

**MALDEN** ROOFING CONTRACTORS (SHEFFIELD) LTD

**HEALTH AND SAFETY AT WORK**

**HEALTH AND SAFETY POLICY STATEMENT,**  
**ORGANISATION & ARRANGEMENTS**

012	Review	11.06.18	UKSS	W. Coulson	D. Bullas
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<b>Revision</b>	<b>Purpose of Issue</b>	<b>Date</b>	<b>Originator</b>	<b>Safety Officer Approval</b>	<b>Managing Director's Approval</b>

**Company Health and Safety  
Policy Statement, Organisation  
and Arrangements**

**Revision Record**

Current revisions are identified on the relevant page(s) by a vertical line in the right-hand margin adjacent to where the revision was made. All previous revision identification is removed.

<b>Rev.</b>	<b>Date</b>	<b>Revision Details</b>
000	07.01.08	Introduction of new safety policy statement, organisation and arrangement from original QTS documents.
001	28.10.08	Reviewed as part of the CHAS submission 2008.
002	26.10.09	Introduction of additional sections 3.25 Asbestos, 3.26 Manual Handling, 3.27 DSE and 3.28 Portable Electrical Appliances and Work Equipment, Appendix 5 Company Driving Policy.
003	06.01.10	Introduction of additional section 3.29 Hand Arm Vibration
004	19.03.10	Introduction of Appendix 6 - Diversity and Equality Policy
005	04.01.11	Introduction of section 3.30 Working at Heights and 3.31 Health Surveillance
006	27.01.12	Introduction of new Equal Opportunities Policy at Appendix 3
007	25.02.13	Annual Review.
008	01.05.14	Annual Review.
009	01.06.15	Annual Review - Amendment to CDM Regulations 2015 - Section 3.19, Page 17.
010	01.06.16	Annual Review.
011	01.06.17	Annual Review – Updated Section 3.32 – Company Smoke Free Policy to incorporate the use of e-cigarettes.
012	11.06.18	Annual Review.

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## **MALDEN ROOFING CONTRACTORS (SHEFFIELD) LTD**

### **1. HEALTH, SAFETY AND ENVIRONMENTAL POLICY STATEMENT**

The Managing Director of this Company regards the promotion of health and safety measures and of appropriate programmes to maintain a healthy environment as a mutual objective for management and employees at all levels.

It is, therefore, this Company's policy to do all that is reasonable to prevent personal injury and damage to property and to protect staff and the general public from foreseeable work hazards including environmental nuisances. In particular, the Company has a responsibility:

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

The co-operation of all employees is essential to enable the Company to fulfil its legal obligations and responsibilities.

The implementation of this policy is the responsibility of the Managing Director. It is the Company's continuing aim to promote and maintain a high standard of safety to minimise personal injuries and to safeguard the health and safety of the employees and the public. An annual safety review will monitor the effectiveness of the Company policy to ensure that the general procedures and policies herein are implemented and maintained.

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

**For and on behalf of MALDEN ROOFING CONTRACTORS (SHEFFIELD) LTD**

*D. Bullas.*

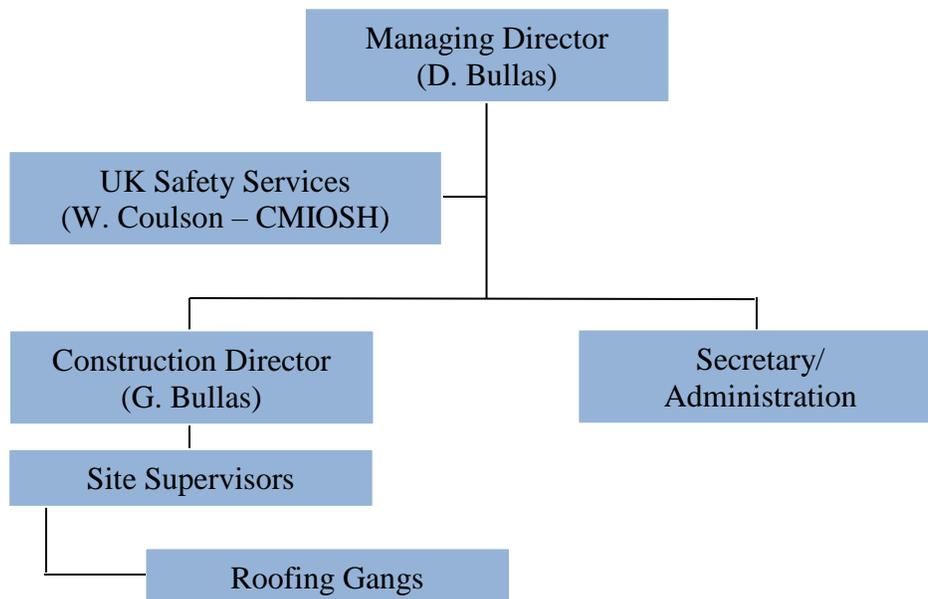
**D. Bullas**  
**Managing Director**  
**11<sup>th</sup> June 2018**

## 2. COMPANY POLICY

### 2.1 Foreword

The Managing Director of Malden Roofing Contractors (Sheffield) Ltd acknowledges that companies who are successful in achieving high standards of health and safety have health and safety policies that contribute to their business performance while meeting their responsibilities to people and their environment in a way which fulfils both the spirit and letter of the law. The Company policies are aimed at being cost effective whilst achieving the preservation and development of physical and human resources and financial losses and liabilities. This safety policy influences all the activities and decisions, including those to do with the selection of resources and operation of working systems, the delivery of products and services and the control and disposal of waste products from its activities.

### 2.2 Health and Safety Organisation



### 2.3 Organisation for Safety

Malden Roofing Contractors (Sheffield) Ltd recognises that all of its employees can make a contribution to the total effort to reduce accidents and ill health. This effort is an integral part of the Company's philosophy. The Company therefore states that the management of health and safety is a function of management at all levels; they have responsibilities for the well being of those under their control and for others to whom the Company has a duty of care. The Company has a planned and systematic approach to policy implementation, its aim is to minimise risks created by work activities, products and services. The Company uses risk assessment methods to decide priorities and set objectives for hazard elimination and risk reduction. Wherever possible risks will be eliminated by the careful selection of facilities, equipment and processes or minimised by the use of control measures. Where this is not possible systems of work and personal protective equipment will be used to control the risk.

## **2.4 Individual Responsibilities**

### ***Managing Director***

The Managing Director has overall responsibility for all matters relating to health and safety and welfare within the Company. The Managing Director is responsible for ensuring that the Company Safety Policy and Safe Working Procedures are put into practice. The ultimate responsibility for day-to-day health and safety rests with him. The Managing Director will ensure that all activities are conducted in accordance with the statutory health and safety requirements without risk to personnel, plant or equipment.

In order to achieve this, the Managing Director has the following responsibilities:

- Ensure that there is an effective health and safety policy within the Company
- Periodically review the effectiveness of the policy
- Ensure that a health and safety training programme is established
- Ensure that the Company Health and Safety Policy is brought to the attention of all employees
- Take a direct interest in Company Health and Safety Management
- Ensure that the Company's activities are conducted in accordance with the Safety Policy
- Authorise the provision of adequate funds and time to meet the requirements of the Safety Policy, including training for Company personnel
- Set up and coordinate safety activities between client, main and other contractors on projects undertaken by the Company
- Provide for appropriate disciplinary measures should an employee fail to discharge his or her duties with regard to health and safety
- Ensure that all current legislation, codes of practice and Company procedures etc are being observed and implemented. Ensure that technical and safety legislation and information is distributed to personnel
- Set a personal example

### ***Construction Director***

The Construction Director is responsible to the Managing Director for ensuring that all work carried out by those under his control is in accordance with statutory requirements and the Company and Client's Safety Procedures and instructions.

The responsibilities of the Construction Director will include, but not be limited to, the following:

- Understand the Company Safety Policy, coordinate and ensure good cooperation on safety-related issues between client, main and other contractors on site
- Ensure that all current legislation is being observed and implemented
- Ensure operations are pre-planned with due regard for the health, safety and welfare of employees

- Liaise with management for adequate and suitable training for all personnel under their control and ensure personnel are competent to carry out their duties and are properly certificated where required by legislation
- Maintain and review the provision of trained first aid personnel and equipment
- They must ensure that all injuries to personnel and damage to plant and equipment are reported and recorded through the Company procedures
- Action any requests for safety representation from employees, consult with employees regularly on safety matters
- Pre-plan all operations with due regard for the health, safety and welfare of employees
- Prepare specific risk assessments and method statements where necessary
- Ensure safe system and methods of work take account of the requirements for a safe place of work, including access, egress etc.
- Ensure that all machinery, plant and equipment is properly tested and maintained and that machine guarding is suitable and adequate
- Authorise, organise and arrange for appropriate training courses to ensure that all employees are competent to carry out their duties
- Set a personal example

### ***Supervisor***

The Supervisor is responsible to the Construction Director for ensuring that all work carried out by those under their control is in accordance with statutory requirements and the Company and Client's Safety Procedures and instructions.

The responsibilities of the Supervisor will include, but not be limited to, the following:

- Understand the Company Safety Policy, coordinate and ensure good cooperation on safety-related issues between client, main and other contractors on site
- Ensure that all current legislation is being observed and implemented
- Ensure operations are pre-planned with due regard for the health, safety and welfare of employees
- Liaise with management for adequate and suitable training for all personnel under their control and ensure personnel are competent to carry out their duties and are properly certificated where required by legislation
- Maintain and review the provision of trained first aid personnel and equipment
- They must ensure that all injuries to personnel and damage to plant and equipment are reported and recorded through the Company procedures
- Bring to the attention any requests for safety representation from employees, consult with employees regularly on safety matters
- Set a personal example

### ***Employees***

All employees have the statutory responsibility to take reasonable care of themselves and of others who may be affected by their acts or omissions whilst at work.

The responsibilities of employees will include, but not be limited to, the following:

- Understand the Company Safety Policy
- Use only the correct equipment for the work in hand, inspecting it periodically to ensure it is in sound condition
- Utilise the correct personal protective equipment to undertake work activities
- Report conditions, substances, noise, asbestos etc which could adversely affect health or safety to his management representative
- Develop safe methods of work and a concern for the safety of themselves and for others. Avoid improvisation. Ensure that work is carried out in accordance with Company procedures and ensure safety access, egress and safe systems of working are in place before starting any work-related activity
- Be aware of procedures in case of fire or an emergency
- Be aware of arrangements for first aid and the reporting of accidents, all accidents must be recorded in the Company's Accident Book
- Assist the Company to provide adequate procedures on safety consultation by encouraging safety representatives to participate in safety meetings
- Set a personal example to others

#### *Administration/Office Staff*

The Company administration and office staff have responsibilities to ensure that they understand the Company Health and Safety Policy and appreciate the allocated responsibilities that are within their area of control as managers or administration personnel within the office environment. They need to ensure that:

- They use the correct equipment for the task
- They only use equipment which is in good condition
- They report all defects in equipment and materials, or any obvious safety or health hazards
- They do not endanger themselves or other persons through their actions or failure to act
- They avoid improvisation
- They warn new employees of known hazards
- They cooperate with the Company on all aspects of health, safety and welfare
- They do not operate any equipment unless they have been fully trained and instructed in its operation
- They inform management of any change in their state of health which might affect their working ability or their suitability to carry out any particular task or tasks
- They ensure that they set a good example

#### *Drivers of Company Supplied Vehicles*

The drivers' health and safety responsibilities are to ensure that:

- Daily checks are carried out on their vehicles to ensure that they are safe and roadworthy
- They comply with the road traffic regulations at all times including the Company rules on the safe use of mobile phones
- Maintenance is carried out as required by the manufacturers instructions

- All defects are reported on vehicles and any ancillary equipment and any additional maintenance is carried out as and when required
- They do not drive any vehicle or machinery unless they have been fully trained and instructed in its operation
- They comply with the requirements of the Company Safety Policy
- Information is given to management of any medical or legal impediment to their driving licences or any pending prosecutions
- Management is informed of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks

### **3. HEALTH, SAFETY AND ENVIRONMENTAL ARRANGEMENTS**

This part of the policy sets down the existing health, safety and environmental arrangements within the Company to effectively control risks. However, there are a number of safe systems of work which have been drawn up and issued for specific tasks which compliment these general arrangements. These individual procedures can be found within the Company safety management procedures that must be read in conjunction with this safety policy statement.

#### **3.1 Reporting Accidents and other Incidents**

Any accidents will be notified to the Supervisor who will record the appropriate information in the Accident Book. Employees are encouraged to report all injuries under this system. This information is reviewed regularly in order to identify accident causes and recurring trends so that appropriate action can be taken.

The Company Accident Reporting Procedure will be followed for all accident/incident investigations. The Supervisor is expected to carry out the investigation and complete the necessary report clearly stating the facts and what action has been taken to prevent a recurrence.

##### *Details on Report Form*

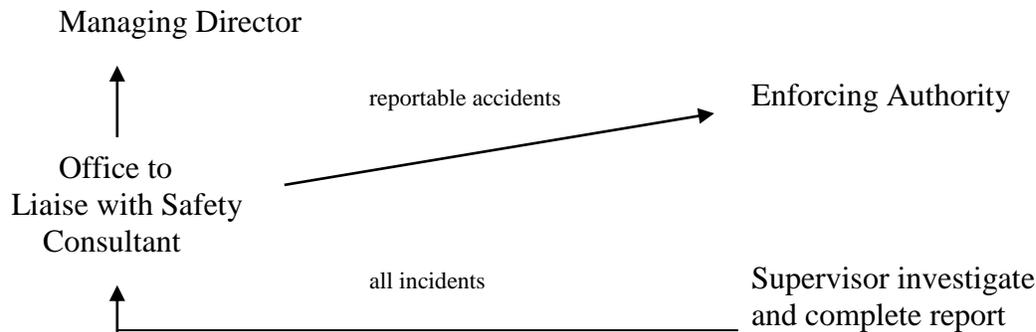
- Age (date of birth)
- Date and time
- Name and address of injured person(s)
- Employment status – employee, contactor, visitor etc
- Exact location
- Nature of injury
- Brief details of incident including speeds, distances, dimensions etc, also action taken to prevent recurrence along with recommendations for wider distribution within the organisation

### 3.2 HSE Reportable Accidents/Incidents

Where accidents/incidents are reportable to the HSE the Managing Director will ensure that they are notified that to the appropriate enforcing authority within the prescribed time limit.

A detailed report giving all the relevant facts, conclusions and recommendations on how to prevent a re-occurrence, (sketches, drawings, witness' statements and photographs) should, where appropriate, accompany the HSE notification.

**Reporting procedure to be followed for notifiable accidents, other injuries and near misses.**



### 3.3 Inspection of the Workplace

A standard checklist is used when conducting health and safety inspections in order to verify that operating conditions do not adversely affect the health and safety of employees and others, details of this procedure are contained within the Company safety management procedures. From these inspections, any recommendations are distributed to key personnel with an appropriate action column to ensure remedial work is progressed. These reports are reviewed by the Managing Director to verify that all recommendations have been satisfactorily implemented.

### 3.4 Risk Assessment

Assessments of health, safety and environmental risks have been carried out in accordance with Company procedures and are available for reference. Future re-assessments will be carried out, as and when required, in order to comply with the Management of Health and Safety at Work Regulations and the CDM Regulations.



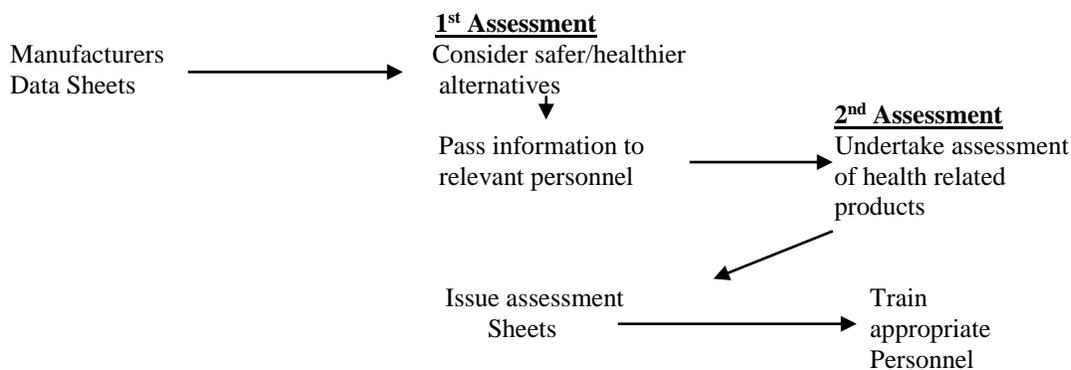
Some of these assessments are generic in nature because of the transient nature of the work. However, where changes to the process, equipment or work activity significantly affect health, safety or the environment a re-assessment will be undertaken and appropriate measure taken to manage the risk. The standard procedure for risk assessment will be used in all such cases.

### 3.5 Purchase of Goods, Equipment and Substances (COSHH)

Suppliers are expected and, if necessary, will be requested to send appropriate information concerning any health, safety or environmental aspect of their product so that risks can be assessed and appropriate precautions implemented.

Consideration will be given to using alternative safer or healthier products where appropriate steps will be taken to implement the precautions recommended by the manufacturer/supplier. Information relating to COSHH will be reviewed and a COSHH assessment undertaken so that the results can be issued to employees to clearly shown the precaution necessary to avoid injury.

The assessment will take account of storage, transport, disposal and any emergency procedures in case of spills/discharges etc. The manufacturer's data sheets together with the individual assessments will be kept in appropriate locations.



The Supervisor will be expected to keep this information readily available for future reference and to monitor that the necessary precautions are being carried out. Safety equipment will only be purchased which meets the standard identified under the personal protective equipment assessments. Orders for safety equipment will be processed quickly to ensure it is available for use when needed.

### 3.6 Health, Safety and Environmental Training

The Company's training programmes identify jobs where training is an important part of ensuring the work is done safely and without risk to health or the environment. Examples of these include:

- CSCS Registration
- Manual handling
- Working at heights
- Safe use of access equipment

- Fire training
- Operation of tools and equipment
- First Aid
- Asbestos awareness

Training given will be appropriate to the needs of the job in order to ensure that the person carrying out the work is competent to do the task safely and without risk to health or the environment. Supervisor will be expected to ensure that persons under their control have the necessary training to undertake the work safely. There will be a need, from time to time, to retrain personnel in these skills.

New employees, particularly young persons, will receive induction training when first joining the Company and on new contracts to make them aware of the dangers which exist and the precautions necessary to avoid such dangers. Details of this induction procedure are outlined in the Company safety management procedures. They will also receive further training, where appropriate, to meet the requirements of the job.

### **3.7 Reporting Unsafe or Unhealthy Conditions**

The following procedure has been established for reporting unsatisfactory conditions.

- Employees have been instructed to report unsafe conditions or acts to the Supervisor so that remedial action can be taken
- If the condition prevails without a clear explanation as to why it has not been actioned, the employee should raise the matter with the Managing Director.
- The communication channels outlined above must always be followed when reporting such matters in order to avoid misunderstanding or confusion.

### **3.8 Safe Working Procedure and Systems of Work**

Where tasks are identified as being potentially hazardous and could lead to serious injury or result in ill-health then appropriate measures must be taken to ensure that suitable safe working procedures are put in place, i.e. working at heights. A written safe system of work or Method Statement will be drawn up and implemented for each of these jobs, which details the necessary precautions to eliminate the risks. The Supervisor will ensure that any such documentation is available to all employees. Such procedures are issued on a job-by-job basis and the personnel involved in the work receive appropriate instructions on the correct application of these procedures.

Personnel are expected to work strictly in accordance with the Method Statement; they will be required to sign onto any such documentation.

### **3.9 Estimating**

Estimates for contract work take proper account of the various requirements relating to Health, Safety and the Environment. Particular attention is given to the procedures involved with asbestos removal and/or equivalent standards and where appropriate outline method statements reflecting these standards are developed.

The provision of safe access and other safeguards is embodied within the current estimating procedures and checklists are to ensure all relevant precautions have been considered as part of this process.

### **3.10 Design and Drawings**

Designs reflect the good practice contained within the CDM Regulations 2015 by taking proper account of access problems and the difficulties sometimes encountered when installing equipment on site.

Every effort is made to design and detail components which are simple and easy to install without the need for complicated arrangements or unsafe means of access. Drawings are properly vetted and where appropriate contain information relating to special features, significant installation sequences and temporary support arrangements required during the construction phase.

### **3.11 Delivery**

Weights of components which are significant will be identified and corresponding weights given to employees so that they can be lifted safely. Where the assembly of certain components are critical for stability or access they will be delivered in the correct sequence and checks will be carried out to ensure loads are safely stacked and secure before dispatch.

### **3.12 Information and Communication (Consultation)**

General information is provided to all employees on health and safety matters. Similar information is provided to contractors and visitors to make them aware of the risks and precautions necessary to avoid such risks. Other information relating to Statement of Policy, First Aid, COSHH assessments etc are distributed for general information, along with method statements, risk assessments and safe systems of work. Where any new equipment or work techniques are introduced then the appropriate briefings will take place to ensure personnel fully understand any new arrangements or working practices.

Safety signs are a means of communicating safety. They may be posted in strategic areas to warn personnel about particular dangers including the requirement to wear specific types of personal protection i.e. construction areas, clients premises.

The Company encourages employees to be proactive towards joint safety consultation on matters of health and safety. It is the policy of the Company to discuss all safety-related issues with its entire workforce, at least on a three-monthly basis. Such meetings are held on an informal basis.

It is company policy to discuss all safety related issues with its entire workforce at least on a three monthly basis. Incorporated within this philosophy is the requirement for dialogue with employees on all projects to ensure that method statements, risk assessments and safe systems of work are fully discussed as part of a team briefing and details recorded to demonstrate that such discussions have taken place.

### **3.13 Noise Control**

An effective noise control and hearing conservation programme has been implemented which covers the following areas:

- Comprehensive surveys will be undertaken where appropriate to quantify noise exposure.
- Action will be taken to implement recommendations identified in reports
- Employees will be issued with and instructed to wear suitable hearing protection
- Noisy areas will be clearly identified with appropriate signs
- The Managing Director will monitor to ensure personnel wear the protection provided
- Information, instruction and training has been given to employees about the danger of noise and the precautions which must be taken to minimise risk

### **3.14 Fire Prevention and Control**

Fire fighting equipment will be provided in the form of portable fire appliances so that first aid fire fighting can take place fairly quickly following the discovery of a fire. Steps have also been taken to properly maintain this equipment by checking it regularly and keeping appropriate records.

Personnel have been informed that they must report any damaged or used extinguishers so that they can be replaced as quickly as possible. Personnel are trained in basic fire fighting techniques. Emergency evacuation procedures have been posted so that personnel clearly understand what action they should take following a fire. Checks will be made to ensure these procedures are compatible with on-site arrangements.

Records are kept of fire equipment inspections, including any remedial work.

All employees will be expected to report potential fire situations as quickly as possible, and must follow the proper evacuation procedures in the event of fire. Employees are to familiarise themselves with the emergency evacuation procedures applicable to the office environment or the site procedures as identified within the company or Client documentation.

### **3.15 Control of Third Parties**

All third parties which include contractors (client appointed) and visitors will be given adequate information on health and safety, explaining the Company rules and regulations as well as information issued by clients and/or main contractors. Contractors must submit appropriate information before commencing work to ensure their safety procedures are compatible.

### **3.16 Protective Equipment/Clothing**

The standard of protection for each job has been assessed in accordance with the Personal Protective Equipment (PPE) Regulations. Employees will be provided with, and are expected to wear, the protection provided. All employees are issued with safety footwear, safety helmet, high visibility clothing, other items of PPE are identified by risk assessment and are available as required.

Employees are expected to sign for the protection provided and such records will be kept by the Company for future reference. Instruction and training has been given to those people who wear items of protective equipment to ensure that they clearly understand how to wear it correctly. Employees are expected to report defects and return damaged equipment so that it can be replaced, as and when necessary.

### **3.17 Inspection of Equipment**

A number of items of equipment require to be inspected. The following system has been introduced to ensure that equipment remains in a safe condition.

- The statutory testing and examination of electrical equipment will be carried out in accordance with current statutory requirements and appropriate records kept.
- An up-to-date inventory of all plant which requires to be inspected will be kept and defects mentioned in subsequent reports, prioritised and actioned to minimise the risk. Remedial work will be recorded to show the steps taken to deal with particular problems.

Other inspection systems have been introduced for items of plant which require to be properly maintained and include such things as ladders, access equipment, guarding of machinery, electrical safety devices etc. Any defects discovered will be actioned and appropriate records kept to show the action taken to rectify the problem.

### **3.18 Environmental Controls**

The Company has a specific Environmental Policy for its operations; this clearly outlines its commitment to this important aspect of safety management (Appendix 1).

The Company has a policy of recycling as much waste product as possible to minimise the effect on the environment. Where waste cannot be recycled steps have been taken to ensure that disposal and any discharge is done in accordance with current statutory requirements and within the limits set down by the enforcing authorities.

Consignment notes are issued and signed when disposing of waste to ensure it complies with the 'Duty of Care' requirements in respect of land fill.

Procedures have been established to ensure that these various requirements are met. Proper liaison is maintained with the enforcement authorities to ensure that existing controls remain adequate. The Company is constantly seeking ways to reduce waste through a better recycling, energy savings etc in order to maximise the resources available and minimise the effect of waste on the environment.

The Environmental Policy is outlined in Appendix 1.

### **3.19 Construction (Design and Management) Regulations 2015**

The Company will plan and manage construction work so that it is carried out in a way that controls risks to health and safety. The Company will fulfil its role as a contractor in line with the HSE Guidelines CDM15/3 or the Principal Contractor CDM15/5 therefore it will ensure that the following is applied on all projects that the Company undertakes:-

- Manage its work activities
- Cooperate with the other dutyholders
- Consult with employees
- Prepare a Construction Phase Health & Safety Plan
- Ensure that adequate welfare facilities are provided
- Ensure a site induction has been completed for the project

The Company will ensure that its personnel have the appropriate levels of skills, knowledge, training and experience to do the work safely and without putting their own or other's health and safety at risk, including the provision of the correct level of supervision.

Link to CITB document - <http://www.citb.co.uk/documents/cdm%20regs/2015/cdm-2015-principal-designers-printer-friendly.pdf>

### **3.20 Alcohol and Drug Abuse Policy**

The Company acknowledges that problems arise within society where drugs and alcohol related problems may occur. The Company actively encourages employees to identify areas of concern. The Company will consult with individuals to effectively support employees who are identified as requiring assistance and where appropriate medical help may be sought to assist employees.

The Company Alcohol and Drug Abuse Policy is outlined in Appendix 2.

### **3.21 Equal Opportunities**

The Company operates a policy to provide equal opportunities for employment in accordance with the Sex Discrimination Act and the Disabled Persons Employment Acts. This ensures that any opportunity for employment within the Company is not restricted by an applicant's ethnic origin, nationality and race, colour, religion, sex, disability, appearance or social status. Nor will any employee of the Company be discriminated against for any of the aforementioned.

The Company Equal Opportunities Policy is outlined in Appendix 3.

### **3.22 First Aid**

The Company has a number of trained personnel to administer first aid, the names of the appointed persons are displayed in the office and within site facilities either on notice boards or within the site safety file. First aid kits are available on all sites if they have a site office and within all Company vehicles. The Office Administrator will be responsible for ensuring that all first aid kits are checked on a monthly basis and replenished as necessary.

### **3.23 Smoking**

The Company has a policy of no smoking on any of its premises or in any Company vehicles, this is in line with the current legislation, employees have been advised of the rules.

The Smoke Free Policy is outlined in Appendix 4.

### **3.24 Asbestos**

The Company recognises the health hazards arising from exposure to asbestos. It will, so far as it is reasonably practicable to do so, prevent the exposure of persons to asbestos by the use of appropriate control measures and safe systems of work, supported by training of employees. This requires the full co-operation of all employees. No work where there is a risk of exposure to asbestos will be allowed to commence until an assessment of the risks has been carried out and a written safe system of work prepared, this will also include requesting the asbestos register for reference purposes prior to any contract work being undertaken.

### **3.25 Welfare Arrangements**

Within the Company offices suitable and sufficient welfare arrangements are provided which include facilities for both male and females with the appropriate toilet and washing facilities. A dedicated kitchen is provided to enable staff to make hot drinks and heat food as required. The cleaning of these facilities are all part of the office infrastructure.

Site based work details of facilities provided are identified within the client's construction phase health and safety plan. Due to the nature of the projects undertaken by the company, facilities are often provided by the Client. At all times, suitable welfare facilities are provided including toilets (male and female), running hot water and kitchen facilities where site personnel can sit in a clean environment for meal breaks.

### **3.26 Manual Handling**

The Company will avoid manual handling wherever possible by seeking other methods and in particular utilising mechanical aids. It will ensure that all manual handling risks identified by risk assessment are fully assessed and evaluated to reduce the risk of injury to the lowest level possible. Safe working procedures will be drawn up for general handling tasks with training provided to undertake the Company activities in a safe and efficient manner.

### **3.27 Display Screen Equipment**

The Company will ensure that all users and those responsible for the provision and use of display screen equipment fully understand the requirements of the appropriate Regulations along with company policy and procedures. All users will receive information and instruction in the safe working procedures for VDU use as well as the principles of assessment and work station checks. Company employees who require eye tests as designated users will be offered this facility on request.

### **3.28 Portable Electrical Appliances and Work Equipment**

All portable electrical appliances purchased by the Company will meet the appropriate design criteria, systems are in place for the inspection and maintenance of the equipment in line with the HSE Guidance for inspection and maintenance. A designated member of senior management will be identified as having responsibility for ensuring that all employees have received adequate information on the safe use and identification of such equipment as well as ensuring that the appropriate inspections and PAT Testing are carried out in line with HSE Guidance.

The Company has detailed procedures for the safe use of work equipment to ensure that employees receive the appropriate information, instruction and training to safely use such equipment. Detailed maintenance procedures are in place to ensure equipment is inspected with records available to demonstrate their suitability and safe use. Any work equipment that is identified as being unfit for use will be withdrawn from service and the Company will undertake the appropriate remedial action to rectify such issues.

### **3.29 Hand Arm Vibration**

The Company shall provide employees with suitable information on the hazards associated with the use of power tools where vibration is identified as a potential risk. Guidelines produced by the Manufacturers on exposure times will be provided to all employees to ensure they fully understand the potential risks from such equipment. The Company policy is that employees must not use equipment for longer than the stated exposure periods, this information will be passed on via toolbox talks and HSE guidance.

### **3.30 Working at Height**

The Company recognises that personnel will be required to work at height and therefore within its documentation there is a policy on this topic. All Company personnel will receive the appropriate level of training and supervision to ensure they can work within a clearly defined safe system of work as identified within the Company Method Statement and Risk Assessments.

### **3.31 Health Surveillance**

The Company's activities will be monitored to ensure that no work is undertaken that compromises employees' health. Where it is identified that potential issue may arise then the appropriate guidance will be obtained to address any areas of concern. As part of the Company Procedures a medical questionnaire has to be completed by all employees to establish a data base of any known issues with employees when they join the Company.

### **3.32 Appendices**

1. The Environmental Policy Statement
2. The Company Alcohol and Drug Abuse Policy
3. The Equal Opportunities Policy
4. Company Smokefree Policy
5. Company Driving Policy
6. Diversity & Equality Policy

## **Appendix 1: Environmental Policy Statement**

Malden Roofing Contractors (Sheffield) Ltd recognises and accepts that concern for the environment is an integral and fundamental part of the Company's corporate business strategy.

The Company will seek actively to reduce its impact on the environment to the lowest practicable minimum, by recognising its responsibilities through a proactive policy on safety at the workplace, control of pollution and care for the local environment. Any threat of pollution from its activities and procedures will be identified and either eliminated or effectively controlled.

The policy will identify:

- Management involvement – management at all levels through the Company must take individual responsibility to ensure that environmental issues are considered carefully when making decisions or when planning and controlling work
- Workforce involvement – all employees will be made aware of their individual responsibilities for acting in accordance with the environmental policy.
- Training – appropriate training and instruction will be incorporated into the Company's in-house training programmes
- Supervision and safety – plant and systems of work are designed and maintained to the highest possible standard in order to minimise accidents and unforeseen occurrences. The Company will endeavour to work closely with the relevant statutory bodies to meet all applicable legislation and improve operating procedures.
- Waste reduction and recycling – careful consideration will be given to the elimination or minimisation of waste at source and recycling or reuse of materials
- Waste disposal – disposal and transport of wastes off site will be carried out in a responsible manner with due regard to all environmental considerations
- Effects on the community – noise, odour, atmospheric emissions, traffic and other aspects of the Company's activities which can affect the local community will be controlled to the lowest practical level

The Company will endeavour to minimise spillages and maintain good housekeeping as part of our system of compliance. This statement will be brought to the attention of all Company employees as well as other personnel who may work on our premises or under our direct control.

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

**For and on behalf of MALDEN ROOFING CONTRACTORS (SHEFFIELD) LTD**

*D. Bullas*

**D. Bullas**  
**Managing Director**  
**11<sup>th</sup> June 2018**

## **Appendix 2: Alcohol and Drug Abuse Policy Statement**

The Company policy is to ensure that the possible consequences of alcohol or drug abuse on the individual, other employees, and public and the environment are avoided or reduced to a minimum.

This policy applies to everyone in the organisation and as such indicates the Company concern for health, safety and well being of its employees and is complementary to the Employer's Duty of Care under Section 2 of the Health and Safety at Work etc. Act 1974.

Similarly, Section 7 of the same Act requires employees to take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions. Alcohol or drug abuse will lead to health problems and impair judgement and performance at work.

Due to the varied nature of our work activities within a construction environment and on other occupiers' premises it is not permissible for any employee or contractor's employee under the Company's control to be under the influence of alcohol or drugs while at work.

Therefore, every employee shall not:

- a) Perform any work or attend a site while under the influence of alcohol or any controlled substance
- b) Misuse legitimate drugs or possess, use, distribute or sell illicit or un-prescribed controlled substances on Company premises or contracting site premises.
- c) Possess, use, distribute or sell alcoholic beverages on any Company premises or contracting site premises.
- d) Any person receiving medical treatment requiring the taking of prescribed drugs must, in confidence, advise their immediate supervisor.

This Policy Statement will be brought to the attention of all employees during Company safety induction training.

Any person found in breach of this policy will be subject to the established Company Disciplinary and Appeal Procedures.

**For and on behalf of MALDEN ROOFING CONTRACTORS (SHEFFIELD) LTD**

*D. Bullas*

**D. Bullas**  
**Managing Director**  
**11<sup>th</sup> June 2018**

### **Appendix 3: Equal Opportunities Policy**

This Equal Opportunities Policy Statement is designed to implement the commitment of the Company to Equal Opportunities. It is the responsibility of every employee to ensure his or her own conduct conforms to the expected standards and reflects this Policy Statement.

The aim of the policy is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximising the performance and the return to the Company and the employees.

If Equal Opportunities are not applied then valuable talent and potential are wasted. Moreover, when unfair discrimination, harassment, bullying or victimisation takes place they bring about a climate of fear, insecurity and poor work performance. As well as being unlawful it affects profitability and morale. It is therefore vital that every employee understands his or her responsibilities. Equal Opportunities are taken very seriously by the Company and wilful failure to apply the policies or evidence of discrimination, harassment, bullying or victimisation will result in disciplinary action which may include your dismissal.

#### **The Equal Opportunities Policy Statement**

The Company seeks to employ a workforce which reflects the diverse community at large because the Company values the individual contribution of people irrespective of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour, religion, ethnic or national origin.

All employees will be treated with dignity and respect. The Company will use its best endeavours to provide a working environment free from unlawful discrimination, harassment or victimisation on the grounds of sex, age, marital status, disability, sexual orientation, gender reassignment, race, colour and religion, ethnic or national origin.

The Company recognises its legal obligations including those under the Race Relations Act, Sex Discrimination Act, The Equal Pay Act, the Disability Discrimination Act and the Part-time Workers legislation.

The Company undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities.

The Company will not tolerate acts which breach this policy and all instances of such behaviour or alleged behaviour will be taken seriously, fully investigated and may be subject to the disciplinary procedures of the Company. The Company further seeks to give all employees equal opportunity and encouragement to progress within the organisation by implementing a positive action plan.

If an existing employee becomes disabled the Company will make every effort to retain him or her within the workforce whenever reasonable and practicable.

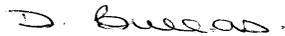
Whenever reasonably practicable to do so the Company will install in existing premises facilities for people with disabilities. Whenever the Company invests capital in new or refurbished premises every practicable effort will be made to provide for the needs of staff and customers with disabilities.

The Company undertakes to distribute and publicise this policy statement to all employees and elsewhere as from time to time appropriate.

Any employee who believes that they may have been subjected to treatment which breaches this policy may raise the matter through the grievance procedure of the Employer.

The Company will make every effort to ensure that all employees are treated with courtesy, dignity and respect irrespective of gender, race, religion, nationality, colour, sexual orientation, disability, age or marital status. Our aim is to eliminate all bias and unlawful discrimination in relation to job applicants, employees our business partners and members of the public as outlined by The Equality Act 2010. This is supported by the Company values.

**For and on behalf of MALDEN ROOFING CONTRACTORS (SHEFFIELD) LTD**



**D. Bullas**  
**Managing Director**  
**11<sup>th</sup> June 2018**

## **Appendix 4: Company Smokefree Policy**

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

It is the policy of Malden Roofing Contractors (Sheffield) Ltd that all our workplaces are smoke free, and all employees have a right to work in a smokefree environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes Company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

Malden Roofing Contractors (Sheffield) Ltd acknowledges that some employees may wish to make use of electronic cigarettes, particularly as an aid to giving up smoking. Although they fall outside the scope of smoke-free legislation, Malden Roofing Contractors (Sheffield) Ltd prohibits the use of e-cigarettes in the workplace for the following reasons:

- Although they do not produce smoke, e-cigarettes produce a vapour that could provide an annoyance or health risk to other employees;
- Some e-cigarette models can, particularly from a distance, look like real cigarettes, making a smoking ban difficult to monitor and creating an impression for other employees that it is acceptable to smoke on Malden Roofing Contractors (Sheffield) Ltd premises.

Overall responsibility for policy implementation and review rests with Dennis Bullas. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smokefree vehicles.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

**For and on behalf of MALDEN ROOFING CONTRACTORS (SHEFFIELD) LTD**

*D. Bullas*

**D. Bullas**  
**Managing Director**  
**11<sup>th</sup> June 2018**

## **Appendix 5: Company Driving Policy**

Malden Roofing Contractors (Sheffield) Ltd. is committed to reducing the risk staff and employees face and create when driving at work. We expect all staff and employees to comply with this policy irrespective of whether they use a company owned vehicle, their own vehicle or a hire vehicle.

### **Vehicle speed**

When at work staff must obey relevant speed limits at all times and must not drive faster than the prevailing conditions safely allow. Exceeding the speed limit is against the law. Persistent failure to comply with the law will be regarded as a serious matter and gross speeding whilst driving at work will be regarded as a serious disciplinary matter. Staff who have penalty points on their licence may be required to take further driver training. Company cars will be withdrawn from staff that are disqualified from driving and may be withdrawn from staff that has 9 or more penalty points. The company will co-operate with police enquiries resulting from an alleged speeding offence or incident and will supply details of the employee (or the driver, if different) to whom the vehicle is allocated.

### **Driving and mobile phones**

Staff driving at work should avoid making or receiving calls on a mobile phone whilst driving, even if a hands-free kit is fitted. Therefore, they should ensure their phone can take messages whilst they are driving, or arrange for a passenger to use the phone. Staff should plan journeys so they include rest stops every two hours during which time telephone messages can be checked and calls returned.

### **Driving and alcohol and/or drugs**

Staff driving at work must not contravene the drink driving laws nor have taken drugs or medicines which adversely affect their ability to drive safely. Offenders will be deemed to have committed gross misconduct and will be subject to disciplinary action.

### **Drivers Hours**

Company policy is to limit the drive to work, under normal conditions, to two hours. Where longer journeys are unavoidable trips, should be planned to enable a break of 15 minutes to be taken after every two hours spent driving.

### **Vehicle Accidents**

Road traffic accidents will be investigated in a similar manner to other work related accidents. Drivers and passengers may be interviewed to ascertain the circumstances relevant to the incident. Staff must co-operate with monitoring, reporting and investigation procedures. Drivers who are involved in one at fault accident will be required to successfully undertake a course of driver training before reinstatement.

At the discretion of the company the driver may be removed from the approved driver's list.

**Driving & Smoking**

All vehicles display a 'No Smoking' sign, usually on the reverse of the tax disc holder. Any user of a company vehicle must not smoke whilst in the vehicle.

**Security**

Drivers must ensure that when their vehicle is left unattended that it is immobilised, therefore, under no circumstances should keys be left in the ignition.

**Staff who drive at work must** comply with this policy and lead by example both in the way they drive themselves and by not tolerating poor driving practice among colleagues.

**For and on behalf of MALDEN ROOFING CONTRACTORS (SHEFFIELD) LTD**

*D. Bullas*

**D. Bullas**  
**Managing Director**  
**11<sup>th</sup> June 2018**

## **Appendix 6: Equality & Diversity Policy**

### **Policy Statement**

The purpose of this policy is to provide diversity and equality to all company employees, irrespective of their gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion or belief, marital status and social class. We oppose all forms of unlawful and unfair discrimination.

All employees, whether part time, full time or temporary, will be treated fairly and equally.

Selection for employment, promotion training or any other benefit will be on the basis of aptitude and ability.

All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficient of the organisation.

### **Our Commitment:**

- Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- The commitment to diversity and equality in the work place is good management practice and makes sound business sense.
- Breaches of our diversity and equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully support by senior management and has been issued to all employees.
- The policy will be monitored and reviewed annually.
- Implementation is part of the company induction procedures where it is discussed fully with all employees.

This policy will be implemented within the framework of the relevant legislation.

**For and on behalf of MALDEN ROOFING CONTRACTORS (SHEFFIELD) LTD**

*D. Bullas.*

**D. Bullas**  
**Managing Director**  
**11<sup>th</sup> June 2018**