

Precision Roofing & Building Maintenance Limited

Health & Safety Policy

Purpose of policy

1. Precision Roofing and Building LTD (the Employer) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the employer in its absolute discretion. The employer will review this policy at regular intervals to ensure that it is achieving its objectives effectively.

Who is responsible for the workplace health and safety?

3. Achieving a health and safe workplace is a collective task shared between the employer and staff. The policy and the rules contained in it apply to all staff of the employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants and contractors, casual or agency staff, trainees, homeworkers and fixed term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

Employer responsibilities

4. The Employer is responsible for:



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Registered in England and Wales.

- a. Taking reasonable steps to safeguard the health and safety of staff, people affected by the employer's business activities and of people visiting its premises;
- b. Identifying health and safety risks and find ways to manage or overcome them;
- c. Providing a health and safe place of work and safe entry and exit arrangements, including during an emergency situation;
- d. Providing and maintaining safe working areas, equipment and systems and where necessary, appropriate protective clothing;
- e. Providing safe arrangements for the use, handling, storage and transport of articles and substances;
- f. Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The employer will give you the opportunity to ask questions and advice who best to contact in respect of those questions, if you are unsure about how to safely carry out your work;
- g. Ensuring any health and safety representatives receive appropriate training to carry out their functions effectively;
- h. Providing a health and safety induction and safety training to your role, including:
 - Manual handling;
 - Control of substances hazardous to health (COSHH);
 - Working at height;
 - Asbestos awareness;
 - The use of personal protective equipment (PPE);



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- i. Promoting effective communication and consultation between the employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety;
 - j. If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff as to the organisation of business operations and step to be taken to minimise the risk of infection; and
 - k. Regularly monitoring and reviewing the management of health and safety at work, making any necessary changes and bringing those to attention of all staff.
5. The board of directors of the employer has overall responsibility for health and safety and has appointed roofing as the principle health and safety officer with day to day responsibility for health and safety matters.
6. Any concerns about health and safety matters should be notified to the principle health and safety officer.

Responsibility of all staff

General staff responsibilities

7. All staff must:
- a. Take responsible care for their own health and safety that of others who may be affected by their act or omissions;
 - b. Co-operate with the principle health and safety officer and the employer generally to enable compliance with health and safety duties and requirements;
 - c. Comply with any health and safety instructions and rules, including instructions of the safe use of equipment;



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- d. Keep health and safety issues in the front of their minds and take personal responsibility for health and safety implications of their own acts and omissions;
- e. Keep the workplace tidy and free
- f. Report all health and safety concerns to the principle health and safety officer promptly, including any potential risk, hazard or malfunction of equipment, however minor trivial it may seem.
- g. Co-operate in the employer's investigation of any incident or accident which has either led to injury or which could have been led to injury, in the employer's opinion.

Staff responsibilities relating to equipment

- 8. All staff must:
 - a. Use equipment as direction as any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training;
 - b. Report nay fault with damage to or concern about any equipment including health and safety equipment or its use to the principle health and safety officer, who is responsible for maintenance and safety of equipment;
 - c. Ensure that health and safety equipment is not interfered with;
 - d. Not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid

- 9. All staff must:



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- a. Promptly report any accident at work involving personal injury, however trivial, to the principle health and safety officer so that details can be recorded in the accident book and co-operate in any associated investigation;
- b. Familiarise themselves with the details of first aid facilities and trained first aiders which are displayed on the noticeboard in site welfare;
- c. If an accident occurs, dial 01438 416712 and ask for the duty first aider, giving name, location and brief details of the problem.
- d. The principle health and safety officer is responsible for investigating any injuries or work-related diseases, preparing and keeping accident records and for submitting reports under the reporting of injuries, diseases and dangerous occurrences regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to national health alerts

10. If an epidemic or pandemic alert is issued, all staff must comply and co-operate with all instructions, arrangements and advice issued by the employer as to the organisation or business operations and steps to be taken by staff to minimise the risk of infection. Any questions should be referred to the principle health and safety officer.

Staff responsibilities relating to emergency evacuation and fire

11. All staff must:

- a. Familiarise themselves with the instructions about what to do if there is a fire which are displayed on the notice board inside welfare;



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- b. Ensure they are aware of the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency;
- c. Comply with the instructions of fire warden if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
- d. Co-operate in fire drills and take them seriously (ensuring that any visitors to the site/building do the same), fire drills will be held at least once every 12 months.
- e. Ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time;
- f. Notify the principle health and safety officer immediately of any circumstances which might hinder or delay evacuation in a fire. This will allow the principle health and safety officer to discuss a personal evacuation plan which will be shared with the fire warden and colleagues working with you.

12. On discovering a fire all staff must:

- a. Immediately trigger the nearest fire alarm and if time permits call director/site foreman and notify the location of the fire;
- b. Attempt to tackle the fire **ONLY** if they have been trained or competent to do so.

13. On hearing a fire alarm all staff must:

- a. Remain calm and immediately evacuate walking quickly without running following all instructions of the fire warden;
- b. Leave without stopping to collect personal belongings;
- c. Stay out of any lifts; and



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- d. Remain out of the building until notified by the fire warden that it is safe to re-enter;

The principle health and safety officer is responsible for ensuring all fire risk assessments take place and changes are made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

Risk assessments, hazardous substances, display screen equipment and manual handling:

- 14. Risk assessments are simply a careful examination of what in the work place could cause harm to people. The employer will assess the risks and consider measure to best minimise any risk. The employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place and the result in recommendations are implemented. The principle health and safety officer is responsible for work place risk assessments and any measures to control risks.
- 15. The use of hazardous substances at work will be avoided where possible unless hazardous alternatives will be used where available. Training on the control of substances hazardous to health (KOSHH) will be provided where required.
- 16. Personal protective equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
- 17. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the principle health and safety officer and where necessary training



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will be provided but the employer will try to minimise or avoid need for manual handling where there is a risk of injury.

Non-compliance with health and safety rules

18. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the employer's disciplinary policy, up to and including immediate dismissal.



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