

Mitrepoint Ltd
T/A
Roofclad Systems

Health & Safety at Work

**Health & Safety Policy Statement,
Organisation & Arrangements**

Revision 1

No part of this policy may be reproduced or changed without the written permission of the company's Health and Safety Manager.

Our health and safety documents are based upon the requirements of the Health and Safety at Work Act 1974 and the subsequent regulations that are specific to our works including the Working at Height regulations 2005, Construction Design and Management regulations 2015, Provision and use of Work Equipment regulations 1998, along with relevant codes of practice designed for our tasks (HSG33). In order to maintain this system, documentation has been developed to ensure and demonstrate that all activities undertaken conform to legislation requirements.

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1. Policy Statement:

The Managing Director of Roofclad Systems regards the promotion of health and safety measures and of appropriate programmes to maintain a healthy environment as a mutual objective for management and employees at all levels. It is therefore, Roofclad Systems policy is to do all that is reasonable to prevent personal injury and damage to property and to protect staff and the public from foreseeable work hazards including environmental nuisances. In particular, the Company has a responsibility:

- To provide and maintain safe and healthy working conditions for all its employees and sub-contractors.
- To provide the necessary training and instruction to enable employees to perform their work safely and efficiently.
- To make available all necessary safety devices and protective equipment to enable safe working activities to be undertaken.
- To maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, by consulting and involving employees or their representatives wherever possible.

The co-operation of all employees is essential to enable the Company to fulfil its legal obligations and responsibilities. The implementation of this policy is the responsibility of the Managing Director.

It is the Company's continuing aim to promote and maintain a high standard of safety to minimise personal injuries and to safeguard the health and safety of the employees and the public.

An annual safety review will monitor the effectiveness of the Company policy to ensure that the general procedures and policies herein are implemented and maintained.

The responsibility for implementing this policy lies with the Managing Director. He is responsible for ensuring compliance with the policy and ensuring that Health and Safety will not be compromised for the sake of other objectives that may have an impact on the business.

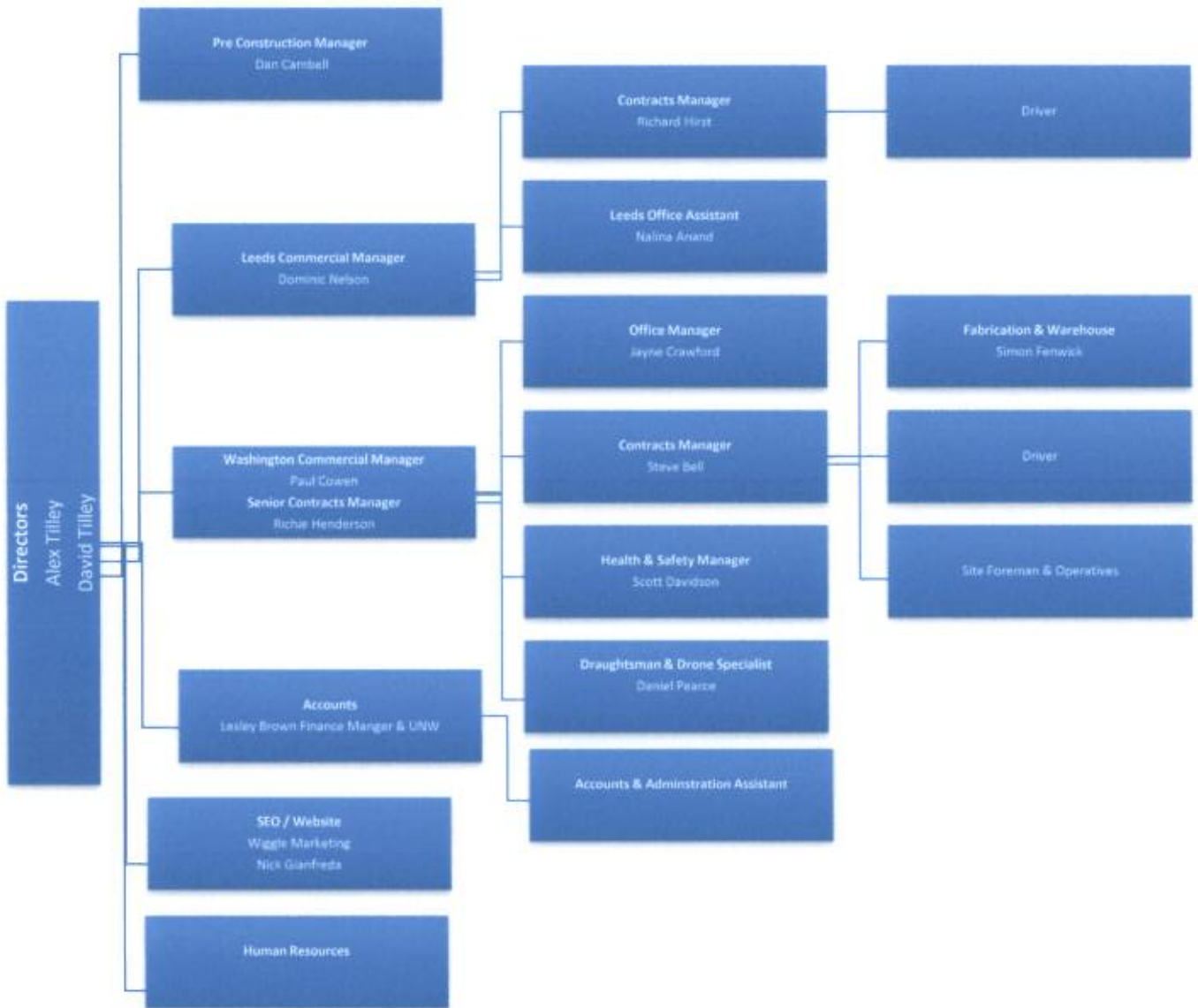
Managing Director:



Date:

13/3/23

2. Organisation:



2.1 Individual Responsibilities:

Director:

- ensure that an effective health and safety policy is in place.
- have overall collective responsibility for health and safety matters.
- management of the company's health and safety policy.
- support the H&S Manager in the initiatives it seeks to implement and its drive for continuous improvement.
- ensure that they receive adequate training to maintain its knowledge and understanding of current health and safety duties.
- identify and understand the risks created by Roofclad Systems growth and development as a business in so far as how these might adversely affect the health and safety of company employees and others outside the organisation.
- ensure that an appropriate approach to occupational health is taken which includes appropriate health surveillance, sickness absence management and return to work arrangements.
- communicate good health and safety practice throughout the company.
- ensure that suitable resources and strategic direction is provided to discharge the companies health and safety responsibilities.
- ensure that all liability is covered by insurance and review insurance claims periodically.
- nominate a person to be responsible for health and safety throughout the company.

Health & Safety Manager:

- communicate this policy and promote health and safety awareness and safe practices to all employees.
- assign responsibilities as outlined in this policy.
- identify the company's training needs and maintain an ongoing training programme to meet those needs.
- monitor and assess health and safety performance in the pursuance of continuous improvement.

- ensure the development of adequate health and safety documentation.
- maintain records of accidents and safety performance.
- advise employees of safe and healthy working practices.
- ensure legal compliance and the implementation of health, safety and environmental management plans, risk assessments, method statements, fire plans and similar across all company operations.
- review safety reports to ensure that, in the case of persistent breaches of safety rules, appropriate action is taken to avoid a reoccurrence as far as reasonably practicable.
- advise the company on new legislation, approved codes of practice and similar guidance.
- review SHE processes and performance throughout the organisation and implement actions, where appropriate, to correct and improve process and performance.
- facilitate independent SHE audits.
- issue advice to the company on urgent SHE issues requiring immediate action.
- liaise, where required, with the HSE, LA and other external bodies on SHE issues.
- review serious incidents and near misses to seek preventive action and ensure all learning points are communicated across the company.
- review SHE risk assessments, fire strategy and occupational health matters in respect of office staff.
- review SHEQ strategy in relation to Roofclad Systems supply chain.

Contracts Managers:

- adhere to the company's health and safety policy and the company's SHE management system and associated documentation, including the construction phase health, safety, and quality plans.
- maintain and use the General Arrangements file as a reference in managing health and safety effectively.
- ensure that all operatives use the appropriate PPE for every operation as appropriate.
- maintain a safe means of access and egress to and from places of work.

- ensure work related hazards are identified and that suitable and sufficient risk assessments are in place to eliminate risk of accident and/ or injury or, where that is not reasonably practicable, reduce those risks.
- ensure method statements are in line with legislative requirements and company policy and associated risk assessments.
- review safety reports and ensure that corrective action is taken and recorded appropriately.
- provide comprehensive instruction to all employees, visitors, and sub-contractors on their responsibilities in relation to method statements and site rules and ensure that they take all reasonable and practicable steps to prevent unsafe working conditions and accidents from occurring.
- ensure that plant and machinery is inspected periodically and properly maintained in compliance with legal requirements.
- maintain good records including a site diary, site inductions and attendance lists, accidents and near misses, complaints, and inspection logs.
- Always maintain good housekeeping.
- ensure that defects are reported and, as far as practicable, promptly rectified.
- maintain first aid facilities, check the accuracy and completeness of statutory notices and registers, and ensure that all necessary safety and policy documentation is displayed on site notice boards.
- ensure that the provisions of all relevant legislation are adhered to.
- ensure as far as practicable that proper welfare facilities are provided.
- report and investigate SHE incidents as necessary.
- promote and communicate safe working practices by effective **consultation** with employees, sub-contractors and site operatives, e.g., toolbox talks, induction, pre-order meetings, etc.

Commercial Team:

- understand the Roofclad Systems Health and Safety Policy and commitment to safe working.
- ensure that all tenders adequately cover safe methods of work together with adequate welfare facilities.
- draw to the attention of management any hazards relating to the project or to plant or materials to be used on the project.

- set an example through high personal standards in the application of health and safety.
- identify any requirements for temporary works, its application and make do allowance for it at tender stage.

Company Employees:

- To read and understand the Company's health and safety policy and comply with the prescribed arrangements.
- Not to interfere with intentionally or recklessly, or misuse anything provided in the interests of health, safety, or welfare.
- To use personal protective equipment issued by the Company to protect health and safety.
- To only use work equipment, as instructed and trained. No unauthorised use of equipment is permitted; neither is repair nor modification permitted unless express authority is given.
- Damage to equipment should be notified to the Manager.
- To be aware of and understand the emergency procedures in the event of a fire or an accident.
- To report all accidents or near misses to a manager, including those where no injury occurred.
- To comply with any reasonable instructions given by Managers or appointed persons.

Responsibilities of Sub-Contractors

- To ensure that they have the same duties, as outlined above, for their own employees, and others, who could be affected by their work activities.
- Be aware of and be expected to co-operate fully with Roofclad Systems to avoid accidents and ill health on Company premises.
- To provide evidence of their Risk Assessments for activities they carry out, and where necessary, provide suitable written Method Statements, with evidence that they understand the importance of submitted documents and its content.

3.0 Health & Safety & Environmental Arrangements:

3.1 Reporting of Accidents and Dangerous Occurrences.

There are a number of reasons why it is essential that all accidents/incidents are recorded and where applicable reported. These include:

- Roofclad Systems requirement to assist in monitoring health and safety performance.
- Legal requirements to report certain specified injuries, ill-health and dangerous occurrences to the Health and Safety Executive (RIDDOR 2013).
- Insurance company requirements to notify them and keep details for potential claims.
- Department of Social Security requirements to keep details of all accidents in the workplace accident book.

Therefore, all accidents and incidents should be **recorded** in the Roofclad Systems accident book, no matter how trivial the incident, and for accidents that result in lost time or damage the Roofclad Systems incident report forms should be completed. Each site manager is responsible for ensuring that any accident involving Roofclad Systems staff is entered into the accident book and to inform the Managing Director of any such accident.

The following sub sections give detailed guidance on what action should be taken depending on both the nature of the incident and the person who has been injured. Additional guidance can also be obtained from the Safety Management System.

3.1.1 Violence to Staff

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal then the incident should be classed as a work accident and actions taken according to the degree of injuries and absence from work.

3.1.2 All Accidents and Incidents

All accidents/incidents which occur on premises under the control of Roofclad Systems should be entered in the accident book, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, subcontractor or authorised visitor.

3.1.2 Incidents Involving Members of the Public, Visitors and Unauthorised Visitors

If any member of the public, visitor or unauthorised person is involved in an incident or is injured, details must be entered in the accident book and the Roofclad Systems incident notification form completed. The site manager should also notify the Roofclad Systems Managing Director as soon as possible.

In doing so the site manager should discuss whether a full investigation is required by the Health and Safety Manager and action accordingly. If the incident is such that the injured person must be taken to

hospital (by whatever means) the incident must be reported to the Health and Safety Executive by the quickest means (i.e., telephone) and confirmed within 10 days via the HSE's website reporting system.

3.1.3 Accident/Incident Investigation

All accidents/incidents shall be investigated by the senior managers supported by the Safety Manager with the following objectives:

- To determine the root causes to prevent any recurrence.
- Provide adequate information for reporting under RIDDOR.
- To assist the enforcing authorities in their investigation.
- To provide information to the company's insurers in respect of any compensation claim.

The level of investigation will be determined by the seriousness of the incident but as a minimum shall consider the following:

- The root causes.
- Who was involved, including any witnesses?
- When did the incident occur?
- Why did it occur.
- What measures must be taken to prevent a recurrence and if these were already in place why were they not followed?

3.2 Workplace Inspections:

- Managers and supervisory staff must ensure that all workplaces and activities under their control meet the requirements set out in this policy.
- The Health & Safety Manager will visit and carry out regular inspections of all workplaces and provide guidance and advice on all aspects of health, safety, and welfare to all employees. Reports will be presented to the Site Manager on completion of the inspection, and a copy of the inspection report will be sent to the senior management.
- All major accidents and dangerous occurrences will be investigated. A report will be produced and, where feasible, recommendations for preventative and/ or corrective action will be made.
- All accidents and near misses should be reported to the Site Manager / Supervisor at the workplace.
- Analysis of all records, accident information and trends, and overall safety performance will be the responsibility of H&S Manager.
- Meetings to discuss health, safety and welfare issues will be held at regular intervals between management and H&S Manager.

- Auditing or Health and Safety Samples are an excellent way for assessing, maintaining, and improving Health and Safety Standards. They can also produce root cause trends, identifying the need for training or a system change.
- Audits must be completed completely honestly and without bias. It will hold no value for an audit to be completed on a false image of site for example as recurring issues will not be identified and resolved.
- It is up to the site manager to ensure that his audits are completed weekly.
- It is also important to note that contractors and subcontractors may have their own advisors visiting site and producing reports. If they agree ask for a copy for your files.
- Audit records show a commitment to the maintenance and improvement of Health and Safety Standards.
- All actions on the audits need to be actioned and closed out. The sheet at the rear of the audit needs to be filled in and a copy sent back to the H&S Manager and Director, this will require the actions to be backed up by the means of photos which also need to be forwarded to the H & S Manager and Director.
- Any person found not complying or in breach of Health and Safety requirements will be disciplined according to the Company disciplinary procedure. Site Managers are responsible for the day-to-day control of safety on site and are given the full support from the Company regarding any actions they feel necessary to enforce site safety.

3.3 Method Statements and Risk Assessments:

- The assessment of risk is a process that identifies hazards and details the control measures to be adopted. The risk assessment process should start at the earliest possible stage of a project or task and continue during the works, focusing on successively smaller elements of work and work interfaces.
- A comprehensive range of risk assessments have been created and are available for health & safety Manager.
- Method statements will generally be produced in conjunction with subcontractor involvement and, where practicable, from standard procedures. The precise content of a method statement will vary according to the scale and complexity of the task and the level of risk involved. However, a standard company method statement format may be used to ensure all relevant information which should be included is covered.
- A structured health and safety training programme is to be administered by the construction director covering all of the company's employees. Roofclad Systems are committed to ensuring that employees possess the appropriate level of competence dependent on their role in the

organisation. This will be achieved through a combination of appropriate recruitment, training, selection, and development of individuals, backed by advisory support.

- Managers at all levels are responsible for assessing and meeting the training needs of their staff. The personnel department will advise and assist managers in carrying out these tasks and in compiling formal training, as well as ensure health and safety training records for all employees are maintained.

3.4 Control of Substances Hazardous to Health (COSHH)

The requirements of the COSHH Regulations 2002 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk there will be regular assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by the health and safety manager or other competent person. As part of the company's continuous improvement in H&S management the company will review substances used on a regular basis and wherever possible replace the dangerous with less dangerous, so reducing the risk to employees and the environment.

Responsibilities:

Directors will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

Directors must ensure that the significant findings of any COSHH Assessment, including the safety precautions to be adopted, are communicated to all operatives who will be exposed to the substances.

All employees are responsible for ensuring that they have read and understood any COSHH Assessment relating to their working activity.

Hazardous Substances Register:

A Hazardous Substance Register will be created and reviewed on an annual basis as a minimum. The Register will contain Material Safety Data Sheets (MSDS) for every substance purchased by the Company. These data sheets will be supplied by the supplier of the substance and must be formatted to provide clear Health and Safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

COSHH Assessment:

A COSHH Assessment will be carried out for every substance, or where practicable on substance groups i.e., solvent-based paints grouped onto one Assessment following a review of the produce MSDS.

All COSHH Assessments will be carried out on the standard Roofclad Systems form. The format of the Assessment is such that it takes the following factors into account:

All Assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A copy of each COSHH Assessment will be contained within the central hazardous substance file along with the produce MSDS.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes
- Following any incident of ill health or concerns by employees using the substance.
- Changes in the composition of the substance being used.
- Changes in legislation
- In any case every 12 months

Any review must be recorded on the Assessment with a review date and the name of the person who carried out the review.

Substance Substitution:

Wherever possible hazardous substances will be replaced with less hazardous ones, following the general principals of prevention. It will be the responsibility of each department Director to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from the health and safety manager shall be sought where applicable.

Engineering Controls:

If a hazardous substance cannot be eliminated or substituted with a less hazardous one; then the hazardous substance will be controlled by engineering controls, such as welding.

Safety Precaution Advice:

Any Safety Precautions recommended as a consequence of a COSHH Assessment must be adhered to at all times while the substance is in use.

Handling and Storage:

All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept secure at all times and will be constructed as such that they do not pose a Risk to the substance and will not allow any spillage to leak out.

Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together.

COSHH assessments for all substances being stored will be readily available on site.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques, Safety precautions for hazardous substances and any personal protective equipment required.

All spillages will be soaked up using sand or chemical dry granules, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain, watercourse, or any other environmental sensitive areas on site.

The Manager or Supervisor is to be informed of any substantial spill immediately.

Information and Training:

All employees who may be exposed to any Hazardous Substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their Safety Induction.

They will be instructed to use these documents as reference to ensure that Safety precautions are adhered to.

3.5 Training

Roofclad Systems training objectives and training procedures will be reviewed on a regular basis and any appropriate training necessary for our employees will be arranged and implemented. Additional training will be assessed and determined by any change in legislation, code of practice or when, any new item of work equipment is introduced, work procedure or technique is changed, or additionally when, either a new safe system of work is introduced or an existing one changed.

As a minimum for Contracts Managers, Project Managers and Site Managers/Supervisors the CITB Construction Skills Site Safety Plus Scheme - Site Management Safety Training Scheme (SMSTS), Site Supervisor Safety Training Scheme (SSSTS) will be the company standard.

In addition, evidence of competence will be obtained such as CSCS cards (or similar), with trade specific qualification for the works to be carried out.

All training will be mandatory, and records kept of courses and qualifications.

First Aider and fire training will be undertaken for all of our offices and site-based activities. In house training will be undertaken via staff meetings, team meetings and toolbox talks. Training procedures are identified in our quality management system which is subject to regular internal and external auditing.

Roofclad Systems recognises that investing in an effective health, safety and welfare training programme has major benefits and is a substantial method of reducing and preventing incidents/accidents, injury, or ill health. Therefore, we will ensure our health safety and welfare training receives as high a priority in our overall strategic business planning as we would to any of our other business functions, accordingly, we will commit an appropriate amount of resource and management effort to this key area.

No person will be employed on work involving any reasonably foreseeable significant risk unless he/she has received adequate training to help him/her understand the hazards involved and the precautions to be taken. We will undertake an annual training needs analysis for all our employees, on an annual basis as a minimum, to ensure all employees have the necessary training and level of competence for the scope of works they undertake.

The Managing Director is committed to providing sufficient funds and resources to ensure all necessary training is provided to employees.

3.6 Information and Communication (Consultation)

All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the **Safety Representatives and Safety Committee Regulations 1977**, and request the organisation of a safety committee. The company recognises there is a requirement to consult with employees under provisions of **The Construction (Design and Management) Regulations 2015** and the **Health and Safety (Consultation with Employees) Regulations 1996** and **The Management of Health and Safety at Work Regulations 1999** and will therefore encourage full employee participation in all matters relating to health and safety. Employees will be afforded every opportunity to discuss health and safety issues with a senior management representative, or with the visiting safety adviser should the employee choose to do so.

Consultation and communication will be carried out using the following, where appropriate:

- Initial induction for new employees.
- Health and Safety meetings.
- Site Toolbox talks and Site –specific safety inductions.
- Memos and posters on notice boards.
- Safety bulletins circulated via wage packets.

The Company operates an “open door” policy, and all employees are encouraged to report and discuss any health and safety concerns they may have with their immediate line Manager or directly to a director.

Where employees do not have English as their first language, the Company will employ the services of a translator, should the need arise.

3.7 Lifting Operations

Lifting operations are undertaken both in the main yard and on construction sites. The lifting appliances may be company owned or hired in from external sources.

Whichever the case may be, all lifting operations will be planned and effectively controlled in accordance with statutory requirements and Codes of Practice.

- A competent person will be appointed to carry out this task.
- All lifting equipment shall be checked and tested at the required intervals by the relevant competent persons and suitable, adequate, and readily available records shall be maintained i.e., 6 monthly for lifting accessories and equipment for lifting persons and 12 monthly for lifting appliances.
- Valid test certificates will be available in all locations where lifting appliances are in use.
- Where equipment is hired, the required certification shall be obtained from the hiring company to ensure that checks and tests are up to date.

- The Policy responsibility is assigned to individuals to maintain, inspect, and keep records of all items whether company owned or hired.

The Company will ensure that employees are aware of the correct weight of any object to be lifted and the correct Safe Working Load (SWL) also known as WLL (Working Load Limit) of the lifting equipment and accessories to be used. Lifting equipment means any chain, sling, shackle, crane or hoist or any other piece of equipment designed to raise or lower a load.

Also included is equipment that is designed to raise or lower persons such as lifts, mobile elevated work platforms. All those persons who use lifting equipment whilst carrying out work for this company and those who supervise them will at all times have adequate health and safety information available to them.

A competent person will plan all lifting operations and only those persons who are specifically trained and authorised will be allowed to operate the equipment. Cranes must only be operated by trained and competent drivers over 18 years of age.

Methods of handling and transportation of materials other than by cranes may be with forklift trucks, side loaders, transporters etc. Operators of these items of plant will receive the required training and be issued with certificates of appointment.

- Tests,
- thorough examinations,
- inspections of all lifting equipment, i.e., chains, wire ropes, webbing strops, shackles etc. will be carried out in accordance with statutory requirements. Records of all such tests etc. will be maintained by the Vehicle/Plant maintenance manager.

When equipment is found to be defective it will be quarantined until it has been repaired and retested or destroyed. For those employees who have no evidence of being trained but are required to bank cranes or act as slingers, appropriate training will be given in the correct techniques.

3.8 Noise Control

Responsibilities:

The Chief Executive Officer Responsible for Health and Safety will ensure that this procedure is implemented and complied with in all areas of work where a hazard is identified.

Managing Director will ensure that the persons under their control are aware of the requirements of this procedure and that they are always complied with.

They will also ensure that the correct protective equipment is provided as required. All employees will be required to co-operate with the Company in its attempts to reduce or control noise exposure.

Noise Surveys:

In accordance with the Control of Noise at Work Regulations 2005, the Company will take all reasonable steps to identify workplace noise levels. The list, once created, will form part of this procedure.

Noise surveys will be carried out by competent persons using correct equipment and will be recorded in writing.

Tool manufacturers will be consulted to establish individual noise levels.

Noise surveys will be reviewed at the following times:

- If work patterns change significantly
- If machinery is moved or if new machinery is installed
- At any other time, it is believed that the survey is no longer valid

Where the exact noise level created on site or by an individual tool cannot be established, the maximum possible protection will be provided until the matter is resolved.

Risk Assessment:

Wherever possible, noise assessment for site activities will be included in the risk assessment procedure. Information supplied by manufacturers will be used to determine whether a tool used in a work activity is creating a noise hazard. Site environment noise levels will also form part of the assessment.

Noise Action Levels:

The Control of Noise at Work Regulations 2005 have established noise action levels above which hearing will be damaged.

These are based on dosage averaged over a working day.

The action levels are expressed as dB(A):

- First Action Level – 80 dB(A)
- Second Action Level – 85dB(A)

Where the Company operates a permanent workshop, the following actions will apply:

If the First Action Level (80 dB(A)) is reached or exceeded the Directors of each department will:

- Reduce the risk of damage to hearing to the lowest possible by other means than issuing PPE.
- Inform all persons who may be exposed of the risk to their hearing and of the availability of hearing protection.
- Provide hearing protection at the employee's request.

If the Second Action Level (85dB(A)) is reached or exceeded the Directors will:

- Reduce the exposure to noise to the lowest level possible other than issuing PPE identify all areas where the Second Action Level is reached and post notices at all entrance points to those areas.
- The notices must warn that the area they are about to enter is a hearing protection zone and the wearing of hearing protection is mandatory by all persons.
- Post notices on all machinery which creates noise at or above the Second Action Level.
- Issue correct hearing protection to all persons who may be exposed, WHICH MUST BE WORN
- Issue hearing protection to all persons in less noisy areas at their request
- Implement occupational health surveillance for employees exposed to noise levels above 85dB(A)

All site equipment having a noise level at or above the First Action Level will have a warning notice affixed stating that hearing protection is mandatory when the tool is being operated.

This rule will apply to all persons who are within 12 metres of the tool. Where, as a result of a risk assessment, the general site is deemed to be a noise hazard, the Directors will ensure that all persons who enter or remain on site wear hearing protection at all times.

Personal Protective Equipment:

Where the need for PPE is identified as a result of any noise survey or risk assessment, it will be issued as soon as possible.

Without prejudice, any hearing protection provided will reduce the amount of noise reaching the ear to an acceptable level – specialist advice will be obtained where necessary.

3.9 Driving Company Vehicles

When using a vehicle supplied by the company all employees must conform to all requirements of the Road Traffic Acts, associated legislation, and the Highway Code.

Where employees are driving in the course of their employment or driving vehicles supplied by the company they must:

- Ensure that the vehicle is serviced, maintained, and operated in accordance with the manufacturer's guidelines.
- Be in possession of a UK driving licence. This must be checked via www.gov.uk/view-driving-licence by your manager every year and endorsements notified to the insurers (for company vehicles and when driving your own vehicle on company business).
- Ask their GP if any prescribed medicine will affect their driving ability; if so, employees must refrain from driving and inform their immediate manager/supervisor.
- Employees are not permitted to operate a hand-held mobile phone whilst driving company vehicles, the punishment for such an offence is a £1000 fine and three penalty points on your driving license. Therefore, do not operate your hand-held mobile phone whilst driving; it is dangerous.
- Wear glasses or lenses if prescribed for this activity.
- Never drive company vehicles under the influence of alcohol or illegal drugs or perception medication which may affect your ability to drive safely.
- Ensure that they are fit to drive at all times, as the employee is in the best position to judge their own health, level of tiredness and other factors that may impair their driving. Employees driving vehicles should avoid over-the-counter medications such as anti-depressants, antihistamines for hay fever, nettle rash, asthmas, eczema or travel sickness preparations or cough and cold remedies, which can adversely affect driving.

Before setting off:

- Plan your journeys in advance and make sure you leave plenty of time to arrive at your destination on time. If you feel tired at any time on your journey you should stop at a safe location and take at least 15 mins break out of the car. If taking a break means that you will be late for an appointment then it's better to stop, phone and explain that you will be late, rather than taking risks and continuing to drive whilst tired.
- Visually check over your vehicle - check tyre pressures, tread depth (cuts or obvious damage, especially to the tyre walls) and general vehicle condition.
- Check seat belts – working and in good order and worn by all vehicle occupants were provided.
- Adjust driving techniques to suit weather and traffic conditions.
- Ensure you have read through the driving company vehicles section in employees' handbook.

On arrival to destination or site:

- Beware of un-metalled roads and soft ground on sites, where possible park off site (not in an area causing an obstruction to highway, site traffic or the emergency services).
- Observe all traffic management arrangements in place for the site.
- Make sure the vehicle is secured and any valuable items stored out of site such as satellite navigation systems and mobile phones.

When driving on business on behalf of the company and the vehicle is not supplied by the company you must have full comprehensive insurance cover to cover the driver and any passengers in the course of such business use. A copy of the insurance certificate will be required before driving on company business.

3.10 Fire Prevention and Controls

The Regulatory Reform (Fire Safety) Order 2005 requires the company to carry out a fire risk assessment, take reasonable steps to minimise the risk of life from fire and ensure that people can escape safely in the event of a fire occurring.

Pre-start fire prevention plan

Prior to the commencement of the work, the site supervisor/senior employee will examine the project to assess the degree of fire risk. A Fire Prevention Plan will then be developed as necessary, which will include the following where appropriate:

- Responsibilities and organisation regarding fire safety.
- Site specific precautions, fire detection methods and warning alarms required.
- Hot work requirements, including the issue of 'Hot Work' permits.
- Smoking restrictions.
- Site accommodation, construction, and location.
- Evacuation plan and procedures for summoning the emergency services.
- Establishing escape routes and assembly points.
- Identifying the type, number and location of firefighting equipment.
- Access for emergency services and facilities.
- Testing of the emergency procedures, including fire drills.
- Security measures to reduce the risk of arson.
- Material storage, waste storage and removal.
- Training (Induction)

On-site fire prevention plan

During the progress of the works, the site supervisor/senior employee, assisted by the CM, will ensure the fire prevention plan is adhered to.

The supervisor/senior employee will:

- Where necessary, ensure the 'Hot Work Permit' system is operated correctly.
- Maintain a daily record of all site personnel and visitors so that in the event of a fire, the number of persons at the assembly point can be verified.
- Carry out weekly checks of all escape routes, firefighting equipment, fire detection devices and alarms. Records of the checks will be maintained.
- Liaise with the fire brigade, when required.
- Liaise with security personnel, where employed.
- Regularly monitor the works to ensure changing site conditions do not render the Fire Prevention Plan unworkable and instigate all necessary revisions and updates as necessary.
- During an emergency, or on hearing the alarm, ensure the site is safely evacuated and all personnel report to the assembly point.
- Ensure the procedures and standards set out in the Fire Prevention Plan are clearly understood by all site personnel, visitors' etc. by carrying out thorough induction training.
- At all times promote a "fire safe, working environment".

Areas of specific risk will include:

- Offices and site accommodation units.
- Electrical supply points, tools and equipment.
- Fuel storage areas.
- LPG storage and use areas.
- Timber storage.
- Waste storage and disposal areas.
- Bitumen boilers.
- Hot air tools in use.

Fire extinguishers

Part of the site set up procedure and Fire Prevention Plan will be to ensure an adequate number of suitable fire extinguishers will be readily available at all times. Fire extinguishers will be selected to ensure they meet the requirements of the specific risks to be encountered.

Types of extinguishers:

Water Types	Suitable for use on Wood, Paper and Textile fires. Not to be used on electrical equipment or where the water could come into contact with electrical equipment.
Foam Types	Suitable for use on flammable liquids: Oil, Grease, Paint, etc. Not be used on electrical fires.
Dry Powder	Suitable for use on live electrical apparatus or flammable liquids, including burning bitumen.
Carbon Dioxide	Suitable for use on live electrical apparatus

Fire extinguishers or appliances will be checked weekly for serviceability. All hot work (including use of LPG, flame torches, and hot bitumen) will always be protected with fire extinguishers. Additional visual checks for signs of fire will be made at the end of each operation, and at least one hour after hot work has been completed.

Fire action and signs

Each site supervisor/senior employee is required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs will comply with the **Health and Safety (Safety Signs and Signals) Regulations**.

Site supervisor/senior employees will arrange for the testing of the arrangements in place for emergency evacuation. The supervisors/senior employee will need to consider the risks to personnel from the work environment when deciding the appropriate time in the contract period for testing the arrangements.

Fire Precautions (Offices)

- Rubbish and other combustible waste must be cleared from offices and rest areas daily. The company secretary is responsible for making the necessary arrangements for daily cleaning of the facilities.
- Electric points must not be overloaded with numerous items of electrical equipment. Appliances and equipment should be turned off when not in use.
- Smoking is only allowed in designated areas, outside the building. Matches, ash and cigarette ends must be placed in the proper receptacles.
- Any substance or material that may be a fire hazard must be stored and disposed of correctly, including oily and solvent-soaked rags, cleaning fluids, photocopier ink etc.
- Employees must only use the equipment and appliances they have been adequately trained, and are authorised, to use.
- All personnel must be aware of, and co-operate with, fire drills and other evacuation planning and follow the company procedures on the discovery of a fire.

- The correct type of fire extinguishers must be immediately available and ready for use at all times.
- Fire extinguishers or appliances must be checked regularly, and the office supervisor must ensure the upkeep of the annual planned maintenance scheme.
- All fire doors, escape routes etc. must be clearly marked and kept free from obstruction at all times.

The company Safety Manager is responsible for ensuring the fire risk assessment is carried out by a competent person and reviewed on a regular basis. They must also ensure that all fire and emergency precautions are maintained and tested, as necessary.

FIRE ACTION AND SIGNS

The Health & Safety Manager is required to assess the requirements for fire action notices, emergency exit notices and other general safety signage. All notices and signs must comply with the **Health and Safety (Safety Signs and Signals) Regulations**.

The office manager must arrange for the testing of the arrangements in place for emergency evacuation of the buildings. The risks to personnel from the work environment will need to be considered when deciding the appropriate time for testing the arrangements.

OFFICE EMERGENCY PROCEDURE

In the event of a fire the person who discovers it should:

- Raise the alarm at one of the designated fire points located at various positions around the office buildings and arrange for all personnel to be informed immediately.
- Call the emergency services.
- Attack a fire with the available firefighting equipment if you feel safe to do so.

Follow instructions issued by management and the emergency services.

On hearing the alarm:

- All persons evacuating the buildings **must** report to the designated **assembly point**, which is situated:
- All employees should report to this area to enable an appropriate head count to be taken.
- Do not stop to collect personal belongings.
- On no account should anyone re-enter the building unless authorised to do so by the company secretary, or his deputy.

3.11 Protective Equipment/Clothing

The company will provide all direct employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. **Subcontract labour are required to provide their own PPE.** Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing or fail to use the equipment/clothing once it is provided.

Head Protection:

Safety helmets will be provided to all direct employees who work on or visit construction sites. These will be worn in accordance with company policy.

Eye Protection:

Eye protection will be provided as necessary or when identified by the risk assessment.

The type provided will largely depend upon the work activity but should be worn when filling bitumen boilers and using power tools such as grinding, cutting (angle grinders & Stihl saws).

Hearing Protection:

Ear protection will be provided to employees who are exposed to levels of noise, which may cause hearing loss, and which cannot be reduced by other means. Special attention will be given to young persons. A detailed risk assessment of noise exposure will be required where noise levels are likely to exceed the lower exposure action value of 80dB (A).

Site supervisor/senior employees and employees will probably know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 80 dB (A) and protection should be worn. If you have to raise your voice to be heard when only one metre apart, then the noise level is above 85 dB (A) and protection WILL be provided by the site supervisor/senior employee and be worn by the employee. Refer to the equipment noise chart included with this policy for guidance.

Hand Protection:

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves will be worn are during the handling of heavy, sharp, or rough objects.

Respiratory Protection:

In all but the simplest of operations requiring general dust protection masks, site supervisor/senior employees should consult with the company management, who will advise on the correct type of respirator to be provided and the training that may be required for the employee. However, as a general guide respirator (including disposable type) meeting the requirements of EN149 – FFP3 should be suitable for most outdoor activities where protection against dust is required. However, if there is any doubt as to the suitability of the respirator contact Roofclad Systems.

All tight fitting RPE must be fit tested by a competent person to ensure an adequate seal around the mask. The test will be repeated should the shape of the persons face change for any reason (weight loss or gain, dental work etc) or every 2 years to comply with HSE Guidance.

Footwear:

Safety footwear, including Wellington boots, will be provided free of charge to employees where it has clearly been identified as required in the risk assessment. Employees are again reminded that they will take care of the equipment provided. The company does not have an endless supply of funds to continually provide replacement equipment and clothing, which has been lost or damaged as a result of the employee's negligence. Where negligence is found, disciplinary action will be taken.

Employees may select a better-quality style of safety footwear, but they may only do so if they agree that the difference in price between the company range and the employee selection will be deducted from their wages.

Only safety boots providing ankle protection will be provided. The company will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

Wet Weather Clothing:

Where employees are expected to carry out work in inclement weather, protective clothing will be provided.

Issue and Recording:

The company may utilise "*Safety Clothing and Equipment Issue Registers*" to record the issue, return and replacement of equipment and clothing to employees. Employees are expected to co-operate with the company to reduce wastage and misuse of such items that are issued.

Harnesses and Lanyards:

If fall prevention measures (for example working platforms, guardrails etc) or collective fall arrest measures are not practical and alternative system of work will be employed. The system may require the use of safety harnesses and lanyards, but the company accept this will be a last resort as they only protect the user if the equipment is used correctly.

Fall restraint lanyards will be worn when working in a boom-type MEWP (mobile elevated work platform) however energy absorbing fall arrest lanyards will be used in most other situations.

All operatives will receive training on the selection, fitting, adjustment, maintenance, and use of a safety harness.

An inspection scheme will be in place which will be in two parts. Firstly, the users must undertake visual inspections of the harness and lanyard before use. Secondly the harness and lanyard will be examined by a competent person at least once every 6 months and a record kept of the inspection.

The lanyards and harnesses will be clearly marked with European Standard, name and trademark of the manufacturer, the serial number and the year in which the equipment was manufactured.

3.12 Construction Design Management Regulations 2015 (CDM 2015)

Roofclad Systems will undertake the role of a number of duty holders as identified within The Construction (Design and Management) Regulations 2015. The company arrangements for complying with the duties undertaken by the company for Client, Principal Designer, Designer, Principal Contractor, and Contractor are outlined below.

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Client Duties.

Whilst undertaking the role of Client on site we will ensure the following:

- Appoint the principal designer and principal contractor in writing as soon as possible.
- Notify the HSE of the construction project, if necessary, by completing the online F10 form.
- Make suitable arrangements for managing a project, including the allocation of sufficient time and other resources.
- Make suitable arrangements for the monitoring of the construction phase.
- Suitable welfare provision in accordance with Schedule 2 of the CDM 2015 Regulations is provided on site from commencement of works.
- Provide the **necessary preconstruction** information to any designer and contractor being considered for appointment.
- The principal designer complies with their duties.
- The principal contractor complies with their duties.
- Ensure a construction phase plan is developed by the contractor or principal contractor.
- The principal designer prepares the health and safety file.
- The requirements of Regulation 8 General Duties are complied with.

Principal Designer Duties.

- Whilst undertaking the role of Principal Designer on site we will ensure the following: • Ensure the client is made aware of their CDM Responsibilities
- Plan, manage and monitor the pre-construction phase and coordinate matters relating to health and safety during the pre-construction phase to ensure that, so far as is reasonably practicable, the project is carried out without risks to health or safety.
- Take into account the general principles of prevention and, where relevant, the content of any construction phase plan and health and safety file.
- Identify and eliminate or control, so far as is reasonably practicable, foreseeable risks to the health or safety of any person:
 - (a) carrying out or liable to be affected by construction work.
 - (b) maintaining or cleaning a structure; or
 - (c) using a structure designed as a workplace.

- Ensure designers comply with their duties.
- Ensure that all persons working in relation to the pre-construction phase cooperate with the client, the principal designer and each other.
- Assist the client in the provision of the pre-construction information.
- so far as it is within our control as principal designer, provide pre-construction information, promptly and in a convenient form, to every designer and contractor appointed, or being considered for appointment, to the project.
- Liaise with the principal contractor for the duration of our appointment as principal designer and share with the principal contractor information relevant to the planning, management and monitoring of the construction phase and the coordination of health and safety matters during the construction phase.
- Assist the principal contractor in preparing the construction phase plan by providing to the principal contractor all information the principal designer holds that is relevant to the construction phase plan including:
 - (a) pre-construction information obtained from the client.
 - (b) any information obtained from designers.
- Prepare a health and safety file appropriate to the characteristics of the project which must contain information relating to the project which is likely to be needed during any subsequent project to ensure the health and safety of any person.
- Ensure that the health and safety file is appropriately reviewed, updated, and revised from time to time to take account of the work and any changes that have occurred.
- On completion of the project issue the project health and safety file to the client.
- The requirements of Regulation 8 General Duties are complied with.

Designers Duties:

Whilst undertaking the role of Designer on site we will ensure the following:

- Ensure the client is made aware of their duties.
- When preparing or modifying a design take into account the general principles of prevention and any preconstruction information to eliminate, so far as is reasonably practicable, foreseeable risks to the health or safety of any person.
 - (a) carrying out or liable to be affected by construction work.
 - (b) maintaining or cleaning a structure; or
 - (c) using a structure designed as a workplace.

- Where it is not possible to eliminate these risks, Roofclad Systems as a designer must, so far as is reasonably practicable:
 - (a) take steps to reduce or, if that is not possible, control the risks through the subsequent design process.
 - (b) provide information about those risks to the principal designer; and
 - (c) ensure appropriate information is included in the health and safety file.
- Take all reasonable steps to provide, with the design, sufficient information about the design, construction, or maintenance of the structure, to adequately assist the client, other designers, and contractors to comply with their duties under these Regulations.

Principal Contractor Duties:

Whilst undertaking the role of Principal Contractor we will ensure the following:

- Ensure the Client is made aware of their duties.
- Ensure we have the right skills, knowledge, training, experience, and organisational capacity necessary before accepting the role of principal contractor.
- We will liaise and co-operate with the principal designer to ensure information is provided to assist when considering health and safety in their design at both the pre-construction phase and design work during construction.
- Ensure the client is aware of their duties and liaise with the client regarding their client brief and expectations for the project.
- Request the necessary preconstruction information from the client to enable us to develop the construction phase plan for the project.
- Manage the construction phase of the project ensuring health and safety standards are maintained and risks eliminated where possible and where risks cannot be eliminated suitable control measures are implemented on site.
- Ensure all site operatives have a documented site induction before commencing work on site.
- During site set up ensure suitable and sufficient site security arrangements are established before allowing work to commence on site and ensure the site is secure at the end of each working day.
- Take steps to ensure our employees and appointed contractors have the necessary skills, knowledge, training, and experience for the work they are carrying out.
- Provide suitable and sufficient site supervision and management depending on the size and complexity of the scope of works to be undertaken.
- Engage with workers and contractors on site ensuring effective communication of information and that any health and safety ideas or concerns are given due consideration.

- Effectively monitor health and safety risk on site ensuring it is reduced to the lowest level possible where possible and where the risk cannot be eliminated control measures are implemented and communicated to affected parties.
- Provide the necessary information to the principal designer so the health and safety file can be completed in good time. In projects where the principal designer appointment finishes before the end of the construction phase, we will take on the responsibility for the file and for handing it over to the client.
- The requirements of Regulation 8 General Duties are complied with.

Contractors Duties:

Whilst undertaking the role of Contractor on site we will ensure the following:

- Ensure the Client is made aware of their duties.
- We manage our work in order to ensure the health, safety and welfare of all our employees, any subcontractors we may engage and other third parties who may be affected by our work activities.
- Cooperate with other duty holders. We will cooperate with the principal contractor and other contractors on site to ensure cooperation between all parties involved, ensuring that the risks which cannot be eliminated are reduced and properly managed and controlled.
- Consult with employees our appointed contractors and other parties in good time ensuring all persons under our control have the necessary information at the right time.
- On a project where we are the only contractor, we will develop the construction phase plan for the project and ensure it is communicated to all relevant employees.
- Before works commence on site we will ensure the principal contractor has provided suitable and sufficient welfare facilities for the project. Where we are the only contractor on site, we will ensure welfare provision is available in line with schedule 2 of the CDM 2015 Regulations.
- Ensure all persons working on site under our control have a documented site induction before commencing work on site.
- Take the necessary steps to ensure site security and prevent access by unauthorised third parties and cooperate with the principal contractor regarding site security on projects with more than one contractor appointed.
- During the planning stage for all projects and before any works commence on site, we will ensure that we provide suitable and sufficient supervision and resources for all employees and contractors under our control working on site.
- We will ensure all employees and contractors under our control on site have the necessary skills, knowledge, training, and experience for the work they are carrying out.

- Where more than one contractor has been appointed, we will cooperate with the designer or principal designer providing requested information for the safety file in good time.
- The requirements of Regulation 8 General Duties are complied with.

3.13 Equal Opportunities:

The company is an equal opportunity employer. The aim of the company policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, age, religion, sexual orientation, colour, race, nationality, or ethnic origins, or is disadvantaged by conditions or requirements that are not essential for carrying out the job.

To ensure such direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with records of ethnic job applicants and existing employees.

As the construction industry operates its employment opportunities more on recommendation the diversity policy will be communicated to the senior managers responsible for recruitment.

Selection criteria and procedures will be reviewed regularly to ensure they are not adversely or unjustifiably affecting the opportunities of persons from a particular group, and that all candidates are considered solely on the basis of their relevant merits and abilities during recruitment and promotion, such as CSCS cards, trade qualifications and management abilities.

All employees will be afforded an equal opportunity and be encouraged to progress within the company. Attention will be given to possible corrective measures necessary to overcome any under representation, i.e., alterations required under the Equality Act 2010

All employees have a personal responsibility towards implementation of this policy. The company also recognises the specific duty on management, supervisors etc. involved in recruitment and administration.

Any employee believing, they have been unfairly treated in any sense is entitled to raise the issue through the company's grievance procedure.

3.14 Asbestos

The Control of Asbestos Regulations 2012

The Control of Asbestos Regulations applies to any work in which asbestos is encountered, whether intentionally or not.

It will be necessary to obtain written confirmation from clients that no asbestos contamination exists in the ground to be built on; in any building or plant to be refurbished; or any plant or building to be demolished, which may be disturbed or released by normal operations, and which may release asbestos fibres in excess of permitted action levels.

Clients and Principal Designers will be questioned on the existence of current, up to date, surveys, assessments and registers indicating the presence, or not, of asbestos, unless these details are clearly identified under the contract specification.

All known and suspected sources will be clearly identified and dealt with in the Construction Phase Plan.

When asbestos is present or suspected the company will gather all relevant details with relation to the work, including surveys etc. and will ensure, where appropriate that any asbestos insulation or board removal work (not cement based products) is only carried out by a competent contractor, licensed by HSE in accordance with the regulations.

All site employees will be trained in non-licenced asbestos removal as part of their yearly tasks.

Asbestos have been used in the past in the construction industry, much of which is still in place. The most common uses, and where employees are most likely to encounter asbestos, include:

- Sprayed asbestos and asbestos loose packing as firebreaks and in ceiling voids.
- Moulded or pre-formed sprayed coatings and lagging generally used for thermal insulation of pipes, boilers etc.
- Sprayed asbestos mixed with hydrated asbestos cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulation boards used for fire protection, thermal insulation, partitioning and ducts.
- Some ceiling tiles.
- Millboard, paper, and paper products for insulation of electrical equipment, asbestos paper used for fireproofing facing of wood fibreboard.
- Asbestos cement products compressed into flat or corrugated sheets. Corrugated sheets mainly used as roofing and wall cladding.
- Other asbestos cement products include gutters, rainwater pipes and water tanks.
- Various textured coatings, including in some artex.

If asbestos has been identified and you are likely to come into contact with it, you will seek advice from the company management before proceeding. If you uncover hidden material or dust, you suspect may contain asbestos, you will stop work immediately and seek advice and further instructions. You should treat any suspect material or dust, not identified in an asbestos register or survey, as though it contains asbestos, until proved otherwise by sampling and analysis.

3.15 Welfare Arrangements

Welfare Provisions Provision is made at all workplaces for the health and welfare of employees. Roofclad Systems will ensure that:

- The welfare facilities for company offices, stores, yards etc. meet the requirements of The Workplace (Health and Welfare) Regulations.
- Facilities on site will meet the requirements of Schedule 2 of The Construction (Design and Management) Regulations 2015. It is incumbent upon the project client & Principal Contractor to allocate suitable Health and Welfare facilities at sites under their management. Where the Company has this obligation, the following requirements will be adhered to:
- The Contracts Manager responsible for the site will allocate all Health and Welfare facilities required.
- All site canteens allocated for site use will be adequate and suitable for the total number of persons likely to use them at any one time. They will be provided to site in a clean and tidy condition.
- Toilets and Washing facilities will be provided at an adequate and suitable ratio to the number and sex of persons employed on site. They will be equipped with an adequate supply of hot/cold/warm running water for washing and adequate supply of towels for drying. Drinking water will be supplied and clearly labelled.
- Facilities will be provided for rest breaks and the making hot drinks and the eating of food. A sufficient number of chairs with backs and tables will also be provided. When in use, all site facilities will be maintained in a clean and tidy condition.

Special Welfare Arrangements - Transient workers. When short-term work is to be carried out on a site and there is no provision of huts or mobile units, the minimum of equipment to be carried in vehicles is:

- Drinking water container (Wholesome water)
- Hot/warm and cold water for washing, so far as is reasonably practicable.
- Hand cleanser in dispenser.
- Paper towels or other suitable means of drying hands.
- Storage facilities for protective clothing.
- Adequate first aid equipment.
- Details of the nearest welfare facilities, such as public toilets and café's will also be identified as part of the planning of the works for employees to use should they wish.

3.16 Manual Handling

The Managing Director responsible for Health and Safety will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any employee who is required to carry out manual handling operations as part of their work.

Many work activities include the need for manual handling of materials, etc. Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, Roofclad Systems shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992.

As far as reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed, and the risk of injury reduced by the use of mechanical means or the provision of other suitable means.

3.17 Visual Display Equipment

In line with the requirements of the Display Screen Equipment Regulations 1992, Roofclad Systems shall ensure that all employees deemed as a 'users' of display screen equipment, as defined by the Regulations, are provided with information, instruction, and training in the safe working with such equipment. Assessments of all workstations shall be carried out to establish the equipment requirements for the operation and the correct setting of workstation apparatus hardware and software.

Appointed and trained assessors will carry out the assessments and record the results on the Company assessment sheets.

Eye tests shall be carried out for 'users' who so request them, on a regular basis and where necessary corrective appliances to the minimum basic requirement shall be provided. Following assessments of workstations, the Roofclad Systems shall provide any equipment found necessary to comply with the Regulations and shall ensure that the required working practices and methods are in place to meet the statutory requirements. Periodic reviews will be undertaken of all assessments undertaken to ensure they remain relevant for employees.

3.18 Working at Height

Responsibilities:

Managers and Supervisors will ensure that all persons under their control, including any sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all operatives under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Managers and Supervisors will also have responsibility for correctly identifying work activities and providing all necessary equipment for working safely at height.

Work activities and compliance with this procedure will be monitored by Roofclad Systems on an on-going basis.

Employees must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Employees must not use any unauthorised access or working platform, improvised systems for access to height is strictly forbidden.

Purpose:

This procedure provides a guide for the correct means of safe access which must be used when working at height. It will, when used correctly, prevent the risk of injury in the event of a fall from height or the risk from falling objects and will ensure that suitable and sufficient steps are taken, so far as is reasonably practicable, to prevent persons from gaining unsafe access to any workplace.

The introduction of the Management of Health and Safety at Work Regulations 1999 reinforced the general obligations placed on employers by the Health and Safety at Work Act 1974 to provide a safe place and safe system for work. This obligation has been further enforced by the introduction of the Working at Heights Regulations 2005 (WAH).

The procedure detailed below is aimed at implementing the requirements of this legislation.

Scope:

This procedure will apply to all Roofclad Systems activities where work at height is undertaken and will include the activities of any sub-contract companies under our control.

Risk Assessment:

Work at height will be included in the Roofclad Systems General Risk Assessment Procedure as appropriate. Where task or site- specific working at height activities are required, these activities will be risk assessed as individual tasks and communicated to employees involved in undertaking the activity.

Safe means of access provided will be in accordance with the hierarchy detailed below.

Definitions:

Working at Height Working at height means work in any place, including a place at or below ground level where a fall could result in injury or harm. Working at height also includes obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace.

Access/Egress:

The terms are comprehensive and refer to anything that can reasonably be regarded as means of entrance to, or exit from, a place of work, including ascent and descent. This access must be safe and kept properly maintained for any person working there.

Permanent Working Platform:

This is part of an existing structure having a permanent floor with secure handrails or fencing on all sides, it will also have protection against falling off.

Temporary Access Platform:

This means any temporarily structure on or from which persons perform work and any temporarily structure which enables persons to gain access to, or allows materials to be taken to, any place included in the following:

- Scaffold
- Mobile scaffold towers
- Trestles
- Mobile elevated work platforms
- Crane box, man baskets
- Ladders, steps, and podium steps.

All of the above shall be assessed prior to works being undertaken.

Inspections:

All the above forms of access equipment require inspections in accordance with statutory duties. These inspections must be carried out by competent persons and will be recorded in the appropriate inspection register. Inspections will be co-ordinated by the Contracts Managers and Site Managers who are responsible for ensuring that all equipment is recalled for inspection and passed as safe. Equipment will be colour coded tagged to indicate that it is safe to use.

Procedure:**General Rules:**

- Wherever possible, it is the policy of the company that working at height will be avoided and other avenues shall be explored and adopted where reasonably practicable.
- Where working at height cannot be avoided, the hierarchy of control will be followed.

Author: Scott Davidson

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- Work at height will be carried out from permanent platforms where they exist.
- Where permanent platforms do not exist, a temporary form of access will be provided to prevent, as far as is reasonably practicable, the risk of falling.
- Work at height on any platform must be carried out from within the confines of the correct access provided.
- All working platforms must be so constructed as to prevent objects from falling off.
- Prevention from falls by using a safety harness with fall arrest system will only be considered as a last resort where no other means of safe access is possible.
- Every scaffold must be suitable for the task for which it was constructed. Employees must not under any circumstance step outside the confines of the safe access provided.
- At no time should the integrity of any means of access be altered or tampered with by employees. All alterations or any other maintenance will be carried out by approved persons who have been authorised to carry out the work.
- Every scaffold must be securely tied to the structure or building unless it has been constructed to create its own stability. The form of safe access selected must be adequate for the range of tasks that are to be carried out from it.
- Only approved access equipment will be used to work at any height above or on floor level. Improvised access will not be permitted. Employees will only be allowed to work on, or operate, access equipment for which they are adequately trained.

Specific Training:

Specific training will be required for the following forms of access equipment:

- The construction of any scaffold
- The erection of any mobile scaffold tower
- The operation of:
 - Mobile elevated work platforms/cherry pickers
 - Scissor lifts
 - Man baskets.
 - Crane baskets

In addition, operatives will be given specific safety awareness training for roof work and the correct use of safety harnesses. This training will be provided by approved training organisations in accordance with statutory requirements.

Ladders:

Ladders will be used for temporary access and egress only and must be secured by being tied to the structure to prevent them from falling. All ladders must be inspected and marked as safe (see above).

Fall Arrest Systems:

All fall arrest systems must conform to EN361 and must be a full body type with the correct length lanyard attached which conforms to EN355. Fall arrest systems must be secured to an anchorage that is capable of withstanding shock load.

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All persons who are required to use fall arrest systems must be trained in pre-use inspections, correct fitting, and storage. Fall arrest systems must be tested and issued with a test certificate, they must be inspected before use every time.

Safe Access Hierarchy:

The list of safe access detailed below is intended as a guide to the order in which the provision of access to height should be considered. When considering the means of access, start with the safest. If that is impractical, consider the next safest option until the most practicable solution has been found.

- Permanent platform
- Fixed scaffold
- Mobile elevated work platform
- Scissor Lift • Tower scaffold
- Safety netting
- Fall arrest system (only as a last resort)
- Ladder/steps (temporary access / egress only)

3.19 Health & Wellbeing

The mental health and wellbeing of all employees at Roofclad Systems is extremely important. We take all health issues of our staff seriously and encourage all of our employees to look after both their mental and physical wellbeing.

There are numerous types of mental health issues which a person can have. Sometimes issues arise suddenly, or they can build up gradually overtime. It is important for all of our staff to be mindful of their mental wellbeing and here at Roofclad Systems we provide a safe and confidential environment for anyone in need to be able to discuss any issues they may have.

Roofclad Systems have a duty of care and will do all we can do to reasonably support our employees' health, safety & wellbeing. This includes, but is not limited to:

- Making sure the work environment for all employees is safe.
- Protecting all staff from any kinds of discrimination
- Carrying out risk assessments

Talking openly about mental health is vital:

We believe and are proud to encourage our staff to openly talk about mental health or any problems they may have that are affecting their wellbeing. With the right guidance, openly discussing mental health issues can lead to less time off which would benefit both the employee and the employer and a huge improvement in workplace morale.

Creating a supportive environment:

Here at Roofclad Systems we try to create an environment where all staff feel that they can openly talk about their mental health. We endorse an open-door policy where both the Managing Director, HR Manager and all Managers encourage staff to come and have a chat.

Roofclad Systems encourage the following:

- treating mental and physical health as equally important.
- making sure employees have regular one-to-ones with their managers, to talk about any problems they're having.

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- encouraging positive mental health, for example arranging mental health awareness training, workshops or appointing mental health 'champions' who staff can talk to.

As employers we are always looking for new innovative ways to encourage a supportive environment for healthy mental wellbeing.

3.20 Monitor & Review

The company will ensure that an effective management structure is in place to affect appropriate control over its activities and to make sure these controls are sufficient to meet its needs. The controls include policy making, planning and policy implementation. It is also necessary to monitor and review the work activities and procedures to enable the company to maintain standards and manage risks to the best possible extent.

To this end the company will, together with its managers, carry out regular monitoring of its sites and other activities, measuring its performance against known standards and accepted best practices.

Close monitoring of all workplaces and work practices will be undertaken to identify any unsafe practices or anything not complying with the company policy. Any person found not complying, or in breach of health and safety requirements, will be warned and disciplined according to the company disciplinary procedure. All failings will be rectified immediately.

The site manager or supervisors are responsible for the day-to-day control of safety on site and is given full backing from the company regarding any actions he feels necessary to enforce site safety.

The safety director and contracts managers will also undertake visits to sites. The frequency of these visits will be dependent upon other commitments, the nature and complexity of the project etc. During any site visit, identified problems or failings are highlighted, discussed and appropriate action taken.

Following site safety inspections, Roofclad Systems Safety Manager will report back their findings via the site audit report form, with one copy being given to the site manager and a second copy to the director and a third to the office manager. The site manager is required to complete the "feedback" section of the report, indicating what action has, or will be taken to correct any weaknesses in compliance with the policy or procedures. This completed feedback copy will then be returned to the safety director.

The company will carry out an annual review of its safety performance to determine areas of weakness and actions required. Roofclad Systems will be called upon to participate in the review and provide input on the company's safety performance. The findings of the reviews, including changes to policy or the company rules, will be disseminated to all relevant employees.

The company may also review the performance of the safety group and suggest ways the services provided by the group can be improved.

3.21 LPG Gas

Safe Use of Liquid Petroleum Gas (LPG)

The use of LPG is covered by regulations, and all regulations will be adhered to.

To meet this objective the following precautions should be observed:

- Cylinders will be used and stored in the open and in an upright position (valve uppermost). If the cylinder is butane and connected to an appropriate heating appliance, then it may be used within an accommodation unit (site hut or cabin) only if adequate ventilation is provided.
- Adequate room ventilation will be provided for site cabins. As a minimum, upper wall, and floor vents (through to the outside) will be provided. Floor vents should be in the floor, not the lower wall. There may be a need to raise the cabin unit clear of the ground to ensure floor vents are not blocked by grass etc.
- All appliances will be fitted with their own "ON-OFF" tap, and not controlled by the cylinder valve.
- Hose connections will be by proprietary clamp or crimp, and flexible hoses should not exceed 3 metres in length.
- Properly maintained regulators (and gauges where fitted) will be used.
- A dry powder fire extinguisher will be readily to hand.
- Cylinders will be stored correctly and returned to the cylinder store when not being used.
- When transporting LPG cylinders in enclosed vans, the cylinder will be upright and secured. The driver will understand the dangers of LPG and be aware of the emergency action in the event of a leak, accident or fire. Windows should be slightly opened to provide through ventilation and driver and passengers **WILL NOT** smoke. Refer to the LPG safety information in the following pages for more detailed guidance on safety and transport requirements. **Passengers will not be carried in the load compartment of the vehicle if LPG is also being carried.**

The Carriage by Road of LPG Cylinders in Closed Vans

This guidance provides a summary of the duties of drivers, specific to the carriage of LPG cylinders in closed vans, in order to comply with the regulation.

- The vehicle used for carrying the cylinders will be of adequate strength, of good construction, properly maintained and suitable for the purpose.
- Cylinders in any type of vehicle will be loaded in a single layer and secured to prevent any movement or displacement during carriage, which may create a hazard. They will be carried upright with their valves uppermost.
- Closed vans will not be used for the carriage of more cylinders than is shown in the following table:

Cylinder Size (LPG Content)	Maximum Number To Be Carried
Greater than 20 Kg	4
5 to 20 Kg	12
Less than 5 Kg	23

- The total number carried in any one load will be limited to the maximum number permitted for the largest sized cylinder in the load.
- Closed vans carrying LPG will display a 'flammable gas' hazard warning diamond on both sides and the rear. They will be kept clean and free from obstructions.
- Where more than four (4) cylinders are to be carried; the van and mode of carriage will conform to paragraphs below.
- The load compartment of closed vans will have permanent ventilation openings at the front and rear, or at positions recommended by the vehicle manufacturer, so as to ensure a flow of air through the load compartment. The rear opening should be as low as possible to ensure the release of a heavier than air gas. The total area of ventilation will not be less than 2% of the load compartment floor and this will be equally divided between the front and rear.
- Cylinders should be fitted with gas-tight plugs or caps to the valve outlets. Drivers should carry sufficient spare plugs or caps for use where they are missing.

Cylinders will not remain in closed vans while stationary for more than two (2) hours.

The Carriage by Road of LPG Cylinders in Closed Vans:

- Drivers of all vehicles will be trained in accordance with the requirements of this guidance, particularly on action to take in the event of an emergency.
- The vehicle driver will carry written information about the hazards of the substance. This is to ensure he/she knows the identity of the substance carried the nature of the hazards and the action to take in case of emergency.
- Care will be taken during loading and stowing the cylinders to ensure that no additional hazard is created.
- All necessary fire precautions will be taken. No smoking or naked flames are permitted. Suitable fire extinguishers will be carried and maintained in accordance with manufacturer's instructions. One extinguisher suitable to deal with engine fires will be carried in the front compartment; and one extinguisher suitable to deal with small fires in the load compartment will be carried (e.g., two dry powder extinguishers 2 & 6 Kgs capacity)

3.22 Plant/Equipment/Electrical Appliances & Power Tools

All plant and machinery used and operated by the company is manufactured to approved safety standards and must be used in accordance with the manufacturer's instructions and the guidance notes.

It is the responsibility of the relevant Manager or Supervisor to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular machine.

Any machine fitted with a guard or guards to protect moving parts, must not be operated if any guards have been removed. Machines must not be adjusted when they are running unless the manufacturer has made specific provision for such adjustment.

All electrical equipment which the company uses in all workplaces will be supplied, installed, maintained, or used in accordance with current regulations. The Directors will plan any temporary electricity and distribution in accordance with regulations. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E. Regulations, and records maintained.

Director will ensure that all power tools provided for use on site or other workplace, are in accordance with the relevant Electricity at Work Regulations and British Standards and have the appropriate supporting documentation.

No power tools or electrical equipment of voltage greater than 110 volts (CTE) shall be used on sites unless special arrangements are made and discussed with the relevant Company official. Lower voltage tools, lighting, etc. may be required in damp or confined situations. Portable electrical appliances will be PAT tested to ensure their safety. Site based tooling will be PAT tested every six months, office equipment annually and hired tooling before every issue.

All operators of mechanically propelled plant must hold a Certificate of Training Achievement. No person shall operate any vehicle, dumper, crane, forklift, excavator of any kind, or any other item of mechanically propelled plant on a public road unless they hold a current and appropriate driving licence, have had formal training, and can produce the necessary documentation.

Drivers using vehicles or plant on public roads will observe road traffic laws.

All drivers and plant operators must drive with care and consideration for other drivers/ operators, site personnel and members of the general public.

Drivers and plant operators are responsible for basic maintenance of their vehicles/ plant and must report any defects to their line manager or supervisor. The minimum age limit for site driving is 18 years.

In cases where a driver needs to carry out a difficult manoeuvre (such as reversing) a trained banksman / vehicle supervisor must be used.

No person shall operate any mechanical plant, power tools or other equipment without explicit permission and unless they understand the appropriate precautions for use.

Where appropriate, copies of manuals and instructions for safe use of Company plant and equipment will be held on site for reference.

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When purchasing or hiring any item of plant or equipment it is important that, as well as economic factors such as cost, consideration should be given to the safety and health implications of the operation of that equipment. Some of the things that may need to be considered are:

- Hazardous substances
- Adequacy for task
- Skills of employees required to operate it
- Ease of maintenance
- Electrical safety
- Compatibility with existing equipment and environment
- Noise emissions
- Adequate guarding of dangerous parts
- Site constraints.

This is not an exhaustive list but a brief guide to some of the points to be considered. Most importantly safety should be considered before any purchase is made or any hiring agreement signed. It would not be acceptable for equipment to be obtained before some assessment of the risks involved in its operation had been made.

Where equipment is hired in there is a duty under The Provision and Use of Work Equipment Regulations 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form.
- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions.
- Any necessary instruction and training is given to site operatives.
- A qualified or competent person is available to use the equipment.
- Any maintenance/inspection that is required, is carried out at the correct intervals by a competent person.
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998.

3.23 Health Surveillance

Responsibility:

The Managing Director responsible for Health and Safety shall ensure that health surveillance is provided where necessary for all employees and records maintained in line with data protection and health and safety legislation.

Where necessary, reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Company.

In order to monitor the health of all employees, an annual medical questionnaire will be issued and reviewed, and action taken in the event that an employee or employees have recorded any health issue or an increase/worsening of an existing condition due to the work environment.

Procedure:

Where known occupational health risks exist within the Company's scope of works, a suitable and sufficient Risk Assessment and Safe System of Work will be developed for the work activity, and control measures implemented to ensure the health, safety and welfare of all employees affected.

Where health surveillance is required, this will be outlined in the Risk Assessment and Safe System of Work and communicated to affected employees.

Directors shall, where work activities could cause health problems, regularly review the work activities and where possible implement engineering controls, or substitute existing substances for less hazardous ones, and so reduce the occupational risk to employees and other third parties affected by the Company's scope of works.

Should any person have a health problem which could affect their health, safety, and welfare while at the workplace, they shall inform their immediate manager or supervisor.

3.24 Hand Arm Vibration

Under the Control of Vibration Regulations 2005 we will look to eliminate or control the exposure to vibration in the workplace to the lowest level that is reasonably practicable. Hand arm vibration and whole-body vibration can be a significant health risk wherever powered hand tools and certain items of plant are used for significant lengths of time. The Company will look to eliminate vibration risk where possible at the planning stage by engineering out the risk at source.

Where this is not possible the risk will be reduced to as low as is reasonably practicable with regular monitoring of exposure levels and risk to employees. Health surveillance will be carried out on employees where regular and frequent exposure to vibration risk is evident using the Tier System Questionnaires. The aim will always be to be PROACTIVE rather than REACTIVE when addressing vibration risk.

The Company will follow good practice controls, currently promoted by the HSE, to help to eliminate or reduce vibration risk in our industry which are:

Acknowledgement of exposure levels – Hand arm vibration

- The daily exposure limit value is 5 m/s² A(8)
- The daily exposure action value is 2.5 m/s² A(8)

Daily exposure shall be ascertained on the basis set out in Schedule 1 Part I of the Control of Vibration at Work Regulations 2005

Acknowledgement of exposure levels – Whole-body vibration

- The daily exposure limit value is 1.15 m/s² A(8)
- The daily exposure action value is 0.5 m/s² A(8)

Daily exposure shall be ascertained on the basis set out in Schedule 2 Part I of the Control of Vibration at Work Regulations 2005

Selection of Work Equipment:

Tool selection can make a substantial difference to the vibration level, but the tool must be suitable for the task and used correctly. We will demonstrate a sound procurement policy for power tools and hand-guided machines considering the following:

- There is no reasonably practicable alternative method with no (or less) vibration exposure.
- Equipment is generally suitable for the job (safety, size, power, efficiency, ergonomics, cost, user

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- acceptability, etc.)
- Reduced vibration designs are selected provided the tools are otherwise suitable.
- Declared vibration emission is not high compared with competing machines of similar capacity to do the job.
- Information on likely vibration emission is available (e.g., from manufacturer, hire company, databases)
- Available information from the manufacturer or elsewhere on control of vibration risks through:
 - Maintenance (e.g., servicing grinders, sharpening drills, and chisels)
 - Selection of consumables (abrasive discs, chisels, drills, etc.)
 - Correct operation and operator training (see below)
 - Maximum daily trigger times or maximum daily work done with the tool.

Limiting Exposure Time:

Restricting exposure time (“trigger time”) will be carried out to ensure exposure remains below the Exposure Limit Value (ELV), even after all reasonably practicable measures to reduce vibration levels are in place.

We will determine the maximum times using the exposure points system or supplier’s “traffic lights” tool category.

Regular testing and monitoring using HAVI Meters will be carried out to ensure the ELV is not exceeded. The Company will ensure that the exposure will be reduced to the lowest level that is reasonably practicable so the ELV will not be used as a target, if a lower exposure is reasonably practicable.

Other Risk Controls:

The Company, where possible, will look to control HAV risk by means other than reducing vibration exposure, this will be done by:

- The use of ergonomic aids, such as supporting the weight of the tool which reduce forces applied by operator
- Ensuring a suitable workplace temperature or provision of warm clothing and gloves
- Regular breaks from work involving vibration and encourage operators to exercise fingers.
- Embracing advances in technology and working practices.

Information, Instruction and Training:

The Company will ensure employees at risk from vibration shall have received information on:

- The risks from HAV and how to help reduce them (see above)
- Arrangements for health surveillance and their duty to cooperate.

Managers/Supervisors will look for evidence that tools are being used correctly, as recommended by the manufacturer. This may require operators to receive specified training which will be provided.

Health Surveillance:

The Company will provide health surveillance where the Exposure Action Value (EAV) is likely to be exceeded. As a minimum we shall:

- Use of a periodic health screening questionnaire, both annually and for new employees (TIER system)
- Have arrangements in place for referral of relevant cases to an occupational health provider with HAVS expertise for diagnosis and ongoing monitoring.

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- Have arrangements in place to receive medical advice on management of affected employees.
- Have arrangements in place for RIDDOR reporting of HAVS cases.

Personal Protective Equipment:

Where the need for PPE is identified as a result of any vibration survey or risk assessment, it will be issued as soon as possible.

3.25 Environmental Controls

Employees, who are responsible for establishing a working environment, which is safe and without risk to health, shall consult the department Director and health and safety manager who is available to give advice as necessary. In some cases, outside specialist assistance maybe required.

Instrumentation is available from the department Director / health and safety manager to monitor the workplace and to establish a satisfactory environment e.g., satisfactory levels of lighting, humidity, temperature dust and noise etc.

Roofclad Systems, so far as is reasonably practicable, proposes to pay particular attention to:

- To minimise disturbance to the local and global environment, and to the local communities and wildlife.
- Follow the waste management hierarchy as outlined in the Waste (England and Wales) Regulations 2012.

Roofclad Systems will follow the hierarchy outlined below:

- Prevention
- Preparing for re-use
- Recycling
- Recovery
- Disposal

To minimise use of energy and raw materials and to adhere to the principles of sustainability. To consider the environment in the design of processes and products and the maintenance of equipment.

To provide information on the use and final disposal of products.

To ensure that all employees and suppliers are adequately informed about the company's environmental policy.

To minimise the use of product related materials and services such as packaging or transport.

3.26 New and Expectant Mothers

Elimination of Activities Hazardous to New and Expectant Mothers:

Roofclad Systems will ensure that work activities exposing new and expectant mothers to unacceptable risks are eliminated, so far as is reasonably practicable. Measures to achieve this include preventing exposure to such risks by ensuring:

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- Relevant legal standards (dependent on the risk involved) are met.
- Official guidance and good practice are followed.
- Working conditions and/or hours are adjusted if necessary.
- If necessary, new, and expectant mothers are removed from hazardous activities, i.e., the employer will provide suitable.
- Suitable facilities are provided and maintained for new and expectant mothers.
- alternative work or, if this is not possible, will place the employee on paid suspension.

Assessment of Risk:

Where hazardous activities cannot be eliminated, risk assessments carried out by a competent person, together with the new and expectant mother, will be undertaken to identify residual risks and to reduce them to the lowest level reasonably practicable. The assessments will consider the actual risks associated with the work activities and whether these risks are increased, due to any particular problems experienced by a new or expectant mother during her pregnancy or postnatal period.

Specifically, the assessment will consider risks associated with exposure to:

- Physical agents
- Biological agents
- Chemical agents

The assessment will also consider working and welfare conditions. Risk assessments relating to new and expectant mothers will be reviewed, and if necessary revised, regularly.

Duties of Managers and Supervisors:

Managers and supervisors must ensure that:

- New and expectant mothers are encouraged to disclose their pregnancy at the earliest possible opportunity in writing.
- The highest level of confidentiality is always maintained.
- Risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained.
- Necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised.
- New and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them.
- Any adverse incidents are immediately reported and investigated.
- Appropriate training is provided where suitable alternative work is offered and accepted.
- Provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition.

Duties of New and Expectant Mothers:

New and expectant mothers must:

- Inform their general practitioner or midwife of the nature of their work.
- Notify their employer in writing, as soon as possible, if they are pregnant, have just given birth or are breastfeeding.
- Follow any safety arrangements implemented for their protection, including attending training sessions, complying with control measures, etc.
- Not act in a manner that adversely affects their own health and safety, that of their child and/or anyone else Report any perceived or real shortcomings in protection to their employer Information and Training.
- Suitable information, instruction and training will be provided to new and expectant mothers to ensure their health and safety.

- Training needs will be identified and reviewed by a competent person and support given to allow new and expectant mothers to attend any required training sessions. The effectiveness of any training provided will be monitored and training regularly reviewed. Training should also include ensuring that those people responsible for carrying out risk assessments are competent to do so.

3.27 First Aid

Certificated First Aid personnel will be provided at offices and contracts sites as required by the Health and Safety (First Aid) Regulations. Numbers of first aiders are dictated by the hazards present on site, geographical location of employees and location of local emergency services. All places of work shall be equipped with an appropriate level of First Aid Equipment, to be stored in a location made known to all staff. (Each van is equipped with a kit, and adequate supplies of first aid materials are readily available at all locations).

The appointed person will be responsible for the care and supervision of First Aid on site, care, and maintenance of the sites first aid kit. Accidents/incident to be logged following the Accident and Near Miss Reporting Procedure and the details to be recorded on the - Accident Report Form.

All accidents/incidents must be reported to the health and safety manager and Contracts Manager or in his absence any senior Manager or Director shown in the organisational chart. The health and safety manager must ensure all accidents are reported to the authorities if required.

3.28 Young Persons

Young workers, (those under 18 years of age) are particularly at risk because of their immaturity, inexperience, and lack of awareness to existing hazards. Roofclad Systems will carry out Risk Assessments on young workers before they start employment.

When the assessment process is carried out, we will consider the young workers':

- Physical and psychological capacity.
- Potential of exposure to cold, heat, noise, and vibration.
- Potential of exposure to harmful agents.
- Need for greater supervision of their activities.
- Need for additional training in order for them to carry out their work activities safely.

They will be treated as employees for the duration of their employment in that they will be provided with the same health, safety, and welfare protection. Young workers shall be provided with close supervision, information, training, and instruction at all times.

3.29 Respiratory Protection

Roofclad Systems is aware of the concerns regarding the correct and safe usage of Respiratory Protective Equipment (RPE), specifically in respect of facial hair. The below information makes clear Roofclad Systems's position on RPE.

Where RPE is used as a control measure under Health and Safety Legislation (Control of Substances Hazardous to Health Regulations 2002 reg.7(3)(c), Control of Asbestos Regulations 2012 reg.11(4), it is vital that the selected RPE is adequate and suitable.

Many of the gases, vapours and dusts that cause serious damage to lungs and other parts of the body can be invisible to the naked eye and RPE is designed to protect employees from these hazardous substances that can cause serious illness and disease.

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Roofclad Systems must prevent or control the exposure of employees to hazardous substances at work, employees have a legal duty to cooperate with their employers and use control measures provided, including RPE, in accordance with the instruction, information and training provided.

RPE must reduce exposure to as low as reasonably practicable, and in any case to an acceptable level - below any applicable Workplace Exposure Limits or Control Limits. To ensure that the selected RPE has the potential to provide adequate protection for individual wearers, the Approved Code of Practice's (ACoPs) supporting COSHH, CAR, which stipulate that tight-fitting RPE must be fit tested as part of the selection process.

RPE Face fit testing should be conducted by a competent person. This will help to ensure that inadequately fitting facepieces are not selected for use.

Ill-fitting facepieces can create inward leakages of airborne contaminants. Facial hair / stubble and beards make it very difficult to get a good seal of the mask to the face and this renders the RPE ineffective exposing employees to the risk of hazardous substance inhalation and the associated damage to your lungs and health.

Should employees choose not to be clean shaven when carrying out duties requiring RPE, subsequently preventing them from carrying out their duties safely, disciplinary actions may be taken. However, if there is a good reason preventing employees from being clean shaven, such as religious or medical requirements, then employees must report this to their Director and Roofclad Systems will make a decision whether or not to provide alternative RPE.

3.30 Sub-Contractors

Roofclad Systems Pre-Qualification Questionnaire has been created in order to assess and ensure the competence of all contractors appointed by the Roofclad Systems and is a practical way of complying with the company's duties under Regulation 8 of the CDM 2015 Regulations (General Duties).

Roofclad Systems requires all contractors to complete the PQQ application form and is required to meet specific standards (Application forms – Deem to Satisfy, Under 5 employees and Over 5 employees). The application form has strict standards to be met; and contractors are required to supply supporting evidence which is set out in these standards dependant on if they areSSIP accredited and the size of the company.

The completed application form and supporting evidence is audited internal. Contractors who meet the required standards will go onto the approved list of the suitable contractors and those who do not satisfy the standards will not be approved and will no longer be selected for future work.

Sub-Contractors need to comply with all reasonable Company requirements as to the measures that they should take to discharge their responsibility and be aware and adhere to the Company policy on health and safety. Self-employed labour and other temporary workers will be assessed to determine their competency to operate safely prior to commencing work under company supervision.

During site inspections carried out by safety manager, they shall also audit the undertakings of sub-contractors assigned to the particular project. Whilst on site, supervisors and managers shall monitor and supervise subcontractor's activities to ensure they undertake their work safely. In addition to this, the

safety advisor as part of his inspections shall ensure that sub-contractors are working in line with their provided safe systems of work, risk assessments along with site rules being enforced.

As part of monitoring and auditing sub-contractor performance, safety manager shall ensure that contractors being used for projects are current and approved on the companies approved list of contractors. Where unsatisfactory circumstances arise, this shall be recorded and provided to site managers or supervisor and divisional director and H&S manager for action as necessary. Feedback will also be given to the contractors involved so they have the opportunity to address the issues raised.

Contractors who perform unsafely on site shall be removed and no longer provided work.

3.31 Display Screen Equipment

In line with the requirements of the Display Screen Equipment Regulations 1992, Roofclad Systems shall ensure that all employees deemed as a 'users' of display screen equipment, as defined by the Regulations, are provided with information, instruction, and training in the safe working with such equipment. Assessments of all workstations shall be carried out to establish the equipment requirements for the particular operation and the correct setting of workstation apparatus hardware and software.

Appointed and trained assessors will carry out the assessments and record the results on the Company assessment sheets. Eye tests shall be carried out for 'users' who so request them, on a regular basis and where necessary corrective appliances to the minimum basic requirement shall be provided.

Following assessments of workstations, Roofclad Systems shall provide any equipment found necessary to comply with the Regulations and shall ensure that the required working practices and methods are in place to meet the statutory requirements. Periodic reviews will be undertaken of all assessments undertaken to ensure they remain relevant for employees.