staircases, all pedestrian routes and exits free of obstructions and hazards. All employees have a duty to ensure that hazardous working conditions are not allowed to develop.

Material Storage

The Site Manager is responsible for ensuring areas are allocated for stacking and storing components and clearly marked on site plans. Materials must be stacked safely with safe access and no risk of collapse or sliding.

SITE EMERGENCY

Information Sheet

IN THE EVENT OF AN ACCIDENT, FIRE OR SUDDEN ILLNESS IT IS IMPORTANT THAT EVERYONE IS CONVERSANT WITH THE FOLLOWING SITE INFORMATION:-

Main Contractor's Name:

Site Address:
.....
.....

Site Telephone No:

Location of First Aid Facilities:

Person responsible for First Aid:

Drinking Water available:

Site Fire Point is:

The nearest Hospital is:

Address:
.....

Telephone No:

IF EMERGENCY SERVICES ARE REQUIRED, REPORT TO THE SITE OFFICE AND ASK EITHER THE PERSONS LISTED BELOW:

- a.
- b.
- c.

WHO WILL CALL FOR YOU.

IF YOU HAVE TO MAKE A CALL YOURSELF, DIAL 999 AND ASK FOR THE SERVICE YOU REQUIRE, I.E. AMBULANCE, POLICE OR FIRE BRIGADE.

GIVE THE NAME AND ADDRESS OF THE SITE AS SHOWN ABOVE AND GIVE CLEAR AND HELPFUL INFORMATION OF WHAT HAS HAPPENED.

WHEN PERSONS ARE INJURED HAVE NAME AND ADDRESS READILY AVAILABLE. MAKE ALL CASUALTIES COMFORTABLE AND WARM.

CONSULT SITE FIRST AID PERSONNEL.
SAFETY SUPERVISOR FOR THIS SITE IS
TELEPHONE NO.

LIQUEFIED PETROLEUM GAS AND OTHER COMPRESSED GASES

Risk assessments for the use of LPG cylinders and other compressed gas cylinders when being used on site will be carried out and the necessary control measures identified.

The Contracts Manager will ensure that LPG and compressed gas provision, use, handling and storage is planned to the relevant standards identified and that any necessary training in safe practices is carried out prior to the commencement of the works.

Regular weekly checks must be carried out on the storage facilities, appliances, hoses, fittings, connections, fire-fighting equipment etc. and defective equipment repaired or removed from use.

Reference

HSE guidance note CS6 - The storage and use of LPG on construction sites.

Transportation

The transportation of cylinders (full or 'empty') is governed by the Carriage of Dangerous Goods by Road Regulations 1996. Cylinders must be stood upright and properly secured to stop any movement. Adequate ventilation must be provided, so an open vehicle used where ever possible. A dry powder extinguisher and first aid kit should be available. The drivers should carry a Trem card or equivalent information and must have been adequately trained in emergency procedures.

Road construction vehicles which carry built-in equipment, for example a tar boiler, are exempt from the regulations above, however the basic precaution should be observed.

The storage area for high-pressure gas shall be in an external enclosure 1.8-metre wire mesh fenced store.

The store shall be located at least 3 meters away from any buildings, boundaries, drains and excavations (where leaking gas may collect)

Whatever forms the storage takes, unless it is small enough to ensure that no one will be trapped in the event of a fire, it should have two exits both unlocked when anyone is in it. The storage area should be locked whenever it is unattended.

Small quantities of LPG (i.e., less than 300 kilo) may be kept in a lockable wire cage with only one exit.

The area around the gas stores shall be kept clear of all rubbish and flammable materials.

LPG shall never be stored in unventilated metal boxes or cabins.

HIGHLY FLAMMABLE LIQUIDS

Highly flammable liquids should be stored in the open air in a secured compound shaded from the sun and banded to contain the maximum contents of the largest drum plus 10%. The bund must not be allowed to fill with waste water or waste materials.

Containers must not be stored within 4m of any building or boundary fence, ideally storage areas should be 10m from any building.

Where necessary to store highly flammable materials in a work room, the quantity must be kept below 50 litres and containers must be kept in a fire resisting structure.

Notices "Highly Flammable Liquids" "No Smoking" "No Naked Lights" must be clearly displayed at any entrance to storage areas. Adequate numbers of dry powder extinguishers should be provided in close proximity to the storage areas and areas of use (not more than 15m away).

Drums should be held in store until required for use. Transfer of highly flammable materials should be carried out in well ventilated areas, preferably the open air. Sand should be provided to soak up any spillages immediately.

Where highly flammable liquids are used in enclosed areas a full comprehensive risk assessment must be carried out specific to that project.

Empty drums should be returned to the supplier or the cap removed crushed and disposed of as rubbish but not by incineration. Empty drums still contain explosive mixtures.

ACCIDENT REPORTING AND INVESTIGATION

1. All injuries regardless of how minor they may appear must be entered in the accident book (B1 510). All Accident Books and records must be kept for at least three years from the date of the last entry.
2. At the earliest possible convenience the accident must be reported to the Director responsible for safety.
3. Contracts managers will investigate all accidents. The purpose of the investigation will be to find, where possible, the cause of the accident, so that a re-occurrence can be prevented.
4. All accident reports will be forwarded to the Director responsible for safety who will ensure that all remedial action is taken.

Director Responsible for Safety is: Steve O'Flaherty

REPORTING TO THE HEALTH AND SAFETY EXECUTIVE

Reporting Of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)

All incidents/accidents should be reported to the Site Safety Officer and serious incidents/accidents reported to the main office immediately.

The Director responsible for safety, or in his absence the to inform the Health and Safety Executive following the Action Guide below: -

Type of Incident	Action to Be Taken
Accident resulting in death	<ol style="list-style-type: none"> 1. Notify the HSE as soon as possible by telephone. 2. Notify the Safety Director by telephone. 3. Complete F2508 and send to Safety Director. 4. Safety Director to send F2508 to HSE within ten days of the accident.
Accident resulting in major injury or admission to hospital for more than 24 hours.	As above.
A dangerous occurrence	As above.
Accident resulting in a person being incapacitated for work for more than three days.	<ol style="list-style-type: none"> 1. Notify Safety Director by telephone. 2. Complete form F2508 and send to Safety Director. 3. Safety Director to send to the HSE within ten days of the accident. (Exclude the day of the accident but include any one working day.

- Fatal accidents, major injuries and dangerous occurrences must be reported immediately to the relevant Health and Safety Executive office by the quickest practicable method. Following this initial notification a written report on the form F2508 must be sent within ten days of the incident.
- Accidents causing more than three days absence must be reported by the form F2508, but no initial notification is required.
- Records must be kept of all reportable deaths, injuries, occurrences and occupational diseases.

Note: That in calculating days of incapacity for work, the day of the accident is **not** included, but Saturdays and Sundays are.

A summary of all dangerous incidents and accidents will be reported quarterly to the Board of Directors.

HAZARD CONTROL

RISK ASSESSMENT

Suitable and sufficient Risk Assessments are carried out to assess the health and safety risks which EJ Roberts Roofing Ltd employees are exposed to whilst they are at work, and also the risks to the health and safety of persons not in EJ Roberts Roofing Ltd employment arising out of, or in connection with any undertaking of EJ Roberts Roofing Ltd.

Appropriate arrangements will be put into place to control any risks identified. Risk assessments and control measures will be reviewed at regular intervals (at least annually) and updated where necessary. Significant findings will be recorded.

USING THE GENERIC RISK ASSESSMENTS FOR SITE OPERATIONS

The generic risk assessments cover common construction site hazards in relation to a number of tasks under normal circumstances and provide guidance on best practice in terms of reducing risks.

The generic risk assessments can be used to fulfil the following:

- 1) The development of site-specific risk assessments
- 2) The provision of risk assessments at the pre-qualification to contract stage to demonstrate provision for safety to the CDM Co-ordinator/ the Principal Contractor
- 3) Developing methods statements
- 4) Monitoring health and safety on site

COMPLETING THE RISK ASSESSMENT FORM

In addition to the hazards highlighted in the generic risk assessment form it is essential to take account of site-specific circumstances to ensure that assessments are legally compliant by: -

- 1) Including any other hazards and relevant control measures specific to the task being assessed on the risk assessment form under additional precautions section.
- 2) Crossing out any information that is not relevant to the task being assessed.
- 3) Adding site specific information.

SAFE WORKING PROCEDURES

Safe working procedures identified by the risk assessments must be implemented, communicated to the personnel involved and monitored by management. The procedures will be held on file and the relevant procedures used for tasks undertaken.

Safe working procedures are under management control the appropriate contracts manager **must be** consulted and authorise any amendments for site activities.

PERMIT TO WORK

Standards required:

A Permit to Work procedure will be require as part of a safe system of work, when because of potentially hazardous circumstances, there is a need to strictly control access into areas, rooms, confined spaces, etc and/or control specific work to be carried out.

Examples are:

- Excavating in toxic ground or where there are underground services.
- Work on plant when guards have been removed.
- Work on electrical installations.
- Entry into rooms that have been fumigated.
- Entry into confined space.
- Work near overhead cranes.
- Welding or use of any tools in areas where there are flammable liquids, gases or dust.
- Breaking flanges or opening valves of pipe work etc.

In addition to the Health and Safety at Work Act 1974 overall requirements for a "safe system of work", EJ Roberts Roofing Ltd shall also take into account the legal requirements sat out under the Construction (Design and Management) Regulations 2007.

Health and Safety Commission Oil Industry Advisory Committee, "A Guide to the Principles and Operation of Permit to Work Procedures as applied in the UK Petroleum Industry". The Health and Safety Executive also provide information on Permit to Work Procedures.

Copies of applicable Regulations will be kept on site. Information and advice on setting up and operating a Permit to work procedure is available from Safety First (Kettering) Ltd.

PLANNING PROCEDURES

All work will be negotiated or tendered for taking into account the above standards.

A Permit to Work procedure may be a requirement of a client, controller of the premises or other contractor or may be set up by this Company.

In the case of the procedures operated by others, detailed discussions will be requested between the management and Supervisors from our Company involved in the Contract and the organisation of EJ Roberts Roofing Ltd operating procedure.

If the permit procedure does not cover the requirements of this Policy, improvements must be requested.

Where Permit to work procedures are set up by this Company, the Contracts Director will ensure that the procedures are clearly defined and the personnel who will be operating the system have been fully instructed.

The following check list will be used by contracts management to ensure that any permit procedure fully meets this Company's Policy.

- Dose the permit procedure satisfy the legal requirements applying to the site/installation?
- Is the permit procedure recognised throughout the site/installation as being essential for certain types of work?
- Are types of work, types of jobs or areas where permits must be clearly defined, and known to all concerned?
- Dose the permit procedure extend to all other contractors, client personnel, etc?
- Is it clearly laid down who may issue permits and, how permits may be obtained?
- Are personnel who issue permits properly authorised and trained to undertake the duties placed on them and have sufficient time to carry out the duties properly?
- Is the permit procedure flexible enough to allow it to be applied to other potentially hazardous work other than that for which it was originally set up?
- Is there a clear system for requiring a stoppage of work under a permit procedure if any new hazards have arisen or old hazards recurred?
- Dose the permit procedure contain clear rule about how the job should be controlled or abandoned in the event of a major or general site emergency?
- Is the issue of a permit by a person to himself constrained by the procedure in force?
- Do permits specify clearly the job to be done?
- Do permits specify clearly the job to whom they are issued?
- Does the recipient have to sign the permit to show that he has both read the permit and understood the conditions laid down in it?
- Does the procedure provide both for the recipient to retain the permit and for a record of live permits to be maintained at the point of issue?
- Do permits specify clearly a time limit of expiry or renewal?
- Do permits specify clearly the plant or a geographical area to which work must be limited?
- Does the permit procedure include a handover mechanism for work which extends beyond a shift or other work period?
- Is a handbook signature required when the job is complete?
- Is there a system of spot checks to ensure that permits are being followed?
- Is there a procedure for reporting any incidents that have arisen during work carried out under a permit and for reviewing the permit procedure as necessary?
- Safety First (Kettering) Ltd will be requested to assist in the setting up of a permit procedure or the checking of an existing procedure?

METHOD STATEMENTS

Section 2 of the Health and Safety at Work Act 1974 requires employers to ensure the provision of a safe system of work. Regulation 3 of the Management of Health and Safety at Work Regulations 1999 requires the identification of hazards, assessment of risks and the implementation of suitable and sufficient control measures.

The preparation of a method statement is an important part of planning for such a safe system of work. (See appendix 8)

In the preparation of Method Statements the standards for health and safety set in EJ Roberts Roofing Ltd Health and Safety Policy must be referred to. The generic risk assessments and COSHH assessments cover elements of the key work activities undertaken by EJ Roberts Roofing Ltd providing a basis for developing method statements.

The amount of detail in a method statement will depend on the size and/or complexity of the work, with a simple job requiring a simple statement and repetitive tasks being covered by standard sheets.

Personnel with sufficient knowledge, experience and skills to ensure that all the relevant risk assessments and identified control measures and standards for health and safety will be appointed in developing a method statement.

Method Statement Format:

Although the format of method statements may vary, they should: -

- a) Form a single document, preferably including annotated diagrams with a unique number;
- b) Be capable of being modified to cater for any planned change of system of work;
- c) Be indexed for ease of reference;
- d) Follow logical sequence, have each stage of the sequence clearly titled and be concise and unambiguous;
- e) Detail the agreed methods of working, identifying hazards arising from working procedures and the precautions required;
- f) Be clearly marked with the date of preparation and revision number, where applicable, so that the issue being used at any time can be readily identified.

Many tasks are repetitive and may be covered by standard sheets.

Activities that are critical to safety, however, should be specified in full on each new document. The text should be succinct.

When developed the method statement should be approved by the Principal Contractor and copies circulated to all organisations involved and a copy recorded on the site Health and Safety Plan.

The Contracts Manager will ensure that the plant/ equipment necessary to meet the specific requirements of the method statement are available.

The site supervisor will ensure that where work within their control is subject to a method statement that all personnel are aware and comply with the method statement requirements.

Any deficiencies or unforeseen hazards that come to light during the works must be reported immediately and where necessary the work stop. The Method Statement should be reviewed and additional control measures implemented prior to the re-commencement of the works.

Personnel who do not comply with the requirements of the Method Statement will be subject to Company disciplinary procedures.

PLANT AND EQUIPMENT

WORK EQUIPMENT

All plant equipment and machinery must comply with the Provision and Use of Work Equipment Regulations 1998.

Equipment for use at work will be selected and purchased by EJ Roberts Roofing Ltd to be suitable for its intended use.

All work equipment/ operations will be under the supervision of a trained competent person.

All work equipment will be subject to an appropriate planned preventative maintenance programme. This will include the proper functioning of all safety devices and guards.

Any damage or deficiency to equipment must be brought to the attention of the site supervisor so that corrective action can be taken. Faulty equipment must be taken out of service. No personnel must use work equipment that is known to be faulty.

Where risk assessment indicates that the safe operation of work equipment requires personal protective equipment this will be provided. Operatives must ensure that correct personal protective equipment is used – **failure to do so will be treated as a serious disciplinary offence.**

All operatives will be provided, with appropriate training in the use of work equipment. No person may use any work equipment unless they have had suitable and sufficient training in the safe operation of the plant/equipment/machine. All risks and hazards associated with the use of such plant/equipment/machinery will be brought to the attention of the user. The necessary safety measures to ensure the safe use of the plant/equipment/machines must be an essential and major part of the training programme.

If a piece of equipment involves specific risk to health and safety its use shall be restricted and/or the piece of equipment shall be restricted.

- 1) Every moving part of any prime mover; every part of transmission machinery, whether driven by mechanical power or not, must be securely guarded, unless it is safe by position.

Guards removed for maintenance or repair will be replaced before the machine is set in motion.

- 2) A programme of regular; preventative maintenance will be established to ensure that all plant and equipment is systematically inspected, serviced, maintained and repaired as necessary.
- 3) Manufacturers and suppliers of mechanical plant and equipment have a duty to provide information on any hazard associated with their product and advice on their safe use.

Specific Arrangements

ABRASIVE WHEELS

The Provision and Use of Work Equipment Regulations 1998 control the use of abrasive wheels.

Abrasive wheels must only be fitted by a competent person; someone trained, certificated and appointed by EJ Roberts Roofing Ltd for the purpose. The operator must wear suitable eye protection, and the machine and its guards must be kept properly adjusted.

References

HS(G) 17 – Safety in the Use of Abrasive Wheels.

CARTRIDGE OPERATED TOOLS

Fixing tools powered by cartridges charge must only be used by persons who have been formally trained to use that particular type of tool. If you are so trained, remember that the tool must only be used in the way in which you have been instructed. The greatest care must be exercised in the handling and storage of tools, cartridges and fixings. Eye and ear protection must be worn. Manufacturers/suppliers (*e.g., Hilti*) generally provide training.

Persons under the age of 18 are not permitted to use cartridge operated tools.

COMPRESSED AIR POWER TOOLS

Any compressor and compressed air tools being selected either for purchase or hire will in accordance with EJ Roberts Roofing Ltd policy on noise.

The Safety Director will ensure a schedule of examination is prepared for all company compressors, fittings and plant which use air under pressure. Copies of the necessary thorough examination certificates and schedule will be maintained at the office.

Contracts Managers will ensure Hired Plant examination records are requested from the hire company at the time of the hiring of the plant.

WOODWORKING MACHINES

Woodworking machines must only be used by persons who have been formally trained to use that particular type of tool.

All guarding will be securely fixed, easily adjustable where necessary and maintained in good condition. In addition to the provision of adequate guards, push sticks, jigs, holders, automatic feed tables etc. should be used wherever possible. These will be properly formed and painted so that they are easily distinguished from scrap pieces of timber.

Any woodworking machinery being selected either for purchase or hire will in accordance with EJ Roberts Roofing Ltd policy on noise.

COSHH assessments will be conducted to the potential to exposure to hardwood and softwood dusts, each employee exposed will receive information, instruction and training in accordance with EJ Roberts Roofing Ltd policy on COSHH.

BITUMEN BOILERS

Boilers must be sited away from areas where site traffic may damage hoses or gas cylinders and isolated from the public especially children.

The LPG cylinder should be sited at least 3m away from the boiler to which it is attached and for cylinders that are not attached 6m.

All personnel will be instructed in the safe working procedures to be followed using this equipment, including lighting up, relevant fire precautions, spillage procedure and health precautions (see company policy on hazardous substances).

MOBILE PLANT OPERATORS/DRIVERS

The appointment of plant operators/drivers is the responsibility of site management. No person is permitted to drive a site vehicle or operate mobile plant unless a certificate is gained or training achieved.

Plant operators must hold a training certificate that is appropriate for the type of plant they are authorised to drive. Records should be maintained on site including a copy of the driver's certificate and to be able to provide evidence if required.

All plant must be maintained in a safe condition with all relevant examination, test and inspection records available for inspection. Where there is a risk of injury to an employee riding on mobile work equipment from its rolling over, features reducing the risk as low as practicable will be implemented e.g. suitable restraining system, roll-over bars etc.

The operator must ensure that the machine in their charge is maintained in a satisfactory condition and must notify site management of any defects.

'NO PASSENGER' signs must be displayed clearly on all dumpers, tractors, and trailers. Persons who ignore these warning signs will be subject to disciplinary action and summary dismissal.

When these machines are on any road where any members of the public have right of access, they shall be taxed, insured, and fitted with number plates, mirrors and a horn, unless the vehicle is only crossing the road at controlled point with a trained banksman.

No plant and vehicles must be overloaded, and the loads must be evenly distributed and secured.

Plant operators/drivers must **never** operate machinery while under the influence of alcohol or and drugs/medication which may effect their ability to operate it effectively.

No persons under 18 are permitted to operate plant, transport or machinery on site.

REVERSING VEHICLES

Irrespective of whose vehicles are operating on site (sub-contractors etc.), where vehicles are used to load concrete pumps, or skips, or to tip into excavations or shutters, the following procedure will be implemented, depending on circumstances.

When vehicles are being reversed, caution must always be exercised to ensure that the rear of the vehicle is clear of personnel. Reflective vests are provided and must be worn by personnel in the vicinity of moving/ reversing plant.

A vehicle stop is to be provided to prevent the vehicle from approaching too closely to the edge of excavations, etc., during tipping or pouring operations.

Where a trained banksman guides reversing vehicles to a concrete delivery point during concrete pumping operations, a stop must be provided to protect personnel operating equipment. These stops will consist of either a securely anchored bulk of timber, 300mm square x 3 meter long, or two purpose made steel angle units, or other suitable arrangements.

FALSEWORK

- 1) Falsework is any temporary structure used to support a permanent structure during its erection and until it becomes self supporting;
- 2) BS 5975 Code of Practice for falsework should be followed when appropriate;
- 3) A falsework co-ordinator should be appointed;
- 4) It should be noted that the role of the CDM Co-ordinator covers temporary works design.

WELDING

- 1) Cylinders in use should be kept and moved in purpose built trolleys;
- 2) Flashback arrestors and non-return valves should be fitted to gas welding equipment;
- 3) Acetylene cylinders must always be transported and used in the vertical position;
- 4) Oxygen should be stored at least 3 metres apart from fuel gases e.g. Acetylene, LPG;
- 5) If gas cylinders are kept in a purpose built well ventilated store-room oxygen cylinders must not be kept in the same store room as fuel gases;
- 6) Full cylinders should be kept separate from empty ones;
- 7) Cylinders should be shielded from direct sunlight or other heat sources;
- 8) Gas cylinders must never be rolled along the ground;
- 9) Hoses should be checked daily to see if they are free from cracks, cuts or worn patches;
- 10) Blowpipes should be dismantled and cleaned at regular intervals;
- 11) Grease, oils and soap must not be allowed to come into contact with an oxygen regulator valve or fittings;
- 12) Appropriate eye protection must be worn by all involved in welding work;
- 13) A suitable fire extinguishers must be at hand during all welding work;
- 14) Before carrying out welding work, the materials involved should be identified, the risks assessed and the necessary control measures in place.

LIFTING OPERATIONS AND EQUIPMENT

All lifting equipment (works equipment for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it) will be used in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998.

Lifting equipment must be subject to the planned preventative maintenance programme. The Safety Director will ensure arrangements are in place for the carrying out of statutory inspections and the keeping of records of these. Copies of the necessary thorough test /examination certificates will be maintained at the office.

Contracts Managers will ensure that Hired Plant examination records are requested from the hire company at the time of the hiring of the plant.

All lifting equipment/ operations will be under the control of a trained competent person.

The Safe Working Load (SWL) must be specified and marked on the lifting appliances, cranes, pulley blocks, hoists and other items of lifting equipment such as slings, eye bolts, chains shackles etc. And on no account must the capacity of the equipment be exceeded.

Lifting equipment that has been subjected to an overload, or has been damaged, must be reported immediately and taken out of use pending an examination and, if necessary, repair and retest.

LIFTING OPERATIONS

A Lifting Study, and Safety Method Statement that includes a lifting study must be prepared for every lifting operation to be undertaken.

A nominated, and competent, person shall properly plan each lifting operation.

All slinging, and rigging, of loads must be carried out by competent trained personnel.

Clear communications between the Crane Operator and the person responsible for controlling the lift (the Rigger or the Banksman) must be established. Only one individual shall be in charge of each lift. There are no exceptions.

All lifting operations must be executed in accordance with all current regulations and BSI 7121.

All statutory Inspection Reports / Certification / Documentation / Proof of the Operator's Training, etc. shall be checked by the site agent.

Certification for lifting equipment to be used in the lift shall be identified and cross-checked with the item of plant.

MOBILE CRANES

Crane duty charts (Load Radius Tables) must be displayed on, or be available in, the crane for easy reference. In addition, crane manufacturers' rigging / de-rigging instructions must be available on site. During rigging / derigging of jibs / booms, provision must be made to support all sections / either side of rigging points, from below, utilising tightly packed blocks.

All cranes shall be fitted with:

- A reverse warning audible alarm.
- Load radius indicator.
- Automatic safe load indication.
- Crane hooks equipped with a safety catch.

All of which must be serviceable.

All lifting equipment accompanying the crane shall have current test certificates and those shall be verified by the Site Agent.

The assembly, rigging and de-rigging of any crane components, including flying jibs, shall only be done under the supervision of a competent lifting supervisor.

An approved Safety Method Statement / Risk Assessment, together with the manufacturers' rigging / de-rigging instructions, must be in place as the Lift Plan for each lift on-site.

Every Subcontractor involved in lifting operations, with a crane (including a piling rig) or mobile crane, shall appoint – in writing – a lifting supervisor to oversee all lifting operations.

No crane shall travel with a suspended load.

Outriggers must always be used and fully extended.

Taglines shall always be used to control a lift and/or where the tag lines have to be released, the method for recovery of these lines shall be identified in the Safety Method Statement.

FALL PROTECTION

Depending on the task, and if a suitable safe platform cannot be provided, harnesses and appropriate anchorages / running lines will be used for activities carried out above a height of 2 meters. If at any time there is a risk that personnel will over-reach, from either a tower, fixed scaffolding, or platform, then a safety harness shall be worn and lanyards clipped on to a suitable anchorage.

Personnel shall not, under any circumstances, detach from the anchorage point until such time as they are in a position of safety.

A B C D – Attach Before Considering Detachment

All personnel using fall arrest equipment shall have received suitable training, which identifies the Plumb Bob / Pendulum Effect when using extended lanyards or fall arrest / limiter blocks.

Fall protection equipment shall be subject to regular – monthly – inspection by a competent person and a register maintained.

Subject to the nature of the task, catch safety netting will be used, and will be of a suitable design, to prevent injury to the persons carrying out the activity and any persons beneath.

During the execution of work at height, where it is not practicable to work from within a standard working platform with double handrail and toe-boards; e.g. erection of structural steelwork, installation of roof components, etc., safety netting capable of catching and retaining a falling person must be installed.

The provision of safety netting does not relieve individuals from utilising fall protection devices during the execution of the works.

The safety nets should be manufactured to European Standard EN1263-1 and erected in accordance with EN1263-3 by a competent person.

The safety nets must bear a label stating:

- The normal size of the net,
- The date of manufacture,
- The deflection at the centre of the net during the prescribed test,
- The maximum distance below the working height for which the net is designed to be used.

Test certificates must be provided for all safety nets, which will state the breaking strength of the net and provide details of the drop test carried out.

All safety nets must be periodically tested in accordance with BS EN 1263 – one cord tested at intervals not exceeding three months.

A formal inspection of safety nets must be carried out weekly to check for damage, loose ties, changes in anchorage points, etc. Records of these inspections must be retained.

A rescue plan will be formulated on a site specific basis for Safety Net and Harness use by our specialist contractor for the nets and our contract managers for harness use.

MOBILE ELEVATED WORK PLATFORMS

The term Mobile Elevated Work Platform (MEWP) covers the following types of equipment:

- Scissor lifts
- Telescopic booms or jibs
- Articulating booms (also known as JLGs)

Anyone who is to operate a MEWP must be competent and have received formal training accredited by either the Construction Industry Training Board (CITB) or the International Powered Access Federation (IPAF). Their certifications shall be on-site.

Prior to any MEWP being used on-site familiarisation training will be carried out by the hire company, a formal Safety Method Statement / Risk Assessment must be carried out to identify any potential hazards, which may exist as a consequence. A trained operative will always be in attendance at ground level in the event of emergency.

Whilst working within the platform of a MEWP, all personnel must wear a safety harness, which is attached to a secure anchorage point within the platform.

Before commencing work from a MEWP, the surrounding area should be cordoned-off to prevent personnel straying into a potentially hazardous area.

The Safe Working Load for each MEWP shall be posted inside the work area; as specified on the MEWP that loading shall not be exceeded.

If the MEWP has been manufactured with outriggers or stabilisers, they must always be deployed.

Prior to commencing work, ground conditions must be checked to ensure that the ground-bearing capacity will not be exceeded by the loading from the MEWP. Where required, spreader plates shall be used to distribute the loading. MEWP shall not be used on unstable ground.

The MEWP shall only be permitted to travel with the platform occupied and/or the boom extended if it is within the machine's specified operational capabilities. The particular features of the MEWP shall be included in the Safety Method Statement.

MEWP shall not be used as a jack, prop or support.

MEWP shall not be used as a crane or lifting device.

MEWP shall not be used primarily for the transport of goods or materials.

MEWP shall not be used exterior in wind speed exceeding 30 mph (12.5 m/s).

All MEWP must be subjected to a regular maintenance and inspection regime, which as a minimum will require daily inspections by the Operator and weekly by a competent person.

HOISTS

Hoist operators must be 18 years or over and competent to operate the type of hoist.

The hoistway must be totally enclosed with suitable steel or wire mesh through out its height. Gates must be fitted at all levels where access is required. All gates must be closed except for loading and unloading; where possible the gates will be interlocking.

Platforms will be sound and maintained in good working order with the safe working load clearly displayed. On goods lifts a notice prohibiting passengers must be clearly displayed.

Reference

HSE Guidance Note PM27 - Construction hoists

HSE Guidance Note PM63 - Inclined hoists used in the building and construction work.

EXCAVATORS

Not Applicable at this time.

STEEL ERECTION

The weight of each component, in excess of 500 kg, shall be clearly marked upon it.

Erectors must be fully informed of the correct erection sequence, by their supervisor, prior to each stage of work commencing. Erection plans must be on-site and followed meticulously in all erection activities.

Vertical access provision should whenever possible be fixed to the steel before it is lifted into position. Where this is not possible, permanent access; i.e., stairways or permanent ladders shall be installed as early as possible.

Where horizontal access along structural members is required as much work as possible must be completed on-grade before the steel is lifted into position.

This includes:

- ••Fixing of handrails, or of posts, for securing steel wire ropes to be used in conjunction with safety harnesses or inertia reels.
- The fixing of scaffold tubes to the lower flange of an I-beam to allow a working platform to be erected.

Where no ladder access, permanent stairway, etc, leads onto working levels / platforms, as described above, employees must use man baskets, or mobile elevated work platforms, to access working areas.

NOTE: All personnel shall be clipped on to the access equipment; when exiting / entering the access equipment two lanyards shall be used;
One lanyard be clipped on at all times. (100% fall protection).

ELECTRICAL SAFETY

EJ Roberts Roofing Ltd will provide adequate information, instruction and training and supervision as is necessary to ensure the safety of all persons involved with or near electricity.

To ensure that the correct and appropriate safety measures are employed the Electricity at Work Regulations 1989 specify that persons engaged in any work activity associated with the use of electricity are 'Competent'. This means they must possess adequate technical knowledge, experience and be familiar with the products and test equipment with which they are working.

Only authorised competent personnel are permitted to carry out installation, testing and commissioning etc. to electrical installations.

Where it cannot be avoided and work is carried out on live equipment (e.g. circuit proving) a detailed method statement must be prepared and all the necessary equipment made available before work is permitted. Qualifications for persons carrying out this work should be made available for checking.

A Permit-to-Work system **must** be adopted when a new system is made live or works are being carried out on an existing system.

SERVICES

There may be concealed electrical and other services located in floors, ceilings, partitions and walls within the scope of the works.

Services should be located before work begins. A permit must be issued confirming that services have been isolated.

OVERHEAD POWER LINES

EJ Roberts Roofing Ltd will avoid working near or under overhead power lines **unless absolutely necessary**.

EJ Roberts Roofing Ltd will carry out a risk assessment and pre-plan all works near or under overhead power lines so as to avoid possible dangers, including: -

- ◆ Liaison with the Electricity Board to agree diversions or establish safe working distances or any other steps needed.
- ◆ Plant to be used in the vicinity of the lines to be identified. Suitable plant to be selected to prevent close approach to the cables.

Barriers and solid goalposts erected and safe passageways defined, as required and agreed with the Electricity Company, complying with GS 6. Appropriate signs will be clearly displayed.

The site supervisor must ensure that all personnel on site are familiar with the location of overhead services.

PORTABLE ELECTRICAL TOOLS ON SITE

Only low voltage (110V) tools should be used and they must be supplied from a suitable transformer. Portable tools and extension leads must be fitted with proper plugs and sockets, waterproof if used outside.

Portable Electrical Appliances should be checked on a regular basis and records kept.

PORTABLE APPLIANCE TESTING FOR SITE/ WORKS

- ◆ 110V Portable and hand held tools, extension leads, site lighting etc.
 - a) Checked by user ***daily***.
 - b) Visual Inspection by competent person ***monthly***.
 - c) Inspected, tested and labelled by competent person ***before use*** on site and ***3 monthly***.

- ◆ 415V Equipment such as lifts hoists and fixed floodlighting where provided by EJ Roberts Roofing Ltd
 - a) Checked by user ***weekly***.
 - b) Visual Inspection by competent person ***monthly***.
 - c) Inspected, tested and labelled by competent person ***before use*** on site and ***12 monthly***.

- ◆ R.C.D.s (Residual Current Devices)
 - a) Checked by user ***daily/every shift***.
 - b) Visual Inspection by competent person ***weekly***.
 - c) Inspected, tested and labelled by competent person ***before use*** on site and ***monthly***.

PORTABLE APPLIANCE TESTING OFFICES

- ◆ All electrical equipment will be tested annually by a competent person and marked clearly to indicate the test. Any defective equipment must be rectified, or taken out of use and clearly labelled.

ACCESS/WORK AT HEIGHTS

When working at heights means must be provided to prevent persons from falling from their place of work and to prevent the fall of tools and materials.

GENERAL WORKING PLACES

Many accidents are caused by untidy conditions. Work places should be kept tidy whether on a working platform or generally on site. Walkways should be kept clear of materials and rubbish that could trip someone.

ROOFWORK

Standards required:

- ◆ The Construction (Design and Management) Regulations 2007
- ◆ HS(G) 33 – Health and Safety in Roof Work
- ◆ WAH Regs 2005

At the tender stage, the requirements of the above standards will be allowed for.

The Contracts Manager will ensure that all roof work is properly planned, risk assessed and the proper equipment is provided. A safety method statement must be prepared before work starts on a roof, assessing the risks and specifying the appropriate controls, and included in the construction phase Health and Safety Plan.

Roof work will only be undertaken by those with knowledge, experience and training.

Safe access to the roof must be provided by suitable equipment. Appropriate precautions against falls will be determined by the type of roof and nature of the work to be carried out.

Barrier or other edge protection will be provided to stop people or material falling from roofs.

Crawling boards or roof ladders will be provided and used, when the Risk Assessment shows them to be necessary.

Areas of thin or fragile material must have a warning notice prominently and permanently displayed at the approaches to the roof and should be covered or barriered off to prevent people from falling through.

If possible the area below the works will be barriered off to exclude people. If this is not possible then additional precautions must be taken.

SCAFFOLDS

All scaffolds will be planned and erected in accordance with the WAH Regs 2005.

Only competent persons are to erect, dismantle or alter scaffolds in any way. The site supervisor will check with the Principal Contractor that a handing-over certificate has been obtained.

Responsibility for the inspection and maintenance of scaffolding will be clearly assigned to a competent qualified person whose duty will include the completion of inspection records.

The Principal Contractor should ensure the scaffold is inspected at the beginning of each week and ensure that any defect is rectified. A written report should be kept by the Principal Contractor. A similar inspection should also be carried out after high winds or adverse weather conditions.

All scaffolds must be checked at the end of each working day to ensure that access to the scaffold by children has been prevented.

MOBILE TOWER SCAFFOLDS

The platform must have a safe means of access, access must **never** be by means of a ladder leaning against the outside of the tower.

The platform height level to least base ratio should not be greater than recommended by tower instructions

The brakes must be locked 'on' with the castors turned outwards when the scaffold is in use. Mobile towers should be clear of persons and materials before being moved, and should only be moved by pulling or pushing the base.

All personnel will be trained to PASMA or similar standards

Reference

HSE Guidance Note – Tower Scaffolds

LADDERS

All ladders will be provided and used in accordance with the WAH Regs 2005.

The Director responsible for safety will arrange for adequate number and type of ladders to be available.

All ladders will be kept in a good state of repair - no missing or broken rungs or stiles. Ladders will be checked by EJ Roberts Roofing Ltd site supervisor before use on site and at least weekly whilst in use on site.

All operatives will be instructed and trained in the safe use of ladders.

- ◆ Ladders must be placed on firm level base and should be set at the correct angle of 1:4 - one metre out at base to every four metres rise.
- ◆ Ladders should be securely lashed to prevent movement.
- ◆ Ladders should extend at least 1.05m above landing place, to provide effective handhold.

All ladders must be removed at the end of each working day to ensure that access by children has been prevented.

Reference

HSE Guidance Note – Safe Use of Ladders

STEP LADDERS, TRESTLES

Trestle scaffolds will only be used for light work and will always have handrails
A risk assessment will be carried out before the use of a trestle scaffold.

Trestle scaffolds must only be used on a firm, level base. Check the hinges, cords and restraining stays on steps are in good order only manufacturer's fittings should be used.

The Work at Height Regulations 2005.

The Work at Height Regulations 2005 came into affect from the 6th April 2005. The Regulations will apply to all work at height where there is a risk of a fall liable to cause personal injury.

The Regulations place duties on employment, the self-employed, and any person that controls the work of others to the extent of their control (for example facilities managers or building owners who may contract others to work at height).

As part of the Regulations, duty holders must ensure:

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

The Regulations include Schedules giving requirements for existing places of work and means of access for work at height, collective fall prevention (e.g. guardrails and working platforms), collective fall arrest (e.g. nets, airbags etc), personal fall protection (e.g. work restraints, fall arrest and rope access) and ladders.

There is a simple hierarchy for managing and selecting equipment for work at height. Duty holders must:

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The key messages to duty holders are:

- Those following good practice for work at height now should already be doing enough to comply with these Regulations;
- Follow the risk assessments you have carried out for work at height activities and make sure all work at height is planned, organised and carried out by competent persons;
- Follow the hierarchy for managing risks from work at height – take steps to avoid, prevent or reduce risks; and
- Choose the right work equipment and select collective measures to prevent falls (such as guardrails and working platforms) before other measures which may only mitigate the distance and consequences of a fall (such as nets or airbags) or which may only provide personal protection from a fall.

HEALTH HAZARDS

HAZARDOUS SUBSTANCES

From 6 April 2005, a new focus on good practice will help employers meet their duties under the Control of Substances Hazardous to Health Regulations (COSHH).

The existing requirements to follow good practice are being clarified and brought together by the introduction of eight principles, which will apply regardless of whether a substance has an Occupational Exposure Limit:

- Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
- Take into account all relevant routes of exposure - inhalation, skin absorption and ingestion - when developing control measures.
- Control exposure by measures that are proportionate to the health risk.
- Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
- Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
- Check and review regularly all elements of control measures for their continuing effectiveness.
- Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
- Ensure that the introduction of control measures does not increase the overall risk to health and safety.

A single type of limit is also being introduced, with Workplace Exposure Limits (WELs) replacing Maximum Exposure Limits (MELs) and Occupational Exposure Standards (OESs). The OESs for around 100 substances will be deleted as the substances are now banned, scarcely used or there is evidence to suggest adverse health effects close to the old limit value.

Two new limits are being introduced for Refractory Ceramic Fibres and Subtilisins.

As the numerical values of the other limits being transferred to the new system are unchanged, suppliers may exhaust stocks of safety data sheets that refer to MELs and OESs before producing new ones that refer to WELs. Similarly, COSHH assessments can be updated as part of duty holders periodic reviews.

As of 6 April, adequate control of exposure will require employers to:

apply the eight principles of good practice for the control of substances hazardous to health; ensure that the WEL is not exceeded; and ensure that exposure to substances that can cause occupational asthma; cancer; or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.

COSHH. (Control of Substances Hazardous to Health) Regulations 2003

The main requirements of the regulations

1. All construction/demolition processes must be assessed prior to the start of the work, to ensure that they are safe or that adequate precautions can be taken to protect persons.
2. Assessments must take account of the toxicity of materials used; the effect of the reaction between what may otherwise be relatively harmless substances and hazards already existing at the construction site. E.g. contaminated soil.
3. Where assessments indicate possible doubt, then monitoring should be carried out. This may mean measuring the level of contaminant in the persons breathing zone, and will need to be carried out by a competent person.

4. Where precautions need to be taken, COSHH sets a pecking order of steps, which must be considered. In principle if a substitute material is available which is equally effective and less hazardous, then this should be used.
5. The presence of toxic fumes or vapour in air does not necessarily cause a risk situation providing the concentration is very low and well below the standard set by the H.S.E. This means for example that dilution of contaminants by the provision of good general ventilation can provide a possible solution in some cases.
6. The provision of personal protection, such as protective clothing and respirators, will be necessary in many situations, but should be regarded as a last resort after other methods of control have been rejected.

ASSESSMENTS

EJ Roberts Roofing Ltd must carry out COSHH assessments to quantify the risk to employees during the use of hazardous materials. Hazardous substances may be used directly in work, e.g. paints or cleaning materials; or arise from the work, e.g. dusts, fumes and waste products; or occur naturally, e.g. fungal spores in agriculture.

Site supervision must ensure that only those materials and substances assessed are used on site, and that any personal protective equipment noted in the COSHH Assessment is provided and used correctly. These assessments will consider all possible eventualities including storage and spillage.

The COSHH Assessment may also stipulate certain control measures required allowing safe use of hazardous substances. All employees will be made aware, by instruction and training, of these precautions and work accordingly.

Where sub-contractors are involved every effort should be made to obtain from them an assessment covering their work operations on site.

COSHH Assessments are to be monitored on a regular basis.

GENERIC ASSESSMENTS

As far as general building is concerned, many operations are similar whether they are carried out on a housing site or a power station site. The risk of skin contact with wet concrete is well known and depends more on the volume of work, rather than the location. This concept known as 'Generic Assessment' means that we can usually get some idea of the risk of a particular operation. This saves both money and time, but we need to ensure that local differences do not significantly change the risk.

The employment of 'Generic Assessment' can therefore help, particularly in the construction industry, but we still have to use our common sense and call for professional advice if in any doubt.

Example of typical risk process:

A small number of trades are selected below to give an idea of the types of risk to be considered.

TRADE:	Groundworkers
JOBS:	Earthmoving, foundations, roads, sewers, drives and paths.
POTENTIAL RISKS:	Earthmoving - contaminated earth - may require sampling. Concrete - over 90% is wet and ready mixed - precautions needed against skin burning.

10% is mixed on site - done outside with 1-hour maximum exposure/day - dust is subject to the occupation standard for the total inhalable dust for 8 hours day of 10mg/cu.m. - the risk is fairly low so the use of an approved disposable respirator during mixing is acceptable.

Cutting concrete pipes - done outdoors using mechanical discing tools; work takes only minutes and disposable respirator is used.

TRADE:**Bricklayers****MATERIALS:**

Cement, washed sand, fine silica sand & ready mixed mortar.

POTENTIAL RISKS:

Cement mixing – carried out in open air – risk from mixing as for GROUNDWORKERS. Washed sand – large particle size which does not become airborne and which presents no risk;

Fine silica sand – used for filling crevices between laid blocks for about 1 hour/week – large particle size presents no inhalation risk.

Ready mixed mortar – used damp/wet and presents no inhalation risk during work.

TRADE:**Carpenters****MATERIALS:**

Soft woods, hard woods, fibreglass, adhesives.

POTENTIAL RISKS:Soft Woods

Intermittent hand cutting creating little dust – dust levels within limits, risks insignificant

Provide integral exhaust system and/or approved respirators for power saw work.

Hard Woods

As with soft woods.

Fibre Glass

Dust created during insulation of lofts – it is essential that approved dust respirator be worn because of heavy exposure to dust.

Adhesives

Used for gluing edges of chipboard – use is intermittent and exposure small over working day, so risk from solvent is low in this situation.

TRADE:**Roofers****MATERIALS:**

Standard roof tiles and cell cured woods.

POTENTIAL RISKS:Tile cutting

Involves no more than 2 hours/week. Dust risk is similar to concrete dust and water will be used to suppress where possible if not FFP3 mask will be issued

Cell cured wood

Contains traces of copper, chromate's and arsenate's, so risk is greater than either soft or hard wood. Deal with as for wood but a high standard of personal cleanliness is necessary, i.e. wash well before eating.

Biological Hazards

COSHH assessments will be carried out to identify biological hazards and control measures required e.g. tetanus, leptospirosis, hepatitis.

NEEDLESTICK INJURIES

COSHH applies to the risks of infection from needlestick injuries at work. Staff must adopt a safe system of work and use appropriate equipment.

- (i) Staff should ***never*** use their bare hands to clear rubbish and unblock toilets. Use appropriate protective gloves.
- (ii) Clearing rubbish must include inspection for hazards.
- (iii) This procedure ***must*** be adopted to all void property inspections.

Needle find - What to do:-

- (i) Any needles found during a void inspection must be cleared by a clinical waste team.
- (ii) Operatives should cease working and notify the Site Supervisor immediately.
- (iii) No further inspection or work should continue or re-commence until the clinical waste cleansing process is complete.
- (iv) Clinical waste clearance is currently arranged by:

First Aid for Needlestick Injuries:-

- a) Encourage the puncture wound to bleed.
- b) Wash well under cold running water without soap and cover with a dry dressing.
- c) Seek medical advice as soon as possible.
- d) Record the incident and action taken as soon as possible.

(A protection injection against Hepatitis B (but not HIV) can be given, but need to be done within 48 hours).

ASBESTOS

If asbestos is discovered during the work on site, the operatives must stop work and the finding reported to the Site Manager immediately who must seek advice from a competent person.

All work with Asbestos will be carried out in accordance with The Control of Asbestos at Work Regulations 2006.

Work involving asbestos materials will be carried out under strictly controlled conditions by a licensed contractor in accordance with the current approved code of practice.

Disposal of waste containing asbestos will be carried out in accordance with the Special Waste Regulations 1996.

All operational staff will receive Asbestos Awareness Training.

LEAD

Where there is any possibility that persons may be exposed to lead, a suitable assessment as required by the *Control of Lead at Work Regulations 2002* must be carried out.

Exposure to lead will be determined by a **competent** person to determine if the exposure to lead is significant.

Where exposure is significant, EJ Roberts Roofing Ltd will provide adequate control measures, and medical surveillance, to bring the exposure level down so far as is reasonably practicable. A method statement will be developed for this work.

Employees will be given adequate information, instruction and training to understand the associated risks and necessary precautions. Adequate welfare provisions, i.e. washing, eating/drinking and changing facilities, and clothing accommodation, will be made available.

NOISE

When noise is identified as a hazard, such as in a pre-tender Health and Safety Plan, a specific noise assessment will be carried out as required by the Noise at Work Regulations 2005 to assess whether any of the action levels are exceeded. The Noise at Work Regulations require employers to reduce the risk to workers from exposure to noise.

The regulations define measures to be taken where the daily personal noise level LEP,d exceeds two thresholds: 80dB(A) & 85dB(A). The LEP,d is the total exposure to noise over the working day, taking into the varying noise levels and how long a person nearby are exposed to them.

Firstly, a noise assessment has to be made if an employee's exposure is likely to reach one of the action thresholds. Records of the assessments have to be kept.

If the LEP,d exceeds 80dB(A):-

Noise surveys have to be made so that noisy work areas and persons at risk are identified. Those at risk are provided with ear protection and given information and training on their correct fitting and use. Workers are given training on the risk of noise and are kept informed of any developments in noise reduction.

If the LEP,d exceeds 85dB(A) the employer, in addition to the above, must ensure that:-

The work area involved are designated noise hazard areas (and ear protection areas), warning signs are erected and access is restricted. Every one in those areas wears the ear protection provided.

A long term policy is formed to reduce the noise levels at a source, i.e. reduce the noise emanating from machinery or processes, to the lowest level practicable.

Regular monitoring of noise levels will have to be undertaken and noise assessments reviewed when they are no longer valid or when there has been a change in machinery or work processes. These assessments must be carried out by a competent person with the appropriate equipment and knowledge so that results may be interpreted properly.

Details and instructions for safe guarding hearing will be given to employees at their place of work.

VIBRATION

The risk assessment required under the Management of Health and Safety at Work Regulations 1999 will include assessment of the risks of work activities that may lead to exposure to vibration e.g. the use of pneumatic drills. Appropriate control measures will be identified and implemented.

Personnel working with tools that vibrate will be informed of Vibration White Finger and its symptoms.

HAND-ARM VIBRATION

The tables below indicate the typical hand-arm vibration levels (measured in the dominant axis) to be found for common hand-held power tools, hand-fed or hand-guided equipment in normal workplace use.

Where exposure exceeds 2.8 m/s² A(8) HSE recommends a programme of preventive measures and health surveillance.

Data quoted separately for 'better tools' and 'poor tools'. The data for 'better tools' indicates what can be achieved using 'reduced vibration' tools in the circumstances they are designed for. The data under 'poor tools' is typical of the vibration found with traditional tool designs or when vibration reduced tools are used in adverse circumstances. The data provided is not expected to be representative of the vibration from damaged or poorly maintained equipment.

The tables separately address 4 different categories of equipment. **The times given indicate the duration for which the equipment can be used to give a hand-arm vibration exposure equivalent to the HSE recommended action level of 2.8 m/s² A(8).**

Table 1 contains examples of high hazard equipment;
Table 2 contains examples of moderate to high hazard equipment;
Table 3 contains examples of moderate hazard equipment; and
Table 4 contains examples of lower hazard equipment.

Table 1 High Vibration Hazard Equipment

Equipment	Likely Vibration Levels m/s ²		Recommended Maximum Daily Usage Times (h – hours, m – minutes)	
	Better Tools	Poor Tools	Better Tools	Poor Tools
Rock Drill	15	32	16m	3m
Scabbler	9	30	46m	4m
Stone Working Hammer	11	25	31m	6m
Rotary Hammer Swager	17		13m	
Barking Machine	10	20	37m	10m
Scaling Hammer	22		8m	
Caulking Hammer	8		1h	
Rammer	33		3m	
Tamper	32		3m	
Road Breaker	8	18	1h	11m
Clinching And Flanging Tool	14		19m	

Table 2 Moderate to High Vibration Hazard Equipment

Equipment	Likely Vibration Levels m/s ²		Recommended Maximum Daily Usage Times (h – hours, m – minutes)	
	Better Tools	Poor Tools	Better Tools	Poor Tools
Shoe Pounding Machine	7	16	1.25h	15m
Hammer Drill	5	20	3h	10m
Brush Saw	2	14	16h	19m
Riveting Hammer Or Dolly	2	10	16h	37m
Chipping Hammer	4	26	4h	5m
Impact Wrench	1	8	No limit	1h
Needle Gun	4	18	4h	11m
Nibbling Machine	4	15	4h	16m
Chain Saw	3	26	7h	5m
Pedestal Grinder	4	40	4h	2m
Hand-held Portable Grinder	2	12	16h	26m
Pedestal Linisher	2	8	16h	1h
Strimmer	4	15	4h	16m
Nut Runner	3	8	7h	1h

Table 3 Moderate Vibration Hazard Equipment

Equipment	Likely Vibration Levels m/s ²		Recommended Maximum Daily Usage Times (h – hours, m – minutes)	
	Better Tools	Poor Tools	Better Tools	Poor Tools
Hand Mower	3	6	7h	2.75h
Stump Grinder	5	6	3h	2.7h
Rotary Burring Tool	2	5	16h	3h
Engraving Pen	5		3h	
Impact Screwdriver	4		4h	
Jig Saw	4		4h	
Hedge Trimmer	4		4h	
Concrete Vibrothickener	3	5	7h	3h
Hand-held Polisher	2	6	16h	1.75h
Hand-held Sander	4	7	4h	1.25h
Disc Cutter	3	5	7h	3h
Metal Saw	5		3h	

Table 4 Lower Vibration Hazard Equipment

Equipment	Likely Vibration Levels m/s ²		Recommended Maximum Daily Usage Times (h – hours, m – minutes)	
	Better Tools	Poor Tools	Better Tools	Poor Tools
Router	2		16h	
Screwdriver	1		No limit	
Floor Polisher	2	3	15h	7h
Circular Saw	2		16h	
Metal Drill	3		7h	

**HAND- ARM VIBRATION
MAXIMUM EXPOSURE TIMES FOR
8 Hour Frequency Weighted Acceleration, A (8) = 2.8m/s²**

AVERAGE VIBRATION LEVEL m/s ²	MAXIMUM EXPOSURE TIME
2	16 hours
2.3	12 hours
2.8	8 hours
4	4 hours
5.6	2 hours
8	1 hour
11.2	30 minutes

Vibration Value (m/s²)

M.E.T (Max Expose Time p8Hr)

2.8	480 min
3	418 min
3.5	307 min
4	235 min
4.5	186 min
5	151 min
5.5	124 min
6	105 min
6.5	89 min
7	77 min
7.5	67 min
8	59 min
8.5	52 min
9	46 min
9.5	42 min
10	38 min
10.5	34 min
11	31 min
11.5	28 min
12	25 min
13	20 min
14	17 min
15	15 min
16	14 min
17	12 min
18	11 min
19	9.5 min
20	9 min
25	6 min
30	4 min 15 sec
35	2 min 45 sec
40	2 min 15 sec
50	90 sec
60	1 min
70	50 sec
80	37 sec

MANUAL HANDLING

EJ Roberts Roofing Ltd will assess its lifting operations and as far as is reasonably practicable, change work methods to avoid risk of injury or replace manual handling by mechanical means in accordance with the Manual Handling Operations Regulations 1992.

When manual handling assessments are carried out assessors should:

- Observe and appreciate factors
- Obtain information
- Assess systematically
- Draw conclusions
- Record details
- Communicate findings
- Recognise Limitations

The assessment will be reviewed if significant changes occur.

Employees must make proper use of systems of work provided. Employees must also inform the Site Supervisor of any physical condition that might affect their ability to manually handle loads e.g. Back strain.

Control Measures:-

1. Wherever possible use mechanical means to lift and transport items.
2. Where use of mechanical means is impractical, then sufficient persons must be available to lift the relevant load and take into account the size, shape and weight of that load. Also consider the path the load must follow and the immediate environment e.g. floor conditions, lighting, access etc.
3. If possible, break the load down into smaller items. Secure items which are loose to prevent load shifting when being carried.
4. Ensure that items are lifted correctly with the back straight and using the legs to raise yourself if the load is low. Use a good grip with the feet apart to hip width and one foot slightly in front of the other. Keep the load close to your body. Avoid twisting, stooping, or reaching to lift or deposit the load.
5. Ensure that access/ egress routes are clean and clear and the lighting is adequate. For long distances arrange supports to allow the load to be placed for brief breaks. Avoid carrying up and down steps.
6. If possible, provide proper handles, handholds or use carrying devices, to avoid the possibility of trapped fingers etc. Wear gloves and other Personal Protective Equipment relevant to the working environment. Protect sharp edges.
7. Arrange storage so that the heaviest loads are in the most convenient position i.e. from knee to shoulder range.
8. During repetitive work, ensure sufficient time for resting.
9. If more than one person is involved then a competent person must be nominated to control the handling activities.

The Safety Advisor can arrange suitable training, if requested.

DISPLAY SCREEN EQUIPMENT

Display Screen Equipment Regulations 1992

EJ Roberts Roofing Ltd recognises its duties under the regulations and will carry out the following: -

1. Carry out suitable and sufficient assessment of the risk for each workstation and make sure arrangements are made to reduce significant risks identified. All workstations have adjustable chairs and equipment. Foot rests, wrist rests and anti screen glare frames are available upon request.
2. Make sure arrangements, as may be necessary, are made to reduce significant risks found during the risk assessment programme.
3. Provide an appropriate "sight test" as defined in Sight Testing Examination and Prescription (No. 2) Regulations 1989 for all regular users of display screen equipment.
4. Encourage and advise users to take regular breaks from operating display screen equipment.

HEALTH SURVEILLANCE

EJ Roberts Roofing Ltd will undertake such health surveillance as is appropriate regarding the risks to employees' health and safety identified in risk assessments. Details of any health surveillance, medical or biological monitoring carried out should be retained in confidentiality for 40 years.

Supervisors should notify the Contracts Director of the identities of employees exposed to significant occupational risk.

Site Supervisors should ensure that operatives receive instruction about the nature of the risks, the means of protection and the symptoms which the disease might produce. Operatives should be instructed to report any relevant symptoms immediately to their own doctor and to the site supervisor.

SMOKING POLICY

From 1st July 2007 under the Health Act 2006, almost all enclosed public places and workplaces in England will become smoke free. It will be against the law to smoke in an "enclosed" and "substantially enclosed" public place or workplace. A premises will be considered "enclosed" if it has a ceiling or roof and is wholly enclosed either on a permanent or temporary basis. A premises will be considered "substantially enclosed" if it has a ceiling or roof but has an opening in the walls, which is less than half of the total area. "No smoking" signs will need to be placed in a prominent position at every public entrance to "smoke free" premises. These must meet the following standard:

- be a minimum of A5 in size and display the international no smoking symbol
- carry the following words, "No smoking. It is against the law to smoke in these premises"

Smaller signs can be used in smoke free premises used only by staff. "Private dwellings" are not generally covered by the law and therefore not considered smoke-free - except for communal areas like lifts, stairways and halls. Exceptions include areas "used solely as a place of work" by people who do not live at the dwelling.

Vehicles used for paid or voluntary work by more than one person must be smoke free at all times. This does not include vehicles used primarily for private purposes.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) should be regarded as a last resort after other methods of control have been rejected. All employees will be issued with suitable and sufficient PPE where the risk assessments identify it as necessary.

The Contracts Manager will: -

1. ensure adequate supplies of all necessary protective clothing or equipment are available on site for issue as required and that when issued to employees, a record should be kept in a Safety Equipment and Protective Clothing Issue Register.
2. before employees are set to work ensure that signs are erected for machinery requiring eye protection, ear defenders etc.

All personnel will be provided with instruction, information and training in the correct use, maintenance and storage of any PPE issued and the hazards it provides protection against, and any limitations.

In addition, EJ Roberts Roofing Ltd encourages its employees to wear any items that will protect them against injury. If any item of PPE becomes damaged the employee must request a replacement. *Failure to wear protective clothing supplied where deemed to be necessary will be considered by EJ Roberts Roofing Ltd as an act of serious misconduct and subject to disciplinary action.*

The Construction (Head Protection) Regulations 1989

Under the regulations, it is now mandatory to designate "Hard Hat" sites where there is a risk of head injury.

The Contracts Manager will: -

1. before employees are set to work ensure that signs are erected for wearing of Safety Helmets where necessary.
2. ensure that Safety Helmets are available and are worn in all areas unless specifically designated otherwise.
3. Personnel are informed of the areas where helmets need to be worn and instructed in their use and maintenance. Vehicle drivers and plant operators must wear safety helmets when out of their cabs.

All employees will be provided with Hard Hats and these must be worn where designated necessary on site.

GROUND WORK

BURIED SERVICES

Steps will be taken to identify risks from underground services and, the risk of injury must be prevented prior to excavation work commencing. Public and local utilities will be requested to provide information of the services in the ground. However plans must be interpreted with care - reference points may have moved and/or the services themselves may have been moved without permission and private services may not be shown.

Where services are believed to be present, trained competent operatives appointed by EJ Roberts Roofing Ltd will establish exact positions and routes will be identified and clearly marked with paint or markers, not with metal spikes. *Note:* Never assume that services run in straight lines. (Electric cables often zigzag). The site supervisor must ensure that all personnel on site are familiar with the location of underground cables.

When carrying out emergency work, extra care must be taken. Locating devices must be used and trial holes dug.

Once the approximate location of a service has been found then trial holes must be dug by hand to establish the exact location and depth.

A permit to work system will be issued when excavators are working within 0.5m vicinity of a buried service.

On commencement of the contract, the address and telephone number of the local gas, electrical and water board offices will be ascertained and posted on the site office notice board.

GAS MAINS: In the event of the presence of gas being detected during the site operations, either as a result of damage to gas mains or for any other reason, the following action must be taken: -

- (i) Site Supervisors must order complete stop of all works and clear all personnel from the vicinity to a safe distance.
- (ii) Warn against the danger of ignition sources and smoking. All machines, excavators, compressors etc., in the area must be switched off immediately.
- (iii) Notification of escaped gas, and precise details of the location, must be conveyed immediately to the Safety Officer in charge of the contract, who will arrange for the Gas Board to be informed.
- (iv) The Site Supervisor should remain on the scene to ensure that the area is kept clear until the arrival of the gas board.

EXCAVATIONS

An experienced competent person appointed by EJ Roberts Roofing Ltd will closely supervise all excavating. Where it is necessary to support an excavation, suitable and sufficient materials will be provided. Support systems will only be installed, altered and removed if supervised by a competent person.

Steps will be taken to prevent the fall of persons, vehicles, plant, equipment or materials into the excavation. The excavation should be marked with tape, if it is over 2m deep and a rigid barrier installed.

All excavations, which require support, will be inspected before work commences at the start of a shift, after an event likely to affect strength or stability, after the accidental fall of any material. (Records should be kept of the latter two types of inspection). Where an excavation is open for 7 days it must be examined/recorded by a competent person.

EJ Roberts Roofing Ltd recognises their duties under the Confined Space Regulations 1997 and will carry out a risk assessment prior to entry into excavations to identify and implement appropriate control measures.

SAFETY CHECK LIST

Before Work Starts:-

1. Site Security – particularly does it stop children from getting in.
2. Consultation with safety officer.
3. Appointment of "competent person".
4. Adequate supply of sufficient strength support materials.
5. Location of all public services, i.e., gas, water, electricity, BT, sewers etc., expose and mark.
6. Identify what type of plant is to be used.
7. Provision of adequate manoeuvring space.
8. Material for barriers and authorised traffic routes.
9. Provision of adequate lighting.
10. Position of the soil heap from the edge of the excavation.
11. Provision of protective clothing and equipment.
12. Provision of sufficient ladders, of suitable length, strength and type.
13. Is there a necessity for bridges or gangways?

Whilst work is in progress:-

1. Are all working faces secure?
2. Is all timbering secure? Wedges tight? No damages from skips etc.,?
3. Timber condition; signs of rot.
4. Soil seeping through sheeting?
5. Signs of peeling on unsheeted face?
6. All examinations properly recorded?
7. Ladders – sufficient and secure?
8. Are men working too close together – injury from pick swings etc?
9. Are spoil heaps far enough back and are they being worked on whilst men are working in excavation below?
10. Are pipes, bricks, stones or tools so near the edge that they might fall in? Are these or anything else, causing extra stress on the timbering?
11. Is the work fenced off and warning signs posted during the daytime?
12. Is the work properly guarded and lit at night?
13. Are gangways with toeboards and guard-rails provided where necessary?
14. Are proper sumps installed? Is pumping drawing soil from behind timber?
15. Is regular testing for harmful gas being carried out?
16. Are stops provided for dumpers tipping?
17. Is passing traffic kept far enough back?
18. Are existing structures sufficiently protected?
19. Is protective clothing and equipment in use?
20. Do operatives know what to do if evacuation is necessary?
21. Is proposed method of withdrawing timber prior to and during back fill a safe one?
22. Is the site tidy?

SPECIAL HAZARDS

CONFINED SPACES

EJ Roberts Roofing Ltd recognises its duties under The Confined Spaces Regulations 1997.

A confined space is any enclosed space, above or below ground, where the air may be made unbreathable either by poisonous gases/fumes or by lack of oxygen.

If it is not reasonably practicable to prevent work in a confined space a **competent** person will conduct a risk assessment and identify a safe system of work. Constant supervision by a competent person coupled with the use of a Permit to Work procedure must be used.

Suitable and sufficient arrangements for the rescue of persons in the event of an emergency must be in place before any person enters or works in a confined space.

All personnel entering/ working in a confined space will be trained and competent in the tasks they have to carry out and the safe system of work.

Basic Guides for entry into a confined space:

1. Have a safe method of work (Method Statement).
2. Use a permit to work system.
3. Only allow entry to trained/competent, physically and medically fit persons.
4. Ensure isolation of services.
5. Clean and purge area prior to work commencing.
6. Check that there is no inward leakage of gas, steam, liquids etc.
7. Test atmosphere for oxygen, flammable gases, and toxic gases.
8. Check any sludge or deposit that may harbour gas etc.
9. Remember that welds can act as sponges and retain many times their own volume of flammable or toxic gases.
10. Ensure that all tools and equipment are safe have a service and maintenance history to use in the area. Do they have to be electrically intrinsically safe?
11. Check protective equipment and lifeline.
12. Ensure that rescue personnel are trained in the use of rescue equipment and are capable of using it. Check breathing apparatus.
13. Ensure that everyone knows how to communicate in the event of an emergency and that they know exactly what to do.
14. Constantly monitor working conditions and communications.

If Using Breathing Apparatus

All as above.

Decide type of breathing apparatus to be used.

Ensure that everyone required to use breathing apparatus has been trained in its use and limitations. Ensure that personnel have current valid certificate for type and use of equipment.

Further instruction, training and information must be given to all persons involved in confined space work.

EJ Roberts Roofing Ltd expects all its employees to be fully conversant with all health and safety requirements and to comply with them.

MEMBERS OF THE PUBLIC /CHILDREN

The Contracts Manager will make contact with persons in the vicinity who are likely to be affected by the construction activities/works.

Warning signs will be clearly displayed where identified as necessary by the risk assessments.

Steps to prevent access to site by children must be taken.

As a general policy where ***reasonably practicable*** sites will be enclosed by a 6ft fence and closed by gates which can be secured when the site is unattended.

In the event that such a perimeter fence cannot be provided, excavations must be fenced, vehicles and plant immobilised, stores of materials stabilised, electricity, gas and other fuels isolated and secured, access to elevated areas removed and secured.

Further Reference

Health and Safety Booklet HS(G) 151, Protecting the Public Your Next Move.

ROADWORKS

The Contracts Manager is responsible for giving the highways authority seven working days notice where work involves breaking up any street, sewer or drain under it.

All work will be planned in advance and a method statement developed by a competent person in accordance with the New Roads and Street Works Act 2002.

Supervisors and operatives will be competent and certificated as required by the Street Works (Qualification of Supervisors and Operatives) Regulations 1999.

All employees must be aware that they are expected to make correct use of the signs and guarding equipment supplied by EJ Roberts Roofing Ltd.

All personnel, whether on site or just visiting, must wear a high visibility jacket.

All signs and guarding equipment must be so secured that they can not be blown over or dislodged by passing traffic. All signs must be reflectorised or adequately lit after dark.

On two way roads, signs should be set out in both directions.

Basic warnings and information must be provided on all roadworks whether they are short or long term.

Remove immediately all signs on completion of work.

All employees must make themselves aware of the basic principals needed for safe working at roadwork. A copy of the department of Transport Booklet "Safer Roadworks Ahead", is available for reference. Supervisors and Managers will be provided with their own copy. Attention is drawn to the basic requirements on page 12 of the booklet.

LONE WORKING

There is no general prohibition on a person working alone, but there are specific instances where legislation requires more than 1 person to be involved in the operations, in which case the work will be planned for the relevant number of persons.

e.g. Construction Regulations - footing of ladders where necessary, entry into confined spaces.

Lone workers will be supervised by one of the following means, appropriate to the work situation concerned: -

- (i) periodic supervisory checks,
- (ii) periodic contact by telephone or radio,
- (iii) automatic warning devices if not periodically cancelled by the lone worker,
- (iv) emergency alarms operated manually or in the absence of any activity.

In certain circumstances, lone working is not permissible and the worker will be physically supervised e.g., young undergoing training.

Lone working will be avoided as far as practicable, where necessary the Contract Managers must ensure that the hazards are identified and the risk assessed. Devising safe working arrangements for solitary workers will be no different from organising the safety of other employees.

The following list is by no means exhaustive but gives a guide to what types of hazard to be considered.

- fire
- equipment failure
- accidents
- is there any special risk?
- safe access/exit for one person?
- manual handling of access equipment e.g., ladders and trestles
- handling of plant, substances and goods i.e., weight considerations
- medical condition of employee
- lack of suitable training

SITE WORKSHOPS

The Site Workshop Supervisor will ensure that the workshop is set out and maintained in accordance with legal requirements and best practice.

Ventilation

Provision should be made for adequate ventilation of each workshop. Where a task gives off harmful dusts or fumes Local Exhaust Ventilation will be provided.

Lighting

Provision should be made for adequate lighting installed to avoid shadows and glare. (300 *lux* is considered a good standard for workshops). Individual machine lighting will be provided where identified as necessary.

Access/ Egress Routes

Employees must keep their work areas clean and tidy and not allow rubbish and scrap, etc., to accumulate. Passageways and emergency exits should be clearly defined and kept free from slip and trip hazards. Spillages of fuels and other materials should be clean away immediately.

Lifting Appliances and Lifting Gear

Only trained competent operatives are authorised to operate lifting equipment.

The Safe Working Load (SWL) must be identified on all lifting equipment and under no circumstances exceeded.

Lifting gear must be subject to thorough examination every six months by a competent person. And a test certificate kept on record.

Electricity

EJ Roberts Roofing Ltd will ensure that all equipment is safe, suitably protected and designed for the workshop work environment and wired in accordance with BS 7671.

Fixed electrical installations should be at least one metre above floor level to remove the risk of igniting spilled fuel. When working in potentially flammable or explosive atmospheres, all electrical tools must be of the flameproof or intrinsically safe type so that there is no risk of ignition.

Hand-lamps

All hand-lamps will be maintained regularly, and should be 'all' or 'double' insulated. A robust cage of insulating material or a transparent material or a transparent insulating enclosure should protect the bulb

Or

Supplied by a reduced voltages such as 110 volts (centre tapped to earth) and SELV (Safety Extra Low Voltage) which does not exceed 50 volts ac supplied from a double wound transformer which gives electrical separation mains input power or 120 volts dc (ripple free). Hand-lamps for use in wet areas must be 24V or less, totally enclosed and hose proof.

Portable Electrical Equipment

110V must be used whenever possible, supplied from a socket outlet suitably located and fed from a transformer with the 110V secondary output winding centre-tapped to earth so that the maximum shock to the earth is 55V. 240V tools must not be used in wet conditions. All 240V tools should be 'double' or 'all' insulated.

Testing of all Portable Electrical Appliances will be carried out on a regular basis and records kept.

Compressors and Air Receivers

All compressed air systems and air receivers must be subject to a written scheme of examination by a competent person. Written reports must be requested and kept on record.

Compressors V-belt and pulley drive must be completely enclosed by a guard.

Air receivers must be fitted with a safety valve, pressure gauge, a drain cock and a manhole and be marked with their safe working pressure and distinguishing number.

Users of compressed air will be given instruction in the risks and will be provided with the necessary personal protective equipment to carry out the task safely. Goggles are mandatory.

Batteries and Charger

*When batteries are charged, Hydrogen is evolved which is an explosive gas. Batteries should be charged in a well ventilated area away from sources of ignition. A " **No Smoking – No Naked Lights**" should be clearly displayed in the charging area.*

Batteries will be charged in accordance with the manufacturers instructions.

The battery charger must be switched off when connecting or disconnecting a battery. Operatives should be instructed/ trained in the safe working procedure for battery charging.

The electrolyte consists of a mixture of sulphuric acid and water and skin, eye and clothing contact should be avoided. The wearing of suitable goggles and gloves is recommended. Eye washing facilities should be provided near to the battery charging operations.

Drilling Machines

All drilling machines must be operated by competent persons except in the case of a young person who is being trained and is under supervision of a competent person.

Bench-mounted equipment should be firmly secured to a strong/ stable bench preferably fixed to the floor. A clamp must be provided to hold small work-pieces.

Grinding Machines

Abrasive wheels must only be fitted by a competent person; someone trained, certificated and appointed by EJ Roberts Roofing Ltd for the purpose.

The machine should be clearly marked with its maximum permitted RPM. and its guards must be kept properly adjusted. The operator must wear suitable eye protection.

Steam Cleaners

All steam cleaners must be operated at 110V, centre tapped to earth (CTE). Operatives must be fully protected by waterproof clothing and wear box goggles under a visor to protect the eyes and face from the steam and any debris which may be thrown up.

Vehicle Inspection Pits and Ramps

When selecting vehicle inspection ramps they should be suitably designed and constructed with maximum weight restriction clearly marked.

Vehicle inspection pits must be covered or fenced when no vehicle is positioned over them. Suitable access in the form of steps and ladders must be provided at each end.

If petrol engines are to be placed over inspection pits, the electrical equipment and lighting must be of flameproof construction. If flameproof equipment is not provided then a notice forbidding petrol engines from the pit must be clearly displayed.

MAIN OFFICE PREMISES SAFETY ARRANGEMENTS

Risk assessments in accordance with The Management of Health and Safety at Work Regulations 1999 will be completed for the office and factory activities.

Fire precautions shall be provided and maintained in accordance with any Fire Certificate issued or where no fire certificate is required, fire precautions shall be provided and maintained in accordance with the findings of a risk assessment conducted as required by the Workplace (Fire Precautions) Regulations 1997.

The Safety Director will ensure that an evacuation procedure, to be followed in the event of a fire, is drawn up and that key personnel are given training in the procedures and use of fire fighting equipment. Fire drills will be organised at 6 monthly intervals, with the date of drill and comments recorded.

All fire extinguishers will be provided in accordance with the latest British Standard and serviced by a competent person at regular intervals as recommended by the manufacturer (at least annually).

All portable appliances will be visually inspected on a regular basis and subject to regular testing and inspection by a competent person.

Adequate first aid facilities will be provided for the offices with a person appointed to be responsible for maintaining the first aid equipment. First aid arrangements will be communicated to all employees and visitors with reference to the emergency plan set in place for fire and evacuations.

Office furniture layout will be planned to avoid trailing cables and obstruction of access routes. Good housekeeping must be practised. Employees must keep their work areas clean and tidy and not allow rubbish and scrap, etc., to accumulate.

All operatives required to use work equipment will be given training and instruction in its use.

No hazardous substances are currently used in the offices. Prior to any such substances being introduced into the office premises a COSHH assessment will be conducted.

Maintenance

Any employee discovering a defect in buildings or equipment must report it the Safety Director.

Only designated trained operatives are permitted to carry out maintenance work. Safe systems of work must be followed and all work equipment isolated from its power source prior to maintenance works being carried out.

Only registered electricians are allowed to work on any electrical equipment or supplies.

Only CORGI registered plumbers are allowed to work on any gas appliances or installation.

EJ Roberts Roofing Ltd

Health & Safety Policy

Part Four

Review and Monitoring

MONITORING AND REVIEW OF COMPANY HEALTH AND SAFETY POLICY

To ensure the effectiveness of the safety policy in providing and maintaining environments and systems of work which are safe and without risk to health, procedures for monitoring will be established:

1. All supervisors (gangers) are required to on a daily basis inspect their areas within their control and carry out operational risk assessments on the risks identified.
2. Health and safety inspections whilst work is underway on site will be conducted on a monthly basis by Turner Safety Solutions Ltd. Written reports will be provided and reviewed at Contracts Managers meetings and findings briefed to operatives at weekly toolbox talk meetings
3. A number of selected activities will be reviewed by Turner Safety Solutions on a monthly basis to confirm that senior staff, supervisors and operatives are satisfying their responsibilities and duties.
4. Records of accidents and incidents and near misses will be reviewed to assist in the risk assessment process and in the setting of priorities.
5. All employees are required to bring to the attention of a senior member of staff any areas of the companies activities which they believe to be unsafe and to report all accidents and near misses. These will b

At regular intervals senior management will meet to discuss any accident reports and the performance of EJ Roberts Roofing Ltd in compliance with the Health and safety policy, to establish areas where improvements in procedures and training could be made and review where necessary and revise EJ Roberts Roofing Ltd health and safety policy. (see appendix)

EJ ROBERTS ROOFING LTD

Health & Safety Policy

Appendix One

Contractors Questionnaire

CONTRACTORS QUESTIONNAIRE**CONTRACTOR:****ADDRESS:**
.....
.....
.....**TELEPHONE:**

ONCE COMPLETED PLEASE RETURN THE QUESTIONNAIRE TO:

Safety First (Kettering) Limited,
12 Bridge Street, Rothwell, Northants, NN14 6EW**SAFETY POLICY**

Name of Director/Partner who has signed the policy.	
Name of Director/Partner who has overall responsibility for Health & Safety.	
Name of Supervisor who will have special safety responsibilities for the works.	
Name of person responsible for safety training.	
Name of person responsible for safety inspections.	

TRAINING

Please give details and enclose copies of certificates of Health & Safety Training for all personnel who would be on site or otherwise involved with the works.	
---	--

SAFETY STAFF QUALIFICATIONS

Please give qualifications and experience of Safety Staff.	
Please supply copies of certificates	
How often do you hold Safety Meetings?	
Who attend?	

C O S H H.

Please send examples of COSHH Assessments. How is COSHH training conducted and who is responsible for organising it?	
--	--

SITE MONITORING

How often does your Safety Officer visit site to establish that safety policies and procedures are being adhered to?	
Please give details of all incentive and disciplinary procedures.	

PERSONAL PROTECTIVE EQUIPMENT

What procedures are established to ensure that the correct PPE is provided and used on site?	
--	--

ARE YOU AWARE OF YOUR DUTIES UNDER:-

	YES	NO
Health & Safety At Work Etc. Act 1974	<input type="checkbox"/>	<input type="checkbox"/>
Management of Health & Safety At Work Reg. 1999	<input type="checkbox"/>	<input type="checkbox"/>
The Provision & Use of Work Equipment Regs. 1998	<input type="checkbox"/>	<input type="checkbox"/>
The Construction (Design & Management) Regs. 1994 (Amendment) Regulations 2000	<input type="checkbox"/>	<input type="checkbox"/>
The Construction (Health, Safety & Welfare) Regs. 1996	<input type="checkbox"/>	<input type="checkbox"/>

EJ ROBERTS ROOFING LTD

Health & Safety Policy

Appendix Two

Typical Risk Assessment Form

SITE LOCATION:

THIS FORM IS TO BE COMPLETED FOR EACH RISK IDENTIFIED

Operation: Electric Tools

Electric Tools either mains voltage (220/240 V), 110 voltage or battery operated

Hazard(s):

- Electric Shock
- Hair or Clothing becoming entangled in moving tool parts.
- Eye injuries from flying particles/ fragments
- Musculoskeletal injuries from tool jarring
- Vibration
- Noise
- Trailing cables

Who would be affected by the Risk: Employers Employees Contractors Public **What is the likelihood:** High Medium Low **Severity of Risk:** High Medium Low **Frequency of Risk:** Hourly Daily Weekly **Control Measures:**

- On site only 110 voltage tools with power supplied through a transformer centre tapped to earth will be used.
- Where the use of mains voltage tools is **unavoidable** a residual current device (RCD) or an earth leakage circuit breaker (ELCB) protection device must be used.
- All portable equipment will be identified individually and subject to planned maintenance and inspection by a competent person. Records of all maintenance and inspection will be kept.
- Operator to inspect equipment, cables and plugs before use for damage - equipment found to be defective **must be** removed from the site and reported immediately to management.
- The electric tools must be isolated from the power supply prior to making changes and/or adjustments to tools.
- Eye protection to BS EN 166 will be worn where risk assessments identify a risk of flying particles – *such as* grinding tools.
- Suitable respiratory protection will be worn where risk assessments identify harmful airborne dust.
- Gloves will be provided and are advisable when using tools generating hand arm vibration.
- Hearing protection should be worn when noise levels of 85 dB(A) identified.
- Trailing cables will be routed safely, away from pedestrian routes.
- Operatives will be given training/ instruction in inspection, storage and use of electric tools.

EJ ROBERTS ROOFING LTD

Health & Safety Policy

Appendix Three

Typical COSHH Assessment Form

Location:

Process/ Activity:	Record No:
---------------------------	-------------------

Substance in Use: Aggregates: Sand; Gravel; Crushed rock (general construction materials)	
Hazards: May contain Silica, a toxic mineral dust.	Occupational Exposure Standards: MEL: 0.3 mg m ⁻³ (8 hour TWA) for crystalline silica (respirable dust).
Exposure Frequency and Duration: Periodic / 8 hours per day	
Assessment of Exposure: Less than Occupational Exposure Standard. Note control measures.	
Control Measures: <ul style="list-style-type: none"> • Do Not inhale dust. Good ventilation should be provided. Use a suitable Dust Mask. • Practice good personal hygiene. • In dry weather damp down before tipping and sweeping. 	
Personal Protective Equipment (PPE): Dust Mask meeting European Standard EN 149 requirements.	
Spillage Procedure: Avoid dry sweeping. Dampen down before sweeping.	
First Aid: <i>Respiratory Tract</i> - Remove to fresh air. Seek medical attention if necessary. <i>Skin</i> - Wash with clean water. If irritation persists after washing seek medical attention.	
Action Required:	Responsibility: Site Supervisor

EJ ROBERTS ROOFING LTD

Health & Safety Policy

Appendix Four

Typical Manual Handling Assessment Form

MANUAL HANDLING ASSESSMENT**CAN THE TASK BE MECHANISED BEFORE
THIS ASSESSMENT IS COMPLETED****YES / NO**If **NO** proceed with the Manual Handling

Assessment

OPERATION**1. TASK**

	Hazard Present			Risk Estimation		
	Yes	No	N/A	High	Med	Low
Does the task involve:						
i. excessive lifting or long distances?						
ii. bending the body sideways?						
iii. reaching above shoulder height?						
iv. twisting the body sideways?						
v. involving awkward movements?						
vi. stooping over?						
vii. pushing?						
viii. pulling?						
ix. long periods of standing?						
Is it necessary for the task to:						
i. change grip?						
ii. use jerky actions?						
iii. use only one hand?						
iv. involve team handling?						
v. work under time constraints?						
vi. work in restricted spaces?						
vii. to use ladders or stairs?						
ix. work at heights?						

2. THE LOAD

	Hazard Present			Risk Estimation		
	Yes	No	N/A	High	Med	Low
Is the load:						
i. heavy?						
ii. bulky and awkward?						
iii. unstable?						
iv. likely to shift centre of gravity?						
v. difficult to grip?						
vi. hot						
vii. cold						
ix. likely to obscure handlers vision?						
x. sharp?						
xi. liquid substance?						
xiii. fragile i.e. glass?						

3. THE ENVIRONMENT

	Hazard Present			Risk Estimation		
	Yes	No	N/A	High	Med	Low
Is the working environment:						
i. to hot?						
ii. to cold?						
iii. to humid?						
iv. dusty?						
v. too noisy?						
vi. poorly lit?						
viii. uneven ground conditions?						
ix. free of tripping hazards?						
x. slippery i.e. polish?						
xi. windy?						
xii. wet?						

4. INDIVIDUALS

	Hazard Present			Risk Estimation		
	Yes	No	N/A	High	Med	Low
Is the operation harmful to those:						
i. less than 18 years?						
ii. greater than 50 years?						
iii. is there any passed records of health problems?						
iv. does the operation require unusual strength?						
v. is the operation likely to cause harm to tall workers?						
vi. is the operation likely to cause harm to short workers?						
vii. has the individual received training?						
viii. is it necessary for the individual to wear personal protective equipment?						
ix. would personal protective equipment hinder the handler/s?						
x. would the operation be made easier by dual handling?						

EJ ROBERTS ROOFING LTD

Health & Safety Policy

Appendix Five

RIDDOR F2508 Forms

RISK MANAGEMENT: IMPLEMENTING DECISIONS TO REDUCE RISK OR FIND AN ALTERNATIVE PROCEDURE, COMPLEMENTARY TO FREQUENCY AND SEVERITY OF THE ESTIMATION.

1. TASK
2. THE LOAD
3. THE ENVIRONMENT
4. INDIVIDUALS

Signed by Assessor

Date:

Signed by Manager

Date:

EJ ROBERTS ROOFING LTD

Health & Safety Policy

Appendix Six

Permit to Work Forms

PERMITS TO WORK

Object of procedure:	To reduce the risk for accident and injury from potentially hazardous situations to the lowest possible.
To comply with:	Current legislation
Procedure carried out by: (The Competent Person)	Authorised Persons
Procedure reviewed: (The Duty Holder)	Annually
Statutory records required:	Risk Assessment records.
Other documents required:	Maintenance records, permits to work.

For works on site The Authorised Person will need to issue to the contractor a Permit to Work. These are issued when contractors are required to work on site

The Permit to Work clearly sets out the work to be done, precisely where the work is to be done and the precautions to be taken. The work must be carried out by a suitably trained and competent person. Permits to Work are often time limited in their operation.

Special permits to work may be needed for such jobs which have special hazards such as roof work, welding operations and work on certain electrical systems.

For all non-electrical work The Competent Person will issue the General Permit to Work. For electrical work requiring a Permit to Work The Competent Person will issue the appropriate permit from the two Electrical Permits to Work.

When issuing Permits to Work The Competent Person will ensure that the Permit users understand the emergency procedures pertaining to the premises and time of day.

General Permit To Work

Address:	Permit No.
	Date:
Valid From: on	(time) to (time) (date)
Location:	
Description of Works:	
Hazard Identification:	
Precautions to be Taken:	
Emergency Procedures Known by Permit Holder. Signed:	
Protective Equipment:	
Authorisation:	
Name:	
Signature:	Date: Time of Duration:
Acceptance:	
Name:	
Signature:	Date:
Handover/Extension of Time:	
Name:	
Signature:	Date: Time of Duration:
Work Completed:	
Name:	
Signature:	
Cancellation:	
Name:	
Signature:	Date:

Permit to Work (Electrical)

Ref No: _____

This PERMIT TO WORK is issued for the following work. No other than that detailed must be carried out.

Is the work to be carried out when plant/equipment/systems are in operation? **Y/N**

Location of work: _____

Description of work: _____

Method of isolation/making safe: _____

Special precautions required: _____

Authorisation

Permit Issued by: _____ Position: _____

Signature: _____ Time: _____ Date: _____

Receipt

I declare that no work other than that stated above will be carried, and all safety precautions will be adhered to:

Name: (person in charge): _____ Position: _____

Signature: _____ Company: _____

Clearance

I declare that the work stated above has/has not been completed.

Details if not completed: _____

Cancellation

All copies of this permit to work are hereby cancelled.

Name: _____ Position: _____

Signature: _____ Time: _____ Date: _____

Permit To Work Or Test (Electrical)**Part A**

I certify that the plant/equipment/system identified below has been made dead, electrically isolated, earthed if necessary and all other relevant measures have been taken to ensure that the work and/or tests specified below can be performed in a safe manner.

Plant/equipment/system: _____

Work/tests to be completed: _____

Locations: *Isolation*
Locks
Notices
Earthing (if applicable)

Other precautions: _____

Signature: _____ Date: _____ Time: _____
 (Duty Holder)

Part B

I acknowledge receipt of this permit having inspected the above safety precautions. I am satisfied that the precautions taken are adequate and I accept responsibility for undertaking the work specified above in a safe manner. I declare that neither myself nor those persons within my control will attempt any task other than those specified above.

Signature: _____ Date: _____ Time: _____
 (Job Supervisor)

Company: _____ Position: _____

Part C

I certify that the work specified above has been completed/stopped; that all personnel, tools and equipment within my control have been removed from the work area and that the above safety measures *may/ **must not** be removed.

Signature: _____ Date: _____ Time: _____
 (Job Supervisor)

Part D

I certify that the above safety measures have been removed and that the *plant/equipment/system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled and this completed form is filed for record purposes.

Signature: _____ Date: _____ Time: _____
 (Duty Holder)

Permit To Work Or Test Live (Electrical)

(to be used only on low voltage systems (< 1000V ac))

Part A

_____ is hereby authorised to conduct the task(s) specified below and work *live* on the *plant/equipment/system(s) identified below. Only the task(s) specified below are to be carried out and no other plant/equipment/system is to be worked upon. The safety precautions detailed below are to be strictly observed and the safety equipment and Personal Protective Equipment (PPE) specified must be used, be in good condition and within its specified test period where applicable. All applicable safety measures as recommended in the Memorandum of Guidance on the Electricity at Work Regulations (HS(R)25) must be used.

*Plant/equipment/system: _____

Location: _____

Work/tests to be completed: _____

Safety equipment and PPE to be used: _____

Other precautions (HS(R)25): _____

Signature: _____ Date: _____ Time: _____
(Duty Holder)

Part B

I acknowledge receipt of this permit to work *live*. I understand the above safety precautions to be observed and I am satisfied that they are adequate and accept responsibility for undertaking the work specified in a safe manner. I am in possession of the safety equipment and PPE specified; it is in good condition, within its specified certification period and will be properly used. Neither myself nor those persons within my control will attempt any task other than is specified above.

Signature: _____ Date: _____ Time: _____
(Job supervisor)

Company: _____ Position: _____

Part C

I certify that the above work has been *completed/stopped; all safety covers replaced and that all personnel, tools and safety equipment within my control have been removed from the work area.

Signature: _____ Date: _____ Time: _____
(Job supervisor)

Part D

I certify that the above safety measures have been removed, all safety covers have been replaced and that the *plant /equipment/system is safe to operate and is hereby returned to normal service. The operation of this permit is hereby cancelled and this completed form is filed for record purposes.

Signature: _____ Date: _____ Time: _____
(Duty Holder)

HOT WORK PRECAUTIONS AND PROCEDURES

1. GENERAL

- a) Wherever possible and when weight and size allow, items to be welded or cut must be taken to a designated area.
- b) In sprinkled buildings it must always be ensured that the sprinkler is operative.
- c) All cutting and welding equipment must be in good repair and adequately secured.

2. PRECAUTIONS WITHIN 15 METRES OF THE WORK

- a) Floors must be swept clean of combustible materials.
- b) Work should be carried out on incombustible floors. If it is not possible then combustible floors must be protected by covering with a layer of sand, incombustible sheets or wetting.
- c) Combustible materials and flammable liquids must be protected with non combustible curtains or sheets. Hot work must never be carried out in a flammable atmosphere.
- d) All wall and floor openings, including any gaps therein through which sparks could pass, must be covered with sheets of non combustible material.
- e) Where work is to be carried out above floor level, non combustible sheets must be suspended below to collect falling sparks.

3. WORK ON WALLS AND CEILINGS

- a) Combustible construction and ceiling voids must be protected by non combustible curtains or sheets.
- b) Combustibles must be moved away from any metal likely to conduct heat, eg: metal beams etc.
- c) The back of walls, ceilings and floors to which heat is being applied should be checked to ensure that there are no combustible materials attached to them or touching them.

4. WORK IN ENCLOSED AREAS AND CONTAINERS (TANKS, DRUMS, DUST COLLECTORS, ETC).

- a) Equipment must be cleared of all combustibles.
- b) Special precautions must be taken when working with tanks or drums that have contained flammable materials. Such containers should be emptied, washed and purged of all flammable vapours and gases.
- c) Ensure that adequate ventilation is provided for both operatives and others who may be affected by resulting fumes.

5. FIRE WATCH

- a) Provision must be made for the attendance of an employee during the work to keep a fire watch. Such a person must be supplied with appropriate means of raising the alarm and of extinguishing fire and be trained in their use.
- b) A thorough examination should be made for fire on the vicinity of the work both immediately following completion of the work and 60 minutes after the end of that period of work.

6. OPERATIVES AND PROCEDURES

- a) All hot work should be carried out by trained personnel only.
- b) The operatives must obtain a hot work permit from an authorised company before work commences, indicating that the work area is safe and all necessary precautions have been taken.
- c) After work has been completed the permit must be signed by the person carrying out the final fire inspection (person who did the work) and returned to the authorised company who issued it.
- d)

HOT WORK PERMIT**PERMIT NUMBER:** **ISSUE DATE:**

Permission is granted to (name) of (company) to carry out the

following hot work (describe)

in the building and area as described

betweenam/pm and am/pm on (date)

Permits must not be issued for periods of longer than 4 consecutive hours. A new permit must be issued for each period.

DECLARATION 1 – By the work contractor before work begins:

1. *Risk assessments and method statements have been prepared and are attached.*
2. *The above location has been examined.*
3. *There are no combustible liquids, gases, vapours or dusts (including on the other side of walls).*
4. *All solid combustible material (including timber floors) has either been removed or is suitably protected from sparks and the effects of heat (including on the other side of walls).*
5. *Flash screens will be erected where bright light produced by the operation may effect others.*
6. *Appropriate personal protective equipment (PPE) will be worn by all those involved in the works.*
7. *Someone will be specifically designated and will be standing close by to watch for fire whilst the operation to which this permit applies is in progress. This person will have the appropriate fire fighting equipment and will have been trained in its use.*
8. *Anyone employed in the operation and those working near by will have the two nearest fire alarm call points/telephones pointed out to them and have been instructed what to do in the case of fire.*
9. *Each of the appropriate hot work precautions and procedures will have been implemented.*
10. *The following supervisors (names) and trained operatives
(names) will have read and understood the risk assessments and method statements for the work before starting work.*

Person requesting permit (signature)(company)(position)

Permit issued by (signature)(company)(position)

Permit reviewed by (signature)(company)(position)

DECLARATION 2 – AFTER THE WORK IS COMPLETE

1. Work areas and all adjacent areas to which sparks and the effects of heat might have spread have been thoroughly inspected both immediately following completion of the works and sixty minutes later and no evidence of fire has been found.

Hot works finished (time) Sixty minute inspection (time)

Person responsible for the work (signature).....

Cancellation of Hot Work Permit, following inspection, by company issuing it (signature)

STANDARD PROCEDURE FOR REQUESTING AND ISSUING PERMITS IS TO BE FOLLOWED.**COPIES AS STANDARD PROCEDURE.**

EJ ROBERTS ROOFING LTD

Health & Safety Policy

Appendix Seven

Method Statement Questionnaire

**METHOD STATEMENT FOR A SAFE SYSTEM OF WORK
THE 20 POINT RULE CHECKLIST**

Work Activity:

Location:

Prepared by:

Date:

**Does the Method Statement contain:
Comments**

- 1. Unique number?
- 2. Recorded in a register?
- 3. Who the information has been discussed with and submitted to?
- 4. Description of work?
- 5. Statement of what works will be undertaken?
- 6. Sequencing of works?
- 7. When each activity is to take place?
- 8. Duration of activity?
- 9. Where activity takes place (including plan showing safe areas/walkways)?
- 10. Access systems (including loading of materials)?
- 11. Risk assessment for each operation?
- 12. Control measures to be used including supervision, COSHH, PPE etc?
- 13. Security systems?
- 14. Number and capabilities of resources (operatives, plant, materials)?
- 15. Statement of who will carry out the works?
- 16. Special considerations, possessions, protection, permits, services, etc?
- 17. Temporarily amended systems eg: fire evacuation procedures, client rules?
- 18. Protection systems for the public?
- 19. Necessary training provided to those involved in and affected by the work?
- 20. Displayed where operative and visitors can see and read it?

Reviewed by:

Date:

REMEMBER – A safety method statement is only a safe working method if it is discussed and agreed before work begins and then followed by those carrying out the works.

EJ ROBERTS ROOFING LTD

Health & Safety Policy

Appendix Eight

Asbestos

ASBESTOS

ES Roberts Roofing Ltd policy on asbestos intends to ensure so far as it is reasonably practicable, the health, safety and welfare at work of its employees and others who may encounter or be exposed to asbestos.

ES Roberts Roofing Ltd policy on asbestos shall ensure that known and identified locations of asbestos are recorded and that any such asbestos information is made available to those persons who require it.

Procedures for risk assessment of works involving a likelihood of encountering Asbestos are to be established together with arrangements and measures to ensure the management and control of existing asbestos is carried out in accordance with the Control of Asbestos at Work Regulations 2006.

What is Asbestos?

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials.

There are three main types of asbestos:

- Chrysotile – white
- Amosite - brown
- Crocidolite - blue

In addition legal provision also covers the following:

- Fibrous actinolite
- Fibrous anthophyllite
- Fibrous tremolite

And any mixture containing any of those minerals.

Asbestos containing products have been widely used in buildings as construction materials, fireproofing, thermal insulation, electrical insulation, sound insulation, decorative plasters, roofing products, flooring products, heat resistant materials, gaskets, friction products etc.

Since 1985 the new use of any material containing blue or brown asbestos has been banned. By 1999 the new use of any building materials containing white asbestos had been banned.

Where is asbestos found in buildings?

Some asbestos containing materials are more vulnerable to damage and more likely to give off fibres than others. In general, the materials that contain a high percentage of asbestos are more easily damaged. The list below is roughly in order of ease of fibre release (with the highest potential fibre release first). Sprayed coatings, lagging and insulating board are more likely to contain blue or brown asbestos. Asbestos insulation and lagging can contain up to 85% asbestos and is most likely to give off fibres. Work with asbestos insulating board can result in equally high fibre release if power tools are used. On the other hand, asbestos cement contains only 10 - 15% asbestos. The asbestos is tightly bound into the cement and the material will only give off fibres if it is badly damaged or broken.

You are most likely to come across asbestos in these materials:

- sprayed asbestos and asbestos loose packing - generally used as fire breaks in ceiling voids;
- moulded or preformed lagging - generally used in thermal insulation of pipes and boilers;
- sprayed asbestos - generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work;
- insulating boards used for fire protection, thermal insulation, partitioning and ducts;
- some ceiling tiles;
- millboard, paper and paper products used for insulation of electrical equipment. Asbestos paper has also been used as a fire-proof facing on wood fibre-board;
- asbestos cement products, which can be fully or semi-compressed into flat or corrugated sheets. Corrugated sheets are largely used as roofing and wall cladding. Other asbestos cement products include gutters, rainwater pipes and water tanks;
- certain textured coatings, including ARTEX products;
- bitumen roofing materials;
- vinyl or thermoplastic floor tiles

Health Effects of Asbestos

All asbestos fibres, blue, brown and white are dangerous although the control limit for exposure to blue and brown fibres is lower than for white. There is no safe form of asbestos although products where the fibres are tightly bonded (e.g. asbestos cement) are less likely to shed fibres than products where the fibres are more loosely bonded (e.g. asbestos insulating board). The main route of entry to the body for asbestos is by inhalation of fibres.

There is no safe exposure level known for asbestos and once asbestos related diseases occur there is no known cure.

There are three main types of serious health risks associated with exposure to asbestos fibres:

Asbestosis – chronic obstructive lung disease

Lung cancer – a fatal lung disease

Mesothelioma – a fatal cancer of the outer lining of the lung specific to asbestos exposure.

Statistics indicate that despite legislative controls, deaths due directly to asbestos are at an all time high of approximately 3000 deaths per year and are predicted to peak at 10000 cases by 2020.

It is recognised that the largest group of workers at risk from asbestos exposure are building workers, particularly those involved in repair and maintenance, refurbishment and demolition, including electricians, plumbers, joiners, computer and telecommunication engineers – people who may encounter asbestos during their normal day to day work activities.

Legislation

This policy is based on the following legislation and shall be amended in line with any changes.

- Health and Safety at Work etc. Act 1974
- The Control of Asbestos at Work Regulations 2006
- The Asbestos Licensing (Amendment) Regulations 1998
- The Asbestos Prohibitions Regulations
- The Management of Health and Safety at Work Regulations 1999 (as Amended)
- The Construction Design and Management Regulations 2007.

The Control of Asbestos at Work Regulations

These are substantial regulations incorporating an Approved Code of Practice and were last updated in 2006.

They apply to everyone at risk from work with asbestos and extend statutory protection to all those who encounter asbestos at work or are affected by work activities involving it.

Key features of the regulations are:

- Taking reasonable steps to find asbestos containing materials in premises and checking their condition.
- Presuming materials contain asbestos unless there is strong evidence to suppose they do not.
- Keeping an up to date written record of the location and condition of the asbestos containing materials
- Assessing the risk of exposure to asbestos containing materials
- Preparing and implementing a plan to manage the risk.

Other provisions include providing protective equipment, face fitting of respirators, keeping plant and equipment clean, providing information, training and necessary labelling.

The Asbestos Licensing Regulations

These regulations prohibit anyone from carrying out work with asbestos insulation, asbestos coating or asbestos insulating board unless they hold a licence granted by the HSE (Health & Safety Executive).

However there are three exceptions to the requirement to hold a licence. These are:

- For works of short duration: The most work that can be done is a total of two hours a week with each worker only exposed for an hour.
- For air monitoring or bulk sample collection to identify asbestos.
- If you are an employer carrying out work with your own employees on your own premises.

Licensed contractors must ensure that any staff working with asbestos are under medical surveillance, and that they give 14 days notice to HSE of any work that they intend to carry out.

Policy Application

The arrangements detailed consist of a series of procedures which are intended to safeguard persons who may encounter the possibility of discovering asbestos in the course of their work and to ensure the safety of any premises occupants who may be affected by any associated works which may involve the disturbance of asbestos containing materials.

All reasonable practicable steps will be taken to ensure that ES Roberts Roofing Ltd employees, tenants and contractors working on behalf of the ES Roberts Roofing Ltd will not be exposed to hazards associated with materials containing materials.

Asbestos Surveys

Management survey: Location and assessment survey (presumptive survey) The purpose of this survey is to locate, as far as is reasonably practicable, the presence and extent of any suspect asbestos containing materials and assess their condition.

Pre Demo Refurb survey: Full access sampling and identification survey (pre demolition/major refurbishment survey). This type of survey is used to locate as far as is reasonably practicable, all ACM in the building and may involve destructive inspection, as necessary to gain access to all areas, including those that may be difficult to reach. A full sampling programme is undertaken to identify possible ACM's and estimates of the volume and surface area of ACM made. The survey is designed to be used as a basis for tendering the removal of ACM's prior to demolition or major refurbishment, so the survey does not assess the condition of the asbestos, other than to note areas of damage or where additional asbestos debris may be expected to be present.

Surveys will be conducted strictly in accordance with a type 2 survey as defined in the HSE publication MDHS 100, by a trained and competent surveyor and will inspect all areas of the building. If any areas are not accessible they must be presumed to contain Asbestos.

Data will be recorded on site by the surveyor onto an asbestos inspection pro forma sheet.

Bulk Sampling and Analysis

Representative bulk samples shall be taken to confirm or refute the presence of asbestos containing materials.

Samples shall be taken when no occupants are present in the area or when the building is empty. Sampling will not be carried out where there is an electrical hazard or if it will damage the critical integrity of a roof, gutter pipe etc.

After sampling any friable or broken material will be sealed whilst the samples shall be double sealed in polythene bags.

Analysis for the identification of asbestos fibres in bulk samples will be undertaken by a laboratory in accordance with the HSE publication MDHS 77. In addition the laboratory shall be accredited by the United Kingdom Accreditation Service (UKAS).

Management Database

Data collected on site will be reviewed by a competent person.

Data will include:

- Property information;
- Inspection method;
- Surveyor's detail;
- Site plans;
- Material detail;
- Sample analysis results;
- Material assessment;
- Priority assessment;
- Risk rating;
- Management recommendations

Material Assessment

The condition of each asbestos element identified on site is assessed using the material assessment algorithm as defined in the HSE publication MDHS 100.

The assessment will depend on four different parameters:

- Asbestos type
- Product type
- Extent of damage

- Surface treatment

Each parameter is scored as high (3), medium (2), low (1) or very low (0). Presumed asbestos containing materials are scored as crocidolite (3) unless there is a reasonable argument that another type of asbestos was almost always used in that type of application.

Priority Assessment

The priority assessment establishes the possible threat caused by human asbestos related activity.

The assessment is based on four different headings:

A) Occupant activity.

B) Maintenance activity

- i.e type of maintenance
- frequency of maintenance

C) Likelihood of disturbance

- ie location
- accessibility
- extent/amount

D) Human exposure potential

- ie number of occupants
- frequency of use
- average time each use

As with the material assessment each parameter is scored high (3), medium (2) low (1) or very low (0)

15. Assessment Score

The assessment score is calculated using the following formula

Score = sum of material assessment.

+ Total of average priority assessment
(average of occupant activity)

+

(average of maintenance activity)

+

(average of likelihood of disturbance)

+

(average of human exposure potential)

The total score of material assessment and priority assessment gives the risk rating which is high , medium , low , or very low.

This is used to determine the management actions necessary for ensuring safety.

- High - urgent action
- Medium - remedial works required
- Low/very low - manage/maintain

Major Refurbishment / Pre Demolition

ES Roberts Roofing Ltd prior to carrying out tenders for major refurbishment or demolition works will ensure that a survey will be undertaken prior to any major refurbishment or demolition works.

The survey results will be included in the pre design health and safety plan as required by the Construction Design Management Regulations 2007.

Information for Contractors

All officers with the responsibility for issuing works orders will ensure that prior to the works commencing the asbestos register is consulted and the existence of asbestos is brought to the attention of the contractors in writing, clearly identifying areas which are known/presumed to have asbestos containing materials.

Where contractors arrive on site, they are under instructions to report their presence and identify the tasks that they are to carry out to the responsible property officer. At this point the Asbestos Register located on the premises must be checked to confirm or refute the information previously issued by the ordering officer.

Should the contractors discover any variances to the information contained in the asbestos register, this must be reported to the Asbestos Manager to enable him to update the Register.

Training

All staff who may encounter asbestos during the course of their work shall be given the necessary training to be able to identify the situations in which asbestos may be present, to be able to recognise asbestos or similar suspect materials and to set out safe working practice to minimise risks to health and safety.

Supplementary information will be provided on a periodic basis using information supplied from HSE publications and Croner or other proprietary information service.

Persons in charge of buildings will be provided with appropriate training and information regarding accessing information from the Asbestos register.

Induction training will be provided to all new staff

Advice

The ES Roberts Roofing Ltd Health and Safety officer can be contacted for advice relative to materials thought to contain Asbestos.

If during the course of normal work practice Asbestos containing material is encountered, the following procedures should be followed

Contractors / Employees

