

# **HEALTH AND SAFETY POLICY FOR MINERAL STAR ROOFING**



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This safety policy shall be observed by all Company employees, the self employed and those sub-contractors who are employed at any site or premises, controlled by Mineral Star Roofing. They must, as far as reasonably practicable, ensure their work is carried out safely and without risk to others.

Whilst not all of this policy needs to be read by all personnel, it is the responsibility of managers within the Company to ensure that the appropriate parts are brought to the attention of those personnel who are affected by it.

**Policy Review and Revision Record**

<b>Review No.</b>	<b>Date</b>	<b>Revision Details</b>
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## **Contents**

### **Introduction**

#### **1 Policy Statement**

##### **1.1 Statement of Intent**

#### **2 Organisation**

##### **2.0 Health and Safety Management Chart**

##### **2.1 Responsibilities and Duties of the Managing Director**

##### **2.2 Responsibilities and Duties of Contracts Director**

##### **2.3 Responsibilities and duties of Contracts Managers**

##### **2.4 Responsibilities and Duties of Site Managers/Supervisors**

##### **2.5 Responsibilities and Duties of Operatives**

##### **2.6 Responsibilities and Duties of Office Manager**

##### **2.7 Responsibilities and Duties of Office Staff**

##### **2.8 Responsibilities and Duties of Contractors**

#### **3 Arrangements**

##### **3.1 Health and Safety Information for Employees**

##### **3.2 Health and Safety Training**

##### **3.3 Induction and Basic Training**

##### **3.4 Identifying Training Needs**

##### **3.5 Safety Talks for Operatives**

##### **3.6 Risk Assessments**

##### **3.7 Office Inspections**

##### **3.8 Site Inspections**

##### **3.9 Hazardous Substances**

##### **3.10 Use of Liquefied Petroleum Gases**

##### **3.11 Excavations**

##### **3.12 Underground Services**

##### **3.13 Work Near or Under Overhead Power Lines**

##### **3.14 Excavators**

##### **3.15 Small Dumpers**

##### **3.16 Use of Skips**

##### **3.17 Disposal of Waste**

##### **3.18 Compressors and Pneumatic Power Tools**

##### **3.19 Abrasive Wheels**

##### **3.20 Portable Electrical Equipment**

##### **3.21 Maintenance and Repair of Plant and Equipment**

##### **3.22 Manual Handling**

##### **3.23 Personal Protective Equipment**

##### **3.24 Fire Precautions on Site**

##### **3.25 Office Fire Precautions**

##### **3.26 Accident Investigation and Reporting**

##### **3.27 First Aid Facilities**

##### **3.28 Construction Design & Management Regulations**

- 3.29 Introduction of New Substances, Machinery and Processes**
- 3.30 Review of Health and Safety Policy**
- 3.31 Display Screen Equipment**
- 3.32 Driving Licences**
- 3.33 Method Statements**
- 3.34 Permit To Work System**
- 3.35 Health and safety Questionnaire for Contractors**
- 3.36 Sub-Contractors / Self Employed Workers**
- 3.37 Contractors - Machines And Other Plant**
- 3.38 Safety In Dealing With Members Of The Public - On And Off Site**
- 3.39 Checklist Of Issues To Consider On Site**
- 3.40 General Office Safety & Use Of Computers**
- 3.41 Display Screen Equipment Policy**
- 3.42 Workstation Set-Up (Guidance For DSE Users)**
- 3.43 Work Related Upper Limb Disorders (WRULD's) In Offices**
- 3.44 Policy On Radon**
- 3.45 Asbestos Procedures**
- 3.46 Young Children on Site**
- 3.48 Working at Height**
- 3.49 Access / Egress**

## **1 Policy Statement**

### **1.1 Statement of Intent**

As the Managing Director of Mineral Star Roofing it is my responsibility to ensure that the Company complies with the Health & Safety at Work etc Act 1974 and all subsequent legislation, so far as is reasonably practicable, to ensure the Health, Safety and Welfare of all persons engaged in or near the Company's working operations, this includes employees, sub-contractors and the general public.

Good safety is good business and by having a positive safety culture within the working environment it will contribute to the continued success and sustainability of the Company within a highly competitive market.

To assist me in meeting my H & S responsibilities I have allocated H & S duties to designated personnel within the Company structure. All management within the Company have already got general H & S responsibilities under the HASAW Act, and as part of the Company they are expected to discharge these duties and demonstrate their commitment to H & S as part of their normal day-to-day operations, as well as those additional duties required by the Company.

I have appointed Darren Smith as the Director responsible for ensuring that adequate systems and procedures are in place for health and safety throughout the company.

The Safety Management Systems within the Company will only be effective if followed by all personnel, these systems are to be complied with and any problems encountered are to be brought to the attention of the appropriate line manager.

All significant risks to personnel will be assessed and appropriate measures to control the risks will be developed. Safe Working practices and procedures shall be monitored continuously to encourage safe working throughout all work operations.

Adequate training shall be put into effect as required to ensure that all employees fully understand the requirements necessary to carry out their specific duties in a safe and efficient manner. Assessment of each work operation shall define the control measures necessary for each employee's duties.

Effective consultation between management and employees is to be actively encouraged with regard to matters of the Health, Safety and Well-being of all employees. The Company recognises that a key measure towards safe-working practices is effective communication.

The requirements necessary for the adequate supply of Personal Protective Equipment shall be reviewed on a regular basis.

An appropriate amount of finance shall be allocated to each contract to meet the specific requirements for Safe Working.

## *Mineral Star Roofing - Health and Safety Policy*

As a Company we have an excellent record of Safe Working due, in the main, to good working relationships between management and employees. This relationship did not occur naturally, a lot of work has gone into the building of the relationship, which, like Safe Working, must be nurtured continuously. Therefore, Mineral Star Roofing will continue to encourage safe working practices and procedures throughout to achieve the aim of keeping all employees free from incident and injury while working.

The Safety Management Systems developed within the Company will ensure the health, safety and welfare of those affected by the work activities of Mineral Star Roofing, in particular, there will be provided for every employee of the Company:

- a safe system of work appropriate to the risks faced
- safe plant, machinery, equipment & tools
- a safe and healthy place of work, with suitable welfare arrangements
- safe arrangements for the use of handling, storage, and transport of articles and substances
- adequate safety training and instruction
- safe access and egress from working areas
- protective clothing and safety equipment to conform to statutory requirements
- specialist training given where appropriate
- appropriate first aid facilities
- adequate safety inspections
- adequate accident investigation, recording and reporting systems
- adequate procedures for use in emergency situations, fire, explosion etc

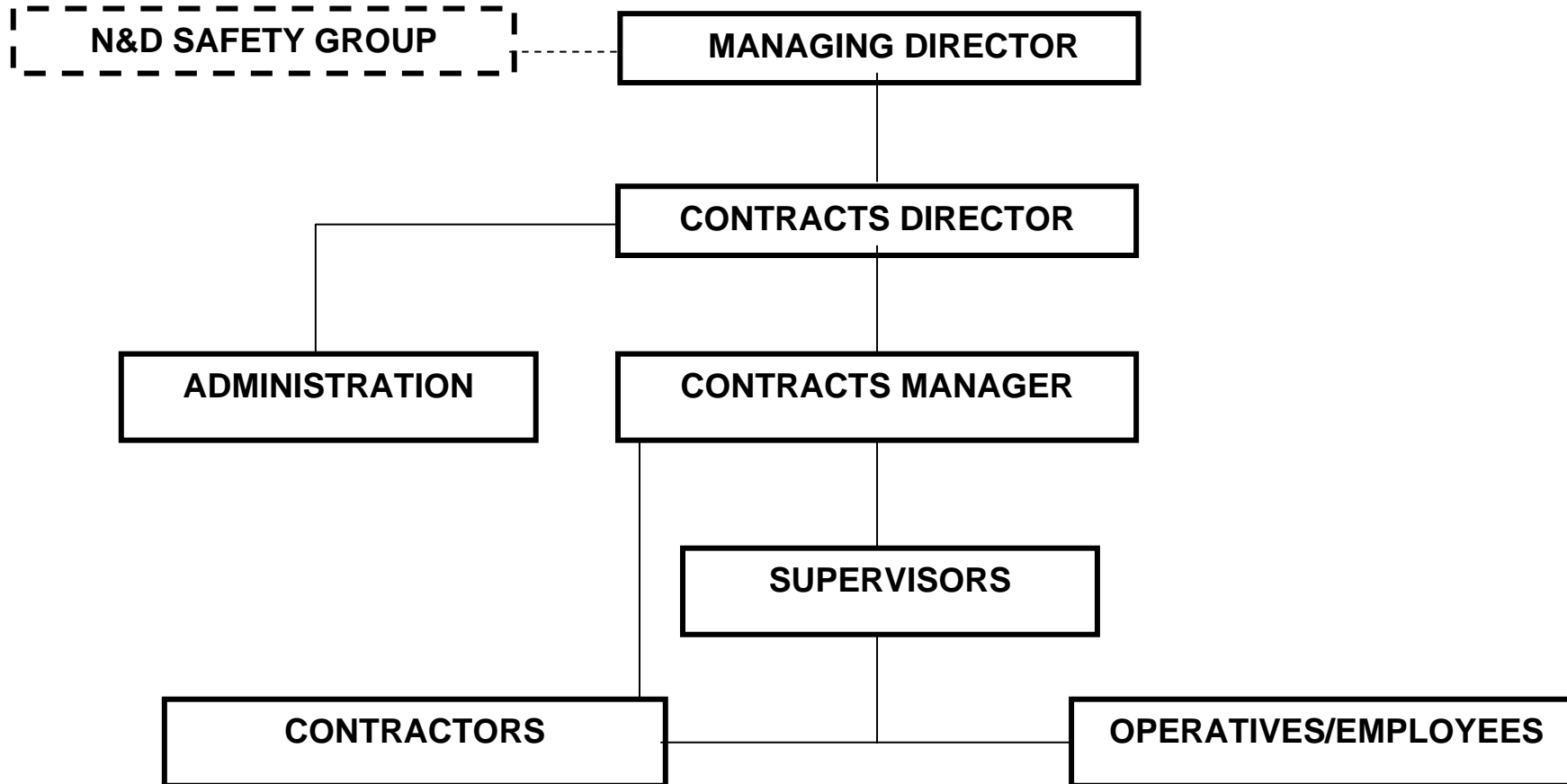
I will also take the necessary steps to ensure that the Company complies with all current legislation concerning the Construction Industry where it impacts on Company activities.

Safety is taken seriously by the Company, and as such, consistent failings by any personnel engaged in Mineral Star Roofing's work activities in ensuring a safe and healthy work environment or non compliance with agreed procedures will, therefore, be subject to the normal disciplinary procedures which the Company has developed. Poor safety performance will not be tolerated.

**Signed:**

**Dated:**

## 2.0 MANAGEMENT STRUCTURE FOR THE IMPLEMENTATION OF THE HEALTH AND SAFETY POLICY



## **2 Organisation**

### **2.1 Responsibilities and Duties of the Managing Director Are To:**

1. Be directly responsible for ensuring that the Company's Health and Safety Policy is maintained and implemented effectively by the Director responsible.
2. Appoint an individual director to administer the Health and Safety Policy and to report back to the board on safety performance.
3. Ensure that he knows and understands the statutory health and safety requirements that affect the Company's operations.
4. Insist that planned safe working methods are followed in observance of Codes of Practice, and that risks are assessed and effectively controlled.
5. Ensure that tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training, and the requirements of the CDM Regulations.
6. Ensure that effective arrangements are made for proper liaison between the Company, its contractors, and others on site.
7. Ensure that adequate insurance cover is arranged, and that a copy of the insurance certificate is displayed where it can be easily seen by all employees.
8. Ensure that financial resources are provided, that are sufficient to meet the requirements of the Company Health and Safety Policy.
9. Provide the necessary support to enable management and employees to implement all aspects of the Health and Safety Policy.
10. Set a personal example by wearing appropriate protective clothing when visiting sites.
11. Reprimand any employee who fails to carry out his health and safety duties in a satisfactory manner.

**2.2 Responsibilities and Duties of Contracts Director Are To:**

1. Ensure that the Company's Health and Safety Policy is revised and kept up-to-date, and that it is brought to the attention of all employees.
2. Ensure that the Company's Health and Safety and Safety Management Systems are implemented throughout the Company and are revised and kept up-to-date, and that changes are brought to the attention of all employees.
3. Monitor, review and update risk assessments periodically, and when new risks and work procedures arise.
4. Ensure that copies of the Company Health and Safety policy are displayed where they can be easily seen by all employees.
5. Ensure that written arrangements are prepared for the management and monitoring of the Company's Health and Safety Policy.
6. Continually review the effectiveness of the policy and ensure that any necessary changes are made so that the policy is maintained in line with the Company's development.
7. Ensure that employees understand their allocated responsibilities for health and safety.
8. Ensure that adequate insurance cover is arranged, and that a copy of the insurance certificate is displayed where they can be easily seen by all employees.
9. Ensure that N&D Safety Group is made aware of all factors affecting Health and Safety within the Company.
10. Ensure that an adequate system of maintenance exists and operates to keep premises, plant and work equipment in safe condition.
11. Ensure that an accident reporting and investigation procedure is in place and that all accidents and dangerous occurrences are analysed to determine causes and so help to prevent recurrence.
12. Ensure effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger as and when required.
13. Insist that planned safe working methods are followed in observance with Approved Codes of Practice, and that risks are assessed and effectively controlled.
14. Ensure that you know and understand the statutory health and safety requirements that affect the Company's operations.

*Mineral Star Roofing - Health and Safety Policy*

15. Insist that planned safe working methods are followed in observance of Codes of Practice, and that risks are assessed and effectively controlled.
16. Ensure that tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training, and the requirements of the CDM Regulations.
17. Ensure that effective arrangements are made for proper liaison between the Company, its employees, its contractors, and others on site.
18. Ensure that appropriate training is provided for all employees.
19. Ensure that financial resources are provided that are sufficient to meet the requirements of the Company Health and Safety Policy.
20. Set a personal example by wearing appropriate clothing when visiting sites and adhering to safe working practices.
21. Reprimand any employee who fails to carry out his health and safety duties in a satisfactory manner.

**2.3 Responsibilities And Duties Of Contracts Manager Are To Ensure That:**

1. The Construction, Design and Management Regulations are adhered to from pre contract stage to completion of the project.
2. The Construction (Health, Safety and Welfare) Regulations are complied with during all projects.
3. He establishes the competency of all sub-contractors before they are engaged in site work activities.
4. Ensure that tenders are sufficient to provide adequate welfare facilities, safe systems of work, safe plant and equipment, operative training, and the requirements of the CDM Regulations.
5. Ensure that effective arrangements are made for proper liaison between the Company, its employees, its contractors, and others on site.
6. He contributes effectively to the completion of work activity risk assessments.
7. Safe systems of work are developed and implemented.
8. Employees are consulted on health and safety issues.
9. Employees are encouraged to report hazards and raise health and safety concerns.
10. Issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff.
11. Refer difficult safety issues to the Contracts Director for action.
12. Health and safety rules are followed by all.
13. Periodic site inspections are carried out and recorded.
14. The monitoring and checking activities required by the Company Safety Management Systems are completed.
15. Support the Contracts Director in fulfilling his duties.
16. Bring to the attention of the Contracts Director safety issues determined during the site survey.
17. Determine most appropriate means of access equipment for specific tasks.
18. Determine most appropriate tools and equipment for specific tasks.
19. Set a personal example.

**2.4 Responsibilities And Duties Of Site Managers/Supervisors Are To:**

1. Comply with and to ensure that those for whom they are responsible also comply with the Health and Safety arrangements that apply to the task being performed.
2. Be familiar with current legislation applicable to the work on which yourself and site operatives are engaged and insist that safe systems of work are observed and monitored regularly
3. Ensure that you keep up to date with Company Policies on Health & Safety Matters from meetings attended. If you are absent from a meeting you are to familiarise yourself with the points discussed.
4. Ensure that their employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised. All scaffolds over 2m in height must be inspected every seven days and the results recorded . All scaffold inspections will be carried out by a competent person; this will normally be verified by production of a Scaffolder Certificate issued by the CITB.
5. Ensure that the Construction, Design and Management Regulations are adhered to from pre contract stage to completion of the project.
6. Ensure that the Construction (Health, Safety and Welfare) Regulations are complied with during all projects, in particular you are to ensure that the following Mineral Star Roofing Company policies are adhered to:
  - Site Traffic Management Plan
  - Working at Heights
  - Use of Trestles
  - Use of ladders
7. Comply with such elements of the Health and Safety arrangements as are applicable to the tasks being performed.
8. Follow the method statements and risk assessments applicable to the tasks being undertaken.
9. Ensure that all operatives, sub-contractors, visitors on the sites wear safety helmets at all times other than in areas specifically designated as “no risk” areas by site management, and that signs are erected on site warning that safety helmets must be worn.
10. Ensure that detailed Safety Method Statements are obtained from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition roofing, entry into confined spaces etc. The Safety Method Statement must be agreed before work begins and copies kept available on site so that compliance with the agreed Method Statement can be checked and maintained.

11. Contribute effectively to the completion of work activity risk assessments as required
12. Incorporate health and safety instructions as a matter of routine and ensure they are followed at all times
13. Ensure that operators including sub contractors are not allowed to undertake tasks which have not been planned, and for which no risk assessment has been undertaken
14. Ensure that new employees, including apprentices and 'Young Persons', are adequately supervised at all times and comply with safety and health precautions. Commend operatives who, by action or initiative, eliminate hazards
15. Report any defects affecting the safety of plant, tools or equipment and ensure that the defect is rectified before the particular plant, tool or equipment is taken into use again.
16. Carry out all work with the minimum of risk to people, equipment and materials
17. Ensure that the Health and Safety Executive Officer if on site is accompanied and act on their requirements or advice immediately
18. Ensure that you co-operate with the N & D Safety Group consultants and take appropriate action on their recommendations to meet compliance or if unable to do so, refer the matter to the next higher level of Company management
19. Release employees for training when required
20. Ensure that Sub-Contractors comply with their Method Statements
21. Maintain an effective communication link with both the workforce and management throughout the project
22. Ensure that Toolbox talks (specific to the site) are given on a regular basis and before any major task involving high-risk activities, for which you have the controlling influence
23. Discourage horseplay and reprimand those who consistently fail to consider their own well being, and that of others around them
24. Ensure that all personnel on site act in a responsible manner at all times and do everything that is reasonably practicable for the safety and health of other personnel and themselves
25. Ensure that where additional risks appear which have not been planned for that an adequate risk assessment is carried out and appropriate control

## *Mineral Star Roofing - Health and Safety Policy*

measures are introduced prior to the commencement of the task. This information must then be passed on to your line manager

26. Ensure that operators on site have appropriate fire fighting equipment as necessary and that first aid packs are up to date and in good order
27. Ensure that adequate welfare facilities are established on site and maintained throughout the duration of the project
28. Maintain the site in a tidy state
29. Inform your Contracts Manager without delay if the safety performance of a sub-contractor is unsatisfactory, having first taken appropriate steps to ensure the offending activity is in safe order.
30. Take extra care over the training and supervisory need of young or inexperienced workers.
31. Be responsible for ensuring that appropriate first aid equipment is readily available.
32. Ensure that any injury sustained, damage caused, or dangerous occurrence on site is investigated and reported as may be necessary under the requirements of RIDDOR. Details of the event must always be recorded in the accident book.
33. To record and report all accidents and incidents, and where necessary conduct an accident investigation.
34. Set a personal example

## **2.5 Responsibilities of Employees (Operatives)**

As employees you also have duties under Health & Safety at Work etc. Act and the Management of Health & Safety at Work Regulations to both act responsibly and safely and also to co-operate with management in discharging their responsibilities under the law.

Whilst HSE/EHO's can prosecute individual members of staff in certain circumstances (max. penalty £20,000 or 6 months imprisonment), this is relatively unusual. In most cases, the Company's internal disciplinary procedures will be applied.

As an employee your responsibilities are to:

1. Co-operate with your employer by carrying out all instructions given to ensure the safety of yourself or others who may be affected by your actions including the wearing of protective clothing issued, i.e. safety helmets, goggles, ear defenders and masks, etc.
2. Take reasonable care of your own health & safety and that of others and refrain from any act that could injure yourself or other people.
3. Refrain from interfering with, or recklessly misusing, anything provided for your, or other peoples health and safety.
4. Refrain from horseplay or practical jokes.
5. Realise that employees as well as, or instead of the employer, could have legal proceedings taken against them in the event of a contravention of the HASAW Act being proven.
6. Co-operate with the Site Manager and Supervisors, and bring to their attention any matter regarding your own or other people's safety.
7. Inform your Site Manager or Supervisor of any hazards you see which have the potential to harm yourself or others.
8. Use the correct tools and equipment for the job and keep them in good condition
9. Work to Client's safe directions and observe company/site rules, where relevant
10. Report defects in any work equipment, or any obvious health risks to your supervisor or manager
11. Develop a personal concern for health and safety – for themselves and others, particularly young people
12. Avoid improvising which entails unnecessary risk

*Mineral Star Roofing - Health and Safety Policy*

13. Warn new employees of known hazards
14. Refrain from horseplay and the abuse of welfare facilities
15. Suggest ways of eliminating hazards
16. Do not operate site vehicles or equipment for which you do not have authorisation

## **2.6 Office Managers Responsibilities**

The responsibility of the Office Manager is to ensure:

1. All staff in their department have a reasonable knowledge of the Health and Safety Legislation relevant to their particular type of work.
2. All staff act in a responsible manner at all times and do everything that is reasonably practicable for the safety and health of other persons and themselves.
3. That adequate assessment is carried out of the risks from slips, trips and falls within the working environment.
4. That adequate assessment is carried out of any other risks to personnel within the working environment.
5. All staff who have been classed as 'users' of Display Screen Equipment (DSE) have been adequately assessed for risks to their Health & Safety, and that appropriate risk controls have been implemented and recorded.
6. The appropriate control measures concerning RADON are adhered to and that while residual risk remains it is monitored at the frequency dictated in the risk assessment (See Company policy on RADON within this document).
7. That adequate First Aid facilities are available and that a sufficient number of competent personnel are appointed as First Aiders, and that a record of all First Aid equipment's, their locations and refill dates /inspections is maintained.
8. All staff are informed of what action to take in the event of FIRE and other emergency situations. Practices are to be carried out periodically and arranged in conjunction with the appropriate personnel and Fire Wardens.
9. All staff are to be conversant with fire fighting equipment, know its location and have been suitably trained in its use.
10. Competent personnel are to be appointed as Fire Wardens where necessary.
11. You are familiar with the Company's policy on office safety. (See "Policy on General Office Safety and use of Computers")

## **2.7 Responsibilities and Duties of Office Staff**

1. Study the Company's Health and Safety Policy and carry out your work activities in compliance with its requirements.
2. Ensure that the clothing and footwear that you wear at work is suitable and safe.
3. Do not carry out any work activity which may be hazardous to your health and safety and for which you have not received training or instruction.
4. Report all electrical faults and defects in equipment to your immediate supervisor at once. Do not attempt to repair or service any equipment without authorisation.
5. Report any problems related to the use of Display Screen Equipment such as tingling in the fingers or hands, backache, headaches, eye strain etc
6. Ensure that passageways, floors, and doorways are kept clear and unobstructed at all times.
7. Never attempt to lift articles or materials, on your own that are heavy and could cause you an injury. Always get help.
8. Do not improvise or climb when reaching to a high shelf, always use steps or designed hop-up.
9. Report hazards and ways of improving working methods.

## **2.8 Responsibilities and Duties of Contractors**

1. Comply with the Company's Health and Safety Policy and must ensure their own Company Policy is made available on site whilst work is carried out.
2. Carry out all work in accordance with the relevant statutory provisions taking into account the safety of others on the site and the general public.
3. Make an assessment of the risk associated with any substance, process or work activity on site, which will be hazardous to health and safety. The results of the assessments must be provided to a Director before work commences.
4. Ensure that any material or substance, which has health, fire, or explosion risks, is not to be brought on site without the authorisation of the Supervisor. When authorisation given, the material or substance must be used and stored in accordance with the appropriate Regulations and current HSE recommendations, and information must be provided to any other person on site who may be affected.
5. Ensure that their employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised. All scaffolds over 2m in height must be inspected every seven days and the results recorded in the register Form F91 Part 1 Section A. All scaffold inspections will be carried out by a competent person; this will normally be verified by production of a Scaffold Certificate issued by the CITB.
6. Ensure that all plant or equipment brought onto site is safe and in good working condition, and fitted with appropriate guards and safety devices and with any necessary certificates available for checking.
7. Assessments of noise levels of plant, equipment or other operations to be carried out by the Contractor before work commences.
8. Ensure that power tools or electrical equipment of greater voltage than 110 volts is not brought onto site. All transformers, generators, extension leads, plugs and sockets must be to the latest British Standards for industrial use, and in good condition.
9. Ensure that their employees comply with any safety instructions given by our Supervisor.
10. Ensure that Sub-contractors are informed of any hazards existing on the site.
11. Ensure that work places are kept tidy and all debris, waste materials etc., is cleared as work proceeds.

## **Arrangements**

### **3.1 Health and Safety Information for Employees**

It is not necessary for the employer to explain the law in detail to his employees. The information required may be presented, in the form of posters and leaflets, listing the key points of health and safety law. The regulations require employers to display a copy of the Health and Safety Law Poster where it can be easily seen by employees.

Copies of the poster with the address of the appropriate enforcing authority written on will be displayed on the notice board on site and in the main office.

### **3.2 Health and Safety Training**

The company acknowledges that its efficiency is directly related to its ability to systematically identify, formulate and evaluate the health and safety training of its employees.

It is the personal and specific responsibility of the Contracts Managers to ensure that the training and development needs of their subordinates and staff are meaningfully considered and actioned, with the support of the Contracts Director, who has responsibility for health and safety training.

### **3.3 Induction and Basic Safety Training**

All new employees including trainees will receive basic first day induction and safety training from Site managers/Supervisors.

### **3.4 Identifying Training Needs**

The sources of safety training needs are seen as:

Health and Safety training is to be provided at the following times for both managers and employees if it has been deemed necessary by their line manager based on a training needs analysis:

- prior to commencement of work with the Company
- when their work responsibilities change
- when new risks are introduced or when existing risks increase
- when their skills have not been used for a considerable time

### **3.5 Safety Talks for Operatives**

Safety talks are ten to fifteen minute sessions, conducted by the immediate Manager/Supervisor of the operatives concerned. The topics of the talks should be selected to deal specifically with the actual site circumstances and the safety hazards likely to be encountered by the operatives.

The safety talks should be held on a regular basis, perhaps on a particular morning. Feedback comments on safety hazards should be noted on the attendance form, and the matters investigated and corrected before the next talk takes place.

The names of those attending should be entered appropriately on the form by the Site Manager conducting the talk. An attendance record should be filed.

### **3.6 Risk Assessments**

Statutory duties are placed on employers and the self-employed under the requirements of the Management of Health and Safety at Work Regulations these may be summarised as follows:

- Assessment of significant risks to the health and safety of employees and others who may be affected by work activities, including contractors, part time and temporary staff.
- Significant risks must be recorded in writing and those groups of employees or others especially at risk must be identified.
- Procedures and systems of work must be specified for the elimination of minimising of the risks.
- Risk assessments must be reviewed and changed if circumstances have significantly changed.
- The provision of health surveillance where there is an identifiable disease or adverse health condition relating to the work concerned.
- The design and establishment of emergency procedures to be followed in the event of serious or imminent danger.
- Co-operate with other employers where work areas are shared and exchange information with them on protective measures and the risks associated with each others activities, and pass this information to employees who may be affected.
- Provide training, and periodically repeat it, for employees in regard to:
  - The duties and tasks assigned to them.
  - Induction on first being employed.
  - New work or further responsibility.
  - Changed work processes or methods of work.

Employees also have statutory duties to:

- Use those items provided by the employer in compliance with the instructions and training given. This would include work equipment, dangerous substances, means of transport, plant and safety equipment.

- Inform the employer of any dangerous work conditions or any matter that is considered to be a shortcoming in his employer's health and safety arrangements.

### **The Assessment of Risk**

The assessment of risk is a careful examination of what could cause harm in work activity, and to then decide if sufficient precautions have been taken to prevent that harm. The aim is to make certain that no one gets hurt or becomes ill.

Mineral Star Roofing have just completed a risk assessment programme during which all significant risks have been assessed and adequate control measure implemented. Supervisors are required to ensure that the results of these assessments are communicated to the operatives and other personnel who are exposed to them.

### **3.7 Office Inspections**

The Contracts Director will arrange for office inspections to be carried out on a regular basis (at least once every 3 months) and details recorded.

### **3.8 Site Inspections**

The Site Manager/Supervisor will inspect the site prior to any work commencing and thereafter conduct daily walkabouts with the aim of detecting hazards and implementing remedial action.

Site Managers/Supervisors are to ensure they maintain the following inspection registers during projects:

- Scaffold Inspections
- Plant and Lifting Equipment Inspections
- Excavation Inspections

Random Site Safety inspections will also be carried out by N&D Safety group and the findings reported back to the Site Manager/Supervisor and the Contracts Director.

### **3.9 Hazardous Substances**

The Control of Substances Hazardous to Health Regulations set the requirements for the Company in the control of people's exposure to hazardous substances arising out of work activities.

People can be exposed to hazardous substances either in handling them or by directly using them. When hazardous substances are supplied to the company the manufacturers and suppliers have a duty to provide safety information in the form of a safety data sheet and a safety label on the container that describes the nature of the hazard.

## **Project Sites**

The control of hazardous substances on site will be the responsibility of Site Managers/Supervisors. In all cases where there is the risk of breathing in fumes, vapours and dusts or chance of direct contact with the skin or eyes an assessment must be carried out and necessary steps taken to prevent injury.

Contract Managers are to:

- Arrange a written Risk Assessment, for substances, processes, health hazards etc. normally used or encountered on the site, and this information will be made available to all Company Personnel, and subcontractors etc. who may be affected.
- Ensure all operatives engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required.
- Ensure, if possible, arrangements are made for an alternative, less hazardous material to be specified.
- Arrange for any necessary equipment, enclosures, extraction equipment, hygiene facilities, monitoring, medical examinations, protective clothing etc to be planned before work commences.

### **3.10 Use of Liquefied Petroleum Gases**

Prior to starting work, the required quantities of LPG, including any contractor requirements will be ascertained to ensure that sufficient and suitable storage arrangements are available. A minimum quantity of LPG will be held on site.

LPG cylinders will be stored in an open mesh, lockable container away from buildings, drains and excavations. Cylinders will at all times be stood upright, and only cylinders connected to equipment will be allowed into the work areas. Cylinders will be kept clear of flammable materials and all sources of heat.

Effective ventilation will be provided in areas where LPG is in use and a dry powder extinguisher will be made available. Equipment using LPG will be subject to a planned maintenance programme. Empty cylinders will be treated as full, though they will be segregated from full whilst in storage. Appropriate safety signs and warnings at the storage areas.

The Site Manager/Supervisor will:

- Ensure storage facilities are maintained to the specified standard.
- Check to ensure that LPG equipment is being used safely and those cylinders not in use are removed from the work place.
- Check that fire extinguishers are available for use.
- Inspect hot work at the end of work periods to ensure that the risk of fire is effectively controlled.

### **Training and Instruction**

Operatives using LPG will be given training. This will include the approved method of leak detection, fire precautions and the use of fire extinguishers.

### **3.11 Excavations**

#### **Training and Equipment**

Sufficient numbers of trained operatives, competent supervision and sufficient and suitable plant must be available for trench support before work starts. Suitable monitoring equipment and personnel trained in its use will be required where known exposure to toxic substances or lack of oxygen may occur. Location of existing services must be complete before work starts, also information obtained on ground conditions.

#### **Protection Measures**

Sides of excavations greater than 1.2m in depth must be supported. Where flooding risk exists, cofferdams/ caissons will be installed with pumps of suitable capacity. Substantial barriers will be erected around excavations greater than 2m deep. Where poor ventilation is identified the atmosphere will be continually monitored. Stop barriers will be used to prevent vehicle entry. Spoil and materials will be stacked at least 1.5m from the edge of excavations. Ladders will be provided for safe access/egress. Cable location devices and local authority drawings will be used to trace buried services prior to commencement of work. Suitable signs and barriers (not barrier tape) will be provided to warn of the work.

The Site Manager/Supervisor will:

- Take account of prevailing conditions including weather, traffic and existing structures.
- Provide suitable PPE as required and ensure its correct use.
- Inspect excavations daily or before each shift if over 1.2m deep.
- Record thorough examinations weekly.
- Ensure personnel selected are capable, fit and experienced unless under direct supervision.
- Ensure COSHH assessments are to be made of substances likely to be found or produced during the work.

### **3.12 Underground Services**

All groundwork to be planned in advance and full details of underground services will be obtained in advance from the relevant authority, including Television Relay companies and private property owners.

#### **Location of Services**

Cable or pipe locators and plans must be available before work starts. It will never be assumed that any land is free from underground services, nor will plans be assumed to be accurate. Location devices will be used and safe digging practices will be employed. Trial holes will be dug, and hand digging employed to confirm locations. Physical indications such as junction boxes and manholes will be taken into account. The lines of services will be marked, using paint, pegs, etc. All services will be assumed to be live until proven otherwise. Services crossing

excavations will be supported, and those services in concrete will be isolated before breaking operations begin. The Site Manager/Supervisor will ensure that services are located and marked before further work begins. Consultation will be held with relevant authorities to agree precautions before work begins. All staff, machine operators and sub-contractors will be fully briefed before they begin work. All temporary services will be properly marked.

### **3.13 Work Near of Under Overhead Power Lines**

There must be pre-contract discussion with Electricity Company to agree diversions or safe clearance distances needed, and any other safety measures. Work which will require plant to be in vicinity of lines will be identified and safety measures introduced.

Barriers and solid goalposts will be erected as agreed with Electricity Company; the full requirements of HSE Guidance Note GS6 must be complied with. Appropriate warning signs will be displayed.

Operations involving movement of long metal objects (such as ladders and scaffold tubing) in the vicinity of overhead lines are to be subject to specific authorisation and supervision.

Movements of visiting vehicles and plant must be safely controlled, and barriers and warning signs continuously monitored to ensure they remain intact and in place. Instructions will be written for the purpose of briefing drivers on overhead hazards and crossing points.

All crane operations in the vicinity of overhead lines must be supervised continuously, also all crane movements. Permit-to-work system may be required for some tasks beneath lines.

### **3.14 Excavators**

The choice of equipment will be assessed with regard to ground conditions and local operational requirements. A planned maintenance programme must be in operation for all excavators.

#### **Operation**

When using the backhoe on 180 Degree Machines the bucket must be lowered to the ground. At least 600mm clearance to be allowed for tail swings on 360 Degree Machines.

No persons must be allowed to stand or work within operating radius without the operator's permission. Loads must not be slewed over personnel, vehicle cabins or huts. Overhangs are not to be created on high work faces. Wheels/tracks are to be at 90 degrees to the work face. Travel and operations on a gradient must be controlled to ensure machine stability. A banks man is to be used where driver's vision is impaired or operating in congested areas.

## **Training and Supervision**

Certification of drivers must be checked. Drivers must be over 18 years old. Trenching and deep excavation work must be supervised to ensure the stability of machine and excavation, and that persons do not work within the swinging radius of a backhoe. Vehicles must be checked by drivers before use and secured afterwards. Management must ensure speed restrictions are enforced, and monitor use on sloping ground. Noise levels are to be monitored and assessed as may be necessary.

### **3.15 Small Dumpers**

Small dumpers must be subject to a planned maintenance programme. Stop boards must be installed at excavation sides where dumpers are operating. Adequate ventilation must be provided when dumper is operating in confined areas. Adequate lighting must be provided for dumper operations in poor visibility. Traffic routes used by both pedestrians and vehicles must be wide enough to allow dumpers pedestrians to pass safely. Pedestrian access to vehicle routes should be limited or prevented where practicable.

Handbrake must be applied when loading, tipping or parked. Drivers to wear safety helmets and dismount during loading. Passengers must not be carried unless additional seat is fitted. Dumpers are not to be left unattended with engines running. A banks man is to be used where driver's vision is impaired or operating in congested areas. Daily driver checks must include brake testing. Vehicles must not be driven at excessive speeds; only in accordance with site conditions. Extra care must be taken when working on slopes, especially when crossing the gradient. Dump skips are to be kept clean, to facilitate unloading free-flowing materials.

Driver training to CITB standard is required and certification of drivers must be seen and examined. Drivers must be over 18 years old. Vehicles must be checked by drivers before use and secured afterwards. Speed restrictions must be firmly enforced by site management. The operation of dumpers on sloping ground must be monitored. Hearing and head protection must be provided for dumper drivers.

### **3.16 Use of Skips**

Site management must discuss requirements with the local authority when planning to use a skip. Restrictions may be imposed by the authority and contractual arrangements need to be clarified to ensure that responsibilities are met.

Skips must be marked with the name of the suppliers, and must be provided with adequate lighting and signage if sited on the public highway. Skips will be placed on firm level ground where possible. A safe means of access will be provided if tipping into a skip is necessary. When used in conjunction with a debris chute, suitable measures will be taken to ensure that dropped materials do not bounce out.

Site management must monitor skips arrival and use, and to reject those which do not comply with the above. Sufficient numbers of skips must be made available to allow the separation of controlled waste as required by the above standards. Lifting arrangements must be checked before lifting.

Skips must not be loaded over the safe working loads of lifting appliances. Site Manager/Supervisor will monitor use of skips to ensure that transfer notes are completed accurately.

### **Training**

The correct use of skips and control of waste disposal must be covered in operative induction training. Sub-contractors will be made aware by site management of their duty of care with regard to waste disposal.

### **3.17 Disposal of Waste**

Planning will include waste disposal procedures for items of controlled waste which are foreseen during the project. The collection and disposal of waste will only be contracted to authorised and registered contractors. Proof of the waste collectors authorisation and registration should be obtained before contracts are awarded. When in doubt, the local authority's Waste Disposal Officer will be contacted.

Skips and containers will be clearly marked to indicate restrictions on the disposal of particular kinds of waste.

#### **Site Management will:**

- Ensure that building and other controlled waste is placed in suitable containers, so that transfer notes can be completed accurately as regards the containers' contents.
- Monitor the disposal of waste into containers to ensure that unauthorised disposal is prevented.
- Ensure that waste material is only passed to registered carriers, and transfer notes are completed before its removal from site, and copies kept on site for record purposes until contract completion.

### **3.18 Compressors and Pneumatic Power Tools**

COSHH and PPE assessments will be carried out and forwarded to site before work begins. Assessments of foreseen noise will be carried out; local authority will be informed if adjacent area is likely to be adversely affected. Compressors will be subject to a planned maintenance schedule and thorough examination.

#### **Personal Protective Equipment**

An assessment of PPE requirements will be carried out before use of a pneumatic tool or compressor is authorised on site; this will include hearing, eye, head and

foot protection as appropriate for the work and machine. PPE will be worn as directed.

### **Air Receivers**

Air receivers will be identified by serial/plant number and be fitted with pressure gauge, safety valve, drain point and access for cleaning. The safe working pressure will be identified on all air receivers and will not be exceeded.

### **General Safety**

All guards and covers will be fitted to moving parts of compressors, especially on V-belts and pulleys. Cutting tools provided will be kept sharp and be held securely in their fitment. Continuous monitoring of noise will be carried out, and where the action levels are likely to be exceeded full assessment will be made. If work takes place in areas of poor ventilation, action will be taken to prevent a build-up of lubricating oil mist. Air hoses will not be used for cleaning down, except under supervision. Hose connections will be checked regularly for security and damage. Strict supervision will ensure that there is no horseplay with compressed air.

### **Operative Selection and Training**

Selection may be required of operatives who have experience of the work and are physically fit. Operatives will be trained in the use of pneumatic tools and the precautions necessary. Training will include the findings of COSHH and noise assessments and any necessary actions. Supervisors will receive the same basic training, and in safety supervision.

#### **3.19 Abrasive Wheels**

In compliance with The Abrasive Wheels Regulations, all persons required to mount abrasive wheels, including portable tools, must be trained in accordance with the Schedule to the Regulation. A certificate of appointment should be provided with the appropriate employees name being entered in the Abrasive Wheels Register, all entries in the register must be signed and dated. Sufficient operatives must be trained to change abrasive wheels and discs and be available at the workplace.

The correct wheels for the type of machine, speed and materials to be cut will be ordered and made available at the workplace. Abrasive wheel machines must be subject to a planned maintenance programme. Special permit to work clearance will be obtained before using these machines in potentially explosive or flammable areas.

An assessment of PPE requirements will be carried out before use of an abrasive wheel is authorised; this will include hearing, eye, head and foot protection as appropriate for the work and the machine. PPE will be worn as directed. Loose clothing and ties will not be worn by operators.

Disc cutters will only be used when standing on a firm, level base. Operators will ensure that all persons are kept away from areas where sparks or dust are

directed. Equipment and disc/wheels will be visually checked for damage before use by operators, ensuring operating speed is indicated. Users will not use undue pressure, and will use the right disc/wheel.

### **3.20 Portable Electrical Equipment**

All portable electric equipment, both office and site, will be identified individually and be subject to planned maintenance. An inventory of all portable appliances and records of tests and inspections will be kept in the Portable Appliance Test Register.

Equipment supplied to site will be fit for its purpose with regard to voltage, power and environmental conditions.

All equipment found to be defective will be switched off and reported immediately.

Site equipment will be visually inspected before use. Leads and extension cables are to be routed so as to minimise the likelihood of damage and trip hazards. Damaged lamps on festoon leads will be replaced, and only moulded socket holders will be used on sites. Only equipment operating at 110 volts or less will be permitted on site. Higher voltages must be authorised in writing by management prior to use.

Sub-contractors must be made aware of the above policy in the use of electrical equipment. Trained first-aider(s) must be available on site at all times when electrical equipment is in use. Site management are responsible for ensuring that attention is paid to site electrical requirements, including arrangements for design, testing and installation of circuits and their protection by fuses, residual current devices or similar. The use of electrical equipment will be monitored to ensure safe use. Site management will ensure that only trained and competent persons test, repair and maintain portable electrical equipment.

### **3.21 Maintenance and Repair of Plant and Equipment**

The Provision and Use of Work Equipment Regulations require that our plant and equipment are maintained so that their performance does not deteriorate to the extent that they put people at risk. Therefore all plant and equipment will be frequently checked to ensure that safety related features are functioning correctly. The frequency of checks will depend on the plant and equipment concerned and the degree of risk involved, and could be each day, every month or even longer.

The Directors and Site Manager/Supervisor will ensure that maintenance work is only carried out by someone who is competent to carry out the task according to the anticipated technical difficulty, and who will have received adequate information, instructions, and training relative to the work. The competent person must be made aware of his responsibility and be willing to accept it.

Routine maintenance of lubrication inspection and testing will be based on the recommendations of the equipment manufacturer and will also take into account specific legal requirements, such as the requirements for hoists, lifts, scaffolds etc.

Lifting Operations and Lifting Equipment Regulations will be complied with regarding the safety of lifting devices and associated equipment.

Every lifting appliance and all its associated equipment:

- Must be well constructed of sound material and free from patent defect it must possess adequate strength for its intended purpose.
- Must be properly maintained.
- Must be inspected at least once every week by a competent person who must submit a signed report on the prescribed form.

Where the work is not expected to last for more than six weeks reporting requirements in respect to hand powered lifting devices will be fulfilled if the person in charge of the site, being a competent person, carries out the inspection and submits a report within a week to his employer, who then enters the details on the prescribed form.

No chain, rope or lifting gear should be used to raise, lower or suspend a load, unless it has been thoroughly examined at least once within the previous six months. Chains, ropes and lifting gear not in regular use need only be examined when necessary. A written report of the examination must be prepared and signed by the person carrying out the examination.

All guards whether fixed or automatic, must be constantly maintained and kept in position when the machine is in motion. Automatic guards must be regularly maintained and properly adjusted and constructed so that they fall to safety. The site manager or delegated person will check all fixed and automatic guards daily to ensure that they are in position and operational. Extra vigilance is necessary to ensure that workers do not 'fix' mechanical guards so that they are inoperative.

A record of plant and equipment maintenance will be kept on site that will provide information for future planning and previous action taken.

### **3.22 Manual Handling**

The Manual Handling Operations Regulations were introduced with the intention of reducing the incidence of injuries at work caused by the manual handling of loads. Where reasonable practicable hazardous handling operations should be avoided and a suitable and sufficient assessment made of the manual handling operation. Where the assessment shows there is a significant risk of injury; consideration will be given to the safety and practicality of the use of a machine e.g., fork lift truck or other lifting equipment.

While the use of a machine may reduce manual handling hazards it may introduce new and different hazards, any hoist lift chain or rope is used for handling activity such equipment must be maintained in a safe condition and is subject to certain testing and examination.

The maximum weight of concrete blocks on site is to be 20 kgs.

### **3.23 Personal Protective Equipment**

Personal protective equipment (PPE) are items of equipment and clothing which are intended to be worn by a person at work and designed to provide protection against risks to their health and safety.

PPE is to be used as a last resort and steps should first be taken to prevent or control the risk at source, for example, by making machinery or work processes safer.

Protective clothing includes for example: aprons, gloves safety footwear, safety helmets, high visibility jackets, and clothing to protect against adverse weather conditions.

Protective equipment includes for example: eye protection, safety harnesses, respirators, and ear defenders.

#### **Assessment of PPE**

PPE must be suitable for the specific process for which it is provided. Prior to selecting it must be ensured that an assessment has been made to ascertain if the proposed PPE is suitable. Suitable means that PPE is:

- Appropriate for the risks involved and the conditions.
- That the ergonomic and state of health of the person wearing it has been taken into account.
- That it fits the wearer, and when more than one item of PPE is being worn that different items are compatible with each other.
- Complies with national and European standards.

Site supervisor will establish what PPE will be required on site and where necessary they will complete the PPE.

Hazards on site where PPE will be required:

Head injuries, eye injuries, foot injuries, cuts and scratches, weather, temperature (hot and cold), falls from height, excessive noise, respiratory (dust, fumes).

#### **Standards**

PPE has always had to comply with established standards, for example eye protection has to be made to BS 2092. These principles are now extended within the European Community. From the 30.6.95 all PPE has had to carry the CE mark, which indicates that the product has been made to harmonised European Standards. The Accountant and Site managers will ensure that all purchased PPE carries the CE mark.

## **Issue of PPE**

When PPE is issued on a permanent basis to employees a record will be kept of the issue and of any instructions given to the wearer on care, maintenance, storage and correct use. PPE should be visually examined on issue by the person issuing it and by the person receiving it. Employees should be reminded of their duties of:

- Wear PPE as directed.
- Maintain it in good condition.
- Report any loss or damage.

## **Accommodation**

Accommodation must be provided for PPE so that it can be safely stored and kept when not in use. Accommodation includes pegs for helmets and clothing, carrying cases of eye protection and containers for PPE carried in vehicles.

## **Sites**

The Site Manager/Supervisor will also ensure that signs relating to the wearing of helmets, eye protection, and ear defenders are ordered and displayed on site, and that everyone on site is made aware of the rules and requirements for the wearing of safety helmets, eye protection, ear defenders etc. The site manager will also ensure that suitable PPE is available before work commences.

## **PPE Site Rules**

- All operatives will wear suitable safety helmets and safety footwear whilst on site.
- Operatives must obey the instructions of any sign or notice stating that PPE is to be worn.
- Operatives must when necessary wear hearing defenders, eye protection, respiratory protective equipment, safety belts or full harness and where necessary be instructed in maintenance and safe use of PPE.
- All management, visitors, sub-contractors and employees must wear safety helmets whilst on site, other than in areas designated in writing as being where the risk of head injury is negligible.
- All persons issued with PPE must immediately report losses or defects to their supervisors at once.
- Directors and Manager/Supervisor will set a good example by wearing safety helmets and footwear etc., whilst on site.

### **3.24 Fire Precautions on Site**

#### **Planning**

Site planning and safety rules will include the supply and maintenance of fire fighting equipment, control of hot work, and emergency procedures in the event of fire. Smoking on site will be controlled as necessary as will the build up of

flammable materials such as in waste skips. Means of escape and emergency vehicle access will be maintained during all stages of construction.

Adequately signed fire emergency exit routes will be established, and kept free of obstruction. Access to the site work areas will be restricted especially out of working hours. Smoking restrictions will be strictly enforced where flammable materials are used or stored. Contractors will be notified of the restrictions.

Hot work and use of naked flame appliance will be controlled as necessary, including the use of permit to work systems as necessary. Temporary electrical systems and changes in electrical systems made necessary by contract conditions must comply with best standards, and will be reviewed by a competent person.

An emergency fire and evacuation procedure will be designed for every contract, and continuously reviewed as necessary. Suitable storage facilities will be provided. Records will be maintained of routine fire inspections and the maintenance and testing of fire fighting equipment.

### **Training**

All site operatives will be instructed in fire and evacuation procedures on induction. Operatives using highly flammable materials or carrying out hot work will be trained in the necessary fire prevention measures.

### **3.25 Office Fire Precautions**

Planning and safety rules will include fire detection provisions, supply and maintenance of fire fighting equipment and emergency procedures in the event of fire. Smoking will be controlled as needed. Combustible waste materials will be regularly removed from the building, and an adequate means of escape will be maintained at all times.

### **Fire Action 'Discovering the Fire'**

**(The following will be adjusted for each Company location)**

Whoever discovers a fire will:

- Telephone the emergency services by dialling 999
- When the exchange operator answers, ask for the **FIRE SERVICE** and give the telephone number \_\_\_\_\_
- When connected to the Fire Service state slowly and distinctly :
- **This is Mineral Star Roofing, State Address:** \_\_\_\_\_
- Leave the building by the nearest safe exit and proceed to the assembly point.
- Notify the senior manager that they have summoned the fire service.
- Not re-enter the building until told it is safe to do so by the Senior Fire Officer.

### **Fire Action 'On Hearing the Alarm'**

On hearing the alarm everyone will leave the premises by the nearest safe route and assemble at the designated assembly point at the front of the building.

### **Fire Appliances**

Fire appliances will be maintained in efficient working order. Portable fire extinguishers will be examined once annually by a competent person in accordance with the manufacturers instructions, and marked with date of examination by the examiner.

Once every month the equipment will be inspected to ensure that it is not obstructed and is readily available. All inspections and examinations will be recorded in the Fire Log Book.

### **Fire Log Book**

The following details will be entered into the office Fire Log book:

- Weekly : Means of Escape Inspections.
- Monthly : Check Fire Appliances.
- Annual : Examination of Fire Appliances.
- Fire Training.
- Fire Drills.

### **3.26 Accident Investigation And Reporting**

It is the policy of the Company to investigate and record the details of all accidents and to ensure that the enforcing authorities are appropriately notified of certain kinds of injuries, occupational diseases and dangerous occurrences. The Company's insurers will also have to be informed of any accident, occupational diseases or dangerous occurrence which is thought likely to result in an insurance claim.

#### **Accident Investigation**

The objectives of the accident investigation will be :

- To enable prompt remedial action to be taken.
- To prevent recurrence.
- To assist in planning and future resource allocation.
- To provide feedback information.

Contracts Director will be responsible at the office for the investigation, reporting and where appropriate the notification of office and site accidents and dangerous occurrences to the enforcing authorities. The detailed circumstances of the accident or dangerous occurrence will be recorded on the Accident Report Form or Dangerous Occurrence Form, and the form sent immediately to the office.

The Manager/Supervisor on sites will be responsible for investigating and reporting the detailed circumstances of the accident or dangerous occurrence and recording on the Accident Report Form, and the form sent immediately to the Contracts Director at the office.

Wherever possible the person having the accident will make the entry in the Accident Book. When this is not possible the entry may be made on their behalf by their immediate superior.

### **3.27 First-Aid Facilities**

First aid facilities will be provided for the treatment of employees who are injured or become ill while at work. The facilities required on site will depend upon the type of work and the numbers of personnel involved in the work, as a minimum at least one trained first aider will be on hand at each site.

First-Aid boxes will be provided at the following locations :

- The Office at Brunel Close
- All Construction Sites

First-aiders will provide first aid treatment :

- For minor injuries not requiring further medical intervention.
- Immediate treatment of more serious injuries or illness pending their referral to a Casualty Department or General Practitioner.

All cases of treatment the following details will be recorded :

- The name of the casualty.
- The date and time of the treatment.
- Details of the injury sustained and the treatment given.

The Supervisors will establish first aid facilities before work starts, and will take into account the possible needs of sub-contractors.

### **Training of First Aiders**

All first aid training will be undertaken by an organisation that has been approved by the Health and Safety Executive.

### **Eye Irrigation**

Where mains tap water is not readily available on site for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 300 ml and must not be used once the sterile seal is broken. At least 900 ml should be provided. Eye baths, eye cups, and refillable containers must not be used for eye irrigation.

Under no circumstances must any medication (pills, mixtures, creams, sprays, etc.), be contained within first-aid boxes or kits, or dispensed for any reason by a first-aider or appointed person.

### **3.37 Construction Design and Management Regulations**

The Construction Design and Management Regulations came into force on the 31 March 1995 and amended in 2000. They place new health and safety duties on clients, client's agents, developers, architects, designers, principal contractors, and sub-contractors. The Regulations require that health and safety issues are co-ordinated and managed continuously and effectively through the design and construction stages of a project. Two important new instruments have been created for this purpose. They are the Project Health and Safety Plan and the Project Health and Safety File, and an important new role also appears under the Regulations, that of the Planning Supervisor.

The regulations will generally apply to projects that are notifiable, that is, those lasting for more than 30 days or involving more than 500 person days of work; they will also apply to non-notifiable work which involves five people or more working on site at any one time. Design work is always subject to the Regulations no matter how long the work lasts or how many workers may be involved on site. Project work that includes 'demolition' must comply with the Regulations regardless of the length of time or the person days of work.

### **3.29 Introduction of New Machinery, Substances and Processes**

The Contracts Director will ensure:

- That any new or hired machinery or equipment is suitable from a safety viewpoint and complies with all statutory requirements and current recommendations and will arrange for regular servicing and maintenance.
- That a risk assessment is carried out of any new substance, process, or work activity hazardous to health and safety, and that appropriate control measures, training and personal protective equipment has been provided.

### **Sites**

At sites the Manager/Supervisor will ensure the above.

### **3.30 Monitoring And Review of Company Safety Policy**

The Company acknowledges that in order to maintain the Health and Safety Policy in an effective condition, it must, as often as maybe appropriate, review and where necessary revise the Health and Safety Policy.

The Contracts Director will ensure that an annual review of the Policy is carried out, and revisions made to reflect changes that may have been made in organisational responsibilities, and work activities.

All employees will be expected to bring to the notice of their immediate Superior any areas where the Company Health Safety Policy appears to be inadequate. The suggestions will be passed to the Contracts Director for consideration.

### **3.31 Display Screen Equipment**

It is the Company's policy in compliance with the Health and Safety (Display Screen Equipment) Regulations, to assess and so far as is reasonably practicable, reduce the risks in display screen work.

The principal risks associated with display screen work relate to physical problems, ranging from temporary fatigue or soreness in the limb to chronic soft tissue disorders like carpal tunnel syndrome. Some keyboard operators have suffered occupational cramp. Medical evidence shows that using display screen equipment is not associated with damage to the eyes or eyesight; nor does it make existing defects worse.

### **3.32 Managers, Supervisors & Employee Safety Training Records**

***The Contracts Director will ensure that training records are kept for all employees.***

### **3.32 Driving Licences**

Driving Licences will be checked on a regular basis and at least once per annum. Employees are required to report any driving convictions to the Contracts Director immediately.

### **3.33 Method Statements**

Method statements for all main work activities have been reviewed and upgraded. Site operatives are expected to comply with the stated working practices within these method statements, any problems identified with the method statements should be brought to the attention of the Contracts Director.

### **3.34 Permit to Work System**

If a Permit to Work system is necessary this is to be controlled by the Site Manager/Supervisor.

### **3.35 Health & Safety Questionnaire**

**When establishing the health & safety competency of contractors the Company Health & Safety questionnaire is to be used.**

### **3.36 SUB-CONTRACTORS / SELF EMPLOYED WORKERS**

1. Mineral Star Roofing will, so far as is reasonably practicable, provide safe access and egress for such individuals, and ensure that premises, plant and substances provided for their use are safe and without risk to health. The Company will seek the formal, active co-operation of Contractors or other occupiers of premises used or owned by the Company in identifying and controlling any shared risks.
2. Contractors and self-employed persons, whilst on Company premises, must:
  - take reasonable care of themselves or others who may be affected by their acts or omissions and co-operate with Company employees in discharging the Company's health & safety responsibilities
  - comply with the Company's Safety Policy, safety regulations and safe systems of work in respect of health & safety matters
  - report all accidents and dangerous occurrences to the site supervisor /manager who will, in turn, report such incidents to the manager responsible for co-ordination
  - refrain from any practice that could endanger themselves or others
  - take care of welfare facilities, i.e. rest areas, toilets and ablutions
  - understand that, as an individual they could have legal proceedings taken against them for any contravention of any of the relevant Acts whether or not an accident has occurred
  - report any accident to their employer so that a record can be kept
  - inform Mineral Star Roofing site supervisors/managers of any risks which may arise to other personnel on site (including the general public) through their activities
3. Submit their Safety Policy Statement, Accident Record, Method Statement, Risk and COSHH assessments, when tendering for work including 'Hot Work' which may be carried out.
4. This policy will be brought to the attention of relevant Contractors, who will be expected to inform and monitor the activities of their staff in this regard. Likewise the relevant information from the Contractors Health and Safety Policy must be passed to the responsible Company Manager responsible for the project. This exchange of information must also include actions in times of emergency, and agreement over the implications of sharing power, access & egress and other facilities. Copies of their up date Employers/Public Liability Insurance Policy will also be required from the Contractor.
5. The manager responsible for the Contractor should ensure that they can demonstrate high standards of safety through suitable and sufficient risk assessments and/or method statements. They should further demonstrate that the employees they send to Company sites are fully competent for the tasks they are working on, and that they will comply with the agreed safe system of work.
6. The manager responsible for the Contractor should also maintain adequate liaison while the Contractor is on site. Where necessary, minutes, or other documentation,

should be recorded to show how significant decisions were reached. Regular inspections of the Contractors activities must also be carried out. If it is a different person, the local manager for the area where the contractor is working must be kept informed of any findings.

7. If a Contractor is observed to be working unsafely, they must be told to stop work the moment it is safe to do so, the manager should then inform the contractor's management of the unsafe practice and insist that they personally intervene and correct the situation. Under no circumstances should a Company employee give health and safety advice to a Contractor, in so doing they could be accepting liability on behalf of the Company for any subsequent problems.

**Important Note: Contractors failing to comply with the requirements of this Policy or with the reasonable requests of local Company management may be asked to vacate the premises pending an inquiry by the responsible Company manager.**

**Contractors consistently failing to comply with the requirements of this policy or who fail to achieve the required minimum safety standards implied herein may no longer be used by the Company.**

8. The Company's procedures for ensuring the competence and quality of its approved Contractors will be continually upgraded to ensure full consideration of health and safety concerns.

### **3.37 CONTRACTORS - MACHINES AND OTHER PLANT**

1. All machines owned by sub-contractors are regularly inspected and tested as per the Lifting Operations and Lifting Equipment Regulations.
2. The visiting Safety Consultant from N & D Safety Group checks inspection Registers that are kept with each machine.
3. No person is allowed to operate any machine unless they are over eighteen years old and approved by a Company Director.
4. In the event of Scaffolding being needed on site a contract is placed with a recognised Company to erect and strike. These scaffolders must produce competency certificates on arriving at the site. No person is allowed to work on their own.
5. Permit to work certificates are issued when ever necessary, i.e., when entering confined spaces.
6. Safety files are issued to all sites, these are also backed up by any documents or recommendations issued by the HSE or other informative bodies.

### **3.38 SAFETY IN DEALING WITH MEMBERS OF THE PUBLIC - ON AND OFF SITE**

1. By the nature of what it does, the Company has responsibility for the safety of large numbers of the public. The Company will provide suitable and sufficient measures for keeping the general public away from hazardous or operationally sensitive sites. This may be done through local trespass management and generally good security measures. It is the responsibility of local line management to ensure that measures are appropriate and adequately enforced and monitored.
2. Under no circumstances should physical restraint be used. In the event of an intruder being on-site and refusing to leave when requested, local management should immediately be informed. They will take such action as is appropriate, including calling for security and/or local Police support.
3. Where appropriate, adequate fencing and/or alternative security devices will be employed to ensure that members of the public do not come into contact with Company work activities carrying risks. This also applies to any temporary work sites or events.

### **3.39 CHECKLIST OF ISSUES TO CONSIDER ON SITE**

(This list is not exhaustive)

1. Fire Prevention and Evacuation Procedures
2. Portable Tools
3. Guarding of Machinery
4. Working at Height
5. Work Permits Knowledge
6. Storage of Materials
7. First Aid Provisions
8. Duty of Care-Waste Disposal, asbestos and other special waste
9. RIDDOR reporting Procedures
10. Housekeeping
11. Access and Egress

12. Emergency Procedures
13. Tool Box Talks
14. Noise
15. COSHH Regulations
16. Abrasive Wheels Regulations
17. Hot Work Procedures
18. Lifting Equipment
19. Scaffold Access Platforms
20. Excavations
21. Personal Protective Equipment
22. Electricity at Work
23. Manual Handling

### **3.40 GENERAL OFFICE SAFETY & USE OF COMPUTERS**

1. Offices, reception areas and other 'admin' spaces carry their own sets of risks. From slip, trip and fall hazards to the potential for 'RSI' from inappropriate or too heavy usage of computer equipment, it is important that the risks faced by office users are adequately assessed. Secretaries, reception and other administrative staff will, particularly, be subject to these risks, but there may also be some users in other areas whose overall total usage places them at risk. Key concerns will be given to:
  - Manual handling tasks (filing, deliveries, storage and transport of materials, etc)
  - Use of electrical equipment (fans, fires, etc)
  - Use of office equipment (guillotines, shredders, etc)
  - Use of computer equipment
  - Poorly laid out or badly provisioned workstations
  - Inadequate space or poor workspace layout
  - Poor or static working postures
  - Poor job design
  - Poor physical working environment (lighting, heating, ventilation, etc)
  - Fire and other emergencies

### **Relevant Legislation**

2. HASWA section 2; The Work Place Regs; The Work Equipment Regs; The Display Screen Equipment Regs.

## **Requirements**

3. The General Risk Assessment process will be used to cover the majority of office related risks. Good housekeeping by everyone will play a key role in risk control
4. The HSE recommended DSE Assessment Forms will be used where detailed Display Screen Equipment assessments are required.

### **3.41 DISPLAY SCREEN EQUIPMENT POLICY**

1. Particular attention will be given to all those who make significant use of computers (or other so-called 'Display Screen Equipment' or 'DSE'). The DSE Regulations are intended to deal with risks arising from three main concerns:
  - Musculo-skeletal work-related injuries
  - Visual fatigue
  - Stress

#### **Musculo-skeletal work-related injuries**

- usually arising from inappropriate workstation usage despite having adequate furniture provision (e.g., overuse, inappropriate 'heavy' keying styles, prolonged poor or static posture, extensive repetition without adequate breaks, etc) or from inadequate/inappropriate workstation furniture provision resulting in poor posture. Initial fatigue or discomfort then, potentially, leads to pain or injury mainly to the arms or wrists but also to backs, necks, etc.

#### **Visual fatigue**

- Headaches, eye fatigue, etc but not injury arising from glare, poor office lighting, etc. In dealing with this problem, the DSE Regulations include a right to an appropriate eyesight test for all DSE users. (See note below on eyesight testing policy).

#### **Stress**

- From inappropriate or too heavy a workloads, etc. This is of particular concern as a compounding effect in the occurrence of musculo skeletal injuries. Those under particular stress are more likely to suffer the effects of musculo-skeletal pains and strains.

### **EYESIGHT TESTING POLICY**

2. Whilst there is no evidence of harm being caused to eyesight from computer use, legislation requires that people who use computers for a significant part of their work have their particular visual requirements catered for. All such people within the Company are entitled to an eyesight test, paid for by the Company, carried out by a qualified optometrist. In the event that the optometrist recommends spectacles for use exclusively with computers, then the Company will meet the cost of standard single vision lenses with frames up to the cost of £ . Re-tests can be taken after 4 years or as soon as possible after users notice changes in visual performance.
3. The DSE Regulations do NOT require the Company to buy new workstations or provide glare guards, wrist rests or footrests unless these are appropriate measures to control the risks faced. As with all work-related occupational health issues, a risk assessment should demonstrate need.
4. If users are at risk then the Company will take reasonably practicable measures to reduce those risks.

### **3.42 WORKSTATION SET-UP (GUIDANCE FOR DSE USERS)**

Good workstation set-up and safe usage requires that those using the equipment know why they have it and understand how to use it safely. All users should follow this 12-point plan for good DSE workstation set-up and usage:

1. Adjust your seat height so that your elbows are approximately at 90° and level with the keyboard. The wrists should be in a relaxed, 'flat' position when keying. Upwards or sideways bends of the wrist should be avoided.
2. If your feet do not touch the floor, use a footrest to support them and set up the chair to ensure that there isn't undue pressure on the bottom and/or thighs.
3. Adjust the chair back height for comfortable lumbar support.
4. Adjust the chair back rake for comfort and support.
5. The keyboard should be parallel with the front edge of desk/table and there should be sufficient room to rest arms in the space between it and the desk edge.
6. Adjust viewing distance and screen height to suit but ensure a slightly downward viewing angle to the screen: As a rough guide, your eyes should be about level with the top of the display.
7. Do not work at odd angles if it can be avoided - your body position should be 'squared-up' to the table. Therefore if you are interacting with the computer (e.g. searching a database), the screen should, if possible, be directly in front of you. If you are copy typing, place the copy directly in front of you.

8. If working from hard copy, use a document holder whenever possible. Ideally you should position documents at the same viewing distance as the screen, but only if they are easy to read at that distance (if the documents are difficult to read, position them where they can be read most easily).
9. It should be possible to avoid glare and reflections by adjusting the screen tilt. The correct viewing position is with the screen at right angles to the line of sight (it should not be necessary to work with the screen angled down in order to avoid reflections).
10. Think about the positioning of other equipment, especially any items which are frequently used. You should not have to stretch excessively for the phone, or regularly used reference material. Printers however should not be positioned close to users (e.g. on users' desks).
11. Organise your work so that you take regular short screen breaks e.g. collecting documents from the printer, filing, making coffee, etc.
12. When not engaged in sustained keying - change your workstation and/or chair set-up regularly so that through the day you adopt a variety of working postures

### **3.43 WORK RELATED UPPER LIMB DISORDERS (WRULDs) IN OFFICES**

The potential for RSI / WRULDs exists with any or all of the following:

- USING TOO MUCH FORCE WHEN KEYING
- TOO MUCH REPETITION (OVERUSE)
- POOR POSTURE OR PROLONGED STATIC POSTURE
- LACK OF REST
- INDIVIDUAL OR WORK-RELATED STRESS
- INDIVIDUAL SUSCEPTIBILITY

Whether or not these hazards are ever actually likely to result in harm for DSE users will, of course, depend on a number of additional factors:

- THE TOTAL AMOUNT OF TIME SPENT KEYING
- THE FREQUENCY AND DURATION OF BREAKS
- OR OTHER CHANGES OF ACTIVITY &
- THE INTENSITY OF USE - THE STRESS UNDER WHICH USERS HAVE TO WORK

Describing someone simply as using a particular computer or workstation for 50% of the time doesn't tell us anything about what work pattern they actually have during that 50% period. 50% intensive and highly stressful usage, for instance, is a greater likelihood of realisation of risk than 50% infrequent non-pressured work.

When undertaking DSE assessments, be sure to consider not only whether workstation provision is in line with the requirements for safe usage but also whether users understand

how to use what they have. It's not just WHAT you've got - it's also what you DO with what you've got!

## **Records**

1. All General Risk Assessment forms relating to issues in general office safety are to be kept and all risk control actions monitored.
2. Where specific DSE Assessment Forms are used they are to be kept and their risk control measures monitored.
3. All training given to staff regarding office safety (and particularly safe workstation set-up and usage for DSE users) must be recorded on the Training Register
4. All eyesight testing records must be kept.

### **3.44 POLICY ON RADON**

#### **GENERAL**

1. Following the visit by RA Sullivan of Wellingborough Borough Council on the 7<sup>th</sup> of April 2000 the matter of "RADON" MONITORING was raised.
2. Due to the fact that Northamptonshire is among the areas identified within the United Kingdom, which has been identified as having a significantly higher level of RADON than most other areas it is a requirement that we ('the Company') take all reasonable steps to monitor the levels of RADON within the working environment of our employees.

#### **DEFINITION OF RADON**

3. RADON is a colourless, odourless radioactive gas present in the air that we breath, it can be breathed into the lungs and can in certain circumstances cause lung cancer.

#### **PLACES AFFECTED**

4. RADON levels are generally low in workshops and well ventilated areas, however, problems can still be found in more confined spaces such as shops, offices and public buildings where the rates of ventilation are relatively low. High levels of RADON are rarely found above the ground floor level of buildings and can be most severe in cellars and basements.

#### **EXPOSURE LIMITS**

5. Where a workplace is occupied for a normal working day the acceptable RADON measurement is up to 400 Bequerel (Bq). Below this level no further action is required unless there are significant structural changes to the building in question

#### **RESULTS OF MONITORING CARRIED OUT BY MINERAL STAR ROOFING**

6. A radiological survey was carried out on the office premises (Store cupboard on ground floor) by Wellingborough Council Environmental Health Department and the levels found were 123 Bq which is below the action level of 400 Bq. A copy of which is attached.

#### **FUTURE ACTION**

7. No further action is anticipated due to the low levels recorded in the survey. If, however any major structural work is conducted on the office premises then a fresh survey is to be initiated by the Contracts Director.

### **3.45 ASBESTOS PROCEDURES**

The Company Policy & Procedures guide on asbestos is to be observed by all Site Management and Operatives . Site Managers/Foreman are to bring this policy to the attention of any sub-contractors engaged in work where asbestos is know or likely to be present.

All relevant information regarding the presence of asbestos within a works area will be obtained prior to any works commencing. Any works where suspicion of Asbestos arises outside of provided information will be temporarily suspended pending sample analysis. All personnel will be instructed on the procedure to follow at the site induction.

All Mineral Star Roofing operatives are given asbestos awareness training within the General Health and Safety package provided by N&D Safety Group. Toolbox talks are given at regular intervals to reinforce company procedures.

### **3.46 YOUNG CHILDREN ON SITE**

All Mineral Star Roofing sites are secured as far as reasonably practical to prevent unauthorised access to the public. Site managers are aware that all access ladders to scaffold are either removed or blocked of at the end of each day. Excavations are covered and fenced off. All plant machinery is immobilised and secure. Materials aren't stored too high, and in a safe condition / stacked. Where possible all sites are fenced and all entrance gates locked. Where practical if there are schools close to any sites then a member of Mineral Star Roofing will organise a visit to the school to liase with staff and children.

### **3.48 WORKING AT HEIGHT**

Prior to any work at height being carried by Mineral Star Roofing personnel, a risk assessment is to be produced prior to work commencing and should be read and signed by the operatives carrying out said work.

Prior to starting work ensure that:

- a. Work to be carried out is planned and organised.
- b. Person carrying out the work are competent to do so.
- c. All the risks are assessed and the correct equipment is selected and used correctly.
- d. Any risks from fragile surfaces are identified and controlled.
- e. All equipment used is inspected and maintained.

Managers are reminded of the hierarchy to be followed when planning work to be done at height.

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

Ladders and steps shall only be used following an assessment and where the duration and activities allow for their use. Activities from ladders and steps shall be kept to an absolute minimum and, if used, comply with the standards and requirements identified within the schedule to the Regulations. In particular to ensure the prevention from slipping and to maintain stability when in use.

Scaffolding shall only be erected by trained and competent persons following the development of a plan to confirm that appropriate safety standards and the specific requirements within the Regulations will be suitable.

Toolbox talks are to be given to all personnel at regular intervals highlighting the risk involved when working at height.

### **3.49 ACCESS / EGRESS**

Prior to any work commencing onsite measures will be taken, and risk assessments produced, to identify all risks associated with access and egress. Mineral Star Roofing personnel are reminded that all access routes may be subject to change as work progresses and information regarding any changes will be passed on to all operatives.