



NEWTOWN
ROOFING & BUILDING

HEALTH & SAFETY POLICY

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NEWTOWN ROOFING & BUILDING

HEALTH & SAFETY POLICY

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General Policy Statement

Health and Safety at Work Act 1974

Newtown Roofing & Building Ltd. is committed to upholding all reasonably practicable measures to establish healthy and safe working conditions for its employees, contractors, and visitors. The company will adhere to the standards required by the Health and Safety at Work Act 1974 and all other statutory requirements related to its activities. The company acknowledges that promoting awareness and personal readiness to respond to potential situations is crucial to ensuring the well-being of all individuals involved in its operations.

The company will, as far as is reasonably practicable, undertake the following:

- Maintain a safe and healthy environment at all times
- Provide and maintain safe plant and systems of work
- Offer information, instruction, training, and supervision to ensure the health and safety of employees and others
- Ensure the safety and absence of health risks related to the use, handling, storage, and transport of articles and substances
- Comply with safety legislation, reports, and approved codes of practice
- Make employees aware of their responsibilities towards health, safety, and welfare
- Monitor the effectiveness of the company's Health and Safety Policy and revise it as necessary

Signed By: J Anderson Managing Director, Newtown Roofing & Building Ltd Date: 25/01/2024

Company Organisation for Health & Safety

- Jamie Anderson (Owner)
- Managing Directors
- Supervisors
- Site Operatives

Responsibilities

Individual Responsibilities

Managing Director

The overall responsibility for Health, Safety, and Welfare within the company lies with the Managing Directors. They are responsible for:

- Allocating adequate funds and facilities for the implementation of the company's Safety Policy
- Supporting the company's Safety Policy by implementing recommendations to reduce risks to employees, contractors, and visitors
- Ensuring persons under their control are adequately trained and fully aware of the hazards involved in their work
- Discussing health and safety at all branch meetings and implementing corrective actions where required
- Creating a maintenance schedule for all plant and equipment and keeping maintenance and repair records
- Promptly investigating all accidents within the company to discover their cause and implement corrective measures
- Ensuring that all relevant statutory provisions and aids to safety are made known to employees, enabling them to carry out their duties in accordance with the Health and Safety at Work Act 1974

Supervisors

Supervisors are responsible for:

- Observing and understanding the company's procedures and bringing them to the attention of all employees under their control
- Ensuring new employees receive Company & Site Safety Inductions and a copy of the Employee Safety Policy
- Organising work areas to be in compliance with company policy standards and with minimum risk to employees, contractors, the public, equipment, and materials
- Incorporating safety instructions in routine orders and ensuring they are adhered to
- Keeping all registers, records, and reports up to date, properly completed, and in a safe place
- Ensuring that employees directly under their control wear appropriate personal protective equipment and clothing for their tasks
- Reporting all accidents and damage in accordance with the Company's Health and Safety Policy
- Setting a personal example by wearing appropriate personal protective equipment, clothing, and footwear at all times

Employees

All employees are required to undertake the following:

- Read and understand the Company's Health and Safety Policy
- Comply with the Company's Safety Procedures and use methods and systems of work established by the Company
- Use the correct tools, plant, and equipment and promptly report all defects
- Refrain from improvisation that entails any unnecessary risks
- Use the protective clothing and safety equipment provided
- Refrain from horseplay and the abuse of welfare facilities
- Consult the immediate Managing Director whenever in doubt regarding matters of Health, Safety, or Welfare
- Familiarise themselves with the position of all First Aiders, Fire Fighting equipment, etc., and understand the Company's Emergency procedures
- Respond immediately to Emergency calls and assemble at the designated points
- Report all accidents, both minor and serious, of any kind to the Managing Director as soon as possible and not later than 24 hours after the accident

Employees are reminded that they also have a responsibility to ensure not only their own Health and Safety but also that of their colleagues. The Health and Safety at Work Act 1974 places the following duties and responsibilities on all employees:

- Take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work
- Cooperate with Management as necessary to enable that duty or requirement to be performed or complied with
- Not interfere with or misuse things provided in the interests of Health and Safety or Welfare

Drugs & Alcohol Policy

The company strictly prohibits the consumption of alcohol and the use of drugs during working hours. The company also prohibits the bringing of alcohol or drug substances to work. The company reserves the right to refuse entry onto any part of their premises to anyone who appears to be under the influence of alcohol or drugs.

Employees who may have a problem related to drugs or alcohol are encouraged to seek professional help, and the company will provide all necessary assistance. Employees or subcontractors' employees under the influence, or suspected of being under the influence of alcohol or drugs, will be escorted from the site. Such employees will be interviewed the next day and advised of any future occurrence, and depending on the outcome of the interview, may be referred for counselling or dismissed.

General Arrangements

Work at Height

Ladders

- Timber and aluminium ladders shall be Class 1 and conform to BS 1129
- Timber ladders must not be painted as the paint hides defects. Ladders shall be coated with a preservative or clear varnish.
- All ladders shall be inspected frequently, and the following points should be checked:
- Timber ladders for splits or cracks, splintering, warping, or bruising. Metal ladders for mechanical damage
- Rungs for signs of undue wear or movement, with no rungs missing
- Wedges and tie rods for tightness, metal reinforcement to stiles for correct position, and feet for splitting and fraying
- Timber or plastic inserts to metal ladders for wear and correct position
- If a ladder cannot be properly repaired, it must be scrapped
- All ladders shall be thoroughly inspected prior to delivery to the site and recorded in the ladder inspection register

Erection Procedure

- Prior to commencing work, a site-specific Risk Assessment and Method Statement shall be produced, and all personnel informed of their contents and control measures required
- All scaffolds shall be erected by in accordance with Regulation 8 of The Work at Height Regulations 2005, BS EN 12811 & NASC SG4:05 Preventing Falls in Scaffolding & Falsework
- The scaffolding of a structure is not to commence until a firm and level area, at least 2m wide from the structure suitable for the purpose, has been provided by the Main Contractor

Risk Assessment

- The Company will take all reasonable steps to ensure that Risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions

Manual Handling

- A competent supervisor must assess all situations and endeavour to avoid hazardous operations by the use of Mechanical aids etc. Where this is not reasonably practical, a more in-depth assessment is legally necessary

Plant and Equipment

- The Company will ensure that all plant and equipment is suitable and safe for the purpose for which it is used and is maintained in good order at all times

Abrasive Wheels

- No employee shall mount abrasive wheels unless they have been appointed to do so by Management

Premises and Workplace Environment

- The Company will endeavour to provide a suitable working environment, maintaining the premises to a high standard of safety and providing the required facilities for hygiene and welfare

Welfare Facilities

- The company shall ensure that suitable and sufficient rest facilities, sanitary facilities, and washing facilities have been provided on site for all employees prior to work commencing

Inductions

- All employees shall be given an induction on commencement of their employment which shall include relevant information

Noise

- Under The Control of Noise at Work Regulations 2005, the Company has a duty to prevent individuals being harmed from noise generated by work activities and the surrounding environment

Hearing Protection

- Adequate hearing protection shall be provided where noise levels above 80dB(A) cannot be reduced by other means

Hand Arm Vibration

- The Company recognizes its duty under these regulations to implement risk management arrangements to meet the legal requirements and to prevent individuals being harmed from vibration generated by work activities

Health and Safety Risk Management

The action required to achieve these objectives is set out in the following Health and Safety Risk Management steps:

- Identify hazardous activities
- Assess the risks
- Identify those who might be harmed
- Take measurements – ascertain exposure
- Implement controls
- Provide information, instruction, and training
- Record findings of assessment and exposure
- Review and revise

Since no cure for hand arm vibration syndrome (HAVS) currently exists, effective preventative measures are the only means of protecting the worker. It is important that potential employees who have been previously exposed to significant HAVS risk undergo a pre-employment assessment. Employees who are regularly exposed to a HAVS risk must also be subjected to a regular health check.

Accident Reporting

Reporting of Injuries, Diseases, Dangerous Occurrence Regulations 1995

All accidents to employees, contractors, and visitors should be reported immediately to the General Manager and be entered in the Company's accident book. All accidents (except those of a very minor nature) will be investigated by the Managing Director. The Managing Director will advise, in writing, the outcome of the accident investigation, including any recommended remedial action, which may have to be taken. Where required, accidents, dangerous occurrences, and certain prescribed diseases will be reported under the "Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), to the Environmental Health Officers local area office.

Health of Employees

It is the policy of the company to seek the cooperation of their employees to minimise the risk of ill health arising from the working environment or work activities. Employees are requested to inform the Managing Director if they suffer from, or have suffered any medical condition, which may affect the Health, Safety, or Welfare of themselves or others while at work. This requirement also extends to prescribed industrial diseases and contagious diseases or conditions. In the event of concern for the Health and Safety of an employee or employees, the Company may seek medical advice. Where necessary, employees will be requested to attend a medical examination to be conducted by an appointed doctor by the Employment Medical Advisory Council. Disclosure of medical information for employees will be treated in the strictest of confidence.

By implementing and adhering to these policies and procedures, Newtown Roofing & Building Ltd. aims to create a safe and healthy working environment for all its employees, contractors, and visitors.