

Mac Roofing & Contracting Ltd

Health & Safety Policy

Company Details

Company Name: Mac Roofing & Contracting Ltd

Address: Unit 1 Lumina Business Park,
Martindale Road
Bromborough
Wirral
CH62 3PT

Tel No: 0151 346 2670

Health and Safety Team:

Senior HSEQ Manager – Alison Fricker

HSEQ Manager – Richard Howes

HSEQ CoOrdinator – Callum Rintoul

STATEMENT OF INTENT

The Directors of Mac Roofing & Contracting Ltd, fully accept their responsibilities to their employees to ensure, so far as is reasonably practicable, their health, safety & welfare at work and any other person(s) who may be affected by the Company's work operations and to:-

1. Provide and maintain plant and systems of work which are so far as is reasonably practicable, safe and without risks to health.
2. Make arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
3. Provide information, instruction/training/supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of our employees.
4. Maintain in a condition that is safe and without risks to health so far as is reasonably practicable, any place of work under our control.
5. Provide means of access to and egress from any place of work under our control which is, so far as is reasonably practicable, safe and without risks to health.
6. Provide and maintain for our employees a working environment that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work.
7. Assume ultimate responsibility for all Health and Safety matters within MAC Roofing & Contracting Ltd.

The Directors will provide adequate resources to ensure this policy is fully implemented and are committed to improving the effectiveness of the policy and the management processes. They will ensure that nothing within the business including contracting operations, finances etc will compromise the implementation of this policy.

The Directors will communicate with all employees and make sure they know of any changes to do with Health, Safety and Welfare.

The Directors accept that health and safety are management responsibilities and depend on the co-operation of all employees to make the policy successful. It is the duty of all employees to comply with the safety policy at all times, acting responsibly and doing everything they can to prevent injury to themselves, other employees and the public at large. All employees are encouraged to discuss all relevant information on Safety and Company Health issues and the Directors recognise the benefits to the company from employee involvement.

The Directors of the company will monitor the operation of this policy and it will be reviewed annually (together with targets and objectives) or on significant changes in the business operations or legislation. The organisation and arrangements of this policy will be displayed in the Company Office and work place for inspection by all employees.



Signed _____ (Managing Director) Dated 28.09.23
(Mr T Cavanagh)

ORGANISATION

The Responsibilities of Company Officials

The Directors shall be responsible for the following matters:

1. The provision and maintenance of safe and healthy working conditions for the workforce and any others who may be affected by their operations. These conditions will conform at least to the minimum laid down by statute.
2. The preparation of instructions for the organisation and administration of this policy.
3. Ensuring that each person is aware of their individual responsibilities and duties (via appropriate training) and provide instructions on and easy access to, this policy.
4. Ensuring that sound and safe working practices are both understood and observed (via appropriate training) and that regular contract site safety inspections are carried out by the Company Safety team.
5. The provision of the necessary instructions to enable employees and sub contractors to perform their work safely.
6. Ensuring that all quotations allow for the cost of the provision of - adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials and substances, adequate sanitation and waste disposal and adequate access - as far as is reasonably practicable.
7. Ensuring that liaison between the Company's main office and all its contracts is co-ordinated with the Health and Safety Executive (where notification is required by statute). This liaison shall be undertaken by the Company Safety team in consultation with the directors.
8. The provision of appropriate safety equipment and protective clothing, as set out in the Personal Protective Equipment Regulations 2022 and ensuring that all Company employees use the equipment correctly as set out in the site (suitable and sufficient) risk assessment.
9. To consult with the employees of the company and the Company Safety team, on matters relating to health, safety and welfare in all the company activities.
10. The setting up and administration of an adequate system of accident reporting and investigation (see later).
11. Ensuring that regular and frequent workplace inspections of equipment, materials and working methods are carried out. This will be achieved via the regular health and safety inspections undertaken by the Company Safety team.
12. The implementation of appropriate discipline for cases where a breach of this policy occurs, or where duties are not properly carried out.
13. Set a personal example by wearing suitable personal protective clothing where appropriate when visiting a workplace.
14. Modifying this policy as required and in conjunction with the Company Head of HSE, at least annually, or as and when required.

15. The appointment of a competent Company Safety team to arrange or undertake risk assessments and to devise and apply control measures deemed to be necessary, as a result of the written assessment.
16. Putting into operation effective arrangements and resources for the implementation of adequate protective and preventive measures resulting from risk assessment.
17. To liaise with the Company Safety team in all matters affecting health and safety (to give timely notice to the Company Safety team for suitable site inspections).
18. The Head of HSE takes overall responsibility for the implementation and update of the policy and will ensure its adherence throughout the company.

The Managers within the Company will have the Responsibility:

1. To read and understand the Company's Health and Safety Policy and to ensure that its provisions are being effectively carried out at all times.
2. To communicate the contents of the Health and Safety Policy to all personnel under the control of particular Managers via " in house " training and induction or where appropriate, by external training.

In addition the Project Delivery Team/Contracts Managers within the Company will have the following site responsibility:

3. To inspect plant and equipment on a regular basis, ensuring any defects discovered are rectified forthwith having followed the correct procedures for such.
4. To prevent access and usage of any defective plant/equipment until rectification work has been carried out.
5. To ensure that employees are adequately instructed in the safe operation of equipment and plant, via appropriate training and in accordance with the Company plant operation manuals.
6. To ensure that any areas of the workplace to which the general public or visitors may have access, are maintained sufficiently to ensure their safety - by the use of suitable barriers, fencing, marking, etc.
7. To immediately report all incidents to the Company Directors and where appropriate the Head of HSE/Safety Team.
8. To ensure that adequate first-aid facilities are available and adequately maintained.
9. To ensure that all accidents are reported in accordance with the provisions of the Health and Safety policy.
10. To ensure that no unnecessary risks are taken by employees in pursuance of their duties.
11. To set a personal example and to always wear the appropriate personal protective equipment.
12. To give advice on this policy when requested by either Directors, Company Safety team and/or workforce.
13. To implement the appropriate disciplinary measures, if the Health and Safety Policy is breached.
14. To co-operate with the Company Safety team in all matters affecting health and safety.

The Supervisors/Foremen within the company will have the responsibility:

1. To understand and apply the Company Health and Safety Policy to the workplace for which they have responsibility.
2. To organise the workplaces in such a way that tasks are carried out with the minimum of risk to employees and other persons who may be affected.
3. In appropriate circumstances, to issue written working instructions in conjunction with the Company Safety team to all operatives and other persons who may be affected.
4. To maintain and supervise the *Workplace Accident Record Book* and such other registers as shall be required by statute.
5. To ensure that inspections of equipment, plant and materials are carried out at the required frequency and in conjunction with the Company Safety team, when appropriate.
6. To ensure that supervision under their control are aware of their duties and obligations and that they do not permit employees and other persons who may be affected to take any unnecessary risks.
7. To ensure that the necessary utilities are connected and that they are maintained in a safe and secure manner for each workplace.
8. To plan and maintain a tidy workplace.
9. To communicate with and allocate responsibility to sub contractors and others having cause to visit the workplace from time to time.
10. To check, in conjunction with the Company Safety team at his safety inspections, that all workplace machinery, powered tools, plant and safety equipment is properly used and maintained.
11. To ensure supplies of protective equipment is adequate, the equipment is properly used, maintained and available when required.
12. To ensure that first-aid facilities are provided and clearly identified and that all persons in the workplace are aware of their location.
13. To ensure that adequate liaison and communication is established with local emergency services and that appropriate access to the workplace is available to the services.
14. To accompany the HSE Inspector on any visit and arrange for compliance with any notice issued.
15. To ensure that adequate fire precautions are taken and that adequate fire fighting equipment is maintained and accessible.
16. To set a personal example by wearing protective clothing when required.
17. Co-operate with the Company Safety team in Health and Safety matters.
18. To ensure that any accident resulting in an injury to any person is suitably dealt with and is reported immediately to the Directors and the Company Safety team and all details logged within the ' Accident Report Book '

19. To ensure that appropriately produced risk assessments for the work activities are made available prior to work commencing and are understood by the appropriate company Operatives/Subcontractors.
20. To consult with the Company Safety team devising and applying control measures identified by risk assessment.
21. To put into operation effective arrangements for the implementation of adequate protective and preventive measures resulting from produced risk assessment and reporting their effectiveness to the Company Safety team.

Responsibilities of the Operations Lead Manager:

1. Advise the Company on all Health and Safety matters.
2. Regularly inspect all workplaces and plant/equipment to ensure that the Health and Safety policy is being complied with and make recommendations direct to Management and employees concerning health and safety.
3. Review any safety recommendation received from the Health and Safety Executive or Management and to verify its implementation.

Also to arrange and to attend Safety Meetings, when necessary.
4. Assist in and advise on the safety training of all current and new employees.
5. Arrange circulation/publicity of suitable information relating to health & safety.
6. Investigate accidents/damage to company property & recommend corrective action.
7. Inspect new and unusual processes for potential hazards.
8. Implement all recommendations issued by the Health and Safety Executive on new Company safety rules in the light of legislation or on past performance.
9. In the event of reportable injuries, diseases or dangerous occurrences at work, ensure that forms F2508/F2508(A) are completed.
10. Ensure that all registers and forms are kept up to date.
11. Assist and advise on the training of new employees, when necessary.
12. Inspect and investigate all new Machinery/equipment before commissioning.
13. Examine and review all Company accident books regularly.
14. Ensure that first-aid boxes, accident books, registers and posters are in accordance with current regulations.
15. Ensure that any unsafe plant/equipment is immobilised.
16. Maintain contact with Official/Professional Bodies, e.g. Health & Safety Executive, Local Authorities, etc.

17. Foster within the firm an understanding that injury prevention and damage control are an integral part of business and operation efficiency.
18. Set a personal example and always wear appropriate P.P.E at all times.
19. Ensure the appropriate regulations are complied with and to be responsible for monitoring their implementation.
20. Assist when required with the preparation of written risk assessments and with protective measures shown to be necessary as a result of the assessment.

Responsibilities of Employees - Office Staff/Tradesmen/Labourers

1. To read and understand the Company Health and Safety Policy. Carry out the requirements of the Policy and work in a safe manner at all times.
2. Inspect all Machines/plant frequently and report any defect to the workplace Supervisor.
3. To use the equipment and plant only for the purposes for which it was designed and in accordance with the Operating Manuals. Guidance and advice shall be sought from Supervisors in this matter.
4. To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out their duties.
5. To maintain a tidy work area and good housekeeping standards.
6. To suggest ways in which working practices can be made safer.
7. To ensure that employees and others within the vicinity of the equipment they are operating, are not endangered by its use.
8. Make suggestions whereby the safety of current working arrangements could be improved.
9. To report all accidents or damage to the Workplace Supervisor or his/her assistant and ensure that details are entered in the Accident Record Book.
10. To inform the Supervisor of any medication which they are currently taking and which would affect their ability to work safely or react with any treatment they may receive in the event of an accident.
11. Not to take part in "horseplay" or dangerous practical jokes in the workplace.
12. Cooperate with the company in its arrangements to perform or comply with statutory safety obligations, adhering to the company safety policy.

Employees are reminded that they have a duty under section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions.

Responsibilities of Sub-Contractors Are:

1. Expected to comply with and read the provision of this policy, which will be discussed prior to their appointment.
2. To ensure that any operatives under their control or employed by them have knowledge of and will comply with, the Company Health and Safety Policy.
3. To demonstrate that they are competent and have appropriate resources available to carry out their work.
4. Not entitled to modify, alter or otherwise interfere with any workplace equipment or materials for which they have no responsibility or a requirement to use unless otherwise authorised by a Supervisor or his/her assistant.
5. To ensure that any injury sustained or damage caused by them is reported to the workplace Supervisor immediately.
6. To arrange for suitable welfare facilities and first-aid equipment to be provided for their employees unless arrangements have been made on their behalf by Mac Roofing and Contracting Ltd.
7. To observe all statutory provisions concerning dangerous, explosive, inflammable or other volatile substances and materials which they may bring into the workplace.
8. To keep all work places for which they are responsible clean and tidy and to clear them periodically as work progresses.
9. To wear appropriate personnel protective equipment and use safety equipment appropriate to the operation in accordance with the Personal Protective Equipment Regulations 1992.
10. To provide information as requested by the Company Safety team prior to commencing their work.

Arrangements – Index

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A1 First Aid Arrangements

The Health & Safety (First-Aid) Regulations 1981 (As Amended)

The first-aid facilities provided by the company shall be:

1. The provision of the appropriate qualified first-aiders on contracts & in main office.
2. The provision of adequate first-aid facilities on all contracts and in the main office which shall comprise:-
 - a) First-aid kit(s) appropriate to the size of the workplace/workforce as described by statutory regulations.
 - b) An occupational first-aid-er where required and defined by statute - *See Appendix (I)*

A2 First Aid Training

The company shall ensure that first-aid training is given by persons or organisations qualified to do so (HSE approved). This shall be made available to any members of the workforce expressing an interest, provided that there is a need for additional first-aiders in the first-aid contingent.

A3 Accident Reporting - Reporting any Injury or Dangerous Occurrence

Accident reporting

All accidents resulting in injury – no matter how slight – shall receive first aid treatment and **shall be recorded in the company accident book (BI 510)**. Accident books are held at the main office and by the Contracts Managers on site.

In addition, the company accident and incident report and investigation form shall be completed by the relevant manager, who shall ensure that the accident report form is completed satisfactorily and that the form is filed confidentially – ripped out of the accident report book (BI510) or filed in a confidential folder (in accordance with the data protection requirements).

In line with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 specific accidents shall be reported to the Health and Safety Executive (HSE) using the online arrangements at -

<http://www.hse.gov.uk/riddor/index.htm>

A copy of the online report shall be held confidentially by the HSE Manager.

The reporting timescales are given below:

- In cases of death, major injury, or dangerous occurrence, you must notify the enforcing authority without delay, most easily by calling the Incident Contact Centre on **0845 300 99 23**.
- Cases of 'over-seven day' injuries must be notified within fifteen days of the incident occurring.
- Cases of disease should be reported as soon as a doctor notifies you that your employee suffers from a reportable work-related disease.

Reporting requirements under RIDDOR

Fatalities

Fatalities shall be notified to the HSE immediately by the responsible person (manager) using the emergency contact number above. A full report of the incident shall be sent to the enforcing authority

within 10 days of the incident – online reporting method.

Non-Fatal major Injury

Should an accident result in a major injury, see following schedule, it must be reported by the responsible person to the Health and Safety Executive by the quickest possible means (telephone). The accident book and the HSE online F2508 submission must be addressed within 10 days.

Schedule of Major Injuries (non-fatal injuries)

Detailed below are those injuries that must be reported immediately (by telephone) to the Health and Safety Executive:-

- (a) any bone fracture diagnosed by a registered medical practitioner, other than to a finger thumb or toe;
- (b) amputation of an arm, hand, finger, thumb, leg, foot or toe;
- (c) any injury diagnosed by a registered medical practitioner as being likely to cause permanent blinding or reduction in sight in one or both eyes;
- (d) any crush injury to the head or torso causing damage to the brain or internal organs in the chest or abdomen
- (e) any burn injury (including scalding) which –
 - (i) covers more than 10% of the whole body's total surface area; or
 - (ii) causes significant damage to the eyes, respiratory system or other vital organs;
- (f) any degree of scalping requiring hospital treatment;
- (g) loss of consciousness caused by head injury or asphyxia; or
- (h) any other injury arising from working in an enclosed space which –
 - (i) leads to hypothermia or heat-induced illness; or
 - (ii) requires resuscitation or admittance to hospital for more than 24 hours.

Lost Time Accidents (Seven Day)

Whenever a person, following an accident at work, is incapacitated for work for more than seven consecutive days (not including the day of the accident) as a result of the injury, the Responsible Person shall complete the Health and Safety Executive (HSE) form F2508 (on-line) within 15 days of the accident.

The original company accident reports and copies of all online submissions shall be held in the main office accident and incident file. Note – the company shall keep records of all accidents in the company accident book.

Non-fatal injuries to non workers

Where any person who is not at work is injured, e.g. a member of the public, and that person is taken from the site of the accident to a hospital for treatment in respect of that injury, then the Responsible Person shall inform the authorities by the quickest possible means and a report submitted online within 10 days.

Dangerous Occurrences

In the event of a Dangerous Occurrence the Responsible Person shall follow actions as described in the accident reporting section above for major injuries.

Reportable dangerous occurrences relevant to the company:

- a) lifting equipment – the collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting;
- b) pressure systems – the failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000, where that failure could cause the death of any person;
- c) overhead electric lines – any plant or equipment unintentionally coming into –
 - (i) contact with an un-insulated overhead electric line in which the voltage exceeds 200 volts; or
 - (ii) close proximity with such an electric line, such that it causes an electric discharge.
- d) electrical incidents causing explosion or fire – any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either –
 - (i) results in the stoppage of the plant involved for more than 24 hours; or
 - (ii) causes a significant risk of death.
- e) collapse of scaffolding – the complete or partial collapse (including falling, buckling or overturning) of –
 - (i) a substantial part of any scaffold more than 5 metres in height;
 - (ii) any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use); or
 - (iii) any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold.
- f) pipelines or pipeline works – in relation to a pipeline or pipeline works –
 - (i) any damage to, accidental or uncontrolled release from or inrush of anything into a pipeline;
 - (ii) the failure of any pipeline isolation device, associated equipment or system; or
 - (iii) the failure of equipment involved with pipeline works,

which could cause personal injury to any person, or which results in the pipeline being shut down for more than 24 hours.

Reportable Diseases

The Responsible Person shall, upon receiving information from a registered general practitioner of a reportable disease (as set below), investigate and report the information to the HSE online by the quickest possible means.

- a) Carpal Tunnel Syndrome, where the person's work involves regular use of percussive or vibrating tools;
- b) cramp in the hand or forearm, where the person's work involves prolonged periods of repetitive movement of the fingers, hand or arm;

- c) occupational dermatitis, where the person's work involves significant or regular exposure to a known sensitizer or irritant;
- d) Hand Arm Vibration Syndrome, where the person's work involves regular use of percussive or vibrating tools, or the holding of materials which are subject to percussive processes, or processes causing vibration;
- e) occupational asthma, where the person's work involves significant or regular exposure to a known respiratory sensitizer, or
- f) tendonitis or tenosynovitis in the hand or forearm, where the person's work is physically demanding and involves frequent, repetitive movements.

The person responsible for reporting the reportable injury:-

Health & Safety Manager



Mrs Alison Fricker

A record shall be made and kept of all reportable injuries and dangerous occurrences. The record shall contain in each case:-

1. The date and time of the accident causing injury.
2. The following particulars about the person affected:-
 - a) Full Name.
 - b) Occupation.
 - c) Nature of injury or condition.
3. Place where the accident happened.
4. A brief description of the circumstances.

N.B. The nature of the record is not stipulated by "RIDDOR". It is left to the responsible person to use a form of record considered to be appropriate. A photocopy of each completed form F2508 is to be kept in a file.

A4 Health and Safety Training

The Health & Safety At Work Act 1974

The Management of Health & Safety Regulations 1999

The Directors, in conjunction with Senior Management, will carry out annual assessments to ascertain what training is required (see Training Policy).

All employees will be interviewed to establish their training needs. Records will be kept and a training programme will be established giving priority to the most hazardous areas and the needs of young and/or new employees.

No person will be permitted to drive any company vehicle or article of plant unless they are selected, trained and competent to do so.

In addition they will not be permitted to carry out any operations or operate any machine, apparatus or plant until appropriate training has been provided.

Arrangements will be made where necessary for a representative from the fire appliance suppliers to train staff in the use of fire fighting equipment and its proper use and maintenance.

All employees are required to assist and co-operate with the Company in any arrangements made for their training requirements.

The Directors in conjunction with Senior Management will maintain a record of all training that is undertaken.

A5 Fire and Emergency Procedure

The Regulatory Reform (Fire Safety) Order 2005

The Fire Safety (Employees' Capabilities) (England) Regulations 2010

The Company shall provide and have maintained fire fighting equipment, fire doors, fire blankets and fire notices. The company will take into account employees' capabilities as regards fire safety in entrusting tasks to them.

A suitable and sufficient assessment of the fire risk for the office and warehouse stores shall be carried out and recorded.

The assessment should be reviewed annually and when circumstances change.

The Company Fire Warden shall arrange a test of the Main Office fire alarm system at least once per year from a different point and at least once a year, will arrange a fire drill.

Fire procedure notices will be displayed by all fire evacuation alarm points and appliances.

An evacuation procedure for the office and stores shall be drawn up by the Head of HSE and will be brought to the attention of all relevant employees.

This procedure will detail assembly points, premises check and head count. A Fire Log Book will be maintained by the Company Fire Warden accurately recording the dates of all the above drills, test and inspections.

These logs will be kept in the office by the Company Fire Warden. Site fire control arrangements shall be prepared on a contract basis and in conjunction with the main contractor, where appropriate.

The fire control arrangements shall be posted on the site, where possible and made known to the site personnel via site induction training. In line with the requirements of the Construction (Design and Management) Regulations 2015.

The emergency arrangements shall be contained in the Construction Phase Plan for the contract when applicable.

A6 Highly Flammable Liquids

The Dangerous Substances & Explosive Atmospheres Regulations 2002

Highly flammable liquids stored or used at the workplace will be handled strictly according to the instructions of the material safety data sheets (MSDS) of the manufacturers.

No materials will be allowed to be stored at the workplace unless they have a current instruction sheet from the suppliers.

The Directors will ensure that such instructions are supplied and each member of staff is familiar with its contents.

These instructions shall be maintained by the Company Safety Team and only such amounts as are in use of highly flammable liquids will be allowed out of the store and then not to exceed 50 litres.

Where required on site a highly flammable liquid store will be a strong metal container, located away from any building and clearly marked:-

‘No Smoking - Highly Flammable’

The keys to the highly flammable liquid store will be held by the Site Manager.

A7 Plant and Equipment/Electrical Appliances & Power Tools

The CDM Regulations 2015
The Electricity At Work Regulations 1989.
The Provision and Use of Work Equipment Regulations 1998
The Lifting Operations and Lifting Equipment Regulations 1998
The Control of Vibration At Work Regulations 2005

- (a) All plant and machinery used and operated by the company is manufactured to approved safety standards and must be used in accordance with the manufacturer’s instructions and the guidance notes contained in the Company Health and Safety Documentation.

It is the responsibility of the relevant Site Manager/Supervisor to ensure that plant and equipment is maintained in line with the specific requirements and that it is checked and tested before use.

The Site Manager/Supervisor shall also ensure that plant and equipment is only operated by those employees who have the authority to do so and who are sufficiently trained and competent in the handling/operation of the particular Machine.

- (b) Any Machine fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed.
- (c) Machines must not be adjusted when they are running unless the manufacturer has made specific provision for such adjustment.
- (d) The purpose and method of action of all switches must be clearly marked.
- (e) All electrical equipment used by the company in the workplace will be supplied, installed, maintained and used in accordance with current regulations.

The Directors will plan any temporary site electricity and distribution in accordance with regulations.

All temporary supplies are to be installed by competent qualified electricians and tested in accordance with the I.E.E. Regulations and records maintained.

- (f) The Directors will ensure that all power tools provided for use on site or other workplace, are inspected before use on site and are in accordance with the relevant Electricity At Work Regulations and British Standards and have the appropriate supporting documentation, Declaration of Conformity and instructions written in English.

The vibration risk associated with the use of power tools shall be assessed and the necessary controls put in place to ensure that employees are not exposed to levels greater than the daily exposure action value (EAV).

Equipment returned to the stores shall be examined by the Storeman and where necessary repairs and re-testing arranged.

All portable handheld electrical equipment shall be PAT tested and marked appropriately. The Directors shall arrange this testing to be carried out by a competent person.

- (g) No power tools or electrical equipment of voltage greater than 110 volt (CTE) shall be used on sites unless special arrangements are made and discussed with the Company Safety Team. Lower voltage tools, lighting, etc. may be required in damp or confined situations - The Company Safety Team must be consulted in these situations.

Relevant Information:

The I.E.E. Regulations for Electrical Equipment of Buildings.
British Standard 7430:1991 Code of Practice for 'Earthing'

A8 Welfare Facilities

The Workplace (Health, Safety & Welfare) Regulations 1992

The Construction (Design & Management) Regulations 2015

The Company shall ensure that welfare facilities for company offices, workshops, stores, etc. meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

Arrangements shall be made for welfare facilities on construction sites to meet the requirements of the CDM Regulations 2015.

In particular adequate sanitary, washing, clothing storage and 'messing' facilities shall be provided. Where appropriate, sanitary facilities shall be plumbed into mains drainage

Welfare facilities shall be maintained in good condition, regularly cleaned and controlled at a satisfactory temperature.

Managers and Supervisors will regularly inspect all such facilities to ensure that they are all in good order and well maintained.

The requirements of the above regulations will be made known to all staff. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

No materials are to be stored in the rest rooms/canteen.

Those who desire to smoke must do so only in the designated smoking areas.

A9 Personal Protective Clothing and Equipment

The Personal Protective Equipment Regulations 2002

The Directors will ensure that adequate supplies of all necessary protective clothing or equipment are available in all workplaces for issue as required and that when issued to employees, a record is kept in the Safety Equipment and Protective Clothing Issue Register.

The Site Manager will ensure that before employees are set to work they are provided with any necessary protective clothing.

Any person in a workplace who is observed not wearing protective clothing while carrying out a process which requires the use of protective clothing or equipment will be informed of statutory or company policy requirements and instructed to dis-continue working until protective clothing or equipment is obtained.

This applies to any sub-contractor as well as direct employees.

The Site Manager will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided.

Information and advice on the correct equipment to be issued will be provided by the Company Safety Team.

All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary and facilities will be provided for the storage of PPE.

All Supervisory and Management staff will set a good example in the wearing of safety helmets, protective clothing and other equipment where required.

A10 Safe Place of Work

Workplace (Health, Safety & Welfare) Regulations 1992

The Construction (Design & Management) Regulations 2015

The Work at Height Regulations 2005

The Company will provide and maintain a safe place of work/environment for all employees and others who may be required to visit the offices, yard, site, etc.

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work and every such place shall so far as is reasonably practicable be made and kept safe for persons using the facilities by regular inspection and, where necessary, corrective actions.

The Directors and Managers will be responsible for ensuring that the workplace is regularly inspected.

The Company will ensure that:

All work at height is properly planned and organised;

All work at height takes account of weather conditions that could endanger the health and safety of employees;

- Those involved in work at height are trained and competent;
- The place where work at height is carried out is safe;
- Equipment for work at height is appropriately inspected:-
Scaffolding will be inspected by the Contract Scaffolding Company to the requirements of Regulation (12) of the Work at Height Regulations and associated schedules. Before use, operatives will check the conditions of the scaffolding including the surface of the parapets, guardrails etc.
- The risks from fragile surfaces are well controlled and
- The risks from falling objects are well controlled.

When assessing the risks associated with work at height and determining the control measures, the hierarchy of controls will be used i.e. consideration will be given to:-

- a) Avoiding work at height where possible (can work be completed at ground level and hoisted into position, then
- b) Preventing falls (fitted guard rails, barriers, etc) and then
- c) Mitigating any fall using collective measures in preference to individual measures (e.g. nets rather than fall arrest)

A11 Consultation and Communication

The Health and Safety (Consultation with Employees) Regulations 1996

The Company will encourage the active participation of all employees and sub-contractors in promoting good health and safety practice.

To this end Company employees will be represented by an Employee Safety Representative who will be responsible for expressing all company employees views with regards to health and safety.

He or she will also be responsible for informing all employees of the agreed decisions of company safety meetings.

Company Safety meetings will take place at appropriate intervals in order to discuss the effectiveness of the policy and procedures and to review all safety reports and any recommendations received by the Health and Safety Representative.

Such discussions are intended to improve the overall safety performance of the company.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff - notice boards, circulars, site meetings, 'face to face' discussions, toolbox talks etc.

The following information is for guidelines only and should there arise a need for this to be put into practice then the following would be developed into a procedure.

It is essential to communicate information to employees who do not speak or read English (English is not their first language) or who may have difficulty understanding written or spoken English.

It is therefore essential that the following documents i.e. Health and Safety Policy, Method and Risk Assessments, COSHH, Accident Reporting etc are translated.

Consideration should be given to translating signage where these cannot be understood clearly. It will be necessary to have a translator on hand (may need to obtain a contracted service). Consider visual presentations rather than written or oral instructions, photographs or diagrams could be used for work instructions.

The HSE website provides information in different languages, worth obtaining these publications and they can also provide an external interpreting service.

A12 Out of Hours Working

Where operatives are required to work outside normal working hours special attention will be paid to the need for their safety in respect of lighting access and egress, first aid and the need for supervision of employees working on their own in isolated areas of the workplace, with the exception of working at height were no isolated or lone working will take place.

A13 Waste Management

The Environmental Protection Act 1990

The Environmental Protection (Duty of Care) Regulations 1991

The Warehouse Manager and Site Managers will ensure that all waste is disposed of in line with the above legislation.

The Company shall fulfil its duties under the legislation by:-

- Preventing anyone from dealing with its waste illegally;

- Prevent the escape of waste;

- Ensure waste is only transferred to an authorised person;

- Ensure an accurate description of waste is provided when the waste is transferred and a transfer note is completed.

Suitable skips and disposal equipment will be used to contain waste materials which will be disposed of regularly.

In adverse weather conditions arrangements shall be put in place to prevent waste from blowing around site or contaminating surroundings.

The Company Safety Team shall be responsible for the systems and arrangements for the safe disposal of waste.

Any hazardous materials will be fully used up and the container treated so as to render it as non-hazardous. Any partially used hazardous materials will be kept as 'in-use' materials and will be taken to the next project. All cutting of sheet materials will be carried out in such a manner as to maximise the usage of each sheet therefore reducing to as low as is reasonably practicable any waste going to landfill. Hazardous waste will be subject to Special collection.

A14 Noise

The Control of Noise at Work Regulations 2005

British Standard 5228:-1:2009 + A1:2014 - Noise (Code of Practice for noise control on construction & open sites)

The Company will assess all processes and operations carried out so as to ensure that the requirements of the Noise at Work Regulations 2005 are complied with. The Company will identify measures to eliminate or reduce risks from exposure to noise to protect the hearing of its employees.

Where the noise levels exceed the action levels specified in the regulations, appropriate arrangements will be made ensuring that no employee or others affected by the work activity are subjected to injurious conditions.

Action Values/Limits:

Lower exposure action value daily/weekly 80dB, peak sound pressure 135dB, upper exposure action value daily/weekly 85dB peak sound pressure 137dB, exposure limit values daily/weekly 87dB peak sound pressure 140dB.

Hearing protection must be made available when lower-level reached and hearing protection is mandatory when the upper-level reached.

The company must not exceed the exposure limit values (fix immediately if conditions reached).

The Site Manager will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies etc. and that all equipment and noise reducing facilities etc are used.

Supplies of ear defenders or other hearing protection will be made available on the site/workplace for any operations where it is not practicable to reduce the noise levels to a safe limit in line with the action levels specified in the Noise at Work Regulations 2005.

These will be issued to operatives and others in the work area as required and must be worn at all times when such persons are exposed to noise.

All Operatives will ensure that all noise control items fitted to plant or in premises are kept in good order and that any defects noted are reported to the Directors, Managers and Supervisors immediately - the office will then inform the Hire Company.

A15 Asbestos

The Control of Asbestos Regulations 2012

Mac Roofing and Contracting Ltd do not undertake work activities associated with the removal and disposal of asbestos. Where asbestos is discovered on site (or is suspected) all work in that area shall stop and the matter reported immediately to the Directors and the Company Safety Team.

Removal of asbestos from work sites will be carried out by a licensed contractor and disposed of in accordance with the relevant legislation.

All work involving asbestos in any form will be carried out in accordance with the control of Asbestos Regulations 2012 and approved Code of Practice.

The activities shall be assessed and when exposure to asbestos cannot be prevented the necessary controls shall be put in place.

A suitable plan of work shall be put in place which will address the location, nature, expected duration and asbestos handling methods involved with the work and the characteristics of the protection and decontamination equipment for the asbestos workers and the protection equipment for any others who may be affected by such work.

Where necessary, the required notification shall be given and adequate information, instruction and training provided.

The necessary area designation, housekeeping standards, monitoring, health surveillance, washing and changing facilities, etc shall be carried out and installed.

A16 Hazardous Substances

Control of Substances Hazardous to Health Regulations (C.O.S.H.H.) 2002

The Control of Substances Hazardous to Health Regulations 2002 (COSHH), require assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced. The Company will carry out assessments of all hazardous materials used and record the findings accordingly.

Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought into the Company will be assessed before being put into use.

All Operatives will be instructed in the requirements of the COSHH Regulations and the nature of the materials being used. Assessments/data sheets which are retained by the Site Manager, will be made available to all staff and information, instruction and training in the operation of the assessments will be given.

Contract specific COSHH assessments will be identified at Contract Review and developed by the Site Manager in conjunction with the Company Safety Team.

It is a responsibility of the relevant Operative to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheets and instructions.

Where additional information is required on a product or process, the Site Manager must contact the Company Safety Team.

A17 Risk Assessment

The Management of Health & Safety at Work Regulations 1999

In line with Regulation 3, the company will undertake to make a 'suitable and sufficient' assessment of the risks to workers and any others who may be affected by its undertaking and to record the significant findings of that assessment.

This record should represent an effective statement of the hazards and risks which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, sub-contractors, visitors and when appropriate, the general public. This will involve:-

1. Identifying the hazards associated with the work activities;
2. Assessing and determining the significant risks associated with the hazards;
3. Taking account of existing preventive and precautionary measures;
4. Identify and prioritise the measures that need to be taken to comply with the relevant statutory provisions;
5. Ensure that all relevant risks and hazards are addressed;
6. Address what actually happens in the workplace or during the work activity;
7. Ensure that all groups of employees and others who might be affected are considered and informed of the risks;
8. Identify groups of workers who might be particularly at risk.

The risk assessments will be used positively by the company to change working procedures and improve health and safety performance.

A18 Safe Systems of Work

Where the risk assessments for work activities identify residual high-risk situations, written safe systems of work shall be provided.

The Company Safety Team will provide the safe systems of work and to this end will ensure that detailed instructions and information is made available to operatives and sub-contractors and that adequate instruction and training is provided to ensure compliance with the system.

A19 Competent Persons

Management of Health and Safety at Work Regulations 1999

In line with requirements of the Management of Health & Safety at Work Regulations 1999, the Company will appoint competent persons to assist in undertaking measures needed to be taken to ensure compliance with the requirements and prohibitions imposed under current, relevant statutory provisions.

Sufficient time and resources will be allocated to the competent persons to allow them to properly undertake the measures necessary.

Competent Person Appointed Mrs Alison Fricker, Health & Safety Manager

A20 Manual Handling Operations

The Manual Handling Operations Regs 1992

Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992.

All activities carried out by operatives and staff shall be examined and the requirements for manual

handling operations established.

As far as reasonably practicable, manual handling operations shall be avoided but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means.

All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc are part of the expected work.

Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the businesses operations.

A21 Construction Management

Construction (Design and Management) Regulations 2015

As potential Principal Contractors under the Construction Design and Management Regulations, the company is aware of its responsibilities.

The Managing Director together with the Operations Lead Manager will be responsible for ensuring the company complies with current CDM Regulations. The Site Manager in conjunction with the Company Safety Team shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation – including Health & Safety plans, risk assessments, method statements etc and will ensure that the information is fully communicated to all parties and that the documentation is made available to the Principal Designer for the compilation of the health & Safety file.

The Site Manager shall co-ordinate and oversee the activities of all Operatives to ensure they comply with the contract Health and Safety requirements and legislation and shall check on the provisions of information and training of all employees (where appropriate) as well as subcontractor's health and safety.

Sub-contractor competence

The Operations Lead Manager with the assistance of the Commercial Director shall ensure that all sub-contractors engaged by the company are assessed for their competence in health and safety prior to their engagement.

The assessment shall take the form of a questionnaire which shall be formerly issued and evaluated.

The Commercial Department shall maintain a file of approved sub-contractors with the appropriate assessment documentation contained within it. On-going assessment of sub-contractors shall continue when work is underway to ensure satisfactory performance and site implementation of policy.

Where the management of the company observes unsatisfactory Health & Safety performance, the Sub-Contractor will be removed from the approved list and from the contract.

Temporary works

Although the company does not generally undertake projects requiring temporary works a temporary works co-ordinator will be appointed if necessary. All scaffolding design will be carried out by specialist subcontractors, reviewed and the relevant assessments completed.

A22 Display Screen Equipment

The Health & Safety (Display Screen Equipment) Regulations 1992

The administration operations at Mac Roofing and Contracting Ltd require the use of display screen equipment - computer stations with visual display units.

In line with the requirements of the Display Screen Equipment Regulations 1992, the Company shall ensure that all 'users' of display screen equipment, as defined by the Regulations, are provided with information, instruction and training in the safe working with such equipment.

Assessments of all workstations shall be carried out to establish the equipment requirements for the particular operation and the correct setting of workstation apparatus hardware and software.

Eye Tests

Spectacle wearers will be provided with eye tests on a regular basis and where found necessary will be provided with corrective appliances (spectacles).

These appliances will be of the basic requirement however, if 'wearers' wish to purchase more 'fashionable' corrective appliances, the Company will make a contribution towards such appliances, equivalent to the cost of the basic requirement model. The contribution will be reviewed regularly and adjusted where necessary.

Equipment & Working Practices

Following an assessment of workstations and an examination of the operational environment - taking into account any possible area re-organisational possibilities - the Company shall provide any equipment found to be necessary to comply with the Regulations.

The Company will ensure that the required working practices and methods are in place to meet the statutory requirements.

A23 Health and Safety Rules - Site

The following health and safety rules apply to site activities and will be developed where necessary for specific sites. The company disciplinary procedure will be invoked for employees breaching these rules -

1. Smoking will not be allowed on site except in designated areas.
2. 'Horseplay' is strictly forbidden.
3. All Operatives to be site inducted by the Site Manager/Supervisor and information relating to emergency measures, security, site rules, etc will be included.
4. All visitors to the site are to report to the Site Manager/Supervisor.
5. All equipment used on site to be suitably checked and tested - 110 volt portable electrical equipment.
6. Noise and dust levels to be kept to a minimum by damping, etc
7. Suitable and adequate protective clothing is to be worn by all operatives and visitors to the site.
8. No unauthorised access to the site shall be allowed.

9. Proper and adequate facilities for the storage and handling of flammable liquids and compressed gasses are to be installed.
10. Burning of materials on site is prohibited (other than boiler gases).
11. Attention must be given to safeguards necessary when working near open excavations or overhead services.
12. All noisy plant will be fitted with appropriate noise suppression devices and are not to be operated outside normal working hours except with clients consent.
13. Radios and other audio equipment is not to be played in such a manner as to cause a nuisance.
14. All waste to be suitably disposed of by reputable contractor - skips to be carefully located.
15. First aid treatment must be obtained for injuries, no matter how slight.
16. No person is to operate plant and equipment or carry out any construction activities that they are not adequately trained in.
17. All accidents to be reported to the site manager/supervisor in line with legislation.

A24 Health Surveillance

The Management of Health and Safety Regulations 1999

The Control of Electromagnetic Fields at Work Regulations 2016

In line with the requirements of regulation 6 of the above Management of Health and Safety Regulations 1999, the company shall put in place appropriate health surveillance to address the findings of the risk assessments carried out for the activities undertaken.

Hazards affecting the health of employees relate mainly to the handling of substances which may harm the respiratory system or cause skin disorders and manual handling associated with the movement of materials.

As such, the Company Safety Team with the assistance of the Contracts Managers will, as part of their health and safety duties, regularly monitor the health of employees by observation and interview.

The company will request plant operators to undergo fitness for task medicals at least every 3 years. Roofing operatives may be randomly asked from time to time to undergo fitness for task medicals.

Where it is suspected that an employee is suffering ill-health effects from work undertaken, arrangements will be made with appropriate medical professionals to carry out detailed medical examinations, using appropriate methods, to establish the exact health condition of the employee so that changes can be made to the employee's working conditions.

Where possible the company shall establish employee medical conditions at the commencement of employment to provide benchmark information. Health Surveillance records will be kept in line with current legislation.

In respect of the EMF Regulations 2016 the company has identified that no employees are exposed to EMFs in excess of the ELVs (exposure limit values) and the indirect ALs (action levels) are not exceeded. For

equipment that can affect body worn medical devices, this information has been provided to employees to assist in identifying any risks posed in the future. Currently no employees have reported to us that special consideration is needed to this particular risk, but this is monitored and reviewed by the Company Safety Team.

COVID-19 Coronavirus

As a result of the Covid-19 Coronavirus pandemic, information will be provided to employees based on government guidelines and the Construction Leadership Council (CLC) Construction Sector – Site Operating Procedures. This information will be updated as new information is introduced.

Appendix (i)

Health & Safety Management

Management

Group Managing Director
Group Director
Operations Lead – Project Delivery Team Managers

Health & Safety Manager
Group Director Material Supply Chain & Facilities
Project Delivery Team

T R Cavanagh
L Cavanagh
D Clark
I McHale
A Fricker
S Matthews
S Lysaght
S Kilty
M Meskell
I Gordon
J McGuinness
P Gilford
D Parr
R Jolley
P Siddall
K Jackson
P Webb
M Smith
P Raper
Phil Goodwin

Group Aftercare Lead Manager
Aftercare Manager
Safety Representative

Stephen Field

Supervisors (SSSTS)

L Snape
S Field
I Field
G Currie
J Draper
Gary Coburn
J Ambrose
S Lamb
K Warnick
M Whelan
S Duffy

A Dance
P Murray
M Rimmer
N Senior
Gerry Coburn
S Heath
A Kiernan
S Smith

First Aid Person(s)
Site Based

M Davies
G Currie
S Duffy
A Kiernan
M Rimmer
A Dance
J Draper
N Senior
L Snape
G McHale
K Warnick

Office/Warehouse
S Matthews

S Heath
I Field
S Smith
S Lamb

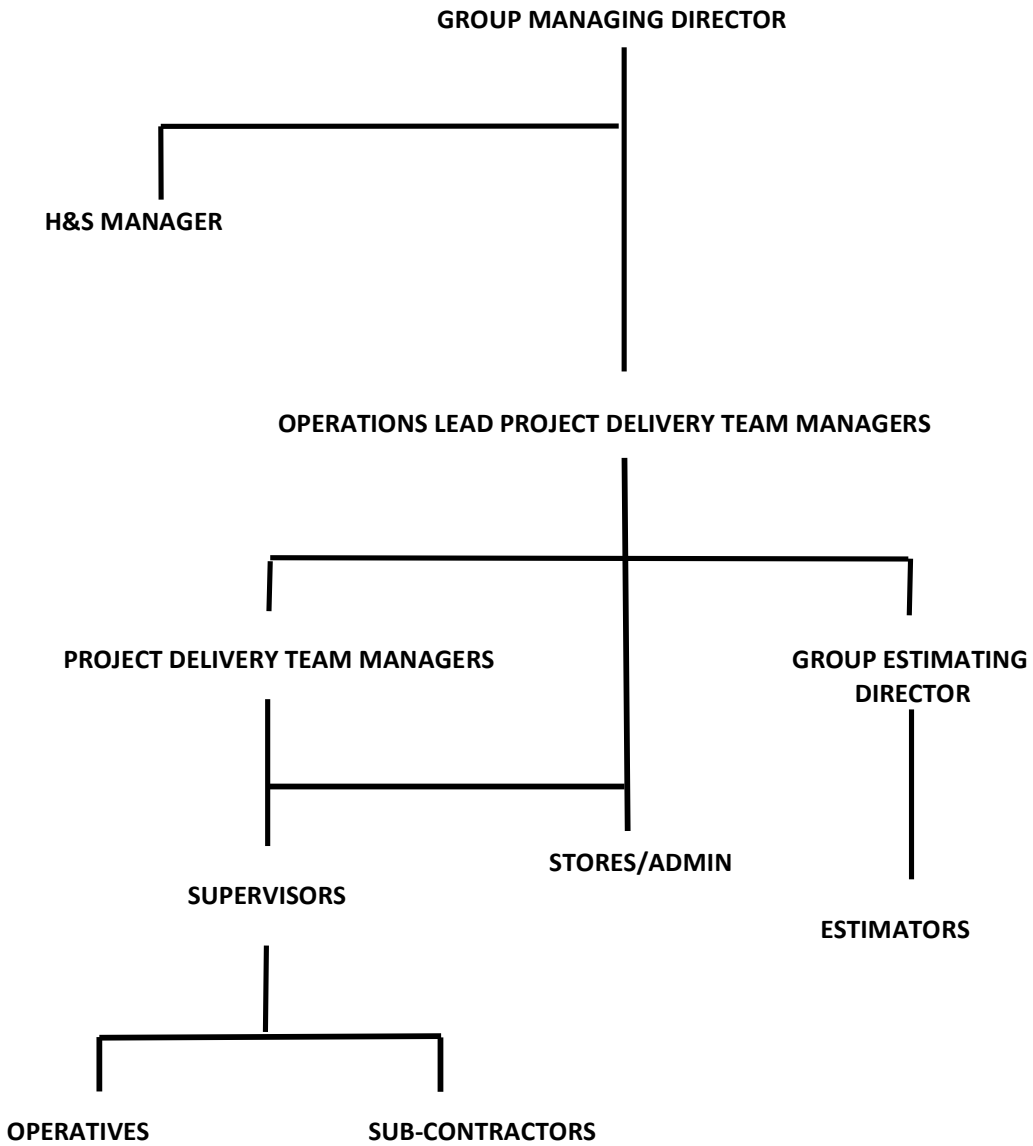
D Parr
S Field
A Rothery
C Kiernan
M Whelan
D Wood

P Wood

Appendix (ii)

Mac Roofing & Contracting Ltd

Company Health and Safety Structure



Appendix (iii)

Mac Roofing & Contracting Ltd

Project Health and Safety Structure

