



HEALTH AND SAFETY POLICY

M Pearson Roofing Services

Valid to 22nd June 2024

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INTRODUCTORY NOTE

This safety policy contains the general Company policy, in broad stroke form, to a variety of health and safety issues applicable to our operations. Organisation, arrangements, and procedures (including assessment and documentation procedures) for putting the goals of the "Policy" section into practice are contained in more specific form in the "Procedures" manual. Lastly, more explicit details to be observed and adhered to during the course of Company operations can be found in the "Safe Systems of Work" section. Such safe systems of work would be applied in conjunction with task and site-specific health and safety instructions and documentation pertinent to individual work activities and environments. Although not specifically referred to in each "Policy" sub section, most of the items covered will have corresponding entries in the "Procedures" section.

COMPLIANCE REVIEW

M PEARSON ROOFING SERVICES Health and Safety Policy shall be formally reviewed annually, or when changes to Legislation require it. This review shall cover all sections of the Policy and shall ensure that:

- a) The responsibilities reflect the current staffing of the Company.
- b) The arrangements remain unchanged.
- c) the safe working procedures are still applicable.

Additionally, the Policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

SAFETY PROGRAMME

The Director shall undertake an annual review of the Company's Safety Programme to ensure that the Company is in compliance with the Policy. This review shall check that:

- a) all the responsibilities allocated in the Policy are understood and are being performed.
- b) The procedures set up in the Policy are being complied with and remain effective.
- c) records, as required in the Policy, are being adequately compiled and retained.
- d) All the necessary reports are being prepared and forwarded to the relevant people within the Company and the relevant Enforcing Authorities.

and shall evaluate:

- e) Management and employee attitudes to Health and Safety.
- f) the effectiveness of the training carried out and the requirements for further training.
- g) the effectiveness of the Policy to reduce the incidence of accidents, incidents, dangerous occurrences, and ill health in the workplace.

The results of the review shall be compiled into a report for the Director and shall include recommendations of the Signed:

Director: M. Pearson

Date: 22nd June 2023

Sign



Health & Safety Policy Statement M Pearson Roofing Services

M Pearson Roofing Services has a good safety record and is justly proud of its reputation with both clients and others within the trade. This status has been achieved not only by our continued compliance with the legal requirements of the Health & Safety at Work Act 1974, but also in the spirit of the act and a genuine concern for the welfare and the well-being of our own employees and those other persons who may be affected by our works activities.

Health and Safety is of paramount importance and the Director affords it equal status with all other Management functions.

M Pearson Roofing Services ensure that all Management, Staff and Operatives and Trade Contractors receive adequate training and are fully aware of their responsibilities under the CDM Regulations 2015.

Health & Safety is the responsibility of Senior Management and has the full support and backing of the Director who will make adequate funds available for Health & Safety purposes. If accidents are to be avoided, good work practices are essential and will be required. Therefore, all employees shall familiarize themselves with their duties as detailed in the "Safety Training & Induction Record" and "On Site" induction meetings, and the part they have to play if high standards are to be maintained. All employees are encouraged to contribute by way of suggestions and discussions, on ways of improving Health & Safety Performance.

The operation of this policy will be monitored by the Director and will be subject to annual reviews.

This statement is to be displayed in a prominent position at all work locations and sites for reference by any employee.

Signed: 

Director: M. Pearson

Date 22nd June 2023

Environmental Policy M Pearson Roofing Services

M Pearson Roofing Services , having recognised responsibilities for environmental matters, place particularly high priority on environmental affairs with regard to the Company operations and the services offered to customers. The Company operates a policy of effecting continual improvement and change in accordance with developing knowledge and changing environmental requirements.

M Pearson Roofing Services staff are aware of the environmental sensitivity of the business sector in which the Company operates and seek to continually develop the Company's environmental compliance. The following specific objectives form the basis of the Company Policy.

All the Company's operations must be carried out with due regard to the appropriate and relevant legal requirements and in line with the Environmental Protection Act 1990

The Company will continue to make available resources to ensure that suppliers and customers are made fully aware of their environmental and legislative responsibilities with regard to the provision of services in association with asbestos removal.

The Company will only use disposal facilities where the level of operational control and environmental compliance is deemed to be of a suitable level, and represents responsible management.

The Company will ensure that vehicles and equipment used are well maintained, clean and are always operated within the legal limits, taking advantage wherever possible of engineering modifications to reduce pollution and emissions, and to save unnecessary consumption of energy. The Company operates a continual training programme to ensure that staff keeps up to date on the safe handling and disposal of asbestos waste.

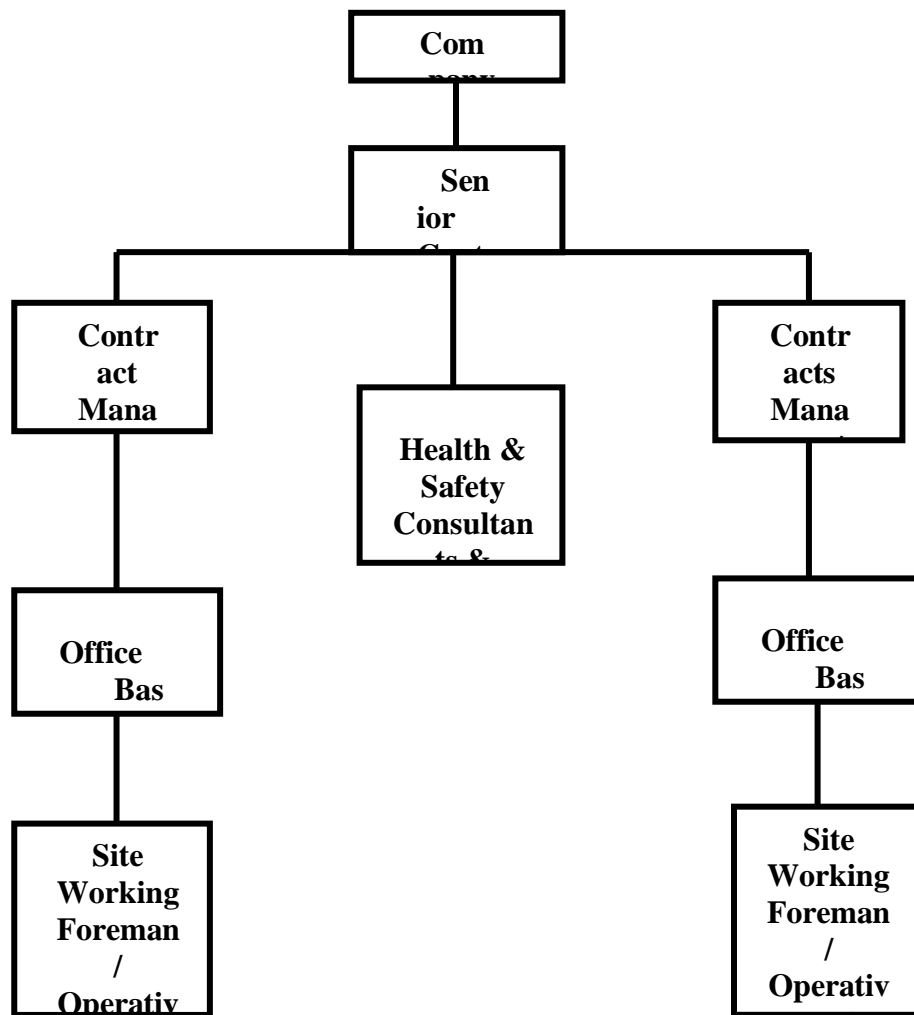
The Company will take whatever measures may be necessary to ensure that the collection, transport, and disposal facilities which it utilises are not and do not become hazardous to public health or the environment.

The Company will ensure that all transport and the disposal of asbestos waste is covered by the appropriate documentation to ensure that the Hazardous Waste (England & Wales) Regulations 2005 is fully complied with, regarding Controlled Waste Transfer Notes and waste description. The Company will ensure that every effort is made to police the compliance of third parties within this legislation.

The Company co-operates with, and assists to the best of its ability, officers of the Environment Agencies in the exercise of their duties.

The Company requires its staff to advise senior management of any concerns they have regarding poor practice by Waste Disposal contractors, or about any acts which might be detrimental to the environment or to the interests of the industry.

Management Structure for Health & Safety M Pearson Roofing Services



RESPONSIBILITIES

These responsibilities are to be read in conjunction with, and to be considered part of, the Health and Safety Policy of **M Pearson Roofing Services**

SENIOR MANAGEMENT

Will implement the Policy by: -

- a) Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts.
- b) Ensuring that CDM Regulations are followed and the necessary Health and Safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people.
- c) Ensuring staff at all levels receive appropriate training.
- d) Monitoring health and safety performance through site meetings, actioning of safety adviser reports, and responding to actual site conditions observed when on routine site inspections.
- e) Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which Health & Safety performance can be improved.
- f) Liaising with the Company's safety advisers and taking charge of problems, which cannot be controlled, at site level especially with regards to control of sub-contractors.
- g) Setting a good personal example and having adequate knowledge of Health & Safety legislation relating to the Company's work.

DUTIES OF SITE/ PROJECT MANAGER

The duties are to: -

- a) Understand the Company Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction talks if necessary.
- b) Have adequate knowledge of and observe the requirements of the construction regulations and other legislation and codes of practice; ensuring that all statutory registers and records are maintained and that persons under your control are adequately trained to enable them to carry out their duties.
- c) Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting the "best working practice" approach are used for high-risk activities such as asbestos removal, high level demolition, roof work etc.
- d) Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment trained first aiders or appointed persons, and that procedures to be followed in an emergency are all in place.
- e) In planning the site layout and work, make adequate provision for welfare facilities. Organize the site so that work is carried out to the correct standard with minimum risk to operators and other persons, equipment, materials, and members of the public, both during and out within site hours. Encourage employees to be proactive in developing a positive approach to health & safety performance.
- f) Carry out (or arrange for others to carry out) site induction talks for new arrivals onto site.
- g) Ensure any accident/incident is reported in accordance with Company Policy.
- h) Set a good personal example at all times.

DUTIES OF THE COMPANY'S SAFETY OFFICER:

- a) To encourage a pre-active approach to Health and Safety matters and a positive attitude to risk management functions.
- b) To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the Company. At all times they must be prepared to assist Management in whatever way they can with regards to Health and Safety.
- c) With regards to sites, they should carry out regular inspections and report on their findings. In addition, they should assist the site Manager by advising him on working methods and training requirements. They should be available, when requested, to attend planning meetings.
- d) They should submit a formal report at the prescribed intervals, commenting on the performance of the previous period and assisting in setting objectives for the next period.
- e) If in their opinion they are confronted with a risk imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the site Manager, and if necessary, the Manager Director.

DUTIES OF SITE MANAGERS AND SITE SUPERVISORS

Particular risks to monitor are:

- Fire risks flammables, wastepaper, and smoking.
- Electrical risks due to overloaded sockets and circuitry and incorrectly maintained equipment
- Tripping hazards due to trailing leads, telephone cables etc. across access ways.
- Safe storage of materials.
- Adequate welfare facilities.
- Adequate arrangements for workers using VDU equipment with regards to workstation, rest periods.

DUTIES OF ALL SITE STAFF AND OPERATIVES:

The Health & Safety at Work Act 1974 requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with the Company by observing the Company's procedures and so enabling the Company to comply with its statutory duties.

In particular, they should assist by:

- a) Taking a pro-active role assessing the Company's Health & Safety performance and suggesting ways (via the Manager and/or Safety committee) in which improvement can be made.
- b) Use of the appropriate protective equipment (i.e., head protection, eye protection, hearing protection, footwear etc.) if required for the job.
- c) Keeping personal tools and equipment in good condition.
- d) Reporting all defects in the plant or carrying out any task for which they have not been trained or are unfamiliar.
- e) All accidents and near misses should be reported in accordance with the accident reporting procedure.

SUB-CONTRACTORS:

Sub-Contractors are to comply with all requirements of this Safety Policy and are to provide copies of their Safety Policies and other documentation appertaining to Health and Safety, which may be requested by the Company or their Safety Advisers.

- Failure to do so will render the Sub-Contractors liable for suspension from the site and any financial penalties will be charged to that Sub Contractor.

Labour only Sub-Contractors shall, for the purpose of Health and Safety, only be considered as employees of the companies.

RISK ASSESSMENT

The purpose of risk assessment is to identify the risks to health and safety to Company employees, as well as others affected by this Company's activities, in order that measures can be taken to either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable.

In order to comply with legislation this Company will require that written risk assessments be compiled by designated Company personnel on activities that could be deemed, or do, present a health and safety risk to either our own employees or others affected by our activities. These assessments will require to be held at places where the risk is likely to be encountered and measures will be taken by this Company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk to which the assessment refers.

All risk assessments compiled will be subject to review if the designated person suspects that the assessment is no longer valid, or if there has been a notable change in the matters to which the assessment relates.

All vehicles of the employer or employees will be assessed in accordance with regulation 3 of The Management of Health and Safety at Work Regulations, 1999. Any control measures or training that is highlighted will be completed in accordance with M Pearson Roofing Services procedures. A written record will be retained of all risk assessments and training carried out as a result of M Pearson Roofing Services procedures. Company procedures for carrying out risk assessments can be found in the procedures manual.

Sources: **H e a l t h and Safety at Work, etc. Act, 1974**
The Management of Health and safety at Work Regulations, 1999
Provision and Use of Work Equipment Regulations 1998

MANUAL HANDLING OPERATIONS

Manual Handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying, or moving by hand or by bodily force.

In accordance with the Regulations for Manual Handling, this Company will endeavor to avoid the need for employees to undertake manual handling operations which involve a risk of injury which states that the employee can only lift what they feel comfortable. If this is not reasonably practicable then the Company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose center of gravity is not positioned centrally.

Assessment will be recorded and reviewed if it is no longer valid, or if there is notable change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this Company (as the employer) to alleviate or reduce the risk of manual handling operations, will be communicated to the Company's employees.

Sources: **The Health and Safety at Work, etc., Act 1974**
The Management of Health and Safety at Work Regulations 1999
The Manual Handling Operations Regulations, 1992

HAZARDOUS SUBSTANCES

Hazardous Substances encompass all those substances, liquid, solid, gaseous, or biological, which may pose a hazard to health.

It is the policy of this Company that all substances in use by our employees should have an assessment made with regard to the health risks imposed on the employee, and others, by their use. Where possible, hazardous substances will be substituted by another, less harmful substance.

Assessments made under the Regulations for controlling hazardous substances will be recorded, and retained for future reference by employees and First Aiders. The procedure for making such assessments can be found in the "Procedures" manual.

Sources: **The Health and Safety at Work, etc., Act 1974**
The Management of Health and Safety at Work Regulations 1999
The Control of Substances Hazardous to Health Regulations 2002

WORK EQUIPMENT

It is the policy of this Company that all work equipment used in the course of Company activities (PUWER), whether provided by the Company, on lease or loan from another Company, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/supplier's instructions and at intervals set by this Company.

Work Equipment means any machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, are arranged and controlled so that they function as a whole.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instructions in the safe use of that equipment

All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, maintenance, or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Machinery which is considered to be in any way dangerous, will be fitted with the appropriate guarding and other safety devices required to reduce that danger to the lowest practicable level, and only those personnel specifically trained and authorised will be permitted to use that equipment. Where applicable, manufacturers and/or suppliers of work equipment to this Company will be approached by management to supply pertinent safety instruction and information relating to the work equipment's function and safe usage.

All work equipment shall be PAT tested for use on M Pearson Roofing Services Sites.

Sources: **The Health and Safety at Work, etc, Act 1974**
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

It is the policy of this Company that suitable and sufficient personal protective equipment (PPE) is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

It is also a legal requirement that the employee uses the protective equipment provided by the Company, where practicable, return it to the accommodation supplied, and report defects or loss of PPE to the Company immediately.

PPE will only be utilized when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.

This Company also recognizes that they are legally required to provide training to their employees in the proper fitting and use of PPE, and the provision of accommodation for the PPE it provides to its employees when it is not in use.

Sources: **The Health and Safety at Work, etc, Act, 1974**
The Management of Health and Safety at Work Regulations, 1999
The Personal Protective Equipment at Work Regulations, 2002

PROTECTION OF THE PUBLIC

The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of the Company's activities is to be identified in the risk assessment procedure and the control measures required to prevent such injury or ill health implemented as part of the risk assessment procedure.

Source: **The Health and Safety at Work, etc, Act, 1974**
The Management of Health and Safety at Work Regulations, 1999
The Construction (Design & Management) Regulations 2015

NOISE AT WORK

Excessive noise in the workplace presents a risk to all personnel, and may lead to irreparable hearing damage. Regulations regarding noise at work require that employers make provisions to protect their employees from levels of noise which could pose a risk to their hearing.

It is the policy of this Company to comply with the Control of Noise at Work Regulations 2005, as far as they affect our own employees and those persons not in the employ of the Company

Where any doubt exists as to whether any machinery or plant owned or used by Company employees has a noise output in excess of 80dB(A) or a peak sound pressure of 135dB(c) on a daily or weekly basis, then a noise survey will be carried out by a competent person to ascertain the actual levels.

The level at which we must provide hearing protection and hearing protection zones is now 85 dB(a) or a peak sound pressure of 137dB(c) (daily or weekly average exposure) and the level at which must assess the risk to workers' health and provide them with information and training. Where the level is less than 80dB(A) no further action will usually be necessary, although it is the policy of the Company to keep all noise to a minimum level consistent with good commercial practice.

Identified areas will be marked as Ear Protection Zones and the wearing of hearing protection shall be made mandatory.

Employees have a duty under these regulations to wear the protection provided.

Records will be kept of all surveys and subsequent action taken.

Sources: **The Health and Safety at Work, etc, Act, 1974**
The Management of Health and Safety at Work Regulations, 1999
The Control of Noise at Work Regulations, 2005

WORKING WITH ELECTRICITY

It is the policy of this Company that no person in its employ will be allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger, or there is an absolute need for the equipment to be live in order for work to be carried out. The following factors will be included for consideration in determining whether work with live conductors is justified:

- a) When it would not be practicable to carry out work with the conductors dead (e.g.: testing purposes)
- b) if the making of the system dead will create hazards for other users of the system, or for continuously operating plant, etc
- c) the need to comply with other statutory requirements
- d) the level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

This Company recognizes that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors. Additionally, people whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

Portable electrical equipment will be tagged, tested, and maintained on a regular basis. The recommended maintenance frequencies in "Electrical Procedures at Work" in the procedures section will be used as a reference point for all items of electrical equipment utilized by this Company.

Sources: **The Health and Safety at Work, etc, Act 1974**
The Management of Health and Safety at Work Regulations 1999
The Electricity at Work Regulations 1989

EMERGENCY PROCEDURES

In order to ensure the safety of employees, and any other person, it is the policy of this Company that documented procedures are put in place regarding situations presenting serious and imminent danger.

The individual emergency procedures contained in the procedures manual set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases, this will require full evacuation of the workplace. In other cases, it might mean some or all of the workforce moving to a safer part of the workplace.

A sufficient number of competent people within the workplace will be nominated to implement those procedures which relate to evacuation of any part of the workplace.

Sources: **The Health and Safety at Work, etc, Act 1974**
The Management of Health and Safety at Work Regulations 1999
The Construction (Design & Management) Regulations 2015
The Regulatory Reform (Fire Safety) Order 2005

ACCIDENT/INCIDENT REPORTING AND INVESTIGATION

An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both, and includes acts of non-consensual physical violence done to a person at work.

It is the policy of this Company that all accidents, whether they result in injury or not, MUST be reported to the supervisor or other premises management as soon as possible for recording and investigation purposes and, where necessary, for notifying the appropriate authority as required by the Regulations.

The Regulations stipulate the circumstances under which the enforcing authority must be notified immediately by the responsible person (normally by telephone) and a written report submitted using F2508 within 10 days of the occurrence, these are:

- Death at work.
- Major injury at work.
- a person not at work is injured and taken to hospital for treatment (F2508 completed within 15 days)
- Dangerous occurrence.

Where an employee of the Company is unable to return to normal duties as a result of an injury sustained during the course of work for a period of more than seven consecutive days the responsible person will, as soon as practicable, but within 10 days, send a report to the enforcing authorities.

Where an employee suffers from an occupational disease it must be reported forthwith to the enforcing authority on form F2508A. The disease must only be reported if the responsible person has received a written statement of diagnosis of the employee by a medical practitioner.

Records of accidents and injuries will be kept for 13 years from the date it was made. Extracts of the records will be sent to the enforcing authority if and when requested.

Sources: **The Health and Safety at Work, etc, Act 1974**
The Management of Health and Safety at Work Regulations 1999
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013

HEALTH, SAFETY AND WELFARE ON CONSTRUCTION SITES

This Company is committed to providing a safe working environment for its employees required to work on construction sites. The standard that is used to achieve this goal, as well as monitoring of compliance, is CDM Schedule (3), these being regarded as the minimum requirements for this Company's operations. Where a particular site activity (e.g.: erection of scaffolding) is not part of our Company operation then this Company will make all reasonable enquiries to ascertain compliance by other parties responsible for provision of such aspects of the works. Section 2 of this Safety Policy contains various aspects of health and safety on site (i.e.: "CDM Roles and Responsibilities", "Site Documents", "Site Monitoring and Auditing Procedures", "Temporary Structures", "Emergency Procedures", "Transport", etc).

Source: **The Construction (Design & Management) Regulations 2015**

FIRST AID

The term "First Aid" refers to where a person will need help from a medical practitioner or nurse, treatment for the purpose of preserving life and minimising the consequences of injury and illness until such help is obtained, and, treatment of minor injuries which would otherwise receive no treatment or which do not need treatment by a medical practitioner or nurse.

It is the policy of this Company to provide, or arrange for it to be provided, equipment and facilities which are adequate and appropriate for rendering First Aid to employees. Additionally, a sufficient number of trained and suitable people will be appointed to render First Aid to employees, taking into account the specific risks that an employee may encounter in the course of his daily tasks. The risk assessment process will be used to determine specific risks, as necessary.

The procedures outlined in the "Procedures" section of this policy will be used as a guide to enable this Company to determine suitable numbers of First Aid trained personnel.

Employees will be informed of the arrangements concerning First Aid, including the location of the equipment, facilities, and personnel. The location of First Aid boxes/equipment and the names of First Aiders will be indicated by signage. Wherever reasonably practicable COSHH data sheets and assessments will be available for use by First Aiders. Employees are instructed to record all accidents, including injuries requiring First Aid only, in the accident book provided for this purpose. First Aiders/appointed persons are made responsible for the safekeeping and maintenance of First Aid boxes/equipment and their contents, and to report deficiencies to Company management for action.

Source: **The Health and Safety (First Aid) Regulations, 1981**

SAFETY AUDITS

Progressive improvement in Health and Safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control.

It is the policy of this Company that a systematic audit of all safety arrangements be carried out on a regular basis.

Regular inspections of work areas will be carried out at a frequency commensurate with the level of risk imposed by the activity within that area.

Where appropriate the Company's health and safety advisors, The Health, and Safety People, will visit the workplace to carry out Safety Inspections and Audits.

Records of Safety Inspections and Audits will be kept in order that Management can monitor the performance of the Company and improve the overall safety culture within the workforce.

Sources: **The Health and Safety at Work, etc, Act 1974**
The Management of Health and Safety at Work Regulations 1999
The Construction (Design & Management) Regulations 2015

CONSULTATION WITH EMPLOYEES

The Health and Safety (Consultation with Employees) Regulations, 1996, require the employer to consult with employees in suitable time on matters of health and safety in the workplace. It is the policy of this Company that all personnel will be regularly informed in suitable time regarding the introduction of any substantial measures which can affect health and safety at the workplace, including:

- the appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance,
- planning and organizing of required Health and Safety training for employees and health and safety information.
- any health and safety information the Company is required to provide to our employees by or under any relevant statutory provisions.
- the health and safety consequences for Company employees of the introduction (including the planning thereof) of modern technologies into the workplace.

Persons to be consulted

As required by law the consultation required with the employees of this Company will be with the employees directly; or, if elected to the position by this Company's employees, a representative of employee safety. Where a representative of employee safety has been elected then the Company management will inform Company employees of the names of those representatives and the group of employees represented by those representatives.

Details of Company procedures relating to methods of consultation with employees can be found in "Consultation with Employees Procedures" in the Health & Safety Procedures manual.

Sources: **The Health and Safety (Consultation with Employees) Regulations, 1996**
The Health and Safety at Work etc Act, 1974
The Construction (Design and Management) Regulations 2015
Management of Health and Safety at Work Regulations, 1999

TRAINING

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do.

Whilst appropriate qualifications are required by the Company before employment, it is not acceptable that training cease for that employee. It is the policy of this Company that all employees continue training during the course of their employment by various methods from attending residential courses to "tool-box-talks"

All employees will receive appropriate induction training which will include the standard introductory programme, making them aware of their statutory duties, the emergency procedures, and an explanation of the Company Safety Policy.

An awareness of safety issues at all levels is an important feature in the promotion of this Safety Policy. Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory, and records kept of courses and qualifications.

Sources: **The Health and Safety at Work, etc, Act 1974**

The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998

ASBESTOS

It is the policy of this Company that all employees will be protected from exposure to asbestos, where that exposure would be in breach of the various Asbestos Regulations.

Any material suspected of containing asbestos shall be quarantined (with measures being taken to ensure that there is no further contamination) until such time as the material has been analyzed to establish its nature.

Should this material be confirmed as being asbestos then measures will be taken to ensure that the asbestos is dealt with in accordance with the relevant legislation?

Company procedures and safe systems of work to be used when removing asbestos are detailed in the procedures manual, i.e.: "Procedures for dealing with Heavy Duty Asbestos" and "Procedures for dealing with Asbestos Cement Products."

Sources: **Control of Asbestos at Work 2012**

CONFINED SPACES

A confined space is defined in the Confined Spaces Regulations, 1997, as being a place of enclosed nature where there arises a reasonably foreseeable specified risk. As entry, working and exiting from confined spaces is within our Company remit it will be ensured that such work is done in a safe manner as prescribed by legislation. This will include the provision of suitable and effective emergency arrangements, risk assessment prior to any working in a confined space and a Company safe system of work for entry, exit and working in confined spaces. Our Company employees will not be required to work in confined spaces unless it is not reasonably practicable to carry out the work in another way. Detailed Company procedures for entry, exiting and working in confined spaces can be found in the safe systems of work section of the procedures manual.

Source: **The Confined Spaces Regulations, 1997**

HEALTH, SAFETY AND WELFARE ON COMPANY PREMISES

It is the policy of this Company that close attention is paid to the provision of suitable and sufficient facilities and measures to ensure compliance with requirements regarding the health, safety, and welfare of its employees at work. Where such a duty extends to outside contractors, visitors or others attending our premises, then procedures will be implemented to ensure their health, safety, and welfare whilst on our premises. The Company's risk assessment procedure will be used to identify risks to health and safety on the Company's premises. A breakdown of the various requirements for health, safety and welfare under the relevant health and safety legislation can be found in "Health, Safety and Welfare in the Workplace" in the "Procedures" manual.

Source: **Health and Safety at Work etc Act, 1974**
Management of Health and Safety at Work Regulations, 1999
Workplace (Health, Safety and Welfare) Regulations, 1992
The Construction (Design & Management) Regulations 2015

WORKS FALLING UNDER THE CONSTRUCTION (DESIGN AND MANAGEMENT REGULATIONS

This Company has the ability to assume roles and responsibilities under the above regulations, dependent upon the duty holder role decided upon at the pre- tender stage of the works. It is our aim to comply with the regulations as far as they relate to our work activities and our relations with other duty holders during the course of the works and to ensure that all duties and responsibilities assigned to us under the relevant statutory provisions are fulfilled in as competent a manner as possible. It is the intention of this Company to adhere to its responsibilities in performing whatever role it assumes during a project which falls within the scope of the CDM regulations.

Source: **The Construction (Design and Management) Regulations 2015**

COMMUNICATIONS ON SITE

Every effort will be made by both management and employees of this Company to keep other contractors, clients and other interested parties informed of health and safety issues pertinent to this Company's operations on site. The precise nature of the form of communication to be used will be dependent on the requirements of the site and/or the client (e.g.: memos, formal safety meetings, verbal, compilation of documentation, etc). The mode of communication will be agreed upon prior to work commencing and both site management and operatives are aware of this requirement. Trade contractors/sub-contractors carrying out work for our Company are expected to have a communications procedure in a place which is suitable and sufficient for the individual work circumstances. Proof of such communication procedures is part of our vetting procedure prior to works being awarded. Communication between management and employees of this Company will be such that legislated requirements are adhered to and that employees are aware of matters having an impact on their health and safety during the course of work. Modes of such communication can be found in "Consultation with Employees Procedures" in the "Procedures" manual.

Source: **Health and Safety at Work, etc Act 1974**
Management of Health and Safety at Work Regulations, 1999
Construction (Design and Management) Regulations 2015
Health and Safety (Consultation with Employees) Regulations 1996

COMPANY STAFF VISITING HAZARDOUS AREAS/SITES

"Hazardous Areas" in the context of this section relates to areas within the Company premises, or on external work sites (e.g.: construction sites) where Company employees are required to work/visit on Company business.

It is the policy of this Company that in the event of any of our Company employees being required to periodically work or visit external work sites or parts of the Company's premises that are deemed to be hazardous, then certain procedures will be required to be put into place before entry or any works are undertaken. These procedures will either be in the form of a specific risk assessment or safe system of work as the case may be and might incorporate a permit to work system or a frequent check-in procedure.

Source: **Management of Health and Safety at Work Regulations, 1999**

TRADE CONTRACTORS SAFETY INFORMATION

Safety Information, which forms an integral part of the Company's Health and Safety Policy, is applicable to all Trade Contractors and persons under their control and forms part of the Terms of Contract.

Trade Contractors are required to ensure that: -

1. they, and all persons under their control, familiarize themselves with the site and any hazards to be found on the site.
2. Their activities are conducted in accordance with the safe practices as detailed in this Policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act.
3. They comply with all the relevant legislation applicable to the workplace.
4. They provide the correct protective equipment and clothing to their employees at the contractor's expense.
5. employees remain within the designated areas of their work.
6. They only employ people who are sufficiently trained and experienced in the performance of their duties. If people under training are employed the contractor is to ensure that they are adequately supervised.

Nothing in the above information relieves the contractor of their duties and obligations under Statute or Comn Law.

Failure to comply with our Company's Health and Safety Policy or any legal requirements will lead, at our Company's discretion, to the suspension of the contractor's work, at no cost to the employer, or to termination of the contract.

Source: **Health and Safety at Work, etc, Act 1974**
Management of Health and Safety at Work Regulations, 1999
Construction (Design and Management) Regulations 2015
Work at Height Regulations 2005

FIRE PREVENTION:

In accordance with relevant legislation this Company recognizes the need for effective and suitable fire prevention measures to combat risks to the health and safety of our employees and others affected by our activities. To this end we are committed to the effective ongoing evaluation of our premises and other workplaces where our employees may be required to work, to determine fire risks and control measures required to eliminate or reduce the risk of fire to as low a level as possible. This Company is also committed to the provision of adequate and suitable firefighting equipment, training in the use of such equipment to identified members of staff, and any such measures as required by the stipulations contained in the Fire Certificate issued in relation to these premises and on site (as applicable). An example of a checklist used for maintenance of firefighting measures can be found in the "Fire Risk Checklist" section, in the procedures manual.

Source: **The Regulatory Reform (Fire Safety) Order 2005**

EMPLOYMENT OF TEMPORARY WORKERS AND PERSONNEL OBTAINED FROM EMPLOYMENT BUSINESSES

This Company recognizes that it has certain duties under relevant legislation to ensure the health and safety of employees who are temporary workers, or employees obtained from an employment business. These duties include the following:

- 1) to provide any operative whom he has employed under a fixed term contract of employment (i.e.: Temporary Worker), or who has been provided by an employment business with comprehensible information on
 - a) any special occupational qualifications or skills required to be held by that employee if he is to carry out his work safely (e.g.: working at height), and
 - b) any health surveillance required to be provided to that employee by legislation
- 2) to ensure that the person carrying on the employment business has been provided with comprehensive information on:
 - c) any special occupational qualifications or skills required to be held by the operative if he is to carry out his work for this Company safely, and
 - d) the specific health and safety features of the jobs in this Company to be filled by operatives obtained from employment businesses
- 3) to check that the information provided by this Company, to an employer carrying on an employment business, is received by the operative (although it is appreciated that the person carrying on the employment business has a legal obligation to pass this information on once received from this Company)
- 4) informing the persons responsible for the provision of health and safety assistance to this Company of the employment of temporary workers or of operatives obtained from an employment business

It is the policy of this Company to adhere to the requirements above, and the responsibility for its implementation will be accorded to this Company's director, or a designated subordinate.

Source: **Health and Safety at Work etc. Act 1974**
Management of Health and Safety at Work Regulations 1999

WASTE DISPOSAL

It is the policy of this company that where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe, and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk as far as reasonably practicable. Such procedures are specified in the procedures manual, or are covered separately in a safe system of work.

Source: **Environment Protection Act 1990**
Site Waste Management Plan Regulations 2013

SAFETY REPRESENTATIVES AND SAFETY COMMITTEES

This company has a system whereby safety representatives have been appointed in accordance with section 2(4) of The Health and Safety at Work etc Act, 1974 and the Safety Representatives and Safety Committees Regulations, 1977. Safety representatives so appointed have the following functions:

- to represent the employees in consultation with the employer with regard to health and safety issues
- investigate potential hazards and dangerous occurrences at the workplace and examining causes of accidents at the workplace
- investigate employee's complaints regarding health and safety
- make representations to the employer regarding the two matters above as well as general matters affecting health and safety
- carry out inspections of the workplace, documents or as a result of a notifiable accident, dangerous occurrence, or notifiable disease
- represent employees in consultation with an enforcing authority
- receive information provided by inspectors
- attend safety committee meetings as a safety representative

This company also recognizes that management have a duty to provide facilities and assistance reasonably required by safety representatives and consult the safety representatives in suitable time with regard to:

- matters at the workplace which may substantially affect the health and safety of the employees he represents,
- the employer's arrangements for appointing or nominating persons under sections 7(1) (Health and Safety Assistance) and 8(1) (Procedures for Serious and Imminent Danger and Danger Areas) of the Management of Health and Safety at Work Regulations 1999,
- any health and safety information required to be provided to the employees by legislation
- planning and organization of any legally required health and safety training
- the health and safety consequences of modern technologies into the workplace

Where this company have been requested in writing by two safety representatives to set up a safety committee, such a committee will be set up and this company will:

- consult with the safety reps who made the request as well as other recognized trade union reps in the workplace affected
- post a notice in a conspicuous place stating the composition of the committee and the workplaces covered
- establish the committee within 3 months after the request for it

Source: **Safety Representatives and Safety Committees Regulations 1997**
Health and Safety at Work etc. Act 1974
Management of Health and Safety at Work Regulations 1999

OCCUPATIONAL HEALTH PROGRAMMES AND HEALTH SURVEILLANCE

At the present time Company employees do use or come into contact with substances in concentrations, or in circumstances, which warrant an occupational health programme or health surveillance to be carried out on its employees. The need for health surveillance has been identified as a result of our assessment procedures and by review of applicable health and safety legislation, and such health surveillance and monitoring has been initiated by the management of this Company. Our assessment procedures are reviewed on a regular basis to take into account the introduction of modern technologies, new information about products used by this Company (and their effects on health) and legislative requirements. Additionally, we employ the services of an external independent health and safety consultancy to advise on such issues. Company procedures regarding health surveillance for employees can be found in the "Procedures" manual.

Source: **Management of Health and Safety at Work Regulations 1999**

OUTSIDE CONTRACTORS WORKING ON THIS COMPANY'S PREMISES

It is the policy of this Company that in situations where outside contractors (e.g.: utility Company personnel, cleaners, maintenance personnel) enter our premises to perform tasks in areas where there may be a risk to their health and/or safety, measures will be taken to reduce that risk to the lowest level practicable under the circumstances. These measures may include any or all of the following:

- induction training (to include the hazards and/or risks posed by this Company's operations)
- supervision by a competent representative of this Company who is aware of the hazards presented in the area of works to be performed
- ensuring that personal protective equipment has been provided and is being worn, as required
- verifying that the outside contractor is competent and trained to carry out the proposed tasks
- ensuring that outside contractors employers have received appropriate safety information relative to their proposed tasks, issued by this Company, and that outside contractor employees have been informed of such information prior to their works commencing

The measures to be taken will be dependent upon the hazard presented and the control measures as recommended by the risk assessment procedures.

Likewise, this Company requires that any proposed works by outside contractor's employers which includes elements of risk or hazard to this Company's employees, is communicated by that employer to this Company's authorized representative in the form of a risk assessment or similar, prior to works commencing on the premises.

Source: **The Management of Health and Safety at Work Regulations, 1999**
The Health and Safety at Work, etc Act 1974

EXISTING HEALTH AND SAFETY STRUCTURES

This Company has an existing health and structure in place to resolve issues relating to health and safety within this Company's premises and scope of work.

STEPHEN CLARK has been appointed to fulfil this function.

Source: **The Management of Health and Safety at Work Regulations, 1999**

Alcohol and Drugs Policy

This statement sets out M Pearson Roofing Services policy in respect of any employee or contractor employed and, or, working in the UK whose proper performance of their duties is or may be impaired as a result of drinking alcohol, taking drugs or abuse of other substances. It is supported by industry rulebooks, standards on drugs and alcohol, related codes of practice, company rules and guidelines and readily available educational materials. Its aim is to reduce risks to employees and the public that may arise through acts or omissions as a result of the use of drugs and alcohol or abuse of other substances.

The Health and Works Act 1974 makes it a criminal offence to carry out certain work whilst unfit to do so through drink or drugs. All employees and contractors must therefore understand the implications of using drugs and alcohol and abuse of other substances and consequently the need to observe the rules and procedures set out below and in associated documents.

No employee or contractor or employee of an associated company whilst working under M Pearson Roofing Services control or on its behalf shall:

- Report or try to report for duty having just consumed drugs or alcohol or abused any other substance.
- Report or try to report for duty whilst unfit due to drugs, alcohol, or the abuse of any other substance.
- Be in possession in the workplace of drugs or alcohol or substances capable of abuse.
- Consume drugs or alcohol or abuse any other substance whilst on duty.
- Sell, trade, or encourage or permit others to use drugs or alcohol or abuse other substances whilst at work, or on any company facility, premises, or activity
- Failing to inform their supervisor of any medication they are taking, that they know or ought to know it might adversely affect their performance.

If requested the company will conduct screening, including the detection of blood alcohol levels and, or traces of drugs in breath or urine or other samples.

Specified levels of alcohol and types of medication that can have an impact on an individual performing their specified duties in a safe manner are:

The levels that the screening organisations will determine as a positive test are as follows:

- In excess of 29 milligrams of alcohol in 100 millilitres of blood.
- In excess of 13 micrograms of alcohol in 100 millilitres of breath.
- In excess of 39 milligrams of alcohol in 100 millilitres of urine.
- The presence of drugs or other intoxicating substance.

Screening may be used to detect the use of alcohol and, or drugs and, or abuse of other substances:

- By existing employees and contractors, including by random selection and unannounced screening.
- By any person(s) involved in an incident where there are grounds to suspect that their actions or omissions may have contributed to the incident.
- Were abnormalities of behaviour or appearance prompt managerial intervention.
- By potential employees or contractors.

In respect of compliance with this policy, where used, breathalyzer tests are set at the LUL limit and not the statutory limit.

Personnel, who, when tested, have 13 or more micrograms of alcohol per 100ml of breath, are exceeding

the limit.

It should be noted that this is a guide only, as alcohol strengths may vary.

If any employee is found to have breached the rules or tests positive or refuses to undertake the tests or brings the company into disrepute through their activities in connection with alcohol, drugs, or abuse of other substances, they will be subject to disciplinary action, which will almost always lead to dismissal from employment.

The company will not use or retain any incidental information about a person's health and lifestyle that may arise from the tests and that is irrelevant to the purpose of this policy.

The company will assist any employee who voluntarily seeks help for problems with alcohol or drugs or abuse of other substances, provided it is sought at the earliest possible opportunity. This does not apply to the disclosure of a problem prompted by impending screening or following screening being conducted.

M Pearson Roofing Services will seek to educate its employees and contractors of the importance of minimising risks as a result of the use of alcohol, drugs, and abuse of other substances.

The company will review and monitor the effect of this policy and reserves the right to amend it from time to time.

Mobile Phone Policy

Communication is vital to the smooth running of the businesses, but not at the expense of the health and safety of our employees.

In the interest of road safety in general and the safety of all employees driving on company business, including to and from their place of work, M Pearson Roofing Services is committed to providing sensible control and guidance to reduce the risk of road traffic accidents while using mobile phone in vehicles.

It is the policy of M Pearson Roofing Services :

1. To ensure that employees are aware that when driving on company business, without a vehicle fitted cradle mounted hands-free kit, they are prohibited from using hand-held mobile phones.
2. To ensure that employees are aware of the requirements to switch off mobile phones upon entering fuel stations.
3. To ensure that employees are aware that they should avoid unnecessary or excessive use.