

# A.C. ROOFING SERVICES

## INTRODUCTION

Our Health and Safety Manual provides us with the means to manage health and safety in an efficient and effective way, to ensure we meet the requirements of the law and safeguard the health and safety of our employees and others affected by our activities.

In our health and safety policy we declare how we will manage health and safety, stating our policy on a range of issues that affect us. We support these stated intentions with internal arrangements such as the procedures to be followed, training requirements and records to be kept.

We identify our organisation for managing health and safety and designate individual responsibilities at all levels, to ensure we are all aware of the duties that we hold to create and maintain a safe working environment.

We expect our contractors to comply with their own duties under health and safety legislation. However, we have procedures in place to ensure we only place contracts with competent contractors and we monitor the performance of our contractors to confirm this competence.

This document should provide the information you require to put our policy into practice. It is supported by a number of forms that can be used to record such activities as display screen risk assessments, tool box talks etc. It is computer based so that you can quickly and easily access the information you require and print documents as necessary.

If you have any problems understanding what is required of you then in the first instance you should speak to your manager. Ken Clark of Haven UK provides professional safety support to the company and will assist when required.

END

## REFERENCES TO LEGISLATION

The main Health and Safety legislation affecting our organisation is as follows:

The Health and Safety at Work, etc. Act 1974  
The Management of Health and Safety at Work Regulations 1999  
The Construction (Design and Management) Regulations 2007  
The Work at Height Regulations 2005  
The Site Waste Management Plans Regulations 2008  
The Provision and Use of Work Equipment Regulations 1998  
The Lifting Operations and Lifting Equipment Regulations 1998  
The Manual Handling Operations Regulations 1992  
The Workplace (Health, Safety and Welfare) Regulations 1992  
The Health and Safety (Display Screen Equipment) Regulations 1992  
The Personal Protective Equipment at Work Regulations 1992  
The Control of Lead at Work Regulations 2002  
The Regulatory Reform (Fire Safety) Order 2005  
The Control of Asbestos Regulations 2006  
The Electricity at Work Regulations 1989  
The Health and Safety (Safety Signs and Signals) Regulations 1996  
The Health and Safety (First Aid) Regulations 1981  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
The Control of Substances Hazardous to Health Regulations 2002  
The Health and Safety (Information for Employees) Regulations 1989  
The Health and Safety (Consultation with Employees) Regulations 1996  
The Health and Safety (Young Persons) Regulations 1997  
The Corporate Manslaughter and Corporate Homicide Act 2007  
The Social Security (Claims and Payments) Regulations 1987  
The Health and Safety (Offences) Act 2008

# A.C. ROOFING SERVICES

## HEALTH AND SAFETY POLICY STATEMENT

### OVERALL RESPONSIBILITY

Overall and final responsibility for Health & Safety in this company lies with the Managing Director.

### GENERAL STATEMENT

The Company will take all reasonable measures to ensure the health, safety, and welfare at work of all employees in fulfilment of its responsibilities under the Health and Safety at Work etc Act 1974 (HSAW), and associated Regulations and Codes of Practice. These measures will also incorporate systems aimed at protecting others who may come into contact with, or be affected by our activities. The Company, and all personnel employed by the company are fully committed to carrying out the safe working practices as described herein. The policy is a perpetual document with an ongoing emphasis on Health and Safety, which will be reviewed and amended regularly, When appropriate, outside advice from professional quarters will be sought in order to implement effectively its health and safety objectives.

It is a function of management to provide the right circumstances under which the work may be carried out safely; however, all employees must be aware That they have a legal duty under section 7 of the HSAW Act, not only to work in a safe manner, but also to co-operate with efforts made to create a safe working environment.

Any additional health and safety requirements will be made in writing. Once employees have read and understood these requirements, a file will be retained at all locations for future reference or inspection.

It is the intention of **A.C. ROOFING SERVICES** to enlist the support of all employees and others who may be connected with their business. This is achieved by monitoring all sites to ensure work is being undertaken safely as specified under current legislation. We find this to be one of the most effective ways of reaching the objectives of the health and safety policy, which to date is exemplary,

The Company will take appropriate action to ensure that all employees are made aware of this policy statement.

Signed by: *A Church*

Managing Director.

Date: 5-4-2010

Review date: 6 April 2012

## **1.0 COMPANY'S RESPONSIBILITY**

**1.1** It is the intention of **A.C. ROOFING SERVICES** to satisfy the requirements of the Health and Safety at Work Act etc 1974 and all other relevant provisions.

**1.2** A.C Roofing Services will provide and maintain safe and healthy working conditions. The Company will supply and maintain all necessary plant and equipment, and provide materials to ensure full protection to all employees, others trades, and the public at all times.

Warning notices where applicable, will be displayed, and the work supervised by a competent person to ensure compliance with this policy.

**1.3** We also accept that we have a responsibility not to endanger others not in our employ, who may be affected by our activities.

**1.4** To provide information, instruction, training, and supervision which will enable employees to identify any hazards and avoid risks, and to work safely and efficiently.

**1.5** Minimize the risk of injury or ill health, provide First Aid boxes at all locations, and institute a procedure for reporting and recording of accidents or incidents.

**1.6** Make adequate arrangements for the safe transportation, storage, handling, and use of all hazardous articles and substances.

**1.7** Advise all employees of their obligations in health and safety matters, and stress that disciplinary action will be taken against employees found in breach of legislation and/or this policy.

**1.8** Wherever possible all matters arising from health and safety will be dealt with by the managing director. Consultation is available to all employees from the HEALTH & SAFETY EXECUTIVE or NATIONAL FEDERATION OF ROOFING CONTRACTORS (Registration No 1353) who could represent any employer! employee in the event of a grievance.

**1.9 A.C. ROOFING SERVICES** is committed to ensuring that all employees are made fully aware of any changes connected to health and safety. Employees are encouraged to attend courses on a regular basis, and records are kept. Health and safety information is available at the offices of **A.C. ROOFING SERVICES**.

## **2.0 EMPLOYEES RESPONSIBILITY**

Under Section 7 of the HSAW Act, it is the duty of every employee whilst at work, to take reasonable care for the health and safety of themselves, their colleagues, and members of the public, and anyone else who might be affected by their acts or omissions. They must:

1. Work safely and efficiently.
2. Use all necessary safety devices and equipment provided.
3. Not interfere with, damage, or misuse equipment or materials provided for reasons of Health and Safety.
4. Comply with statutory regulations.
5. Report incidents immediately that have led, or may lead to personal injury or damage to equipment or property.
6. Provide the company with any information, which may lead to the introduction of measures to prevent a recurrence of accidents.
7. Adhere to company procedures for securing health and safety at work.

**A.C. ROOFING SERVICES** may take disciplinary action as appropriate against any employee who is willfully negligent of his own safety or that of others in carrying out his duties, and who willfully disregards or disobeys instructions or information contained in the Health and Safety documents, or advice from their supervisor with regard to safe working practices.

This disciplinary action can lead to dismissal, in the case of serious breaches; such dismissal may be instant, without prior warning. Solely Allen Church (Managing Director) will undertake any disciplinary procedures.

## **CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS (CDM)**

The CDM regulations are a special set of regulations referring to all types of construction work. Some small work is not considered to come within the definition of construction, for example, positioning and removal of lightweight partitions such as those used to divide open plan offices, or general maintenance of fixed plant, unless it involves substantial dismantling, or is large enough to be a fixed structure in its own right.

CDM identifies a number of bodies with duties under the regulations. These are:

- The Client
- CDM Co-ordinator
- Designers
- Principal Contractor
- Contractors

If the work lasts for more than 30 days, or involves more than 500 person days, then, unless the work is for a domestic client, the project must be notified to the HSE and Form F10 is usually used for this purpose. Under these circumstances, Part 3 of the Regulations comes into force which among other things, requires the formal appointing of a CDM Co-ordinator and Principal Contractor. This will generally be the case for AC Roofing Services work.

AC Roofing Services will generally fulfil the roles of Contractor but may be appointed as Principal Contractor.

The management of AC Roofing Services will continue to ensure all the normal safety precautions will be taken with respect to planning and carrying out the work. Risk assessments and Method Statements will be provided, and all employees are expected to carry out their work in a safe manner. The principles contained in AC Roofing Services Health and Safety Policy will also still apply.

For notifiable work, AC Roofing Services will ensure that:

- As Principal Contractor, that the construction phase is planned, managed and monitored. That a Construction Phase Plan is produced, developed and implemented and suitable welfare facilities are available. Implementation of the Construction Phase Plan will be ensured through monitoring by the Site Manager (for larger sites), the Project Manager and the Health and Safety Consultant.
- As Principal Contractor, that only competent contractors are appointed, and that they are provided with relevant parts of the plan. Tenders will be carefully adjudicated and a contract only placed when we are satisfied that the successful contractor (or contractors) has fully thought through the health and safety implications of carrying out the work, and is competent and adequately resourced to carry out the work safely.
- As Principal Contractor, that all workers receive site inductions and any further information and training for the work.
- As Principal Contractor, workers are consulted on health and safety issues.

## Construction phase plan

The Construction Phase Plan specifies our arrangements for managing the work safely, including:

### Description of project

- project description and programme details including any key dates;
- details of client, CDM co-ordinator, designers, principal contractor and other consultants;
- extent and location of existing records and plans that are relevant to health and safety on site, including information about existing structures when appropriate.

### Management of the work

- management structure and responsibilities;
- health and safety goals for the project and arrangements for monitoring and review of health and safety performance;

### Arrangements for:

- regular liaison between parties on site,
- consultation with the workforce,
- the exchange of design information between the client, designers, CDM co-ordinator and contractors on site,
- handling design changes during the project,
- the selection and control of contractors,
- the exchange of health and safety information between contractors,
- site security,
- site induction,
- on site training,
- welfare facilities and first aid,
- the reporting and investigation of accidents and incidents including near misses,
- the production and approval of risk assessments and written systems of work.
- site rules (including drug and alcohol policy);
- fire and emergency procedures.

### Arrangements for controlling significant site risks including:

- delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example access to or egress from the site,
- dealing with services - water, electricity and gas, including over power lines and temporary electrical installations,
- accommodating adjacent land use,
- stability of structures whilst carrying out construction work, ie. temporary structures and existing unstable structures,

- preventing falls,
- work with or near fragile materials,
- control of lifting operations,
- the maintenance of plant and equipment,
- work on excavations and work where there are poor ground conditions
- work on wells, underground earthworks and tunnels,
- work on or near water where there is a risk of drowning,
- work involving diving,
- work in a caisson or compressed air working,
- work involving explosives,
- traffic routes and segregation of vehicles and pedestrians,
- storage of materials (particularly hazardous materials) and work equipment,
- any other significant safety risks;

Health risks, including:

- the removal of asbestos,
- dealing with contaminated land,
- manual handling,
- use of hazardous substances, particularly where there is a need for health monitoring,
- reducing noise and vibration,
- work with ionising radiation,
- exposure to UV radiation (from the sun),
- any other significant health risks.

At the end of construction work, a Health and Safety File will be produced. This contains details of the property to enable it to be maintained, altered or demolished safely. It is the responsibility of the CDM Co-ordinator to pass this to the Client for safekeeping.



### 3.0 CONTRACTORS APPOINTMENT AND RESPONSIBILITY

3.1 Mr. A Church will appoint all sub-contractors, and wherever possible they will be chosen from the Local Authorities approved list. On arrival they must report to Allen Church, or in his absence to B Joyeux, and they will be instructed on procedures to be carried out. Contractors will be informed of any hazards that **A.C. ROOFING SERVICES** is aware of which might affect them. They will be expected to:-

1. Comply with company rules and standards.
2. Comply with legislation, codes of practice, and procedures of work.
3. Keep work areas and access/egress paths clear of waste materials. A registered waste removal company must properly and safely dispose of all waste where necessary. The requirements of The Site Waste Management Plans Regulations 2008 will be followed when applicable.
4. Ensure that PPE is supplied and used correctly by their employees
5. Report accidents, injuries or near misses, to a company representative.
6. Work in a safe manner, ensuring their activities do not put at risk company employees or others.
7. Inform **A.C. ROOFING SERVICES** of anything hazardous which might impose a risk to employees, equipment or property, and the controls they use to minimize those risks.
8. Any building work falling within the Construction, Design, and Management Regulations 2007 must have a satisfactory safety plan before work commences. On completion, the safety file is handed over by the planning supervisor.

Overall and final responsibility for health and safety on site lies with Mr. A Church, Managing Director, or in his absence, his appointed deputy. If either feels that any sub-contracted employee is not carrying out work safely they will be prohibited from continuing with that work until they are satisfied that remedial action has been taken.

## **4.0 GENERAL ARRANGEMENTS**

### **4.1 FIRST AID AND ACCIDENT REPORTING**

Every employer has a general duty to provide, or ensure will be provided, equipment and facilities which are adequate and appropriate in the circumstances for enabling First Aid to be rendered to his employees if they are injured or become ill at work.

The requirements are contained in the Health and Safety (First Aid) Regulations 1981 and Allen Church as the appointed person is responsible for ensuring that the requirements contained in these regulations are complied with.

First aid boxes are located: In company vehicles.

Appointed person responsible for first aid boxes is Mr. A Church

Persons responsible for reporting incidents is Mr. A Church.

Accident record is located: In our office, Meadow View, Cackets Lane, Cudham, Sevenoaks, Kent TN14 7QG

### **4.2 FIRE SAFETY**

Fire extinguishers are kept: In company vehicles and at the office. Checked: Annually

Checked by: An authorised dealer

### **4.3 TRAINING**

Person responsible for training: Mr. A Church

Address: Meadow View, Cackets Lane, Cudham, Sevenoaks, Kent TN14 7QG

Telephone: 01959 543 742 Fax: 01959 543 743

E-mail: a.church@btinternet.com

### **4.4 SITE AND ROAD TRANSPORT**

It will be the responsibility of A Church to maintain all vehicles in a roadworthy condition by having regular servicing at the manufacturer's recommended intervals. Only those employees covered by the insurance policy will be allowed to drive Company vehicles.

### **4.5 FINANCIAL AND TECHNICAL 'RESOURCES**

As part of the annual budget review, funds will be allocated for health and safety purposes.

## 5.0 ELECTRICAL EQUIPMENT

All electrical equipment will conform to the requirements under both PUWER 1998 and the Electricity at Work Regulations 1989.

**5.1** Routine visual inspection on plugs, cables, and extension leads prior to use. Defects reported to Mr A Church, and the equipment removed from use immediately.

**5.2** Register maintained of all equipment and Portable Appliance Testing (PAT) carried out annually by a qualified electrician.

**5.3** Power at 110v only will be used for portable tools and portable lighting.

**5.4** Leads will be fitted with appropriate plugs, which should comply with BS 4343. Bare wires must not be inserted into sockets, and joints in leads will be made with appropriate connectors. No taped joints will be permitted.

**5.5** Where practical, cables will be raised clear of the ground to prevent damage by water or site traffic.

**5.6** Strict adherence must be given to any "Safe System" or "Permit to Work" procedure.

## 6.0 DISPLAY SCREEN EQUIPMENT

**A.C. ROOFING SERVICES** acknowledges the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992.

**6.1** Currently no employee of **A.C. ROOFING SERVICES** has been identified as a habitual user of Display Screen Equipment.

**6.2** If in the future, an employee is required to use such equipment, then an assessment will be carried out to determine whether it poses any health and safety risks.

**6.3** Any Display Screen Equipment user will be trained and informed of any health and safety risks associated with their work, and the measures they must take to ensure they remain fit and healthy.

**6.4** All steps will be taken to avoid postural problems, visual problems, fatigue and stress.

**6.5** **A.C. ROOFING SERVICES** will also provide the user with an eyesight test by a competent person at the employee's request and ensure, when necessary, that they are provided with corrective appliances paid for by the company. Should this become necessary the Company will bear the costs of lenses and standard frames only.

## **7.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH**

A competent person will carry out a risk assessment, and procedures adopted will conform to the requirements of The Control of Substances Hazardous to Health Regulations 1999 (COSHH). In the first instance the Company will look to eliminate the substance, or substitute it with a non hazardous one. Where this is not possible, will implement controls to reduce exposure or control the risks. All employees will be informed of the findings, and receive appropriate training.

## **8.0 PERSONAL PROTECTIVE EQUIPMENT**

**A.C. ROOFING SERVICES** will comply with the requirements of the Personal Protective Equipment at Work Regulations 1992. They will supply PPE to employees wherever risks to health and safety cannot be adequately controlled by any other means.

**8.1** PPE will be provided by the company, free of charge, cleaned, and kept in good repair.  
Unfit equipment will be replaced as necessary.

**8.2** Employees will be trained in its correct use. They must wear PPE as instructed, not misuse or wilfully damage it, and defects must be reported immediately.

**8.3** All PPE will conform to the required standard, and carry the 'CE' mark.

**8.4** To comply with the construction (Head Protection) Regulations 1989 all employees, contractors or sub-contractors will be required to wear suitable head protection at all times.  
Safety helmets will be maintained in good condition and comply with BS-5240 part 1, 1987.

**8.5** Before eating, drinking, or smoking, protective clothing will be removed and hands washed thoroughly.

## **9.0 WASTE DISPOSAL**

**9.1** The requirements of The Site Waste Management Plans Regulations 2008 will be followed when applicable.

**9.2** This will be removed from site by either **A.C. ROOFING SERVICES** who are licensed by the Environment Agency, Registration No: EAN/963759/CB expiry: 20/11/2011 or an authorized haulier.

**9.3** Where it is necessary to hire a skip container this will be sited safely and the area cordoned off to deny unauthorized access.

**9.4** The container will be filled by using an enclosed debris chute, or by lowering the debris in skips or buckets.

**9.5** An employee will be situated at ground level to ensure that material is not expelled during the filling operation.

**9.6** A license will be obtained from the Local Authority whenever necessary.

## **10.0 SCAFFOLDS**

**10.1** Will be erected only by trained, competent persons and not interfered with or altered by any employee.

**10.2** Prior to working on a scaffold a check will be made on the official inspection register (Form 91).

**10.3** A competent person will carry out weekly inspections, this will only be necessary for longer-term projects, whenever it needs to be substantially altered, or after very bad weather.

Construction Regulations  
B.S on imposed roof loads.

Further information can be found in the Health and Safety manual in the office.

## **11.0 RISK ASSESSMENTS**

In compliance with the Management of Health and Safety at Work Regulations 1999, Allen Church will be responsible for ensuring risk assessments are carried out.

**11.1** Allen Church will discuss all activities with his employees to identify any hazards and he will be responsible for recording and reviewing the risk assessment on a regular basis, which will be annually, unless there are significant changes in the interim period.

No new work activity, use of equipment, will be undertaken until a sufficient risk assessment has been conducted. Where a specialized knowledge is required, a competent person will be employed for this purpose.

**11.2** Areas and tasks which will be assessed include the following:

- i) Handling of hazardous substances. This will be done as part of the COSHH assessment.
- ii) Manual Handling
- iii) Use of Vehicles
- iv) Use of Work Equipment
- v) General premises/Environmental Hazards.
- vi) Working at Height
- vii) Fire

**11.3** Risks will be identified and eliminated wherever possible. Where this is not possible, controls will be put in place to reduce the risks to as low a level as possible, and PPE issued as a last resort, or when the assessment shows it to be necessary.

## **12.0 ACCIDENT REPORTING AND INVESTIGATION**

In accordance with The Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 1995 (RIDDOR), Allen Church will be responsible for recording, reporting and investigating any accidents, injuries or near misses. In his absence this duty will fall on B Joyeux.

All employees will be made aware of their obligation to report such occurrences to the above named person(s), and informed that if an accident resulted from breach of law under the Health and Safety at Work etc Act or other regulations, the organization, and/or one of its officers could face prosecution.

## **13.0 EMERGENCY PROCEDURES AND FIRE CONTROL**

**13.1 All A.C. ROOFING SERVICES** employees will be made aware of the hazards associated with fire and the precautions needed to prevent a fire starting. Safe evacuation of a site will be practiced, and training given in the correct use of fire extinguishers.

**13.2** The Managing Director or his deputy will be responsible for summoning any of the emergency services required, and notifying any of the other persons on the site of the imminent dangers.

**13.3** All staff will familiarize themselves with the fire instruction pertaining to the site, and in particular the evacuation routes and assembly points, and relevant signage.

**13.4** If a signing in/out procedure is adopted, all **A.C. ROOFING SERVICES** employees will be made aware of the importance of strictly adhering to this procedure to prevent endangering the lives of the rescue service.

**13.5** Sites will be inspected before departure to ensure there are no hazards likely to cause fire.

## **14.0 MANUAL HANDLING AND LIFTING**

The Manual Handling Operations Regulations 1992 require that, as far as is possible, employees should not be asked to transport or handle loads in such a way as could injure them.

**14.1** Where manual handling is unavoidable, then a risk assessment will be carried out and the risk reduced to the lowest level possible.

**14.2** Consideration will be given to individual capabilities of those involved, and all employees will be trained how to handle and move loads safely.

**14.3** Employees will be encouraged to play a positive role in the assessment process and to highlight difficulties from things such as size and shape of loads, the frequency with which they are handled, or the circumstances in which the handling is carried out.

**14.4** Details of the regulations will be issued to all employees, along with the guidelines on safer lifting and handling.

**14.5** After training, employees will be monitored to ensure that correct procedures are being adhered to.

## **15.0 SAFETY COMMITTEES**

As required under the Safety Representatives and Safety Committees Regulations 1977 **A.C. ROOFING SERVICES** recognizes the right of trade unions to appoint representatives from the employer's union workforce to carry out certain health and safety functions. If such a representative were appointed the company would consult with them with a view to promoting health and safety in the workplace.

## **16.0 PROVISION AND USE OF WORK EQUIPMENT**

**16.1** In accordance with the PUWER Regulations 1998, **A.C. ROOFING SERVICES** will ensure that any equipment provided for work will be suitable for its intended use and properly maintained.

**16.2** Only designated employees who have been properly trained will use any equipment which poses specific risk to health and safety.

**16.3** Employees will be instructed to report defects to **ALLEN CHURCH** immediately who will arrange for replacement or repair.

**16.4** Any items which are faulty should be clearly labelled so that other employees do not use them.

**16.5** All employees will be trained in the safe use and storage of all work equipment.

Hand tools are included within these regulations.

## **17.0 WORKPLACE**

Due to the nature of the work, the working environment will vary, but the requirements stipulated under the Construction (Design and Management) Regulations 2007 and the Workplace (Health, Safety, and Welfare) Regulations 1992 will be adhered to.

**17.1** So far as is reasonably practicable, every floor and traffic route shall be free from obstruction, and from any article or substance which may cause a person to slip, trip, or fall, or cause instability or loss of control of vehicles and/or their loads. -

**17.2** If a spillage occurs, immediate steps will be taken to clean it up.

**17.3** In the event of adverse weather conditions (snow, ice, high winds), the Managing Director, or in his absence, his deputy, will inspect all access routes, particularly ladders and walkways on roofs to determine if they are safe.

**17.4** Evacuation routes will be kept free from obstruction at all times so as not to impede egress.



# ORGANISATION

## 1.0 Traceable Management Structure

As a small employer, I am aware that the overall responsibility for compliance with the HSAW Act 1974 and associated Regulations made under it lies with myself as Managing Director.

All **A.C. Roofing Services** employees would report directly to myself on all issues regarding health, safety, and welfare; and in my absence, to those specifically named. Those nominated will already have achieved a satisfactory level of competency to allow them to deputize.

A. Church, Managing Director (Working Master)

B. Joyeux, Secretary (Accident Recording)

J. Church, Site Safety (Working Senior / Multi Skilled Roofing Operative / Building Operative)

L. Crowther (Working Senior / Multi Skilled Roofing Operative / Building Operative)

E. Farrell (Working Senior / Flat Asphalt Roofing Operative)

R. Burwood (Working Senior / Flat Asphalt Roofing Operative)

J. Foulds (Working Senior / Flat Asphalt Roofing Operative)

L. Mills (Working Senior / Multi Skilled Roofing Operative)

M. Coad (Working Senior / Multi Skilled Roofing Operative)

P. Coad (Working Junior / Roofing Operative)

R. Tamosiunas (Working Junior / Roofing Operative)

## 2.0 Defined Duties at All Levels

Allen Church, Managing Director has overall responsibility for the application and implementation of Health and Safety including Site Safety. These responsibilities include -:

- q Compiling the Health & Safety Policy, ensuring that all staff are aware of the contents, and reviewing or revising as necessary.
- q To ensure suitable and sufficient risk assessments are carried out, and take appropriate action to remove or reduce potential hazards
- q To be available to any member of staff to discuss and resolve matters of health & safety which might be causing concern.
- q Maintaining current health & safety literature, files for reference, and distribution of information via toolbox talks.
- q Ensure that all materials, substances and equipment purchased are safe, and without risk to health when properly stored, transported, or used.
- q Making sure that all those working on, visiting sites, or sharing occupation, are made aware of any hazards.
- q Ensure correct use of PPE, supplies, and maintain in good condition.
- q To inspect and audit periodically, places, and methods of work, to ensure safe practices are being used, and that adequate and appropriate equipment is being deployed.
- q Arrange for new employees to receive induction training in health and safety appropriate to their job.

Ms B Joyeux will be responsible for maintaining a record of any accidents in the accident book (81510). She will complete an F2508 and notification will be sent to the appropriate enforcement authority or ICC as required under RIDDOR.

All staff has a responsibility to report any hazards to Allen Church or the designated person, who will take interim measures to maintain safety pending rectification.

### **3.0 Specialist Requirements**

In addition to the health and safety responsibilities already specified, **A.C Roofing Services** has access to Health and Safety resources from a NEBOSH qualified safety professional who is a Chartered Fellow of IOSH.

Full use is also made of the services offered by the HSE, CITB, and NFRC.

### **4.0 Knowledge of Health & Safety Policy and Legislation**

**A.C. ROOFING Services** is aware that contravention of Health & Safety Legislation is a criminal offence and can lead to the issuing of improvement or prohibition notices. The Health and Safety (Offences) Regulations 2008 raises the maximum fine which may be imposed in the lower courts to £20,000 for most health and safety offences, makes imprisonment an option for more health and safety offences in both the lower and higher courts and makes certain offences, which in the past have been triable only in the lower courts, triable in either the lower or higher courts.

Prosecution through the court system carries heavy penalties where fines of up to £20,000 per offence and/or up to 12 months imprisonment can be imposed in a Magistrates court. Unlimited fines, and/or up to 2 years imprisonment can be imposed upon conviction by the Crown Courts.

We are familiar with the powers of an HSE inspector, and all members of staff will co-operate fully with any reasonable request made by an enforcement officer.

### **5.0 Monitoring Health & Safety**

It will be the responsibility of A .Church to monitor Health and Safety. This will include conducting spot checks on site, a formal quarterly recorded audit inspection based on the results of our risk assessment. Staff will be expected to participate in monthly toolbox talks covering all aspects of the policy, where their level of competency can be determined.

Accident and sickness records will be monitored every month to look for trends or patterns associated with our work, and all employees will be interviewed by me after a period of absence.

The purpose of regular monitoring will be to highlight any unsatisfactory areas, allowing a course of action to be taken to prevent a recurrence, or to minimize the risk to a satisfactory level.

## **6.0 Consultation**

Consultation with employees as required by the Health and Safety (Consultation with Employee) Regulations 1996 requires that, where no Union Safety Representatives have been appointed, all of the workforce is consulted on matters relating to health and safety. Particular regard will be paid to the following :-

- \* Introduction of measures which may substantially affect the health & safety of employees
- \* Provision of health & safety information to employees
- \* Planning and organization of safety training
- \* Introduction of new technologies

In the event of a Union Representative being elected, they will be allowed adequate time to carry out their function.

## **7.0 Engagement of New Employees**

When recruiting new employees key tasks of the job and standards expected will be discussed, and they will be assessed against essential and desirable criteria in the job description.

Their general state of health would be discussed as they would need to be physically fit. Certain health conditions such as epilepsy or a fear of heights would pose unacceptable risks to someone being able to carry out their function as a roofing operative.

During the interview the company policy would be outlined to emphasize A.C. ROOFING Services commitment to health and safety matters, and it would be made clear that any breach of this policy would not be tolerated.

New employees will be encouraged to fully participate in safety issues, and training needs would be identified against the job specification.

All aspects of health and safety would be covered during the induction and probationary period, and they would be supervised and assessed during this time to determine their level of competency in being able to carry out their work without risk to themselves or others.

## **8.0 Equal Opportunities**

A.C. ROOFING Services will not discriminate against a person due to their age, gender, race, religion, or sexual orientation. Employees will be recruited fairly

and matched against the criteria specified in the job description. The assessment will be based solely on their ability to carry out the tasks safely and competently.

## **9.0 Reference to Documentation**

Additional information is retained in the office to which all employees have access.

A.C Roofing Services, employees will be expected to spend a reasonable amount of time familiarizing themselves with what is contained in the documentation, and encouraged to refer to it on a regular basis.

Changes in procedure or new legislation will be brought to the attention of all employees and the records amended and retained.

# APPENDICES SAFE WORKING METHODS

## i: USE OF LADDERS

Ladders are specifically referred to in the Work at Height Regulations 2005. Falling is the biggest cause of serious injury, and ladders should only be used as a means of access to a workplace if this is reasonable after considering the nature of the work, its duration, and the risks caused by its use. All ladders must be of a standard set by 8S-2307, 8S-4211, and 8S-1129.

Ladders and stepladders will only be used as a place of work if a risk assessment has shown that the risk is low and the duration of use is short (not more than 30 minutes in any one place).

1. Before use a visual inspection will be undertaken to ensure that the ladders are strong enough for the job intended, and that no rungs are cracked or missing.
2. Site conditions will be checked to ensure that they are appropriate and free from vehicle movement.
3. No ladder longer than 6m will be used as a workplace unless it is fixed or tied to prevent movement.
4. When placing a ladder this will be on a firm level dry surface.
5. The angle will be correct (4 units up to each one out from the base.) so that the bottom will not slip outwards.
6. Ladders will extend at least 1 m above the landing place unless there is a suitable hand hold to provide equivalent support.
7. Extending ladders will have at least a 3 rung overlap.
8. Attention will be paid to overhead power lines so that there is a minimum of 9m clearance.
9. Only one person at a time will climb the ladder.
10. Suitable footwear will be provided, the employee will ensure the soles are clean and free from grease and dirt and the like and there is a distinctive heel.
11. Heavy items and long lengths of material will not be carried up the ladders.
12. Light tools will be carried in either a shoulder bag or holster attached to a belt, so that both hands are free to hold the ladder.
14. Users of ladders will not over reach.
15. Company ladders will not be loaned to other people.

## ii. HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) refer.

o Mr. A Church will be responsible for the following:

- What is bought into the workplace
- Ensuring safety data sheets are available
- Ensuring COSHH risk assessments are carried out.
- Know how it should be stored & handled safely
- Decide who may be affected
- Be aware of how exposure is likely to occur
- Monitor what emissions are given off during a work activity
- Will seek additional advice when necessary
- Consider whether health surveillance is required
- Try to eliminate/substitute with something less hazardous
- Implement the controls to reduce the risk as far as is reasonably practicable
- Inform, instruct and train staff in the risks and precautions to take
- Supply suitable and sufficient Personal Protective Equipment (PPE) free where necessary and maintain it in good condition
- Regularly monitor controls to insure they are working.

o Where a hazardous substance has been identified the following must be adhered to -:

- All employees must refer to the supplier's data sheets and COSHH assessments located at the Company offices, prior to handling or transporting any hazardous substance.
- Avoid absorption through contact with the skin, inhalation, or ingestion.
- If specified, wear personal protective equipment which is supplied free of charge.
- Report any adverse health conditions.

### o Guidelines for employees

A dangerous substance is anything, which may cause harm to a person through ingestion, inhalation and absorption. COSHH controls the possession, storage and use of dangerous substances. If a substance is explosive, flammable, toxic corrosive, harmful or irritant you will need to be trained in the safe transportation, storage, use and disposal of it.

- Read labels before use
- Do not mix chemicals
- Do not transfer them to other containers
- Make sure you wear **PPE** when instructed
- Know what to do in emergencies i.e. fire, spillage's, contamination of yourself or others
- Understand what the hazard is and the risk of inappropriate action

**DO NOT HANDLE ANY SUBSTANCE THAT YOU ARE UNFAMILIAR WITH UNTIL YOU ARE INSTRUCTED IN ITS SAFE HANDLING AND INFORMED OF THE RISKS.**

Further information will be obtained from the supplier where necessary under the CHIP Regulations. The chemicals (Hazard Information and Packaging for Supply) Regulations.

Other substances hazardous to health can include liquids, dusts, vapours, gases and particle.

### **iii. PERSONAL PROTECTIVE EQUIPMENT.**

Examples of PPE might include -:

Goggles for eye protection

Hard Hats for head

Ear Plugs/defenders against noise

Gloves and Gauntlets for hand and arm

Safety boots/shoes for feet

Masks or respirators for lungs

Overalls for whole body

### **iv. WORKING AT HEIGHT**

#### **o WORKING ON ROOFS**

Roof work is covered by the Work at Height Regulations 2005.

ALLEN CHURCH will ensure that every employee receives adequate training of their own job and is aware of the precautions to be followed when working on roofs.

- Where a scaffold is necessary for a means of safe access on and off ALLEN CHURCH will employ competent persons to erect and dismantle it.
- No employee will be allowed to work on roofs in bad weather conditions or high winds in particular.
- Where practicable, fragile areas will be covered with non fragile material.
- Barriers and warning notices will be placed at an approach to any fragile surfaces, which should not be walked on. Particular emphasis will be made to beware of glass that may have been painted over.
- Employees must never walk along valley gutters, edges or purlins unless something has been erected to stop them falling.
- Crawling boards or roof ladders on fragile or pitched roofs will be used and skylights covered to prevent falls on otherwise solid roofs.
- Whenever there is a risk of somebody falling, guard-rails, toe boards or anchorage points for safety belts will be installed.
- Employees will be instructed never to throw materials off a roof but to use enclosed debris chutes or lower materials in a suitable container.
- All employees will be expected to wear suitable footwear and any other PPE provided by the company for their safety.



## **Safe Working Method**

1. A general access scaffold will provide safe access onto and *off* the roof.
2. On sloping or fragile roofs, roof ladders or crawling boards will be used for safe movement.
3. Openings or roof lights will be covered or barriers provided.
4. Employees will not walk along the line *of* the roof bolts, above the purlins, or along the edge *of* a fragile roof.
5. Edge protection will be used at the open edge/eaves level to prevent people or materials falling.

## **V. LONE WORKING**

Because it is assessed as more hazardous to be working alone, it is the policy *of* **A.C. ROOFING SERVICES** not to allow any employee to be left totally alone on site.

## **vi. LIFTING AND HANDLING**

These guidelines are for employees to help prevent injury. When attempting to lift anything the following rules should be followed -:

1. Grip: Take a good grip *of* the package being lifted.
2. Back: Should be kept straight, knees bent to enable you to get close to the load, and then raise it pushing upwards with the leg muscles to regain the upright position.
3. Chin: The chin should be kept tucked in so that it is fairly near the chest.
4. Feet: The correct position *of* the feet is approximately the width *of* the hips apart with one foot slightly in front *of* the other pointing in the direction *of* travel. .
5. Arms: Should be kept close to the body for balance.
6. Body: The body being kept in its normal position should act as a counter balance to the load.
7. Eyes: You should always be able to see where you are going when lifting and walking with a load.
8. Protective clothing should always be worn when lifting i.e. safety footwear and gloves.
9. If a load appears too heavy or awkward, get assistance.

## **vii. ACCIDENT REPORTING PROCEDURE**

Each incident will be entered into the accident book and will contain:

- Date, time of accident or dangerous occurrence
- Name of person, occupation, nature of injury/condition
- Place where accident or dangerous occurrence happened
- Brief description of circumstances
- Details of any witnesses

Accidents, incidents, dangerous occurrence giving rise to death, major injury e.g. loss of limb, or that result in a person being incapacitated for more than 3 days, or where a person contracts a notifiable disease will be notified to the Incident Contact Centre by B Joyeux.

In compliance with RIDDOR '95 Regulations dangerous occurrences, major injuries, including those sustained as a result of physical violence will be notified to the ICC.

It will be the responsibility of Allen Church to ensure this notification takes place, in the absence of Allen Church the secretary will deputize.

An investigation by Allen Church will take place to identify the factors contributing to the accident or dangerous occurrence, and steps taken to reduce the risk as far as is reasonably practicable to prevent a recurrence.

From 1 April 2001 an incident can be reported in the following ways;

- by telephone: 0845 300 99 23
- via the Internet: [www.riddor.gov.uk](http://www.riddor.gov.uk)
- by fax: 0845 300 99 24
- by e-mail: [riddor@natbrit.com](mailto:riddor@natbrit.com)
- hard copy of F2508 by post to: Incident Contact Centre  
Caerphilly Business Park  
Caerphilly CF83 3GG

The ICC will then alert the appropriate enforcement authority.

Once completed the accident report will be removed from the accident book and kept in a secure place in accordance with The Data Protection Act.

## **viii. FIRST AID AND WELFARE**

As required by the First Aid Regulations 1981 the person appointed to take control in an emergency situation is Allen Church, and in his absence Ms B Joyeux. The appointed person will ensure that the first aid boxes are stocked with adequate first aid materials, and replenished as necessary.

The contents of the first aid box are as follows:-

Individually wrapped plasters \* sterile eye pads  
Triangular bandages \* sterile dressings of various sizes  
Safety pins \* sterile water  
Guidance notes on the treatment of injured people

Under no circumstances must tablets or medicines be contained within the first aid box.

## **ix. STRESS**

**A.C. ROOFING SERVICES** acknowledges that the risk of stress should be addressed and eliminated or controlled like any other risks as required by the HSAW Act and associated Regulations.

## **x. SUBSTANCE ABUSE**

o **Alcohol.** The consumption of alcohol whilst at work is banned, and discouraged during lunch breaks. Any employee found to be under the influence of alcohol whilst at work will be barred from site on the grounds of health and safety, and liable to disciplinary procedures.

o **Banned substances.** The trading, supplying, use, or carrying of banned substances are not permitted whilst at work, and are likely to be the subject of disciplinary action. Impaired performance arising from the use of such substances is grounds for suspension leading to dismissal.

## **xi. SAFETY INSPECTIONS**

Detailed inspections will take place every 3 months, and safety representatives (if appointed) will be invited to participate. Where a safety representative is appointed and makes a request to conduct an inspection, Allen Church will be present.

Safety representatives will be encouraged to detail particulars of any areas of concern on the standard form made available by HSE.

In the event of Allen Church deciding that remedial action is not taken, then an explanation in writing will be given to the representative.

The results of such inspections will be discussed with staff, and where necessary changes will be made in policy and procedure, which will form part of our on-going Risk Assessment.

## **o MONITORING**

It is vital that the monitoring of safety procedures is carried out regularly to ensure a safe and healthy environment for all employees is maintained.

A company action plan, based on hazard identification and risk assessment will be drawn up and will form the basis of monitoring and performance measurement.

The plan will be continuously updated and reviewed.

## **xii. TRAINING AND INDUCTION**

It shall be the responsibility of Allen Church to ensure that all staff are fully aware of the policies and procedures of **A.C. ROOFING SERVICES**. In addition to the usual terms and conditions of employment the induction will cover all aspects of health, safety and welfare, provision of first aid, accident reporting and emergency procedures.

Information and training will be given to employees to ensure adequate levels of competency are achieved for all the tasks they will be undertaking. Where necessary specific training needs will be identified, and employees sent on relevant courses.

It is the intention of **A.C. ROOFING SERVICES** to ensure all employees are sent on a one-day CIEH Basic Health and Safety course. B. Joyeux already holds this qualification.

Close supervision will be given to the young and inexperienced trainees.

Employees will be continually encouraged to raise any problems, difficulties, or issues of concern in health and safety matters.

Employee's individual files will list all safety training given, and the date on which it took place. Employees will be asked to sign each entry provided that they are satisfied they understand the instructions given, and what is expected of them when carrying out their duties.

It is fully understood that the Health and Safety at Work Act imposes a general duty on every employer to provide the necessary training to ensure the health and safety at work of all employees, so far as is reasonably practicable.

## **xiii. ENSURING COMPETENCY**

**A.C. ROOFING SERVICES** will request to see relevant licenses, registrations, or certificates issued by recognized and authorized bodies, which would indicate that those contractors working on site are competent to carry out their specific function.

All staff will be monitored whilst undertaking new tasks and their individual training file updated accordingly.

When both the trainer and the employee are satisfied that the task is being carried out safely, and to the standard required, then they will be signed off on their training record, which is retained in the office.

If jobs requiring additional skills are identified, then the employee will be asked to attend specific training courses.

#### **xiv. TENDERING AND PLANNING**

When tendering and planning for new work, careful consideration will be given to all safety requirements, and financial provision made to ensure all measures necessary are taken.

If additional safety equipment is required this will be stated in the tender document

#### **xv. ARRANGEMENTS FOR RISK ASSESSMENTS**

As required under the Management of Health and Safety at Work Regulations 1999 Risk Assessments will be carried out to:

- 1) Identify the hazards
- 2) Consider who might be harmed by any of **A.C. ROOFING SERVICES** activities
- 3) Evaluate the risks to decide whether existing precautions are adequate, or if more needs to be done to reduce the risk further.
- 4) The significant findings of the assessment will be recorded
- 5) Review of the assessment will take place whenever there is any significant change in procedures, or when new equipment or substances are used.

Whilst conducting the Risk Assessment, all legal requirements, Approved Codes of Practice, and data sheets will be consulted to ensure compliance.

Our aim in the first instance will be to eliminate the hazard. Where this is not possible, control measures will be put in place so that harm is unlikely. Suitable PPE will be issued free, and maintained, as a last resort when all other means of elimination and reduction to control risks have been investigated.

Employees, and all other people identified as being at risk from **A.C. ROOFING SERVICES** operations, will be informed of the findings of the assessment.

#### **xvi. INFORMATION AND INSTRUCTION PROVISION**

As required under the Health & Safety at Work Act and the Management of Health & Safety at Work Regulations, **A.C. ROOFING SERVICES** acknowledges the need to provide information, instruction, training, and supervision as is necessary to ensure the health and safety at work of their employees.

Information on fire and first aid arrangements will be given and employees will be informed about any health and safety risks that have been identified, and told what preventative steps have been taken to protect them.

## **xvii. SAFETY REPRESENTATIVES ROLE**

Consultation would take place with regard to the following:

- Introduction of measures substantially affecting health and safety of employees
- Arrangements for the appointment of competent persons
- Planning and organization of health and safety training
- Provision of health and safety information
- Health and safety implications of new technology

The representative would be allowed access to any health and safety records or information, which allows them to carry out their function.

**A.C. ROOFING SERVICES** acknowledges the representatives right to -

- \*Investigate potential hazards and dangerous occurrences
- \*Investigate complaints by employees
- \*Carry out inspections
- \* Make representations to the employer on general matters relating to health, safety and welfare at work
- \* To receive information from inspectors on matters affecting employees health, safety and welfare
- \* To attend meetings of safety committees.

**A.C. ROOFING SERVICES** Roofing will allow them to take time off with pay for training, or to allow them to carry out their functions.

## **xviii. SAFETY COMMITTEES**

In the event that 2 or more safety representatives request in writing, the establishment of a committee, this will be actioned within 3 months of the request.

Names of those committee members would be made known to the workforce.

## **xix. CONTROL OF VISITORS TO SITE**

**A.C. ROOFING SERVICES** acknowledges the need to ensure the safety of visitors, self employed people and others not in our employ, as far as is reasonably practicable as stated in Section 3 of the Health and Safety at Work etc Act.

Any visitor entering the site will be directed to Allen Church who will ascertain the nature of the visit. He will be responsible for informing them of any potential risks and will ensure that a member of staff accompanies them for the duration of their visit.

## **xx. ELECTRICAL WORK**

A competent electrician will only carry out any electrical work.

### **\* ELECTRICAL HAND TOOLS**

**A.C. ROOFING SERVICES** aims to comply with the requirements of the Electricity at Work Regulations 1989.

All employees will be instructed in how to carry out visual inspections prior to using such equipment, and who to report defects to.

Faulty equipment must be removed from use immediately.

A register will be kept of all equipment and a competent person will carry out portable appliance testing annually.

No employees will bring their own equipment to work.

Portable hand tools will be run off a battery pack or run at 110 volts from an isolating transformer.

All electrical appliances must be unplugged before cleaning or making adjustments.

It should be noted that the three main hazards associated with electricity are contact with live parts, fire and explosion.

Employees can check for common faults such as loose connections, poor insulation, exposed wires, damaged leads, broken switches and overloaded circuits.

## **xxi. PERMIT TO WORK**

**A.C. ROOFING SERVICES** will comply with any requests where a permit to work procedure has been implemented as a safe system of work where additional controls are necessary.

Employees will be familiarized with the requirements of a permit to work which covers exactly what work is to be done, when, and which parts are safe.

A responsible person will assess the work and check safety at each stage. Those persons doing the job will sign the permit to show that they understand the risks and precautions necessary.

## **xxii. HOT WORK**

Where any welding, burning, braising, or torching is being undertaken adjacent to materials likely to ignite, it is the responsibility of the operative to protect those materials from ignition and ensure that a suitable fire extinguisher is readily available.

## **xxiii. WORKING IN OCCUPIED PREMISES**

**A.C. ROOFING SERVICES** will undertake to inform those occupying a building of any hazards or risks caused by their work likely to affect those occupants. ALLEN CHURCH will liaise with the controller of those premises to ensure also that **A.C. ROOFING SERVICES** employees will not be exposed to any risks from others on site.

Before work commences key issues will be clarified with regards to the following:

Authorized / unauthorized areas

Requirements for any Permits to Work

Cordoning off

Sign posting

Location of emergency exits and fire procedures

First aid provision

Security procedures

Hours of work

## **xxiv. ASBESTOS**

**A.C. ROOFING SERVICES** will not undertake any job which requires the removal of asbestos as such work must be carried out in accordance with the Control of Asbestos Regulations 2006. ALLEN CHURCH will ensure that asbestos is not present through the initial inspection and when discussion takes place regarding each job so that himself and his employees are not exposed to a risk.

Employees will have asbestos awareness training, and will stop work and report to ALLEN CHURCH if they suspect the presence of asbestos. They will warn others of their suspicions.

## **xxv. NOISE**

Exposure to high noise levels can cause irreversible hearing damage.

Under the Control of Noise at Work Regulations 2005 the employer must consider not only the noise level, but also how long people are exposed to the noise. If the noise level is considered to be too high then an assessment will be arranged, and will be carried out by a competent person who understands and can apply HSE'S guidance on noise measurements.

Employees will be informed of the hazard and the precautions, which they need to take.

Hearing protection will be made available to those who want it if levels exceed 80 dB{A}.

Hearing protection will be compulsory for any employee exposed to noise levels above 85 dB{A}.



## xxvi. DUST

Dust in the workplace can adversely affect the skin (e.g. Dermatitis), and the eyes (Conjunctivitis) with the bigger problems being respiratory disease. In compliance with the COSHH Regulations, the main dangers associated with dust will be analysed during the risk assessment and information supplied to all employees. Particular reference will be made to the handling of inorganic substances like cement or lead. Where exposure cannot be prevented, ALLEN CHURCH will ensure that it is minimized, and where necessary, suitable PPE provided.

All employees will be instructed to report any problems such as breathlessness, coughing, chest pain or skin conditions to ALLEN CHURCH so that these can be investigated and action taken.

Spillages will be promptly cleared up to minimize the spread of such contaminants.

## xxvii. LEAD

Work which exposes people to lead or its compounds is covered by the Control of Lead at Work Regulations 2002, and an Approved Code of Practice.

All lead used by **A.C. ROOFING SERVICES** is purchased from approved manufacturers.

Lead is used mainly for flashing and involves cutting and a minimal amount of burning, and the risk assessment has indicated that there is not liable to be a significant level of exposure.

Employees who have been informed of the hazards, and instructed and trained in the safe handling and use of lead, and the precautions to prevent exposure undertake all lead work.

Good personal hygiene practices are emphasized to prevent inhalation, ingestion or absorption of the substance, and employees must report to ALLEN CHURCH any suspected health problems.

If the level of lead in your body gets too high, it can cause:

- headaches;
- tiredness;
- irritability;
- constipation;
- nausea;
- stomach pains;
- anaemia;
- loss of weight.

Continued uncontrolled exposure could cause far more serious symptoms such as:

- kidney damage;
- nerve and brain damage.

These symptoms can also have causes other than lead exposure so they do not necessarily mean that lead poisoning has occurred.

Although exposure is not significant, overalls (PPE) will be provided when working with lead and a health record will be kept of any employee who is advised by an employment medical advisor or appointed doctor, to undergo

medical surveillance so that remedial action can be taken before the development of adverse effects.

Waste lead will be collected at the end of each job and taken to an authorized Scrap dealer.

### **xxviii. LPG AND HIGHLY FLAMMABLE LIQUIDS**

In accordance with the Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972, **A.C. ROOFING SERVICES** undertakes to instruct, train, and supervise their employees in the safe storage and use of such products.

A license will be obtained as necessary when petrol or petroleum mixtures are required for use.

Full and empty drums or cylinders will be securely and safely stored, upright, outside of buildings.

Gas bottles will be connected to any item of equipment with good quality high pressure hose, and will be shut down at the bottle valve when not in use. All equipment will be inspected for faults prior to use, and employees will receive instructions regarding smoking and keeping away from other sources of ignition.

Fire extinguishers will be readily available at all times.

#### **o Gas cylinders storage and use:**

- Store both full and empty cylinders separately in secure outside compounds
- Store with valves uppermost, particularly where they contain acetylene
- Do not store below ground level or near to drains or basements
- Protect cylinders from damage by chaining in racks or on special trolleys
- Use the right hoses, clamps, couplers and regulators for the particular gas and appliance
- Turn off cylinder valves at the end of each job
- Change cylinders away from sources of ignition, in a well ventilated place
- Avoid welding flame 'flash-back' into hoses or cylinders by training operators in correct lighting up and working procedures and by fitting non-return valves and flame arrests.
- Use detergents/water solution, never a flame to test for leaks
- Before use protect flammable material.

### **xxix. WELDING**

Before any task involving welding is carried out ALLEN CHURCH who will ensure a competent person is appointed to carry out the work and will conduct a risk assessment.

Electric arc and oxy-gas welding involve a number of hazards, but in all cases the eyes must be protected from molten metal, sparks, intense light, and those working near must also be protected from the flash. **A.C. ROOFING SERVICES** will provide suitable eye protection, and employees will be monitored to ensure that it is worn correctly.

### **xxx. HANDLING GLASS**

When this becomes necessary instructions will be given to ensure correct handling. Most installations involve using double-glazed sealed units where no cutting is involved.

Glass will be disposed of safely to minimize risks of cuts.

### **xxxii. BITUMEN BOILERS**

Gas bottles in use to be in an upright position and placed at least 3 meters away from the boiler. A powder type extinguisher is to be located in the immediate vicinity, and boilers must not be left unattended when the burners are lit.

### **xxxii. THE SITE WASTE MANAGEMENT PLANS REGULATIONS 2008**

These Regulations require any person intending to carry out a construction project with an estimated cost greater than £300,000 to prepare a site waste management plan.

The plan must be updated in accordance with the Regulations, with different requirements depending on whether the cost of the project is greater than £500,000.

The Regulations are enforced by the Environment Agency and the local authority.

Breach of the Regulations is an offence punishable—

- (a) on summary conviction, by a fine not exceeding £50,000, or
- (b) on conviction on indictment, by a fine.

#### **APPOINTMENT OF PRINCIPAL CONTRACTOR**

A client who intends to use one or more contractors for any project to which these Regulations apply must appoint a contractor as the principal contractor.

If a client does not use a contractor, all obligations placed on the principal contractor under these Regulations must be carried out by the client.

#### **PREPARATION OF A SITE WASTE MANAGEMENT PLAN**

Any client who intends to carry out a project on any one construction site with an estimated cost greater than £300,000 excluding VAT must prepare a site waste management plan conforming to these Regulations before construction work begins.

For these purposes the cost is the price in the accepted tender or, if there is no tender, the cost of labour, plant and materials, overheads and profit.

If such project is started without a site waste management plan, the client and the principal contractor are both guilty of an offence.

## REQUIREMENTS FOR A SITE WASTE MANAGEMENT PLAN

A site waste management plan must identify—

- (a) the client;
- (b) the principal contractor; and
- (c) the person who drafted it.

It must describe the construction work proposed, including—

- (a) the location of the site; and
- (b) the estimated cost of the project.

It must record any decision taken before the site waste management plan was drafted on the nature of the project, its design, construction method or materials employed in order to minimise the quantity of waste produced on site.

It must—

- (a) describe each waste type expected to be produced in the course of the project;
- (b) estimate the quantity of each different waste type expected to be produced; and
- (c) identify the waste management action proposed for each different waste type, including re-using, recycling, recovery and disposal.

It must contain a declaration that the client and the principal contractor will take all reasonable steps to ensure that—

- (a) all waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990 and the Environmental Protection (Duty of Care) Regulations 1991 and
- (b) materials will be handled efficiently and waste managed appropriately.

### UPDATING A SITE WASTE MANAGEMENT PLAN FOR A PROJECT OF £500,000 OR LESS

If the project has an estimated cost of £500,000 or less, whenever waste is removed from the site the principal contractor must record on the site waste management plan—

- (a) the identity of the person removing the waste;
- (b) the types of waste removed; and
- (c) the site that the waste is being taken to.

Within three months of the work being completed the principal contractor must add to the plan—

- (a) confirmation that the plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated in accordance with this regulation; and
- (b) an explanation of any deviation from the plan.

Failure to comply with this regulation is an offence.

### UPDATING A SITE WASTE MANAGEMENT PLAN FOR A PROJECT WORTH MORE THAN £500,000

If the project has an estimated cost greater than £500,000 the principal contractor must update the site waste management plan in accordance with the following:

When any waste is removed the principal contractor must record on the plan—

- (a) the identity of the person removing the waste;
- (b) the waste carrier registration number of the carrier;
- (c) a copy of, or reference to, the written description of the waste required by section 34 of the Environmental Protection Act 1990; and
- (d) the site that the waste is being taken to and whether the operator of that site holds a permit under the Environmental Permitting (England and Wales) Regulations 2007 or is registered under those Regulations as a waste operation exempt from the need for such a permit.

As often as necessary to ensure that the plan accurately reflects the progress of the project, and in any event not less than every six months, the principal contractor must—

- (a) review the plan;
- (b) record the types and quantities of waste produced;
- (c) record the types and quantities of waste that have been—
  - (i) re-used (and whether this was on or off site);
  - (ii) recycled (and whether this was on or off site);
  - (iii) sent for another form of recovery (and whether this was on or off site);
  - (iv) sent to landfill; or
  - (v) otherwise disposed of; and
- (d) update the plan to reflect the progress of the project.

Within three months of the work being completed the principal contractor must add to the plan—

- (a) confirmation that the plan has been monitored on a regular basis to ensure that work is progressing according to the plan and that the plan was updated in accordance with this regulation;
- (b) a comparison of the estimated quantities of each waste type against the actual quantities of each waste type;
- (c) an explanation of any deviation from the plan; and
- (d) an estimate of the cost savings that have been achieved by completing and implementing the plan.

Failure to comply with this regulation is an offence.

#### AVAILABILITY OF THE PLAN

The principal contractor must ensure that the site waste management plan is kept—

- (a) at the site office, or
- (b) if there is no site office, at the site.

The principal contractor must ensure that every contractor knows where it is kept, and must make it available to any contractor carrying out work described in the plan.

Failure to comply with this regulation is an offence.

#### KEEPING PLANS

The principal contractor must keep the site waste management plan for two years after the completion of the project at the principal contractor's principal place of business or at the site of the project.

Failure to comply with this regulation is an offence.

## ADDITIONAL DUTIES ON THE PRINCIPAL CONTRACTOR AND THE CLIENT.

### False statements

It is an offence knowingly or recklessly to make a false or misleading statement in a site waste management plan.

### Obstruction

Any person who—

- (a) intentionally obstructs any person acting in the execution of these Regulations;
  - (b) without reasonable cause, fails to give to any person acting in the execution of these Regulations any assistance or information that that person may reasonably require under these Regulations;
  - (c) furnishes to any person acting in the execution of these Regulations any information knowing it to be false or misleading; or
  - (d) fails to produce a site waste management plan or any other record when required to do so by any person acting in the execution of these Regulations,
- is guilty of an offence.

## PENALTIES

A person guilty of any offence under these Regulations is liable—

- (a) on summary conviction, to a fine not exceeding £50,000; or
- (b) on conviction on indictment, to a fine.

Where a body corporate is guilty of an offence under these Regulations, and that offence is proved to have been committed with the consent or connivance of, or to have been attributable to any neglect on the part of—

- (a) any director, manager, secretary or other similar person of the body corporate; or
  - (b) any person who was purporting to act in any such capacity,
- that person is guilty of the offence as well as the body corporate.

In this regulation, “director”, in relation to a body corporate whose affairs are managed by its members, means a member of the body corporate.

## ENFORCEMENT

The following may enforce these Regulations—

- (a) the Environment Agency;
- (b) in any local government area with a principal authority, that authority;
- (c) any district or county council;
- (d) in the City of London, the common council.

For the purposes of these Regulations an officer of a local authority authorised to enforce these Regulations has all the powers of an officer of the Environment Agency under section 108 of the Environment Act 1995.

### Fixed penalty notices

A person authorised to enforce these Regulations who believes that any person has contravened regulation 13(d) (production of a site waste management plan or other record to a person acting in the execution of these Regulations) may give to that person a notice offering the opportunity of discharging any liability to conviction for that offence by payment of a fixed penalty of £300.

Where such a notice is served—

- (a) no proceedings may be instituted for that offence for 14 days; and
- (b) that person may not be convicted of that offence if the fixed penalty is paid within that period.

The notice must give such particulars of the circumstances alleged to constitute the offence as are necessary for giving reasonable information of the offence and must state—

- (a) the fact that no proceedings for the offence will be instituted for 14 days;
- (b) the amount of the fixed penalty; and
- (c) the name and address of the person to whom the fixed penalty may be paid.

If payment is made by pre-paying and posting to that person at that address a letter containing the amount of penalty (in cash or otherwise), payment is regarded as having been made at the time that the letter would be delivered in the ordinary course of post.

In any proceedings a certificate purporting to be signed by or on behalf of the chief finance officer of the enforcing body stating that payment of a fixed penalty was or was not received by a date specified in the certificate is evidence of the facts stated.

Fixed penalty receipts received by—

- (a) the Environment Agency must be paid to the Secretary of State, and
- (b) a local authority must be used for enforcing these Regulations.

An enforcement authority must supply the Secretary of State with such information relating to its use of its fixed penalty receipts as the Secretary of State may require.

## TRANSITIONAL PROVISIONS

These Regulations do not apply in relation to a project planned before the coming into force of these Regulations but where the construction work begins before 1st July 2008.

Additional duties on the principal contractor

- 1 The principal contractor must, so far as is reasonably practicable, ensure co-ordination of the work and co-operation among contractors at work during the construction phase.
- 2 The principal contractor must ensure so far as is reasonably practicable that every worker carrying out the construction work is provided with—
  - (a) suitable site induction; and
  - (b) any further information and training needed for the particular work to be carried out within the terms of the site waste management plan.
- 3 The principal contractor must make and maintain arrangements that will enable the principal contractor and the workers engaged in the construction work to co-operate effectively in promoting and developing measures to ensure that any waste arising on site is managed within the terms of the site waste management plan and in checking the effectiveness of such measures.
- 4 The principal contractor must ensure, so far as is reasonably practicable, that waste produced during construction is re-used, recycled or recovered.
- 5 Failure to comply with this paragraph is an offence.

Additional duties on the client

- 1 The client must give reasonable directions to any contractor so far as is necessary to enable the principal contractor to comply with these Regulations.

2 Failure to comply with this paragraph is an offence.

Additional duties on both the client and the principal contractor

1 Both the client and the principal contractor must review, revise and refine the site waste management plan as necessary, to ensure that any changes in respective roles and responsibilities are clearly communicated to those affected.

2 Both the client and the principal contractor must take reasonable steps to ensure that sufficient site security measures are in place to prevent the illegal disposal of waste from the site.

3 Failure to comply with this paragraph is an offence.