

THE STATEMENT OF POLICY
WITH RESPECT TO
HEALTH AND SAFETY
OF ALL
STAFF AND EMPLOYEES AT



ROOFING & CONSTRUCTION

ABBREVIATIONS & DEFINITIONS

COMPETENT PERSON: A person who has undergone formal training and has attained certification to an acceptable standard of expertise for the task allocated.

APPROVED: Means, approved for the time being by certificate of the Chief Inspector of Factories.

SITE: Means any place other than company owned premises, where company operations are carried out.

CONTRACTOR: Means a contractor or employer of workmen who is undertaking any operations or works on behalf of the Company.

PLANT OR EQUIPMENT: Includes any plant, equipment, gear, machinery, apparatus or appliance, or any part thereof.

ELECTRICAL APPARATUS: Means all apparatus, machines and fittings in which conductors are used, or of which they form a part of.

C.O.S.H.H. The Control of Substances Hazardous to Health Regulations 1988.

SAFE SYSTEM OF WORK: A planned system for the carrying out of work which ensures the Health & Safety of persons involved in the work task and others who may be affected by it.

SAFE PLACE OF WORK: A place of work which has a safe working environment in so far as is reasonably practicable without risk to health. Additionally provided with access and egress which are safe and free from risk.

THE GENERAL POLICY

1. THE GENERAL POLICY

- 1.1. To ensure the health and safety of all Staff and Employees, as far as reasonably practicable at all times.
- 1.2. To take all possible steps towards ensuring compliance with such statutory requirements at this Company that are, from time to time, relevant to the operations and/or activities in operation at such times and the Employees engaged in such operations and/or activities, taking full appraisal of changes in such statutory requirements.
- 1.3. To regard meeting such statutory requirements as minimum health and safety standards and to strive to achieve higher standards wherever practicable.
- 1.4. To take steps towards compliance with circulated instructions and Codes of Practice, which concern health and safety of Employees.
- 1.5. As considered necessary, to call upon the functional expertise of those holding posts in the Organisation and of those holding posts at this Company, to advise on matters in respect to health and safety within the field of such posts.
- 1.6 To give guidance and information to Employees on:
 - a) What is required of them, in connection with their own health and safety and that of other Employees by the various Acts and Regulations as appropriate and to expect each employee to play his part and contribute by taking steps to clearly understand such statutory requirements and travelling on, to and from their work places;
 - b) Requirements concerning health and safety of themselves and other Employees, in addition to statutory requirements and to expect each Employee to play his part and contribute by taking steps to clearly understand and constantly observe such requirements whilst at work.
- 1.7 To bring to the notice of Employees their legal obligation to co-operate with Company Management and Staff in health and safety matters, to avoid taking unnecessary risks to maintain their working place/area in a tidy and safe condition and carry out their work and operations, including the operation of machinery and plant, in as safe a manner as possible and require all Employees to accept that failure in the use of guards, or protective equipment or appliances, or in maintenance work, leads to unsatisfactory health and safety standards.

- 1.8. Every Employee must clearly understand and adhere to:
 - (a) That the level of responsibility for securing health and safety is that of each individual Employee.
 - (b) That they are required to play their full part towards maintaining a healthy and safe working environment.
 - (c) That devices, equipment etc., including protective items provided in connection with maintaining or improving health or safety standards and which are either for general use or Employees own individual use, that Employees must individually and/or collectively ensure such are used properly at the appropriate times, operated or used as designed, not interfered with to render them incapable - as appropriate - of maintaining or improving health and safety standards and draw attention to any such items which have been rendered incapable of doing so.
- 1.9. To encourage Employees, to draw attention to observed actions or conditions affecting health and safety, including "near misses", also hazards resulting from existing or the introduction of new systems of work, operations and methods etc.
- 1.10. To enlist the support of all Employees by making their full contribution to this Policy, particularly with regard to their own work, operations and activities on matters in any way connected with the safety and health of themselves and other employees, by:
 - (a) Liaising and collaborating with other Employees, including those in other Company activities;
 - (b) Liaising and collaborating with employees of any other Organisations involved in on-site activities;
 - (c) Ensuring health and safety factors are taken fully into account when new methods, machinery, plant, processes etc. are being planned and installed, or where changes in same are being considered;
 - (d) Taking full account in their daily tasks, of changes in the requirements for maintaining or improving health and safety standards within the Company, particularly those brought about by the introduction of new methods, machinery, plant, equipment, processes and methods etc.;
 - (e) Observing and taking account, at all times, of all the Company Instructions, Codes of Practice etc. and all Company Instructions and Rules etc., as listed in this Policy;
 - (f) Giving their full co-operation and assistance as necessary to consultation, investigation, research etc., on matters affecting health and safety.

- 1.11. To regard and require Employees who have a supervisory role to play at their normal daily place(s) of work, to acknowledge that the aims and objectives of this Policy will only be achieved with good training and thorough supervision.
- 1.12. To require Employees who have duties with regard to inspections, examinations, testing etc., to carry out such tasks in a thorough manner at all times and report appropriately and accurately.
- 1.13. To arrange the training of Employees to a high standard, taking into account statutory requirements, particularly those having any supervisory role, to equip them for their supervisory responsibilities.
- 1.14. To provide and maintain equipment, plant, machinery and other equipment etc.. as far as practicable, to ensure a high standard of health and safety of Employees and employ the most suitable methods of work, equipment, plant and machinery etc., towards ensuring this.
- 1.15. To monitor the effectiveness and implementation of this Policy in all respects of the health and safety of Employees and as appropriate the public and seek to promote the co-operation of all Employees including Management and Staff, in accepting degrees of responsibilities placed on them for carrying out both their statutory obligations and those placed on them by this Policy and in observing its philosophy.
- 1.16. To review this Policy from time to time and make revisions as considered necessary towards improving health and safety of Employees, or the effect of this Policy on health and safety standards.
- 1.17. The Managing Director is the person responsible for the fulfilment of this Health and Safety Policy.
- 1.18. The contents of this Policy shall be communicated to all employees, contractors and subcontractors by means of issuing supplementary statement of general intent. Effective communication and monitoring of the performance of the Policy Document is an integral part of the day to day safety management system adopted by this company.



Signed.....

Date.....27th October 2010

MR E. BASNETT
Managing Director

ORGANISATIONS AND RESPONSIBILITIES

(a) Certain posts in the Company's organisation are instructed by the Director and charged with securing fulfilment of certain of the specified statutory responsibilities in respect of this Company, under the Health and Safety at Work Etc., Act 1974 and Regulations and orders made thereunder and other matters relevant to the discharge of the responsibilities with which the particular post is so charged.

(b) The posts so charged in the Organisation of E.B.L. Roofing & Construction are as follows:-

Managing Director
Director
Managers
Foreman
Workforce and Office Staff

(c) An additional post so charged to the Organisation:-

External Safety Advisor who will be nominated from time to time by the Managing Director.

The chain of responsibility shall be as follows:-

1. Managing Director - As the highest level of executive authority, has ultimate responsibility for all matters relating to Health & Safety within the Company;

for policy decisions and in the Company's strict adherence to relevant Statutory requirements, Codes of Practices and standard specifications appropriate to company activities;

obtains technical and other support from Engineers, Designers, Safety and Training Advisors and Trade Associations;

to monitor the effectiveness of this policy at the company's Management meetings;

to give priority to any action and/or expenditure necessary to maintain or improve the overall Safety performance of the company;

to review this Safety Policy from time to time as and when circumstances dictate, in any case not exceeding twelve calendar months.

2. Director - He is directly accountable to the Managing Director for the practical implementation and supervision of the company safety policy.

His responsibilities extend to the implementation and adherence to safe systems of work, codes of practices and relevant Statutory Regulations;

for the correct Induction and training arrangements of all operatives etc.;

by example, set Safety standards and encourage Safety awareness and general safe attitudes among the work force;

these responsibilities are subject to the overriding responsibility of the Managing Director.

3. Managers - Directly accountable to the Managing Director, responsible for the practical implementation and supervising of the Company Safety Policy;

His/Her responsibilities extend to the implementation and adherence to safe systems of work, codes of practices and relevant Statutory Regulations;

for the correct Induction and training arrangements of all operatives etc.;

by example, set Safety standards and encourage Safety awareness and general safe attitudes among the work force;

as and when necessary, bring to the attention of the Managing Director any part of this Health & Safety Policy where it is thought that revision is necessary towards improving Health & Safety;

these responsibilities are subject to the overriding responsibility of the Managing Director.

4. Foreman - Directly accountable to the Managing Director, responsible for the practical implementation and supervising of the Company Safety Policy; responsibilities extend to the implementation and adherence to safe systems of work, codes of practices and relevant Statutory Regulations;

the fulfilment of this health and safety policy and all requirements of the documents to which it refers, including the organisation and arrangements of all operatives etc.. under their control;

by example, set Safety standards and encourage Safety awareness and general safe attitudes among the work force;

as and when necessary, bring to the attention of the Managing Director any part of this Health & Safety Policy where it is thought that revision is necessary towards improving Health & Safety;

these responsibilities are subject to the overriding responsibility of the Managing Director.

5. The Work Force - Each individual "employee" at E.B.L. Roofing & Construction have their Statutory Duties under the Health & Safety at Work Etc.. Act. and acts made thereunder.

to comply with any requirement imposed on or by his employer relating to all matters regarding Health & Safety Policy;

provide a good quality of workmanship, to adhere to all Safety Rules and Regulations and to act at all times whilst at work and whilst travelling to and from his/her work places in a reasonable and safe manner.

6. Safety Advisors - Provide a service on all health and safety matters and give guidance as required and/or found necessary by the Managing Director.
7. The Company recognises and accepts the requirements of the Health and Safety at work, Safety Representatives and Safety Committees Regulations 1977 and afford the work force all the facilities contained within the said Regulations, should they be requested.
8. Consultation with Employees, consultation regarding Health and Safety issues and regulations is provided by initial new starter induction and issue of health and safety handbook, site inductions, Director led monthly staff meetings and toolbox talks.

SPECIAL HAZARDS

The following special hazards which are particular to this Company and require particular safe systems of work are:-

The possibility of Injury resulting from:

- a) Working in close proximity to, or on Public Highways;
- b) The possibility of injury to the General Public as a result of the above (a);
- c) Use and maintenance of tools and appliances;
- d) Operation and use of Plant;
- e) Manual Handling of Loads;
- f) Use and Maintenance of Abrasive Wheels.
- g) Falling from heights when erecting or working from scaffolding.

Where necessary, copies of Rules, Instructions, Codes of Practice and Safe systems of work etc. will be issued to all employees, whose duties include dealing with matters associated with any of the special hazards. All employees at every level are required to comply with all such documents in order to secure the health and safety of all employees and any other persons that may be affected.

PROTECTIVE CLOTHING AND OTHER PERSONAL PROTECTIVE ITEMS

As found necessary, from time to time, efforts will be made to obtain for trial, with a view to possible extended use, the most suitable items of protective clothing or personal protective items which are available to the Company.

- a) It is the duty of the appropriate supervisory staff to ensure that the appropriate individual protective clothing and protective items provided, are worn or used at all appropriate times and that they are maintained in good order and also that such items as are provided for use by more than one employee, such as goggles, are both kept available and in good order. Boots, protective helmets, gloves and where appropriate ear and eye protection which are available, are worn or used at all appropriate times and that they are maintained in good order.

- b) It is the duty of all employees to ensure that all protective clothing and protective items, provided for their personal use are used at all times and that such items are maintained in good order, or reported to the appropriate supervisory staff if any defects occur and also to ensure that, where such items are provided for use by more than one employee, that such items, when used, are maintained in good order and replaced so as to be constantly available.

MANUAL HANDLING

Lifting and moving a load by hand is the biggest cause of injury in the work place.

Lifting should be carried out in accordance with the following guidelines:

- If a load is awkward or beyond your capability you must get help.
- Check all packaging and articles for sharp edges and projections before lifting.
- Ensure that there are no obstructions in your path before lifting any article.
- Ensure that you can see around a load when lifting it.
- Ensure that there is adequate room to put down a load when you have moved it.
- When lifting stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position).
- Always use your entire body weight in a controlled manner when pushing a load.

Heavy goods are to be lifted in accordance with the Company assessments for manual handling. Do not use lifting equipment unless you have been specifically authorized.

PROCEDURE FOR ACCIDENTS/INCIDENTS/DANGEROUS OCCURRENCES

The following arrangements with respect to the above are as follows:-

1. Method of Reporting

Each employee who sustains an injury whilst on the premises, Site or otherwise engaged in company activities of E.B.L. Roofing & Construction shall report the details to his immediate superior, before leaving the Premises or Site.

The Foreman or Works Manager shall complete Form B1 510, of which one shall be located in the Company office. The initial report for all accidents is to be given to a Senior person at Head Office, who will then make any necessary arrangements with regard to informing relevant authorities or next of kin.

2. Investigation

The degree of investigation will vary according to the type of injury, or the nature of the occurrence. Initially, all will be investigated by the Supervisor responsible for the particular work place and secondly;

In those of a more serious nature and classed as "Serious Bodily Injury" and "Dangerous Occurrence" and those of an unusual nature, a more thorough investigation will take place and these will be the subject of a full report detailing agreed subsequent preventative action being implemented.

3. Procedure for "Near Misses"

All "near misses" brought to the attention of the Management will be recorded. Where immediate action can be taken to prevent a recurrence, then the necessary steps will be taken. All such recorded occurrences will be brought to the attention of the Safety Advisors for discussion and any other appropriate action deemed necessary.

4. Identification of Existing and Possible New Sources

All employees are encouraged to bring forward through their Foreman, or other appropriate channel, any existing and possible new sources of accidents or occurrences and to make suggestions towards improvement or elimination of the same and these will be considered for implementation.

Special arrangements will be made for additional supervision in connection with new, or any change in, operations, procedures, plant etc., to identify any new risks.

The inspection of accident and occurrences reports will also serve as a means of identification of any new sources.

5. Action Arising from Mishaps Elsewhere in Other Industries

The details of such mishaps, which are circulated, will be considered firstly by the Managing Director.

The objective will be to identify any similar circumstances, or conditions that may affect this Company and the implementation of any remedial action necessary to prevent similar accidents from occurring.

EMERGENCY PROCEDURES

As the Company, in the main, generally acts for a main contractor or client company, all employees and/or representatives of the company will comply and adhere to all the policies and emergency procedures as laid down by the main contractor or client.

In such situations where the company is the main or sole contractor, the emergency procedures to be followed shall be laid down in writing and made known to all persons employed on such sites. The details of any such procedures will be published and issued to all relevant persons.

PROCEDURE ON THE DISCOVERY OF FIRE

Any person discovering Fire should:

1. Raise the alarm by activating the fire alarm system and/or by shouting Fire! Fire! Fire!
2. Call out the Fire Brigade.
3. Attack the fire, if possible, with the appropriate fire fighting appliances provided.

ON HEARING THE FIRE ALARM

4. Isolate any machinery that you are using.
5. Leave the premises by the nearest route.
6. Close all doors behind you.
7. Report to your assembly point either at the front or rear of the premises. Make sure that the person in charge at the assembly point has your name.

DO NOT TAKE RISKS!

DO NOT RETURN TO THE PREMISES FOR ANY REASON UNTIL AUTHORISED TO DO SO!

DO NOT LEAVE YOUR ASSEMBLY POINT UNTIL AUTHORISED TO DO SO!

TRAINING

The Company will provide appropriate training through approved training establishments to Managers, Supervisors and Operatives etc. whose duties require specific training needs.

TRAINING OF PERSONS FOR THE POSTS OF SUPERVISOR

Training for appointment to any post which has supervisory responsibilities, will be given appropriate to the requirements - including statutory requirement of the post and the content of such training will recognise the need to equip each trainee for their special responsibilities as supervisors and their role in achieving the objectives of the Health and Safety Policy.

TRAINING OF OPERATIVES

All Employees and Subcontractors: Engaged in company activities shall receive Induction training instruction, to ensure compliance with company safety standards.

Skill Training: Shall take place on a regular basis and shall consist of practical supervised on the job experience interspersed with training in essential subject matters if and when necessary.

Safety Training: Shall be considered to be an integral part of all employees' training, in order to maintain safety awareness of every employee and will be the first item on the agenda at all staff meetings, site meetings, inductions and toolbox talks.

RECORDS

Adequate records of all training will be kept by the Company in trainee's records and, where necessary, relevant certificates will be issued to employees for their redemption.

EQUIPMENT EXAMINATIONS

All Portable Equipment: In the possession of the Company is to be inspected on a regular basis by a suitable COMPETENT PERSON and adequate records shall be kept.

Lifting Tackle and Related Equipment: In the possession of the Company is to be inspected and tested on a regular basis by a suitably COMPETENT PERSON and adequate records shall be kept.

Portable Electrical Equipment: In the possession of the Company is to be inspected on a regular basis by a suitably QUALIFIED PERSON and adequate records shall be kept.

Static Electrical Equipment (including VDU equipment): In the possession of the Company is to be inspected on a regular basis by a suitably QUALIFIED PERSON, additionally regular examinations of their suitability and absence or risk shall be carried out. In all cases, adequate records shall be kept.

Any equipment found to be faulty is to be immediately reported to the supervisor in charge, who shall make the necessary arrangements to remove, or isolate the defective apparatus and complete a defects report form.

PROVISIONS FOR FIRST AID

The company shall arrange suitable provision for either:

- a) The presence of a trained first aider or,
- b) Provide access and/or communication to a first aid point.

In all cases, details of the first aid services and means of summoning emergency services will be published and made known to relevant personnel.

A first aid kit will be stored at the company office.

The following contents to be maintained to a minimum in each First Aid kit:-

- a) One guidance card.
- b) Twenty individually wrapped sterile adhesive dressing (assorted sizes) appropriate to the work environment.
- c) Two sterile eye pads, with attachment;
- d) Six individually wrapped triangular bandages;
- e) Six safety pins;
- f) Six medium sized individually wrapped sterile uncontaminated wound dressings approx. 10 cm x 8 cm);
- g) Two large sterile individually wrapped uncontaminated wound dressings (approx. 13cm x 9cm);
- h) Three extra large sterile individually wrapped uncontaminated wound dressings (approximately 28cm x 17.5 cm).

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline solution (0.9%) in sealed disposable containers will be provided.

Each container should hold at least 300 ml and should not be reused once the sterile seal is broken. Eye baths/eye cups/refillable containers should not be used for eye irrigation

TRANSPORT

Company owned vehicles, including plant, will be maintained to at least M.O.T. standards. Daily and weekly checks are to be carried out by the driver and maintained to the relevant manufacturers instructions. Routine maintenance and repairs are to be carried out by a reputable engineer.

Only trained and authorised employees over the age of 18 years and holding a current driving licence are allowed to drive transport on site and current Plant Certification must be held by any persons operating plant or machinery.

VEHICLE DRIVERS

Vehicle drivers will ensure that any routine maintenance necessary has been carried out before using any company vehicle, all persons travelling in company vehicles must be correctly seated to ride on the outside or back of any open top vehicles whilst engaged in company activities.

The use of mobile phones whilst driving is illegal and strictly forbidden by EBL Group, unless on a hands free system where calls should be brief and kept to a minimum.

Remember that once in use, the responsibility of a vehicle rests with its driver.

PROVISIONS FOR THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

(CoSHH)

The Company policy in respect of CoSHH. is that only substances approved and assessed for use by the Managing Director shall be used on company premises or site(s). Appropriate CoSHH assessment/data sheets will be obtained by the Managing Director for the purpose of providing relevant data to employees, clients, subcontractors etc.

The law requires the company to control the use, disposal and transportation of all hazardous materials in its possession.

A formal assessment must be carried out of all materials used by the company and a data sheet / COSHH assessment sheet available on site at all times for reference, use and safe storage. Employees are not permitted to purchase or to bring to work substances which are not included on the chemical safety register.

If a formal assessment has not been made then that product may not be brought onto site. Disposal of chemical products must only be carried out on the direct instruction of the safety officer.

Storage of substances must be strictly in accordance with the manufacturer's data sheet / COSHH assessment sheet.

It is a strict requirement of the company that when any person handles a chemical they never mix it with any other chemical product. The mixing of chemicals can lead to harmful chemicals being formed inadvertently

EBL Group is not a licenced remover of asbestos but considers itself to be competent to identify potential substances which may contain asbestos. If such material is found and is within the work area the work will be suspended pending an investigation by an approved party and any relevant precautions are implemented.

Traing is given to assist with the identification of materials that may contain asbestos.

WELFARE

In accordance with the requirements of the Workplace (Health, Safety and Welfare) Regulations, the company will endeavour to provide workplaces with adequate provision for ventilation, temperature, lighting, sanitary conveniences and washing facilities. Due to the nature of some of the premises where works are carried out the conditions could be minimal however all of our operatives have been trained and are aware of the procedure

for dealing with poor quality working areas and the expected hygiene standards when working at premises with limited services.

Part of the pre-works risk assesment covers the provision of welfare facilities to hopefully arrange suitable cover from the outset of every contract.

- 21 -

DISCIPLINARY PROCEDURES

When and where deemed necessary by the Managing Director, the following disciplinary procedure will be implemented:-

- a) In the first instance, a verbal warning will be issued to the offender, who will be required to sign for acceptance of any such offence.
- b) Further offences or breaches of Company Policies will result in a formal written warning being served by the Management.
- c) If an offender continues to breach Company Policy after receiving the above (a & b) he/she may be summarily dismissed.
- d) Any employee who in the opinion of the Management, has committed an act considered to be of such a nature, that it may be regarded as Gross Misconduct, risks the possibility of being instantly **DISMISSED**.

CONTRACTORS / SUBCONTRACTORS

All contractors, subcontractors and any other persons, as well as ensuring the Health & Safety of themselves and of their employees, the safe condition of their own plant, machinery or equipment etc., must identify and provide information appropriate to any likely Hazard(s) which may affect any person on site or in other areas, including members of the general Public. Such information must be made freely available and brought to the attention of this company before any work of any nature commences. Additionally, read and comply with the provisions of this policy and ensure their own employees have knowledge of and comply with this company safety policy at all times.

All contract personnel will be required to have written authorisation from the Managing Director prior to the commencement of any work of any nature.

MONITORING EFFECTIVENESS

At regular intervals and not greater than once a year the Managing Director, or some person nominated by him on any particular occasion, will in the manner prescribed by the Managing Director, monitor the health and safety performance in respect of all standards referred to in, or forming part of this Statement. The result of each monitoring shall be presented to, and considered by, the Directors and Management either independently or, jointly with employees etc., so that all appropriate action/steps may be taken in order to improve performance where the monitoring in question has been shown to be unsatisfactory.

The Monitoring referred to in the last paragraph shall take account of the following reviews:

- a) Monthly review of the event of accidents/occurrences;
- b) The review at intervals appropriate to their respective frequencies of the examinations, tests etc., carried out or taken in accordance with either statutory provision or this Statement;
- c) The review at any appropriate times of reports or suggestions received from employees in pursuance of their responsibility, as set out in this Statement to assist management in monitoring health & safety standards;
- d) The review at any appropriate time of reports or suggestions resulting joint participation, e.g. from employees Representatives, Safety Advisors etc., and from the proceedings of any relevant meetings or activities;
- e) The review at appropriate intervals of safety performance in the light of consideration of the circumstances and consequences of mishaps elsewhere, as and when these become known.