



Health & Safety Policy

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FOREWORD

An effective Health and Safety programme for maintaining and improving standards in any organisation depends on firm Health and Safety Policy objectives, management commitment and support from employees.

While management have a managerial responsibility for Health and Safety standards, all of us as individuals and as employees have a responsibility to take a positive approach towards improving the Health and Safety of the Company.

It must be recognised that improving Health and Safety performance is inseparable from good management and good professional practice.

This Policy document reflects this Company's commitment to Health and Safety as part of its primary objectives.

It is important that the Health and Safety Policy is read and understood by all managers and staff and together with any other initiatives taken to improve standards, is given your support.

INTRODUCTION

There is a legal requirement for employers to have a written statement of their Health and Safety Policy.

Section 2(3) of the Health and Safety at Work etc. Act 1974 states that '*... it shall be the duty of every employer to prepare and as often as may be appropriate, revise a written statement of his general policy with respect to the Health and Safety at Work of his employees and the organisation and arrangements for the time being in force for carrying out that policy and to bring the statement and any revision of it to the notice of his employees*'.

This Policy accordingly is compiled, to ensure the Company's compliance with Health and Safety legislation.

The Company's Health and Safety Policy reflects the importance that Health and Safety has in the Company's priorities, but also details the organisation and procedural arrangements relevant to the Company.

Other than the legal requirement, an additional benefit of having a Health and Safety Policy is that, when implemented and monitored, it formalises and clarifies an organisational approach to Health and Safety, which will lead to improved standards.

The Company understands the importance of aligning Health and Safety management to other business objectives as effective Health and Safety management improves overall business performance in reducing injuries, insured and uninsured losses and reduces the Company's liability in the event of compensation claims.

Revision of the Health and Safety Policy will be required on a regular basis. Any revisions, which are made will be published and circulated in the same manner as other Health and Safety Policies, procedures, and guidelines.

IMPLEMENTATION OF THE POLICY

Introduction

This section of the Policy specifies how the Company's formal documentation system for management instructions and procedures relating to Health and Safety are to be implemented throughout the Company and its various activities.

Document System

The Company's Health and Safety Management System (HSMS) is contained within this Policy document and its associated instructions, procedures, assessments, and guidance documents. The HSMS formally communicates the instructions and procedures covering operation and work activities from the Directors to the site personnel. The HSMS has been developed to meet statutory requirements for a Health and Safety Management System to ensure the Health and Safety of all personnel associated with work activities of the Company including Contractors, visitors, and the general public.

Scope

The Policy and its associated documents apply as defined to all personnel employed or contracted to the Company as appropriate to the work being undertaken. It is the duty of all personnel so involved to apply the requirements of this Policy to their work activities.

Authority

The documents which form part of the Company's HSMS are issued on the specified authority of Peregrine Roofing's **Directors who are responsible for Health and Safety within the Company.**

Purpose

Each instruction, procedure, assessment, or guidance document has been developed to convey the necessary information required to undertake each identified activity. As far as practicable, they are restricted to mandatory elements, identifying minimum standards and best practice, but referencing other documentation for further information. They establish and managerially endorse such documentation as an extension to the Company system.

Circulation and Control of Documents

Copies of this Policy and associated documents will be circulated in accordance with Company Procedures to all employees. Master copies of all documents will be held by the Directors who shall co-ordinate the circulation of updated or revised documents.

Review and Revision

The Company will ensure that this Policy and associated documents will be reviewed regularly to ensure that the contents remain accurate and valid in light of changing best practice and statutory requirements. More frequent updating of specific documents/sections may be required to meet changed legislation affecting those activities. The Directors in consultation with the Health and Safety Consultant will identify and monitor the review of such documents.

HEALTH AND SAFETY POLICY STATEMENT

Peregrine Roofing Ltd. is committed, so far as is reasonably practicable, to safeguarding the Health and Safety of its employees, of others who carry out work on its behalf and of those, including the public who may be affected by its work.

The Company also recognises the vital importance of discharging all its statutory obligations and placing Health and Safety as an over-riding priority above all other business objectives.

Peregrine Roofing Ltd. recognises that the minimum acceptable Health and Safety standards are those required by relevant legislation. Through a process of self-improvement, we will not only meet all such standards but, where possible, exceed them thus placing our organisation at the forefront of best practice and enabling us to influence others accordingly.

James McAuley and Richard McQuade, the Directors, are responsible for all Health and Safety issues within the Company and fully endorse the above statement and in accordance with the Health and Safety Policy will maintain a documented Safety Management System. In order to assist the Company discharge its obligations AMC Safety Management have been appointed as Health and Safety Consultants.

Peregrine Roofing Ltd. has set the following key objectives: -

- Commitment to Health and Safety at all levels of the Company.
- Clear Health and Safety objectives.
- Competent and trained personnel.
- Effective work planning and safe systems of work.
- Positive implementation in the workplace.
- Continual monitoring of performance and reviewing procedures.

All Peregrine Roofing Ltd. employees are likewise required to demonstrate their support and commitment to enable the Company to meet these objectives and to comply with the detailed requirements of the Safety Management System.

A copy of this statement will be issued to each employee and will also be displayed in a prominent position at all Company premises.

Signed:



James McAuley
Director
16th July 2021

Signed:



Richard McQuade
Director
16th July 2021

HEALTH AND SAFETY RESPONSIBILITIES

DIRECTORS

Have the responsibility to ensure that: -

- A Health and Safety Policy is prepared and that it is brought to the attention of all employees at induction.
- They have read and understood the Health and Safety Policy and that the implementation of the Health and Safety Policy is co-ordinated and monitored.
- Adequate financial resources, materials, plant and equipment are allocated to enable the Company to comply with its Health and Safety commitments.
- Where necessary, any statement on Health and Safety issues is prepared and brought to the attention of the employees.
- Relevant information on Health and Safety is received and is communicated to appropriate individuals within the Company.
- Periodic meetings are held with the Company Health and Safety Consultant to review performance in the previous period and set objectives for the following period.
- A proactive approach to Health and Safety is promoted throughout the Company.
- There is adequate Health and Safety advice and awareness at all levels of the Company.
- Full provision for safe methods of working and adequate welfare facilities are considered at the tender stage on all contracts.
- The 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.
- All employees receive appropriate training.
- Arrangements are made to monitor Health and Safety performance on sites through site inspections and take action of all observations.
- There is liaison with the Company Health and Safety Consultant to identify and address issues that require action at senior management level.
- Personal Protective Equipment identified as necessary by a risk assessment is provided and that adequate arrangements are made for cleaning, storage, and maintenance.
- A good personal example is set when on site demonstrating the Company's commitment to Health and Safety.

SITE SUPERVISORS

Have the responsibility to ensure that: -

- They have read and understood the Company Health and Safety Policy and have adequate knowledge of and observe the requirements of the construction regulations.
- The necessary risk assessments have been carried out and recorded and that detailed method statements adopting “best working practice” approach are used for any high risk activities.
- The contents of the Health and Safety Plan have been explained to each employee and the appropriate page of the document signed signifying their understanding of the contents.
- The site is organised so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and outside site hours.
- Any deviation from the Health and Safety Plan or any Health and Safety issues which cannot be controlled at site level is reported to the Directors.
- All employees have received the required training.
- Arrangements made with regards to fire precautions are not abused by site personnel.
- Ensure the welfare facilities are provided and maintained to the required standard.
- All statutory and Company registers and records are kept up to date.
- Site personnel wear the Personal Protective Equipment provided as identified as necessary by risk assessment.
- Employees are encouraged to be proactive in developing a positive approach to Health and Safety performance.
- All site personnel receive a site induction.
- Any accident/incident is reported in accordance with Company Policy.
- Co-operate with any safety instructions from the Directors or Health and Safety Consultant and act promptly on their recommendations.
- A good personal example is set at all times when on site demonstrating the Company’s commitment to Health and Safety.

SITE 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. They must also co-operate with the Peregrine Roofing Directors by observing the Company's procedures and so enabling them to comply with their statutory duties.

Site personnel have the responsibility to ensure that:-

- They have read and understand the content of the Company Health and Safety Policy.
- The contents of the site-specific Health and Safety Plan have been explained and they have understood the contents.
- All work is carried out in accordance with its requirements.
- The Site Supervisor is notified if for any reason the work cannot be carried out as specified.
- Only the correct tools and equipment are used for the job.
- All Personal Protective Equipment i.e. safety footwear, safety helmet and high visibility clothing is worn at all times when on site.
- All tools are kept in good condition.
- All defects in plant or equipment are reported immediately to the Site Supervisor.
- Work is carried out in a safe manner at all times avoiding unnecessary risks which could endanger yourself or others.
- Where possible any hazards are dealt with immediately.
- No plant or equipment for work is used in any way for which it was not intended or if you are not trained or experienced to use it.
- Other employees, particularly new employees and young people are warned of any hazards.
- They do not play dangerous or practical jokes and engage in "horseplay" on site.
- Any accident at work, even if the injury does not stop you working is reported immediately to both Site Supervisor and Site Management.
- All damage to plant or equipment is reported to the Site Supervisor.
- They co-operate with any safety instructions from the Directors, Site Supervisors or Health and Safety Consultant and act promptly on their instructions.
- Any safer methods of working are suggested to the Site Supervisor.
- Work within the limits of their capabilities. **DO NOT TAKE CHANCES.**

HEALTH & SAFETY CONSULTANT

Has the responsibility to: -

- Advise and provide assistance to the Directors on all Health and Safety matters.
- Advise the Directors on training requirements to ensure compliance with legal standards is maintained.
- Carry out periodical inspections on all sites and record any observations on a site inspection report.
- Investigate all accidents and prepare an action plan to prevent any recurrence.
- Ensure the Company is kept up to date with new legislation, HSE campaigns, and accident trends through general consultation, newsletters, and safety alerts.
- Maintain the required level of continual personal development through attendance at seminars, training courses in addition to access to the internet and safety publications.

ARRANGEMENTS

Introduction

Management of Health and Safety is concerned with the controlling of risks leading to an improved performance in Health and Safety. This can be achieved successfully by having a Health and Safety Policy, which fulfils both the spirit and the letter of the law. Effective implementation and constant review of the Policy will assist in preparing both physical and human resources and reduce financial losses and liabilities.

Management Systems

Effective systems use the Health and Safety Policy as a foundation to influence activities and decisions, including those concerned with resource selection, design, and operation of working systems, design and delivery of products/services, and the control/disposal of waste.

Structured organisations maintain improving performance by putting their Policy into effective practice and creating positive attitudes, involvement, and participation at all levels. This is achieved by effective communications and the promotion of competence, enabling all employees to contribute to the effort by good co-operation.

A planned and systematic approach to the Policy implementation is aimed at minimising exposure to hazards created by work activities. Risk assessment methods are used to set priorities and objectives for hazard elimination and thus risk reduction, by establishing performance standards and identifying specific actions required. Planning is the important feature of this system, by allowing hazards to be eliminated and risks reduced by designing the work method in advance rather than relying on individual protection.

Performance can thus be measured against the pre-determined standards and identify objectives for improvements. The control of risks is achieved by effective monitoring which looks at the fixed elements of activities such as premises, plant, equipment, substances etc., and the variable elements such as people, procedures and working systems.

Reactive monitoring such as accident/incident investigation can identify failures of control, but proactive monitoring seeks to identify those failures before the accident/incident occurs. In both cases the objectives are to identify not only the immediate causes of sub-standard performance but also any underlying causes which may have implications for the Health and Safety Management System.

ARRANGEMENTS (cont.)

Systematic reviews of performance based on data from both monitoring activities and independent audits of the whole management system allow a constant development and improvement in Health and Safety Management. Information produced can then be used to revise the Health and Safety Policy, implementation methods and techniques of risk control.

The Construction (Design and Management) Regulations 2015 continue the requirement for a planning and control framework for all construction activities introduced under previous legislation. The requirements of the regulations will only be met by effective planning, management control and review of Health and Safety issues throughout the whole construction process, from initial design to final demolition of a structure.

At tendering, negotiating, and planning stages, the requirements of this Company Health and Safety Policy will be taken into account.

Any aspects of the work not covered by this Health and Safety Policy must be planned by the Directors in conjunction with advice from the Health and Safety Consultant and specific procedures prepared.

CDM ARRANGEMENTS

The Construction (Design & Management) Regulations 2015 (CDM 2015) apply to all construction work whether notifiable or non-notifiable.

CDM requires that certain key appointments are made and details the responsibilities of these and other duty-holders. These are the Client, Principal Designer, Designer, Principal Contractor (PC) and Contractors.

Peregrine Roofing Ltd. undertakes the roles of both Principal Contractor and Contractor under CDM 2015.

Principal Contractor

The Directors shall ensure that: -

- A suitably developed Construction Phase Health and Safety Plan (CPHSP) is issued to the Client and site before the start of the construction phase.
- The CPHSP is reviewed as often as may be required and any changes brought to the attention of the relevant parties.
- The review consists of adding any new information or altering any out of date or incorrect information or to take account of a significant incident or accident which has taken place.
- They liaise with the Principal Designer in performing his duties during the construction phase in relation to any design or change to a design.
- Welfare facilities sufficient to comply with the requirements of the regulations are provided throughout the construction phase.
- Site rules are prepared which are appropriate to the construction site and the ongoing activities.
- Directions are issued to any Contractor so far as is necessary to enable the Principal Contractor to comply with his duties under CDM.
- Every Contractor is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work.
- Where necessary Contractors are consulted before finalising such part of the CHSP as is relevant to the work to be performed by him
- Every Contractor is given, before he begins construction work and in sufficient time to enable him to prepare properly for that work, access to such part of the CHSP as is relevant to the work to be performed by him.
- Every Contractor is given, before he begins construction work and in sufficient time to enable him to prepare properly for that work, such further information as he needs.
- The HSE F10 notice is displayed in a readable condition in a position where they can be read by all site personnel.

CDM ARRANGEMENTS (cont.)

- Measures are taken to prevent access by unauthorised persons to the site.
- All site personnel attend a site induction prior to commencing work.
- All site personnel have been provided with the necessary training and information to enable them to carry out their work without risk to health and safety including: -
 - Specific task training e.g. PASMA, IPAF, Abrasive Wheels
 - Details of core safety training standards e.g. CSCS/CISRS/CPCS cards.
- Hold regular site safety meetings to ensure cooperation between contractors.
- Implement a system of recording hazards/breaches of safety rules so that they can be rectified.
- All accidents, dangerous occurrences or diseases under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 are reported to Enforcing Authority.
- All site personnel are able to discuss or make suggestions on matters, which affect their Health and Safety.
- Provide the Principal Designer with any information for inclusion in the Health and Safety File.

Contractor

The Directors will represent the Company as a Contractor to a Principal Contractor (PC) on a project and will: -

- Ensure that the PC provides any safety information relating to the site where work is to be carried out before work commences. A copy of the Construction Phase Health and Safety Plan should be provided to the Company by the PC, on appointment or at the tender stage.
- Ensure that details on site access and security are received from the PC.
- Ensure that the construction work does not start until: -
 - a. The project specific Health and Safety Plan has been prepared, issued to the PC and
 - b. The content of the Health and Safety Plan has been explained to each operative to ensure they understand its contents and sign onto the document.
- Provide guidance to employees and others under the Company's control on compliance with the Construction Health and Safety Plan.
- Provide employees and others under the Company's control with comprehensive information on the risks associated with their work.

CDM ARRANGEMENTS (cont.)

- Ensure that employees and other persons under the Company's control know and comply with the Site Rules.
- Ensure that persons under the Company's control have provided and, or been provided with the relevant Health and Safety information and training including:
 - a. Induction training including emergency procedures and the means whereby this information is provided and disseminated.
 - b. Details of core safety training e.g. CSCS Cards.
 - c. Specific task training e.g. Stihl saws.
- Implement a system of monitoring all work activities and recording hazards/breaches of safety rules so that they can be rectified, and where applicable, training needs identified.
- Bring any problems encountered to the attention of the PC.
- Ensure that all accidents, dangerous occurrences or diseases under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 are reported to the Enforcing Authority and copies submitted to the PC.
- Comply with all reasonable directions given by the PC in order to enable him to comply with the regulations.
- Ensure that all persons under the Company's control at work on the project are able to discuss or make suggestions on matters, which affect their Health and Safety.
- Provide the PC with any information that is required by the Principal Designer for inclusion in the Health and Safety File. This is any information which might affect the Health and Safety of any person carrying out construction, maintenance, or cleaning work in the future, or of any third party affected by that work.

Other Contractors

- Peregrine Roofing will, so far as is reasonably practicable, manage any interface with other Contractors to ensure the work is carried out safely through communication and co-operation with other trades at the work site.
- Where this cannot be achieved at the work site all safety critical work will cease immediately and the matter referred to Site Management and the Directors advised of the reason for the stoppage.
- No work will be carried out in an unsafe manner without the matter being resolved by Site Management.
- The Directors in addition will raise all these issues at periodic Contractor's meetings to increase awareness to this any other Health and Safety issues to avoid any recurrence.

SUBCONTRACTORS

Peregrine Roofing employ labour only self-employed roof tilers and labourers (subcontractors) whose appointment may be based on the standard of previous work with the Company, references from other sources, proof of training and experience of similar work within the industry.

Peregrine Roofing will ensure that all labour only subcontractors are able to demonstrate their competence by holding valid trade/ industry training certification. In addition, all labour only subcontractors will attend a Company site induction prior to starting work on any site and confirm that they have read and understood the content of the site-specific risk assessments and method statements and agree to work to their content by signing the relevant section of the Health and Safety Plan.

All labour only subcontractors will be monitored on site during regular visits by the Directors and during formal site inspections by the Health and Safety Consultant to ensure compliance with the approved safe systems of work.

COMMUNICATION

Peregrine Roofing adopts a proactive approach to Health and Safety and recognises the benefits of site personnel having a significant input into the Company's Health and Safety procedures. They also play a vital role in providing feedback on performance, and identifying ways of improving standards.

On site, the Company operates an open door policy for operatives to express Health and Safety concerns with the Directors. Any site-specific arrangements for consultation will be set out in the project Health and Safety Plan.

Throughout the project, operatives and Contractors will be encouraged to take a proactive role in Health and Safety matters by bringing any Health and Safety hazard that has not previously been identified to the attention of the Directors.

The following measures will be implemented to support and enhance good communication both within the organisation and with the Principal Contractor:

- a. All employees will receive a copy of the Health and Safety Policy statement.
- b. All operatives will receive site-specific training on the method statement, risk assessment and other Health and Safety documents, procedures, records etc. prior to commencing work.
- c. Operatives will be informed of all changes, reviews and updates to existing Health and Safety procedures by way of a formal safety briefing.
- d. Upon arrival on site, and before any work commences Peregrine Roofing operatives shall contact the Site Manager to discuss the proposed work and any existing site conditions which may affect their work activities.
- e. Peregrine Roofing operatives will advise Site Management immediately of any unsafe condition on site, whether or not it directly relates to their own work activities.

COMMUNICATION (cont.)

Non-English Speaking (Migrant) Workers

Before employing any person to work on site the Directors will establish the extent of their understanding of English.

Where a person applies for work with Peregrine Roofing whose first language is not English, the Directors will ensure that their lack of ability to communicate does not present a risk to their own Health and Safety, to that of other operatives or to members of the public.

Where the person has a reasonable ability to understand and speak English, the Directors will authorise that person to work on behalf of Peregrine Roofing providing such additional practical assistance such as translated method statements and risk assessments.

Where conversely the communication skills are found to be poor it is impracticable for Peregrine Roofing to provide any additional assistance such as a translator then the Directors will not authorise that person to work on behalf of the Company to ensure their own safety and that of others who may be affected by their poor understanding of English.

MONITORING & REVIEW

The Directors have specific responsibility to monitor the implementation of the Company's Health and Safety Policy and to review the Company's performance.

The operation and effectiveness of the Company's safety performance will be monitored through:-

Site Safety Inspections

Safety inspections provide the link between the safety procedures and the current practices, and as such are a key part of a proactive approach to Health and Safety Management.

- a. All sites will be monitored by the Directors on a regular basis with additional inspections being undertaken by the Health and Safety Consultant periodically as determined by the nature and complexity of the project.
- b. A report will be prepared by the Health and Safety Consultant and submitted to the Directors identifying any observations or areas for improvement and also any good practices.
- c. The Directors will act on the findings of these safety inspections, and take any necessary action to rectify potential hazards, poor practices, and any weaknesses in current systems of work.
- d. Any observations and the necessary corrective measures will be communicated to site personnel at the time of the inspection. Site management will be advised of any unsafe conditions affecting site personnel.
- e. The Directors will retain copies of all safety site inspections reports.

TRAINING

General

Peregrine Roofing accepts its responsibility to ensure that their employees are adequately trained to enable them to work in a safe and efficient manner and have access to development and training opportunities through a blend of learning methods including mentoring, coaching, on the job training and industry based off the job training in order to enable them to enhance their knowledge and skill set.

To that end the Directors will ensure that an annual review of the training is carried out. This review shall focus on the overall effectiveness of the training provided for employees and monitor compliance with this requirement.

The Directors will review the training and capabilities of all operatives and where necessary ensure that appropriate training is provided.

These reviews will be carried out: -

- On appointment to a new position or a change in the scope of their work.
- On the introduction of new plant, equipment, or new work techniques.
- On the introduction of new legislation or standards.

In the event of none of the above items applying, each employee's training will be reviewed at least once every 12 months.

Guidance on the provision of suitable courses will be obtained from the Health Safety Consultant.

Site Induction

The Directors will carry out the undernoted procedure with all operatives at each site prior to work commencing.

1. Explain to each operative what they will be required to do and to whom they will be directly responsible.
2. Explain the content of the Health and Safety Plan to each operative and ensure they understand its contents and sign the Company site induction register.
3. Issue all operatives with the necessary protective clothing or equipment, e.g. safety helmet, goggles, ear defenders, wet weather clothing etc. and obtain their signature for the items issued.

TRAINING (cont.)

4. Ensure that all operatives understand how to use and wear the equipment/clothing correctly.
5. Undertake or arrange for each operative to attend the Principal Contractor's site induction.
6. Identify each operative's existing competence levels and arrange for any additional training or instruction to be carried out if required e.g. abrasive wheels out before commencing work.
7. Warn each operative of any potentially dangerous areas of operation on site or in the workplace.
8. Warn each operative of any prohibited actions on site or in the workplace, e.g. entering restricted areas or operating plant unless authorised etc.

RISK ASSESSMENT & SAFE SYSTEMS OF WORK

Risk Assessment

The Management of Health and Safety at Work Regulations (1999) places an absolute duty on an employer to carry out formal assessments to determine the risks to the Health and Safety of employees and any other persons who may be affected by workplace activities. It also requires that these risk assessments be reviewed periodically and revised as required.

A **risk assessment** is a systematic examination of a task, job, or process that you carry out at work for the **purpose** of; Identifying the significant hazards that are present (a hazard is something that has the potential to cause someone harm or ill health).

The Company recognises that safe systems of work are of fundamental importance to accident prevention. All hazards, risks safety precautions and safe working practices, associated with its work activities will be fully identified, assessed, and documented, including the following: -

- Identification of all hazards arising out of the work activities.
- Evaluation of the risks taking account of the severity and likelihood.
- Consideration of all groups of workers who may be at risk, such as apprentices, young or inexperienced persons, pregnant women, disabled people, etc.
- Ensure the assessment is appropriate to nature of work and will remain valid over time.
- Take account of existing safety measures.
- Identify the measures necessary to comply with all relevant legislation including training and competence.

The Directors will retain records of all risk assessments and ensure that the assessments are reviewed annually or if any change to working practices takes place, e.g. new plant or equipment or following any incident or accident or change in legislation.

RISK ASSESSMENT AND SAFE SYSTEMS OF WORK (cont.)

Safe Systems of Work

When all risks have been identified and evaluated, a safe system of work can be formulated which would incorporate the following factors: -

- a. Safe and properly maintained plant and equipment.
- b. Documented and planned maintenance procedures.
- c. Safe use of equipment and tools.
- d. Safe working methods.
- e. Health and Safety information available to all employees.
- f. Adequate training and supervision.
- g. Safe working environment.
- h. Appropriate personal protective equipment.
- i. Proper enforcement of safety policies
- j. Regular reviews (minimum annually) of all safe systems of work to ensure that the systems still work safely in practice.

The proposed method of work for each project will be identified by the Directors based on the scope of work, previous experience, and environmental restrictions.

Risk assessments and safe systems of work will then be prepared by the Health and Safety Consultant based on the proposed method of work in consultation with the Directors and Site Supervisor and the significant findings recorded.

The safe systems of work and risk assessments will form an essential part of the site-specific Health and Safety Plan which will be prepared and issued prior to starting work on site and communicated to each operative by way of a site-specific induction.

The Directors will retain records of all Health and Safety Plans and ensure that they are reviewed annually or if there is any change to the scope or method of work.

WELFARE REQUIREMENTS

The Construction (Design and Management) Regulations 2015 stipulate requirements regarding site facilities. These will be regarded as minimum standards for all construction sites. The Workplace (Health, Safety and Welfare) Regulations 1992 applies to workshops.

Sites

Where Peregrine Roofing Ltd. are the Principal Contractor, they will ensure that adequate welfare facilities, i.e. canteen and toilets including washing facilities are provided. In other situations where they are the Contractor then this will be the responsibility of the Principal Contractor. The PC must provide:

- A toilet unit with facilities for washing including soap and towels hot (or warm) cold water, where reasonably practicable by use of a mains supply. Wash basins must be sufficiently large to fit the whole forearm. Chemical toilets are only suitable as a short-term measure until better facilities can be provided or to supplement existing facilities.
- A canteen with facilities for warming food, boiling water for drinks, and taking rest breaks. Drinking water supplies shall be clearly marked as such.
- A separate drying room or rooms of sufficient size should be provided in which employees may leave spare or wet clothing. The accommodation will be suitable for the storage of spare clothing and/or any special clothing and for changing clothing.
- Where females are employed, separate accommodation will be provided if changing of clothing is necessary.
- Facilities for storing and drying PPE.

The Directors must ensure that welfare facilities are provided and conform to the above standards. The Directors must ensure that the welfare facilities are maintained to the required standard and that they are cleaned regularly.

All Peregrine Roofing operatives must ensure that welfare facilities are not abused, and full use is made of the rubbish bins provided.

FIRST AID

The provisions of the Health and Safety (First Aid) Regulations 1981 apply to first aid arrangements on site.

Sites

It is the responsibility of the Principal Contractor to ensure there is a first aider on site at all times and an adequate supply of first aid material.

When acting as Principal Contractor, Peregrine Roofing will ensure that adequate first aid facilities, i.e. trained first aider and first aid equipment are provided: -

- The Site Manager or nominated deputy will be appointed as the site First Aider.
- The first aid box will be located in the site office.
- The Site Manager will carry out a weekly check on the contents of the first aid box and replenish as required.
- The Names of the First Aider(s), location of the first aid box and the means of contact will be identified to all site personnel at induction.

It will be the responsibility of the Principal Contractor's site management to advise all site personnel at induction of the names of the first aiders and the location of first aid supplies on site.

ACCIDENT REPORTING & INVESTIGATION

Minor Accidents

- a. All accidents, no matter how minor, must be recorded in the site Accident Book.
- b. All accidents, no matter how minor, must be reported to the Directors and recorded in the Company Accident Book.
- c. The Company Accident Book statistics will be analysed periodically with a view to eliminating types of injuries or at the least reducing the incidence rate.
- d. “No injury” incidents or “near misses” are required to be reported to the Directors and action taken to prevent a repeat incident.

Reportable Accidents

The requirement for the formal notification of accidents to the enforcement authorities is contained in The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 2013 (RIDDOR).

Reporting Procedure

Work related fatalities, non-fatal injuries to both employees and non-employees and dangerous occurrences as defined in both regulations and schedules to RIDDOR are immediately reportable by the employer to the HSE by the quickest means possible followed by an online report.

In addition, where an employee or non-employee is absent from work as a result of an accident and unable to perform their normal duties for a period of greater than 7 days, excluding the day of the accident but including Saturdays and Sundays, the absence is reportable to the HSE as an ‘over seven day accident’.

The Incident Contact Centre (ICC), to whom all reportable accidents have to be reported, is:

By Telephone (charged at a local rate) Tel: 0345 300 9923

Online: <https://www.hse.gov.uk/riddor/report.htm>

ACCIDENT REPORTING AND INVESTIGATION (cont.)

Investigation Procedure

The Directors must be informed as soon as possible after the accident or incident occurring and the Health and Safety Consultant notified to ensure the accident investigation procedures are instigated.

The location of the accident / incident scene must be kept undisturbed. If this is impracticable then a photographic survey must be undertaken immediately to ensure all necessary evidence is available for the investigation.

The Health and Safety Consultant will carry out an investigation of all accidents and incidents including the taking of statements and any photographs and measurements and a report submitted to the Directors outlining the appropriate conclusions and recommendations to prevent any recurrence.

The Health and Safety Consultant is responsible for reporting any accident or incident to the relevant authorities.

It is the responsibility of the Directors to ensure that the Company complies with the requirements of this procedure.

FIRE

Principal Contractor

The site fire plan will be prepared by Peregrine Roofing Ltd. and contained within the appropriate section of the CPHSP: -

- a. The Site Manager will be responsible for ensuring that the Fire Plan is displayed on site, reviewed as necessary and updated, and brought to the attention of all site personnel.
- b. The Fire Plan will specifically identify the means of raising the alarm, fighting the fire, the evacuation procedure and the location of the designated assembly point and communicated to operatives and contractors at site induction.
- c. All fire escape routes will be clearly identified and kept clear of obstructions at all times.
- d. The fire assembly point will be identified, and a sign clearly displayed.
- e. Fire points will be established and identified within the Fire Plan.
- f. Fire Extinguishers will be subject to an annual inspection and re-certification
- g. Fire extinguishers will be monitored weekly by the Site Manager for signs of reckless interference or discharge.
- h. Anyone found to have tampered with or discharged a fire extinguisher in a reckless manner will be removed from site.

Contractor

While the fire plan on site is the responsibility of the Principal Contractor, all Peregrine Roofing operatives must ensure that: -

- a. They are made aware at the site induction of their responsibilities in the event of a fire, including recognising the fire alarm, raising the alarm, the evacuation procedure, and the location of the designated assembly point.
- b. They fully understand the means of raising the alarm whether by audible alarm or by shouting 'FIRE' as required by the site management.
- c. All fire escape routes are kept clear of any obstruction at all times.

FIRE (Cont.)

- d. They **MUST** report to the fire assembly point on hearing the alarm and NOT re-enter an evacuated work site until given the all-clear by site management.
- e. They **MUST NOT** recklessly discharge or move any fire extinguishers provided by site management.
- f. Fire extinguishers **MUST** only be used by trained personnel or in an emergency.

WORK AT HEIGHT

General

Every year over 50% of all fatal and serious accidents are as a result of falls from a height or material, tools or other items falling and striking persons below. A safe place of work and a safe means of access must be provided for all work at height.

All work carried out at height, whether above or below ground level, is controlled by the Work at Height Regulations 2005 which specifies that a specific risk assessment must be carried out to identify the necessary control measures to be implemented to prevent injury.

The Directors will ensure that a suitable risk assessment is undertaken before any work at height is carried out to minimise the risk of personal injury as a result of a fall from height. The risk assessment must give consideration to avoiding the risk by working from ground level. If working from ground level is not reasonably practicable, a hierarchy of control must be followed where there is a foreseeable risk of personal injury should a person or persons fall: -

- i. Where possible avoid working at height.
- ii. If work at height is unavoidable then work should be carried out from an existing workplace or from a safe working platform e.g. scaffold with guard-rails, mobile tower scaffold, etc.
- iii. If it is not reasonably practicable to prevent falls from happening using the above measures, then steps must be taken to collectively minimise the distance operatives can fall e.g. Trad Deck, Rhino Deck, crash decks, etc.
- iv. If steps cannot be taken to minimise the distance of a fall, then steps should be taken to collectively minimise the effect of a fall make use of e.g. safety nets, air bags, bean bags.
- v. Only where these collective measures are not reasonably practicable should use be made of individual fall protection e.g. harnesses and lanyards, restraint systems, etc.

The risk assessment will identify the require work equipment and form the basis for the site-specific method statement.

WORK AT HEIGHT (cont.)

Planning

Prior to the start of any project the Directors will attend a pre-start meeting to discuss the scope of work in relation to the existing preventative measures provided, i.e. working platforms and access and agree the proposed method of work.

Following the pre-start meeting the Directors, in liaison with the Health and Safety Consultant, will carry out a site-specific risk assessment incorporating the existing preventative measures and any additional measures that will require to be taken to prevent falls from height for inclusion in the project CPHSP.

Scaffolding

Whilst undertaking the role of Principal Contractor, Peregrine Roofing Ltd. are responsible for the planning, erecting, and dismantling of all scaffolding in conjunction with the approved Scaffolding Contractor.

While undertaking the role of Contractor, provision and alteration of scaffolds will be arranged in conjunction with the Principal Contractor.

Scaffolds must only be erected, altered, and dismantled by trained, competent persons authorised by site management.

All working platforms will be inspected before starting work and any defects immediately notified to site management. Under no circumstances will Peregrine Roofing operatives be permitted to alter any scaffolding.

The Principal Contractor is responsible for ensuring that access is restricted to all scaffolds which are incomplete for whatever reason by the provision of a suitable barrier and a "scaffold incomplete" notice displayed.

No operative will be permitted to work from a scaffold if access is restricted and a scaffold incomplete notice is displayed.

The Principal Contractor will supply all methods of fall protection i.e. decking systems or soft-landing systems and will ensure that all systems are only erected and dismantled by competent trained operatives.

Operatives must ensure that the equipment supplied is in good condition and fit for purpose by means of visual inspection before use.

The Principal Contractor will ensure all scaffolding and working platforms are inspected every 7 days.

WORK AT HEIGHT (cont.)

Loading Bays

Peregrine Roofing Ltd. will provide loading bays where required, attached to scaffolding for the movement, storage, and removal of material.

Loading bays will have toe-boards to the sides and a hinged, sliding, or other type of movable guard-rail which can allow fork trucks to land material and then be easily replaced to provide edge protection on the leading edge of the tower. Loading bay gates should remain closed except when loading is in progress.

Operatives must always stand behind the safety rail when the gates are open for loading returning the gate to the closed position when complete. Under no circumstances are operatives permitted to use the loading bay without a safety rail fitted or with one which is defective. Equally the safety rail must not be tied up to facilitate loading exposing operatives to potential falls.

The loading bay must be of a design and strength appropriate to the loads placed on them and as agreed with the Site Manager. When loading out scaffolds and loading bays a consideration should be given to the total loading on the scaffolding and the stability of the stored material

MANUAL HANDLING

In carrying out the risk assessment, consideration will be given to the requirements of the Manual Handling Operation Regulations 1992. Under these regulations, employers have a duty to prevent employees from handling loads that are likely to cause injury. This injury may be due to the weight of the load, but it is not sufficient just to think of manual handling hazards only as a function of weight. Other factors such as:

- The physical size of the load.
- The provision of carry handles or carry straps.
- The position of the centre of gravity within the load.
- Is the load rigid or will the load move; i.e. partially filled fluid containers.
- Where is it being moved from and to where.
- If the load is being moved outside, consider weather conditions.
- Consider the ground condition over which the load has to be moved, etc.

In addition to the physical aspects of the load and the area in which it has to be moved, employers must also consider the physical attributes of the person actually doing the lifting and carrying. Every operative is an individual and employers must also consider this when assessing manual handling tasks.

The first step in carrying out the assessment is to eliminate the need to manually handle loads at all. This means introducing mechanical ways of lifting and moving loads whenever practicable.

In a fixed industrial environment where the same loads are handling in the same way in the same place, then an assessment can be undertaken, and the assessment will be valid for some time.

However, in a construction environment the workplace is continually changing and so the Directors, Site Supervisors and every operative must continuously be looking for and assessing site operations that involve manual handling operations.

Operatives are to be encouraged to highlight activities, which involve manual handling operations, which are likely to cause injury. In planning, the Directors will try to minimise the requirements for manual handling and ongoing training will be provided to employees to enable them to carry out their own assessments of the load before undertaking manual handling tasks and on the correct manual handling techniques.

PERSONAL PROTECTIVE EQUIPMENT

The Personal Protective Equipment at Work Regulations 1992 requires employers to ensure that suitable personal protective equipment (PPE) is provided to employees where risks to their health cannot be adequately controlled by other means.

In accordance with the Personal Protective Equipment Regulations 1992 the Directors of Peregrine Roofing will ensure that: -

- a. All operatives are provided with and instructed to wear the appropriate PPE as identified by site rules comprising safety helmets, high visibility clothing and safety footwear other than site offices and welfare facilities.
- b. In addition, all operatives will be provided and instructed to wear any PPE as identified through the risk assessment process i.e. safety glasses, gloves, and respiratory protection.
- c. All PPE provided will be: -
 - Appropriate for the risks that will be encountered and the conditions where exposure will occur.
 - Fit the wearer correctly or be capable of being adjusted to fit the wearer.
 - Meet with the relevant British or EEC standards.
- d. All operatives will receive training as required in the correct use and wearing of PPE.
- e. All operatives required to wear respiratory protection will receive training in the correct use and wearing of disposable masks and will undergo testing to ensure that the selected RPE adequately controls the exposure to harmful dusts and a certificate issued.
- f. Records of all the PPE issued to operatives will be retained.
- g. A safe place is provided to allow operatives to keep PPE in a good condition and free from defects.
- h. All PPE is replaced immediately it becomes defective.

PERSONAL PROTECTIVE EQUIPMENT (cont.)

Compatibility of PPE

Where more than one risk is present and it is necessary to wear more than one type of Personal Protective Equipment, care will be taken to ensure that the overall efficiency of each type of equipment is not adversely affected.

In addition to providing appropriate PPE, the Directors will also ensure that adequate storage facilities are provided for periods when the PPE is not in use.

Employees Duties

Operatives must use/wear the provided safety equipment and clothing as instructed and take reasonable care of this protective equipment reporting any defect or loss immediately to the Directors. Failure to comply with this instruction may result in disciplinary action being taken.

HAZARDOUS SUBSTANCES

The Control of Substances Hazardous to Health Regulations 2002 imposes a duty on every employer to identify all substances in use and to assess the risk to their employees (and others) from the substance, taking into account the manner in which it is being used and the quantities involved.

Hazardous Substances can be identified as: -

- ⇒ Materials carrying a hazard-warning symbol.
- ⇒ Biological agent, i.e. Leptospirosis.
- ⇒ Substances identified in EH40 as being hazardous by inhalation or dust of any kind, when present in a substantial concentration.

Assessment Procedure

Before any work commences the Directors will: -

- a. Determine if any hazardous substances have been specified for use or may be generated during the work process.
- b. Consult with the Principal Contractor, Client or Designer to determine if the use of the substance can be avoided or if not, replaced by a less hazardous substance/process.
- c. If the use of a hazardous substance cannot be avoided the Directors, in conjunction with the Health and Safety Consultant, will carry out the necessary assessment based on the manufacturer's safety data sheets.
- d. Peregrine Roofing will ensure that all hazardous substances are stored in a in a non-combustible, dry, well ventilated, and secure store that is clearly identified by an appropriate warning sign.
- e. All hazardous substances will only be held within their original containers that are clearly labelled with the manufacturers warning.
- f. The store will be checked weekly to ensure all containers remain in good condition and the clearly labelled.
- g. Peregrine Roofing will ensure that a record is kept of any hazardous substances that are removed from or returned to the store.
- h. When working as a Contractor, Peregrine Roofing operatives will comply with the Clients specific rules for the storage of hazardous substances.

- i. The assessment will identify the hazardous substances and safety precautions to be taken when working with these substances, e.g. exposure limits, personal protective equipment, first aid measures etc.
- j. Appropriate safety measures will be taken to: -
 - Minimise the length of time to which operatives are exposed to the substance.
 - Minimise the numbers of operatives who may be exposed.
 - Reduce the quantity of the substance used.
 - Separate the operatives where possible from the process.
- k. The contents of the assessment and the control measures will be contained within the CPHSP or the site-specific Health and Safety Plan and explained to each operative at site induction including the provision, use and maintenance of any PPE.
- l. The Directors have the responsibility to ensure that any operatives involved in an activity with hazardous substances are trained and properly instructed in the use of the substance.
- m. The Directors will review these assessments to ensure that they remain relevant to the site and the conditions in which the substance is to be used and if any changes are identified, the COSHH assessments will be reviewed immediately.

ASBESTOS

The Control of Asbestos at Work Regulations 2012 imposes a duty on every person who has an obligation in relation to the maintenance or repair of non-domestic premises to make a suitable and sufficient assessment as to whether asbestos is or is liable to be present in the premises.

Peregrine Roofing Ltd. will make sure that anyone who is liable to disturb asbestos during their normal work, or who supervises those employees, gets the correct level of information, instruction, and training (Minimum Cat A Training) so that they can work safely and competently without risk to themselves or others.

Where the work involves the demolition or major refurbishment of premises, the plan of work shall, so far as is reasonably practicable, require the asbestos to be removed prior to the work commencing unless removing it would expose the workforce to greater risk.

Prior to commencing work on any refurbishment or demolition project, Peregrine Roofing Ltd. will request the Client has a refurbishment and demolition survey carried out by a specialist surveyor. Work will not commence until any asbestos containing materials have been removed and disposed of by a licenced asbestos contractor.

The only exception to this would be if the Client can demonstrate that there is no asbestos present, i.e. the building was constructed after the year 2000.

Where Peregrine Roofing operatives are required to work on buildings which have been partially demolished or refurbished, confirmation will be requested from the Principal Contractor if the asbestos survey revealed the presence of asbestos containing materials in the building, and that it has been completely removed. The Directors must obtain a copy of the clearance certificate prior to work commencing.

Prior to commencing work on projects where the presence of asbestos has been established, all Peregrine Roofing operatives will have received asbestos awareness training including: -

- The properties of asbestos and its effects on health.
- The types, uses and likely occurrence of asbestos and ACMs in buildings and plant.
- The general procedures to be followed to deal with an emergency.
- How to avoid the risks from asbestos.

ASBESTOS (cont.)

If during the course of the work any Peregrine Roofing operative encounters any substance which they suspect to contain or are unsure if it contains asbestos all work will cease immediately, and they will contact both the Site Manager/Principal Contractor and the Directors/Client informing them of the suspected asbestos containing material.

Work will not recommence until written confirmation has been received and that the material has been analysed and, if found to contain asbestos, has been removed and a copy of the clearance certificate received.

NOISE

Hazards

The main hazard associated with noise is hearing loss or impairment. This may occur over a long term due to prolonged exposure, or in a short time as a result of excessive peak levels.

Employees may also be affected in other ways such as impaired communications, which could lead to other problems due to unheard or misinterpreted instructions.

Monitoring and Control

The Directors will ensure that: -

1. Information on the noise and frequency levels of any plant is obtained before hire or purchase.
2. When personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, noise assessments have been undertaken and appropriate protective measure taken.
3. Action is taken where noise cannot be reduced below the following action levels:
 - (1) First Action Level 80dB (A) daily personal exposure.
 - A noise assessment by a competent person in writing.
 - Ensure that suitable hearing protection to reduce exposure is made available to employees on request.
 - (2) Second Action Level 85dB (A).
 - A noise assessment is made as above.
 - Measures to reduce the exposure levels are taken other than by personal protective equipment.
 - Suitable ear defenders must be provided and worn to attenuate noise levels below the upper action level.
 - Hearing protection zones must be established, and warning signs displayed.
 - Equipment must be maintained in good condition.

Noise (cont.)

4. Adequate means of communication are provided in noisy environments, especially if there are relevant alarm sounds which may need to be heard, alternative signals may need to be provided.

5. The Directors will ensure that: -

- Alternative methods of work have been considered to eliminate or reduce noise levels where possible.
- All the control measures identified in the noise assessment are implemented.
- All planned noise reducing features are fitted, in a serviceable condition and used.
- Where the first action level is likely to be reached, that supplies of hearing protection appropriate to the noise source are available on site.
- Where the second or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and is enforced.
- Any defects noted in noise reducing equipment are reported immediately for remedial action to be taken.
- All personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection.
- Where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment.

VIBRATION

Operatives will be made aware of the risks from hand-held power tools such as Stihl Saws. The vibration from such equipment can affect the fingers, hands, and arms and in the long term do permanent damage.

The Directors will ensure that: -

- Where hand-held power tools are required, low vibration tools will be selected as far as is practicable.
- Reference will be made in the selection process to the manufacturer or supplier's information.
- Where hand-held power tools are used the vibration levels will be identified and the exposure limits calculated, and the users informed.
- Where daily exposure levels are likely to be exceeded, the work process will be examined to see if the job can be done another way which does not involve hand-held power tools.
- Equipment should be maintained so that it is properly balanced and has no loose or worn out parts.
- Work will be organised to avoid long periods of uninterrupted vibration exposure. Task rotation will be used to ensure operatives are not exposed for long periods.
- In cold conditions which exacerbates the effects of vibration, operatives will be advised to keep their hands warm and maintain the blood circulation to the fingers by:
 1. Wearing gloves
 2. Having hot food or drinks
 3. Massaging the fingers

Operatives will be advised to inform the Directors if they experience any of the symptoms of Vibration White Finger to allow medical assistance to be obtained.

MENTAL HEALTH AND WELLBEING

Mental ill health is associated with many of the leading causes of disease and disability within our society.

There are many factors in the workplace that can influence the mental wellbeing of individuals and the Company are acutely aware that mental health problems can affect anyone, regardless of their position.

It is the aim of Peregrine Roofing to create a workplace environment that promotes the mental wellbeing of all employees through:

- Reviewing and acknowledging work conditions and practices that may negatively affect employee mental wellbeing.
- Tackling workplace factors that may negatively affect mental wellbeing.
- Developing management skills to promote mental wellbeing and manage mental health problems effectively.
- Creating and promoting a workplace environment that supports and promotes the mental wellbeing of all employees.
- Providing employees with information on and increasing their awareness of mental wellbeing.
- Providing opportunities for employees to look after their mental wellbeing, for example through physical activity and social events.
- Where possible, offering employees flexible working arrangements that promote their mental wellbeing.
- Where possible, giving employees the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible, and opportunities to develop and fully utilise their skills.
- Setting realistic targets that do not require employees to work unreasonable hours.
- Ensuring all staff have clearly defined job descriptions, objectives, and responsibilities.
- Ensuring all employees are provided with management support, appropriate training, and adequate resources to do their job.
- Managing any conflict effectively and ensure the workplace is free from bullying and harassment, discrimination, and racism.
- Establishing good two-way communication to ensure staff involvement.
- Developing a culture based on trust, support, and mutual respect within the workplace.
- Making it clear that any person who has experienced a mental health issue will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustments.

MENTAL HEALTH AND WELLBEING (cont.)

Any individual who is experiencing a mental health problem should in the first instance contact the Directors to enable both parties to assess and ensure the right levels of support or adjustments are provided where required.

The Directors will ensure that all matters relating to individuals are kept in the strictest confidence and shared on a 'need to know' basis, only with consent from the individual concerned.

Following any disclosure, the Directors will:

- Investigate the contribution of any working conditions and other organisational factors to the problem and remedy this, where possible.
- Give non-judgemental and proactive support to the individual.
- Deal sympathetically with any individual suffering from mental health problems due to circumstances outside the workplace, and who consequently find it difficult to do their jobs properly.
- Encourage the individual to consult their GP or Counsellor.
- Provide support for any individual returning to work after a period of absence due to mental health problems e.g. putting in place where possible, a phased return to work.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.

The implementation of this procedure will also be supported by other Company Policies and procedures, e.g. Stress, Alcohol and Drugs.

It is the responsibility of all employees to ensure they read and understand this procedure and support and contribute to Peregrine Roofing's aim of providing a mentally healthy and supportive environment for all workers.

STRESS MANAGEMENT

Stress is defined as “the adverse reaction people have to excessive pressure or other types of demand placed upon them”.

The Directors of Peregrine Roofing is committed to protecting the health, safety and welfare of all employees and others who may carry out work on the Company’s behalf and has implemented the following procedures to minimise the effects of stress.

- Identify workplace stressors and manage the risks that arise from them in order to minimise the effects.
- Increase awareness and understanding of stress related issues through training.
- Adopt a risk-based approach to the management of stressors in the workplace.
- Establish and maintain good communication between Management and staff.
- Excessive workloads are not placed on individuals.
- Any conflict between individuals is addressed, with issues quickly and effectively resolved.
- Staff are adequately trained in order to discharge their duties.
- Operate an open-door policy to allow individuals to raise any concerns without fear of retribution.

HEALTH SURVEILLANCE

Peregrine Roofing are committed to ensure the Health, Safety and Welfare of all employees and subcontractors.

Peregrine Roofing provide a Health Surveillance support scheme by which all personnel employed or subcontracted to the Company are to be assessed. The initial assessment is to be undertaken prior to being employed by or carrying out work on behalf of the Company.

The initial assessments will assist in the on-going management of health issues including assessing exposure to noise, vibration, hazardous substances, and manual handling.

The assessments will be carried out annually or as and when required.

ALCOHOL AND DRUGS

Peregrine Roofing absolutely prohibits the consumption of alcohol and the taking of drugs during working hours. The Company also absolutely prohibits the bringing or attempting to bring alcohol or drug substances to work.

Operatives who may have a problem related to alcohol or drugs are encouraged to seek professional help and the Company will provide assistance in seeking this help where necessary.

Operatives who are under the influence or suspected of being under the influence of alcohol or drugs will be escorted from the premises or site. Such operatives will be interviewed the following day and advised of the consequences of any future occurrence. Depending on the outcome of the interview the operative may be referred for Counselling or dismissed.

Operatives who are required to use prescribed over the counter medication that may impair their judgment, affect performance, or place the safety of themselves or others at risk must inform the Directors to allow for arrangements of alternative work, or special leave.

SMOKING

This section of the Health and Safety Policy is designed to protect all employees and subcontractors from exposure to second-hand smoke and to assist compliance with The Smoking, Health and Social Care (Scotland) Act 2005.

Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Implementation

Overall responsibility for policy implementation and review rests with the Directors however, all operatives are obliged to adhere to, and support the implementation of the Policy.

At the time of induction, the Directors shall inform all employees and subcontractors of the Policy and their role in the implementation and monitoring.

Sites

All operatives must adhere to the Smoking procedures as set out by the Principal Contractor when working on their sites.

Non-Compliance

Disciplinary procedures will be followed if any operative does not comply with this Policy.

HOUSEKEEPING

Hazards

The main hazards include: -

1. Slips, trips, and falls.
2. Collapse of stored materials.
3. Handling problems.
4. Restricted or blocked access.
5. Health risks.
6. Falling materials.
7. Fire.

Monitoring and Control

The Directors will ensure that: -

1. All employees are made aware of the need to maintain the site in a tidy condition throughout the contract.
2. Stacking areas are on a prepared level base and that materials are called off in quantities which will not create difficulties on site.
3. Working areas and access routes on site where employees are required to work are safe and free from obstruction including building materials. Where difficulties are experienced, the Directors must be informed to discuss improvements.
4. All waste materials especially spillages are cleared and disposed of safely as work proceeds.
5. All materials delivered to site for use will be stored safely ensuring that access routes are not obstructed.
6. Welfare facilities are kept clean and not used for the storage of plant or materials etc.
7. Areas around plant and machinery are kept clean and tidy.
8. Electrical leads are routed so as to avoid tripping hazards by being kept up off the ground and they are protected from physical damage.
9. Clear access to all working areas should be made available and where necessary provided by temporary steps or ramps.
10. Clear access to all working areas should be made available and where necessary provided by temporary steps or ramps.

WORK EQUIPMENT

Peregrine Roofing employees will operate a variety of hand-held and battery-operated equipment on site including hand held circular saws, nail guns and Stihl saws.

Suitability

The Directors will ensure that all work equipment provided by them, or available for employees to use, is suitable for the purpose for which is used or provided and

- Have regard for the working conditions and risks that exist where the equipment is to be used.
- Ensure that work equipment is only used for operations and in conditions for which it is suitable.
- Ensure that work equipment is maintained in efficient working order.
- Where any machinery has a maintenance log, that log must be kept up to date.

Inspection and Maintenance

The Directors will ensure that where equipment is exposed to conditions that may cause deterioration that is liable to result in a dangerous situation, the equipment is inspected to ensure that deterioration can be detected and remedied in good time.

Inspections must take place: -

- At suitable intervals in line with the manufacturer's guidelines and
- Every time any exceptional circumstances occur that may bring about a dangerous situation.

Competent Persons

Peregrine Roofing recognise the importance of ensuring that all users of work equipment attain the required level of competence to fulfil the duties and will vary according to the particular work equipment, e.g. nail guns, where a recognised qualification exists.

WORK EQUIPMENT (cont.)

Information and Instruction

Those who use, supervise, or manage the use of work equipment will be provided with adequate Health and Safety information. Where appropriate written instructions on the use of the equipment, must be provided.

The information provided should include:

- The conditions under which the equipment may be used.
- The way in which the equipment may be used.
- Foreseeable abnormal situations and the action to be taken if they occur.
- Any conclusions drawn from experience of using the work equipment.

Information and instruction provided will be readily comprehensible to those concerned.

Training

The Directors will ensure that all persons who use, supervise, or manage the use of work equipment have received adequate training.

That training must include:

- The work methods that may be adopted when using the equipment.
- Any risks involved with using the equipment.
- The relevant precautions to be taken whilst using the equipment.

Abrasive Wheels

In line with statutory obligations only certified operatives shall be permitted to change abrasive discs. To enable the Company to comply with this requirement all operatives will receive the appropriate training.

It will be the responsibility of the Directors to ensure there are an adequate number of trained personnel on each site.

It will be the responsibility of the Directors to ensure that only certified persons change abrasive wheels.

A register containing names of certified operatives will be retained within each site office.

WORK EQUIPMENT (cont.)

In order to comply with the Personal Protective Equipment Regulations, eye protection, respiratory protection and hearing protection must be worn at all times when operating a Stihl saw. In order to protect other operatives working in the immediate vicinity dust suppression kits will be provided and must be used at all times when cutting tiles.

Cartridge Operated Nail Guns

In addition, extensive use will be made of cartridge operated nail guns. In line with statutory obligations only certified operatives shall be permitted to use cartridge operated nail guns. To enable the Company to comply with this requirement, operatives will undergo a specific training course.

It will be the responsibility of the Directors to ensure that only certified persons operate cartridge operated nail guns.

Peregrine Roofing will maintain a training and development plan which will identify the names of all certified operatives.

Operatives must wear eye and hearing protection when operating nail guns.

All work equipment will be checked visually by the user prior to use with formal weekly inspections being carried out and recorded in the Plant and Equipment Register.

HEAT AND COLD STRESS

In the majority of cases working in environments that people find too hot or too cold will not lead to physical harm. However, it can lead to complaints, affect morale and may affect productivity. It can contribute to stress and an increase in accidents which could be a significant issue in high risk work environments.

Some work environments may be excessively hot, leading to a risk of heat stress, or excessively cold, leading to a risk of cold stress. Employees working outdoors during very hot weather may also be at risk from the effects of the sun (sun stroke, sun burn or skin cancer).

Peregrine Roofing conducts its works primarily outdoors. The control of risks relating to thermal conditions while working outdoors are covered by the general requirements of the Management of Health and Safety at Work Regulations and so should be determined through risk assessment. It is the responsibility of management to ensure that the Company adapts as necessary to reduce or eliminate the risk of thermal discomfort amongst its employees.

Exposure to the sun can cause skin damage including sunburn, blistering and skin ageing. In the long term it can lead to an increased risk of skin cancer. Peregrine Roofing are responsible for employees who are required to work in the sun and need to assess the risks and identify the necessary control measures as part of their safe system of work.

Unnecessary exposure will be avoided by: -

- Wearing long sleeve shirts or loose clothing with a close weave.
- Protecting the ears and the back of the neck.
- Using a high factor sun-screen on any part of the body that cannot be covered.
- Taking more frequent rest breaks.
- Taking breaks in the shade whenever possible.
- Scheduling work to cooler times of the day.
- Where possible, providing shade where work tasks are being undertaken.
- Provide easy access to cool drinking water.
- Educate workers about recognising the early symptoms of heat stress.

Workers who are exposed to extreme cold or work in cold environments may be at risk of cold stress. Extreme cold weather is a dangerous situation that can bring on health emergencies in susceptible people, such as those without shelter, outdoor workers, and those who work in an area that is poorly insulated or without heat. Whenever temperatures drop decidedly below normal and as wind speed increases, heat can more rapidly leave the body. These weather-related conditions may lead to serious health problems.

HEAT AND COLD STRESS (cont.)

The following steps will be taken to protect workers from cold stress: -

- Reduce the physical demands of workers.
- Use relief workers or assign extra workers for long, demanding jobs.
- Provide warm liquids to workers.
- Provide warm areas for use during break periods.
- Monitor workers who are at risk of cold stress.
- Provide cold stress training.
- Wear appropriate clothing.
- Make sure to protect the ears, face, hands, and feet in extremely cold weather.

YOUNG PERSONS

The **Management of Health and Safety at Work Regulations 1999**, places particular duties on employers of young persons. Young persons are defined as persons who are over 16 and under 18 years.

The Regulations require:

- Particular account to be taken of certain specified factors when carrying out or reviewing risk assessments.
- A risk assessment to be carried out before the young person starts work.
- Young persons to be prohibited from certain work if the risk assessment identifies a significant risk, which cannot be eliminated.

No young person will be permitted to start work until a suitable assessment has been made of the work that the young person will be undertaking and associated risks. The requirement may give rise to situations where the employer should prohibit young persons from certain work even though the risks involved would be considered acceptable to an adult.

The Directors of Peregrine Roofing will consider the following factors when carrying out a risk assessment: -

Psychological Factors

1. The assessment should take into account the inexperience and immaturity of the young person and also their possible lack of awareness of existing or potential risks. There may be situations where these factors are sufficient important that the young persons should be prohibited from the work.
2. In other cases, provision of **additional supervision and information** may be necessary.

Physiological Factors

1. Personal protective equipment should be checked to see if it fits properly.
2. Stature and strength of young persons should be considered in relation to their ability to operate controls and tools.

VIOLENCE IN THE WORKPLACE

Peregrine Roofing are committed to promoting a safe and secure working environment and as such have a zero tolerance for workplace violence or harassment of any kind.

The Directors have assessed the most common factors identified as relating to violence on site as:

- Lone Working.
- Alcohol & Drugs.
- Disagreements between contractors.
- The availability of improvised weapons.
- Working in high crime areas.

Where required, specific procedures have been prepared and implemented.

All employees and those working on behalf of Peregrine Roofing are expected to co-operate in maintaining a working environment which is free from:

- Verbal abuse.
- Threats (specific and non-specific).
- Violent behaviour.
- Physical Assault.
- Harassment.
- Intimidation.
- Coercion.
- Any behaviour that causes others to feel threatened, frightened, or unsafe.

Any of the above are deemed as serious offences for which necessary action will be imposed and may result in removal from the premises/site, dismissal, and Police involvement.

Any operative who experiences or witness's violence must report the incident to the Directors who will ensure a full investigation is carried out in a timely manner with appropriate action taken.

Appropriate support for victims or witnesses will be provided including, where necessary, allowing time off work for individuals to recover and / or arranging counselling through external providers.

VIOLENCE IN THE WORKPLACE (cont.)

All investigations and information will be kept confidential, to the extent possible. The results of the investigation will be communicated to the complainant and the accused as soon as possible, but no later than one week from the time the complaint was made.

False accusations will result in dismissal from the Company.

LONE WORKING

Description

A remote lone worker is defined as an employee who is tasked with an operation which will be carried out without the facility for immediate response by others to an incident.

This may be for many reasons, but for example:

- Operative working on their own (nobody else in the work area to respond to an incident)
- Operatives working outside mobile reception (no communication facility to initiate a response to an incident)

The Company has prepared and developed safe working procedures to cover the operations which will minimise the risk associated with any incident.

Responsibilities

The Company has the responsibility to ensure that:

- The procedures are in place and are being complied with.
- Operations likely to come under this procedure have been identified and workers have been informed that these procedures apply.

The operatives have a responsibility to:

- Operate the procedure properly and adhere to its contents.
- Identify for themselves any operations which could come under this Policy.

It should be noted that there is an obligation on the workers to assess the risks associated with any operation. If they consider there is undue risk, they should not proceed. This Policy does not negate this obligation.

LONE WORKING (cont.)

Procedure

The following procedure must be followed:

- The operation should be identified as coming under this procedure either by the Supervisor or by the operative at the work place.
- Prior to commencing work, the operative should contact the Supervisor and provide the following information:
 - Work Area name and postcode
 - Contact telephone (mobile or landline)
 - Call back time (estimated time to complete plus margin of error)
- This information will then be stored and filed.
- On the completion of an operation, the worker must contact the Supervisor and cancel the call back.
- In the event that the call back is not cancelled, when the time is reached, the Supervisor will contact the number provided and attempt to establish contact.
- In the event that contact cannot be established, the Supervisor must assume that there has been an incident which has incapacitated the operative and take action accordingly.

CONTROL OF WORKING HOURS AND FATIGUE MANAGEMENT

Peregrine Roofing have a general responsibility to assess and reduce the risks as far as reasonably practicable arising from staff fatigue.

Employees also have a general duty to take reasonable care of their own health and safety and that of others who may be affected by their activities.

Fatigue can result from many factors for example:

- Working Prolonged Hours.
- Heavy Workload.
- Erratic Sleeping Patterns.
- Insufficient Rest Periods.
- Individual Lifestyles.

The Director recognises that fatigue can reduce operative's mental alertness and affect their overall performance which in turn can increase the likelihood of an accident or incident occurring.

The Director is responsible for ensuring that all operatives working hours are planned and managed and will ensure the following:

- No operative will work more than twelve hours in one shift.
- No operative will work more than 48 hours in any one week (Sunday to Saturday)
- Operatives will have a minimum rest period of 12 hours between completing a shift and signing in for a following shift.

Monitoring of Working Hours

All operatives must complete and pass daily/weekly timesheets to the Directors.

The Directors will monitor the number of working hours for each operative to ensure maximum working hours are not exceeded.

Fatigue Risk Assessments

Where an operative is suspected to be fatigued or indicates to the Directors, they are feeling the effects of fatigue, the Company will carry out a Fatigue Risk Assessment. Based upon the findings of the assessment, the Directors will discuss with the operative the actions required.

SAFETY POLICY MONITORING, EVALUATION & REVIEW

In order to comply with Section 2(3) of the Health and Safety at Work etc. Act 1974 and Regulation 5 of the Management of Health and Safety at Work Regulations 1999 this Health and Safety Policy must be monitored, evaluated, and reviewed as appropriate to ensure it effectively meets the Statutory Requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in Health and Safety performance can only be achieved through constant development of Health and Safety Policy approaches to its implementation and techniques or risk control.

The purpose of the monitoring, evaluation and review process is to ensure:

1. The maintenance and development of an effective Health and Safety Policy.
2. The maintenance and development of an effective organisation to ensure that the Health and Safety Policy is implemented.
3. The maintenance and development of improving performance standards.
4. The implementation of remedial action by responsible person(s) when failures or gaps in Health and Safety Policy are identified.

To achieve these outcomes all employees must constantly evaluate their work activities in relation to the Health and Safety Policy and bring to the notice of the Company through its management system and/or safety co-ordinating arrangements any areas where this Health and Safety Policy is inadequate or ineffective.

The Directors will ensure that this Policy is reviewed annually.