

Document Code:	ERY Policies
Document Name:	H&S Policy
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# HEALTH, SAFETY & ENVIRONMENT POLICY

Created  
21/10/2021  
By  
Mick Armitage  
GRADIOSH  
Health &  
Safety Advisor

Issue	Reason for Issue/Re-Issue	Approved	Date
1	Initial Issue	<i>S. McCrathy</i>	21/10/2021
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## **Part1 - General Statement of Policy**

1.1 Eco Roofing acknowledge and accepts its legal responsibilities for securing the health, safety and welfare of its employees working on its behalf and all others affected by their activities.

1.2 It is the intent of Eco Roofing to provide safe and healthy working conditions for all employees by:

- Providing a safe working environment
- Providing safe systems of work
- Providing a safe place of work and safe access and egress
- Providing adequate and sufficient information, instruction, training and supervision

1.3 It is also the intent of Eco Roofing to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

1.4 Eco Roofing accepts its responsibility for the health and safety of other people who may be affected by our activities.

1.5 The allocation of duties for safety matters and the particular arrangements, which will be made to implement this policy, are set out in this document.

Eco Roofing is also committed to minimising the impact of its activities on the environment. The key points of its strategy to achieve this are:

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- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote the range of goods used to minimise the environmental impact.
- Meet or exceed all the environmental legislation that relates to Eco Roofing.
- Discuss with clients to agree disposal of waste using the relevant waste streams

This Policy will be kept up to date particularly as regards any changes in activities, legislation or the nature or size of the business and will be reviewed annually.

**Signed:** *S. McCarthy*

**Date:** 21/10/2021

**Name:** Steven McCrathy

**Position:** Director

## **PART 2 – Organisation and Responsibilities**

Steven McCrathy - Director

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## 2.1 Head of Company

The Director will have overall responsibility for health, safety & environment in Eco Roofing, and will:

- Ensure suitable financial provision is made for health, safety & environmental obligations
- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety and risk of environmental issues
- Understand Eco Roofing policy for health, safety & environment and ensure it is readily available for employees
- Set a personal example
- Actively promote at all levels Eco Roofing commitment to effective health, safety and environmental management

## 2.2 Health and Safety Advisor

Mick Armitage GRADIOSH

Experience / qualifications of above person: GRADIOSH, NVQ5 Diploma in H&S Practice, 8 Yrs experience in health, safety & environment.

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The Director, with advice if necessary, from the H&S Advisor, will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout Eco Roofing and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health, safety & environmental legislation and implementing any new requirements pertaining to Eco Roofing undertaking
- Liaise with employees and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

### 2.3. Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

(A) To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

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(B) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for employees to comply with their legal duties, they will undertake and be responsible for:

- Reading and understanding Eco Roofing health, safety & environment policy and carry out their work safely and in accordance with its requirements
- Ensuring that all safety and protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy
- Reporting any defects to work equipment immediately to the senior management
- Reporting to the director any H&S incidents, which have led or might lead to injury or damage also any environmental incidents
- Reporting any accidents or near misses however minor
- Using the correct tools, equipment and PPE for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing recurrence of incidents.

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## **PART 3 – Arrangements**

### **3.1 Communication**

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, Eco Roofing will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training
- The introduction or alteration of new work equipment or technology

This communication and consultation will take place directly with the employees via direct verbal communication through briefings as and when required.

### **3.2 Training**

Employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

- Induction training for new employees (Health and safety awareness, company procedures etc)
- The introduction or modification of new/existing equipment or technology
- A change in employee position/work activity or responsibility

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Training is also specifically provided for with work involving manual handling. Any training provided by Eco Roofing will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

### **3.3 Risk Assessments**

The Director will carry out and record formal risk assessments. In addition employees throughout their work carry out risk assessments continuously. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further specific advice. The director will ensure employees are provided with appropriate information on risk assessments and potential hazards involved.

### **3.4 Co-operation with Clients**

The director and employees will always familiarise themselves with client procedures when first attending clients site, in particular general site access, emergency procedures, and other H&S issues which will be covered in site induction. Clients site procedures and specific instructions will be followed at all times by Eco Roofing Employees.

### **3.5 Welfare Facilities (on/off site)**

Wherever possible, arrangements will be made with the Client for the use of welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

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- Toilet/washing facilities accessible on site
- Eating/rest facilities accessible on site
- Drying room

### 3.6 Work Equipment

All work equipment at work, as part of Eco Roofing undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

All portable electrical equipment is tested on a regular basis

Before new equipment is introduced into the working environment, an assessment will be made in order to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any safety devices that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturers guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to management.

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### 3.7 Personal Protective Equipment (P.P.E.)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities highlighted in the risk assessment, general or specific. This may include work activities that may expose employees to loud noise, dust, hazardous substances, potential eye injury etc.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before the employees on receipt of the equipment and the hard copy will sign issue and a written record detailing what PPE has been issued kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to management.

### 3.8 Hazardous Substances COSHH

The risks associated with hazardous substances are considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, on client's sites PPE is provided and used by employees, and health surveillance undertaken where necessary, all staff will be informed on the requirements if necessary.

Hazardous substances used will be subject to risk assessment as per COSHH regulations

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### 3.9 First Aid & Accident Reporting

Adequate first aid provision will be made at every place of work occupied by Eco Roofing.

First aid box shall be carried at all times, be suitably marked and be easily accessible to all employees at all times when they are at work.

Designated first aid trained personnel have been appointed.

On Client sites – wherever possible arrangements are made with the clients to use their first aid facilities. All accidents must be reported to site manager.

All accidents **MUST** be reported to the director and the details recorded in the accident book. Serious accidents where hospital treatment is required must be reported to the director as soon as possible after the incident

#### Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

Certain accidents are reportable to the HSE Incident Contact Centre. The director must be notified as soon as practicable after incidents causing the following injuries:

- Any work related injury that leads to an employee being absent from work for more than 7 working days incl. Sat Sun
- Fracture other than to fingers, thumbs or toes;
- Amputation;
- Dislocation of the shoulder, hip, knee or spine;

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- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye or any penetrating injury to the eye;
- Injury resulting from an electric shock or electrical burn leading to
- Unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- Any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by the Director and any action taken as a result of an investigation will be formally recorded.

### 3.10 **Asbestos**

Due to the nature of older buildings, there could be a risk of exposure to asbestos.

The position and condition of any asbestos will be noted within the asbestos register and report. All contractors will be informed of this before commencing work. Eco Roofing employees must make themselves aware of this register when working on client's premises.

On a client's site, all employees should be made aware of any asbestos related issues that may expose them to risk. This will be explained during induction prior to work commencing.

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### 3.11 Manual Handling

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Mantec employees are advised not to manually handle loads, which they feel incapable of moving safely. Manual handling training is carried out and recorded. On clients sites the staff follow the client's procedures and requirements. Lifting and mechanical aids are used wherever possible to reduce the risk of injury. Inspected and tested on a regular basis. Specific manual handling risk assessment will be carried out as and when required.

### 3.12 Fire Safety & Emergency Procedures

It is Eco Roofing policy to take account of fire hazards in the workplace. Employees have a duty to conduct their operations in such a way as to minimize the risk of fire.

This involves compliance with the client's requirements i.e. no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Eco Roofing are responsible for keeping their operating areas safe from fire, ensuring proper fire prevention practices and emergency procedures are adopted. This will involve discussions with the client / contractor with regards to their specific fire and emergency procedures.

**In the event of a fire alarm being activated, or in any other emergency situation (e.g. bomb scare), Eco Roofing employees must leave the building / site by the nearest available exit and assemble at the designated assembly point (see above) as per the fire and emergency procedure.**

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### 3.13 Safety of others

The safety of others is considered at all times whilst on Clients site. Any work area that could place others at risk due to Eco Roofing activities will be assessed and controlled in conjunction with the Clients requirements who is ultimately responsible.

### 3.14 Alcohol & Drugs

The use of alcohol and drugs may impair the safe and efficient running of the business and affect the health and safety of Eco Roofing employees. Any one found under the influence off either will be subject to disciplinary action, which could lead to dismissal.

### 3.15 Lone Working

Where lone working is required a specific risk assessment will be carried out, this maybe in conjunction with the client's requirements.

### 3.16 Permit to Work

The director will ensure all PTW systems are completed and followed where required which involve high risk activities such as hot work, live electrical work, work at height, confined spaces etc. This will be discussed with the client and their requirements.

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### 3.17 Work at Height

All work at height will be subject to the requirements of the Work at Height Regulations 2005. This applies to all work at height where there is a risk of a fall liable to cause personal injury.

The director will ensure that work at height is avoided wherever possible but if unavoidable will ensure that: -

- All work at height is properly planned and organised;
- Those involved in work at height are competent;
- The risks are assessed and appropriate work equipment is selected and used;
- The risks from fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

### 3.1 Other Important Health & Safety information

Generic risk assessments  
Specific risk assessments  
Generic method statements  
Specific method statements  
Accident Book  
Insurance documents  
Training records