



HEALTH AND SAFETY POLICY

This Policy must be reviewed by the following date

27.02.2021

General statement of intent – Health and Safety

I have prepared this Statement to define how The Roof Repair Company Kent Ltd intends to manage, comply, and implement all aspects of Health and Safety, the associated regulations, legislation and client requirements.

I recognise the importance of Occupational Health, Safety and Welfare in the successful operation of its activities.

It is my belief that it is everyone's responsibility to participate in the occupational health safety and welfare systems and to contribute towards achieving our overall objectives of the highest standards of accident prevention while continually improving health and safety for employees and others.

Our policy and critical objectives for this year are to:

Provide, so far as is reasonably practicable, safe methods/systems of work, safe working conditions and a healthy environment, in particular to:

- Ensure the Health & Safety of all employees in connection with the use, handling, storage and transport of any articles or substances.
- Provide and maintain safe access to and egress from any place of work under our control.
- Provide and maintain a working environment which is adequate as regards facilities and arrangements for the health and welfare of employees while at work.
- Strive for active and continual improvement of its performance in managing occupational health and safety through implementing an H&S Management System.
- Communicate the contents of the policy to all employees with the intent that employees are made aware of their health and safety obligations.
- Provide training and instruction as may be necessary to personnel at all levels.
- Provide means of consultation on Health and Safety matters for all employees.
- Provide and display this policy and any such written instructions as are necessary to assist in the regulation of Health and Safety practices and operations.

- Provide a copy of the policy to all relevant parties and persons.

Occupational health, safety and welfare are all employees' responsibility. Everyone is expected to contribute towards achieving the organisations, overall aims and objectives.

I aim to encourage initiative and adopt best practice in a culture where employees and managers are aware of their health and safety responsibilities and are actively engaged and committed to improving standards of Health, Safety and Welfare and to maintaining our Management Systems and all necessary resources will be allocated to achieve this. I commit to providing all required resources, including financial, to ensure the full and proper implementation of this policy.

This policy is to be reviewed periodically to ensure that it remains relevant and appropriate to the organisation and takes account any changes in legislation or changes to company policy.

Steve McCarthy - Company Director

Signed - [Steven McCarthy \(Feb 27, 2020\)](#)

Feb 27, 2020

Company Name Signed by Review due date The Roof Repair Company Kent Ltd Steve
McCarthy 27/02/2021

General statement of intent – Quality

The Roof Repair Company Kent Ltd is committed to providing quality services and products for all of its projects regardless of the nature or size and to meeting the needs of all its customers by continually enhancing, reviewing & continuously improving our quality systems with the intention of providing our clients with the quality of service they expect from a professional organisation.

With this in mind, it is our policy to work towards the realisation of the following objectives:

- To provide a professional service.
- Total client satisfaction measured using pre-determined Key Performance Indicators.
- To be recognised by our clients as a professional organisation providing a quality service, therefore increasing the potential for further market development.

- Communicate and implement this quality policy at all levels of the organisation.
- Develop and maintain a culture that is self-critical, honest and transparent.
- Maintain an adequately resourced Quality Assurance system that enables us to evaluate our strengths and weaknesses accurately and to respond to them accordingly.
- Review our Quality Management system through an effective internal audit, and management review process.

The Roof Repair Company Kent Ltd will review this quality policy statement on an annual basis.

The Directors intend that the statements within this policy are routinely implemented at all times and adequate resources will be made available to ensure this is achieved.

The Company believes firmly that responsibility for quality assurance lies closest to the point of actual delivery - Therefore all personnel are responsible for ensuring compliance with the requirements of the Quality System which will be formally monitored by all members of Management and Supervision.

Steve McCarthy - Company Director

Signed - [Steven McCarthy \(Feb 27, 2020\)](#)

Feb 27, 2020

General statement of intent – Environmental

The Roof Repair Company Kent Ltd is committed to reducing its impact on the environment. We strive to reduce our environmental impact by:

- Continually monitor legislative changes and developments and make changes to our policy and practice to ensure compliance;
- Ensure the responsible use of energy (in our case, principally electric power) throughout our business by conserving energy wherever possible, monitoring and improving energy consumption and efficiency regularly, and encouraging best practice within our company and by our business associates.
- Conserve natural resources by reusing and recycling packaging and stationery materials, purchasing recycled materials where appropriate, and using recyclable packaging and other materials wherever possible.
- Utilise products that we know to be safe to use, energy efficient in operation, protective of the environment, and that can be re-used, recycled or disposed of safely.
- Make all employees aware of this policy and their responsibilities for environmental issues.
- Undertake regular and comprehensive self-assessments of our compliance with this policy and report annually to the management meeting.
- Review and update this policy on an annual basis, or more frequently if required.

In practical terms, this includes,

- Switch off all non-essential electrical equipment whenever possible.
- Turn off all Office lights overnight and over weekends.
- Office heating will be turned down to acceptable and staff-agreed levels.
- All procurement of goods or services should consider the environmental impact of the product purchased, its packaging and delivery method. Where it is sensible, we will use second-user or recycled equipment.
- We will actively look for practical public transport alternatives for any trip,
- We will aim to share lifts whenever two or more staff are visiting the same site and have a similar route or part of the journey,
- We will attempt to reduce travel in general by the careful planning of meetings with clients and travelling to a site in groups.
- All Paper, Plastics and Glass consumed within the office will be recycled, separately from other refuse.
- Shred all Confidential paper matter before recycling.

Steve McCarthy - Company Director

Signed - [Steven McCarthy \(Feb 27, 2020\)](#)

Feb 27, 2020

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Organisation and Managerial Responsibilities

The company is owned and managed by Steve McCarthy who is directly responsible for Health and Safety matters within the company. The responsible person will seek external assistance where necessary to ensure that the company meets both its statutory obligations and the objectives laid down in this Health & Safety Policy.

The organisation of the workforce is the responsibility of the Company Directors, who remain responsible for ensuring that all site operatives implement the company's Health & Safety Policy and associated procedures.

Day to day management of the company's operations is the responsibility of Steve McCarthy who may be supported by site managers, each responsible for one site or customer premises. Depending on the size and nature of the site, the responsible person may be supported by one or more supervisors accountable for the direct supervision of the company operatives.

Faction Health and Safety Group Responsibilities

The Roof Repair Company Kent Ltd contract Faction Health and Safety Group to provide health and safety assistance and act as our competent health and safety advisor in accordance with regulation 7 of the management of health and safety at work regulations 1999.

Faction Health and Safety Group are responsible for working with The Roof Repair Company Kent Ltd based on the information provided by The Roof Repair Company Kent Ltd and advising on measures that will ensure compliance with all relevant health and safety legislation, legal reference documentation; HSE issued guidance documentation and industry best practice.

Faction Health and Safety Group provide this service to The Roof Repair Company Kent Ltd for 12 months from 27/02/2020.

Employee/Contractor Responsibilities

All company employees and contractors have a statutory duty to take reasonable care of their health & safety, and the health and safety of any other person who may be affected by their acts or omissions.

Therefore, it shall be the duty of all employees/Contractors while at work:

- Take reasonable care for the health & safety of themselves and others that may be affected by their acts or omissions at work.
- Co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures.

- Refrain from intentional or reckless interference with equipment or systems provided in the interest of Health, Safety and the Environment.
- Co-operate with management when required on such things as accident prevention and all procedures related to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974, the Environmental Protection Act 1990 and all associated Regulations and approved code of practices.
- Maintain excellent standards of housekeeping in our premises and on client premises.
- Report any accident or incident including near misses (whether or not personal injury results) to the office.
- Report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specially trained and competent to undertake.
- Ensure that no potentially hazardous item, substance or machine is brought on to the site or used without the prior knowledge and authority of their immediate Supervisor.
- Use, and if applicable, wear any item of Personal Protective Equipment. Law requires that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.
- Undergo any Health, Safety, Environmental and operational training deemed necessary by the company.

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Staff Consultation;

If an employee or contractor becomes aware of any potential breaches of health & safety legislation or unsafe working practices they must notify the Site Supervisor who will duly report to the Company Director/s.

If an employee or contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, they are encouraged to discuss any suggestions directly with the company management.

Specific Safety Functions and Named Responsibilities;

Safety function Person responsible Overall responsibility Company Director/s Accident and incident investigation
Company Director/s Provision of a safe system of work Company Director/s Provision of safe to use electrical
appliances Company Director/s Providing information, instruction training and Supervision on projects

Company Director/s

Ensuring sufficient first aid provisions are available on each site and inspected accordingly

Company Director/s

Ensuring sufficient firefighting provisions are available on each site and inspected accordingly

Company Director/s

Review sub-contractor assessment forms and verify that they are competent to perform work on behalf of the company

Company Director/s

Liaise with Site Management and provide support and progress reports to Company Director as required

Works Supervisors

Reporting any issues All employees and contractors Taking care of their own health and safety and that of others who may be affected by their acts or omissions

All employees and contractors

Reporting of any accidents or incidents to the Work Supervisor and Company Director

All employees and contractors

Pre-Use equipment inspections All employees, contractors and users of the equipment Inspection of all equipment to protect workers from the risks associated with work at height

All employees, contractors and users of the equipment

Provide health and safety advice and support as required by The Roof Repair Company Kent Ltd

Faction Health & Safety Group Ltd

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The Roof Repair Company Kent Ltd Health and Safety Arrangements

1. Training and Supervision
2. Risk Assessments
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ARRANGEMENTS AND PROCEDURES

1. Training and Supervision

The Roof Repair Company Kent Ltd (“the Company”) commit to ensuring that we provide all known and relevant health and safety information related to the activities at hand to both employees and any sub- contractors.

An initial assessment will be carried out followed by ongoing training where needed to ensure that employees at all levels are:

- Competent to carry out work safely, to operate standard and specialist tools, plant and work equipment.
- Aware of their health and safety responsibilities.

Decisions relating to ongoing training of employees will be regularly reviewed on a needs basis. The designated Health and Safety person will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee's personal file.

Before any works are awarded to sub-contractors, checks will be made to ensure that they are competent to carry out the tasks applicable to their trade and that they have appropriate health and safety management systems in place.

All persons employed or contracted by The Roof Repair Company Kent Ltd will be inducted by the Company Director before commencing work for the company. During the induction, the company Health, Safety, Environmental and Quality standards will be briefed and made understood by the Employee or Sub- Contractor.

The Site Duty Holder or Principal Contractor will undertake induction of all operatives on the 1st day of working on their site.

When on site, The The Roof Repair Company Kent Ltd Work Supervisor will ensure that risk assessments and method statements are briefed to all operatives before starting work on any Site.

Training requirements will be identified, and an annual training programme developed. The training programme will form part of our set aims for the year – Internal training will be undertaken via toolbox talks/modular training programme.

Toolbox talks are provided by our Health and Safety consultancy on a fortnightly basis and delivered to our workforce accordingly. All Attendees to the toolbox talk will sign the briefing record. The Roof Repair Company Kent Ltd may deliver several toolbox talks on relevant topics on the same day, following a safety alert, upon request by a Client or following an accident or incident.

Where required, additional toolbox attendance registers can be obtained here:

Key Documentation to comply with this Policy

[Toolbox Talk Briefing record](#)

[Induction Training Record](#)

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

When planning work, The Roof Repair Company Kent Ltd shall ensure that all potentially hazardous work activities undergo a suitable and sufficient Risk Assessment and ensure that control measures are implemented to prevent any accident, incident, disease or dangerous occurrences arising and that these will be maintained and revised as needed.

Risk Assessments will always be carried out on:

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- Work above ground level.
- Any activity that involves the operation of any mobile plant or equipment as part of the project.
- All activities that involve the use or creation of a hazardous substance.

Where required, a point of work risk assessment shall be undertaken on site by Employees and Contractors representing The Roof Repair Company Kent Ltd.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

The Roof Repair Company Kent Ltd will work with the Principal Designer to ensure that the required pre-start safety provisions are in place before commencing with work.

All staff involved in programming work and supervising it on site will ensure that at no time are any premises left with exposed edges, trailing leads or live cables, or anything that may present a hazard to anyone who uses the area.

Where works are to take place where members of the public have access, the site supervisor will ensure that measures will be taken to ensure that they are not adversely affected.

The Roof Repair Company Kent Ltd will ensure that all workplaces are provided with a safe workplace, including welfare facilities that meet the needs of all those who will use them including contractors and wherever appropriate, people with disabilities, this will be achieved by communicating and co-ordinating with Principal Contractors, Principal Designers, Designers, Clients, Domestic Clients, Other contractors or Workers as required.

The following methods will be utilised to ensure a sufficient level of communication and co-ordination on projects where The Roof Repair Company Kent Ltd are contracted to work:

- Telephone communications.
- Sharing of key documentation such as risk assessments, method statements, site inspection reports, safety bulletins as required.
- Verbal discussions.
- Email.
- Attendance at pre-start and project progress meetings as required.
- Toolbox Talks.

Key Documentation to comply with this Policy

[Site inspection report form](#)

[Welfare inspection report form](#)

4. Control of Substances Hazardous to Health

(COSHH 2002)

For all materials or substances utilised which may be hazardous to health, a risk assessment for the use or creation of a hazardous substance will be carried out by a competent person.

A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets.

The COSHH assessment includes determining the hazardous substances that are likely to be encountered, thinking about the risks they present to health, asking how much and how often the substances are used, how hazardous they are and what are the exposure routes and finally deciding on the action needed to prevent exposure or to reduce it as far as is reasonably practicable. This will also include the steps to be taken in an Emergency, to clear up any spills and to safely dispose of any residues. Except for the most trivial cases, the conclusions of this assessment must be recorded, made readily accessible and reviewed as required.

Where respiratory protective equipment is provided, the manufacturer's instructions will be reviewed and

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followed for limitations of use, maintenance and storage of the equipment.

All risk assessments created for the use or creation of a hazardous substance in relation to a work-related activity will be briefed to all Employees or Sub-Contractors before they are permitted to commence work as part of the review of the RAMs for that task.

All Employees or Sub-Contractor are instructed to stop the job, In the event that the risk assessment is not deemed suitable and sufficient or a hazardous substance is identified that has not been risk assessed.

Key Documentation to comply with this Policy

[COSHH Assessment form](#)

5. Asbestos

(Control of Asbestos at Work Regulations 2012)

Asbestos is an extremely hazardous substance and as such must be treated with the utmost care. When working on site, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary. All The Roof Repair Company Kent Ltd Operatives (Including Sub-Contractors) that are liable to be exposed to Asbestos during their works shall complete Category A Asbestos awareness training.

No disturbance such as drilling, breaking or cutting etc. shall be carried out to any material suspected of containing asbestos fibres.

Any suspicious material shall be reported to the site or building manager immediately.

A Management Survey should always be made available. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected Asbestos Containing Materials (ACM's) in the building which could be damaged or disturbed during standard occupancy, including foreseeable maintenance and installation, and to assess their condition before starting work.

Refurbishment and demolition surveys should be made available to Operatives where refurbishment work or other work involving disturbing the fabric of the building is carried out.

The Roof Repair Company Kent Ltd's company policy is that we will not generally work on asbestos or asbestos-containing materials. Under limited circumstances and when authorised, The Roof Repair Company Kent Ltd Operatives, with an appropriate current training certificate, will be allowed to work on non-licensed asbestos works as prescribed by the HSE. This type of work will be risk assessed separately from other tasks.

A copy of the risk assessment and method statement must be delivered and understood by all employees when working with asbestos.

If any substance suspected to be containing asbestos is found during the project on any site, all work in the area will cease immediately to avoid any risk of exposure. Work will be suspended in that area until the substance has been identified and made safe/removed by specialist contractors.

No works will be carried out that may disturb potential ACM's without a suitable Asbestos survey having been undertaken by a specialist contractor.

6. Manual Handling

(Manual Handling Operations Regulations, 1992.)

Under the Manual Handling Operations Regulations 1992 (MHOR), manual handling is interpreted as the transporting or supporting of any load.

Regulation 4 of MHOR requires the employer to avoid the need for hazardous manual handling activities, so far as is reasonably practicable. Where it is not possible to eliminate hazardous manual handling, an assessment must be undertaken to determine the level of risk.

Suitable controls must then be introduced to reduce the risk of injury to the lowest extent that is reasonably practicable. This may be achieved by the use of automation, mechanical aids or redesigning the system of work or even the workplace itself.

An assessment should take into consideration the task, the load, the individual, the environment and any other factors which may affect safe lifting and carrying (for example the use of personal protective equipment).

Assessments should be reviewed when there is a significant change in the:

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- Activity or process.
- Working environment.
- Numbers or abilities of personnel.
- Nature of the load(s) to be handled.

Reassessment may also be required where accident/absence statistics show that the original control measures were not sufficiently effective.

The company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include the ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

An assessment of manual handling activities will be carried out by the Site Supervisor and the operative involved with the task.

Risks which are identified will be reduced to the lowest level reasonably practicable.

Key Documentation to comply with this Policy

[Manual Handling Risk Assessment record form](#)

7. First Aid

(Health and Safety (First Aid) Regulations, 1981)

To enable The Roof Repair Company Kent Ltd to comply with Health and Safety at Work act 1974 and specifically meet its obligations under the health and safety (First Aid) regulations 1981. We shall:

- Provide appropriate treatment for all injuries and ill health experienced at work. To provide adequate numbers of trained First Aiders and Medical personnel along with suitable facilities, equipment and supplies.
- Ensure that all employees have access to adequate First Aid provision at all times. The risk assessment or first aid needs assessment will determine the level of cover that is required. It will be the Site Manager's duty to ensure that every site has a first aid trained person.

On shared or multi-occupied sites, The Roof Repair Company Kent Ltd reserve the right to utilise the first aid cover provided by other Employers. If this right is exercised, it will be agreed in advance with written agreement obtained from the other employers. The Roof Repair Company Kent Ltd will be required to share all associated Risk Assessments (Including COSHH assessments) with the other employers as part of due-diligence checks to ensure that the shared first aid provisions are adequate.

Key Documentation to comply with this Policy

[First aid needs assessments](#)

8. Accident Reporting

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

The Roof Repair Company Kent Ltd aims to progressively reduce the accident rate and the level of ill health by ensuring that all accidents/incidents and near misses, which occur at work, will be reported, investigated and where appropriate controls implemented to reduce the risk of recurrence. The records of all accidents within the company will be recorded within the company accident book as required

All reportable Accident/Incidents, Dangerous occurrences and cases of Occupational ill-health and Industrial disease shall be reported to the Health and Safety Executive by the Company Director per RIDDOR 2013.

All accidents will be recorded in an accident book at the site/location where it occurred. All personal details will be kept secure to comply with Data Protection legislation.

Details of individual responsibilities within the company are detailed within the [Specific Safety Functions and Named Responsibilities](#) section of this document.

Key Documentation to comply with this Policy

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[Accident Investigation report](#)

[Injured Person report](#)

9. Electrical systems and equipment

(Electricity at Work Regulations, 1989)

The primary duties imposed upon employers and employees about electrical safety are contained in the Health and Safety at Work Act 1974 (HSW Act) and the Electricity at Work Regulations 1989 (EAWR).

All practicable steps will be taken to ensure that electrical equipment is safe to use or maintain. The Roof Repair Company Kent Ltd acknowledges that work on electrical equipment can be hazardous and it is, therefore, the company's intention to reduce the risks to an acceptable level for both the Company and the Operatives. The implementation of this policy requires the total co-operation of all members of management and staff, as well as any contractors that have been contracted to undertake work involving electrical equipment. In the event of issues involving electric power, employees and contractors must stop work and inform a responsible person immediately, and the The Roof Repair Company Kent Ltd will then take the necessary measures to investigate and remedy the situation.

The Roof Repair Company Kent Ltd will ensure electrical systems and equipment are installed maintained and managed to the appropriate standard and that persons working with electrical systems and equipment are competent to do so.

It is the policy of the Company that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

10. Noise

(Control of Noise at Work Regulations, 2005)

Noise at work can cause temporary or permanent hearing loss. People often experience temporary deafness after leaving a noisy place, but usually, recover their hearing within a few hours. Permanent hearing damage can be caused immediately by sudden, loud, explosive noises, for example, from guns or cartridge-operated machines, but hearing loss is usually gradual due to prolonged exposure to noise. People may only realise how deaf they have become when damage, caused over the years by noise, combines with hearing loss due to ageing. Hearing loss is not the only problem. People may develop tinnitus (ringing in the ears), a distressing condition that can lead to disturbed sleep.

The Control of Noise at Work Regulations have laid down critical limits to noise exposure. These are:

Lower exposure action values:

- Daily or weekly exposure of 80 dB(A)

- Peak sound pressure of 135 dB(C)

Upper exposure action values:

- Daily or weekly exposure of 85 dB(A)
- Peak sound pressure of 137 dB(C).

To ensure that we prevent or reduce risks to health and safety from exposure to noise at work and that our policy will be clearly understood throughout the company, we will:

- Identify all operations within the business where there is a noise risk and who is likely to be affected;
- Carry out an initial noise survey;
- Ensure that the risks to employees from noise at work are assessed by a competent person, where we have identified a potential problem;
- Take the necessary action to reduce the noise exposure that produces these risks, ensuring that the legal limits of noise exposure are not exceeded;
- Provide employees with suitable hearing protection (see the personal protective equipment (PPE) policy) where noise exposure cannot be reduced enough by using noise control techniques;

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- Provide our employees with adequate information, instruction and training to understand the noise risks that they may be exposed to and how to use noise control techniques and the hearing protection provided;
- Carry out health surveillance where the noise risk assessment has identified there is a risk to health; and
- Review, and amend as necessary, the noise risk assessment on an annual basis, when significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

The site supervisor will ensure that noisy works such as drilling, cutting or using a breaking tool etc. do not cause a nuisance to others. Where practicable, noisy works will be screened. The site supervisor will ensure that occupants of any neighbouring properties who may be affected by noisy operations are informed before the works starting. All Personnel who will be working in the vicinity of the noisy work will be provided with suitable hearing protection to wear.

The following diagram shows the steps that will be taken within the company to help control noise related hazards.

Key Documentation to comply with this Policy

[Noise – Annual health assessment](#)

11. Hand Arm Vibration

(Control of Vibration at Work Regulations, 2005)

Hand-arm vibration (HAV) is vibration transmitted into the hands and arms when using hand-held, powered, work equipment. Excessive exposure to HAV can cause hand-arm vibration syndrome (HAVS) and carpal tunnel syndrome. HAVS affects nerves, blood vessels, muscles and the joints of the hand, wrist and arm: it includes vibration white finger which can cause severe pain in the affected fingers. If ignored, HAVS can become disabling.

The Control of Vibration at Work Regulations have laid down essential limits to vibration exposure. They are as follows:

- The exposure action value (EAV) for hand-arm vibration - a daily exposure of 2.5 m/s²
- The exposure limit value (ELV) for hand-arm vibration - a daily exposure of 5 m/s².

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These values represent a high risk above which employees should not be exposed to.

To ensure that we prevent or reduce risks to health and safety from hand-arm vibration and that our policy will be clearly understood throughout the company, we will:

- Identify work processes, tasks, activities and machinery that could expose our employees to risks caused by hand-arm vibration;
- Carry out an initial hand-arm vibration survey
- Ensure that the risks to employees from exposure to hand-arm vibration are assessed by a competent person, where we have identified a potential problem;
- Take the necessary action to reduce the exposure to hand-arm vibration that produces these risks, ensuring that the legal limits of hand-arm vibration exposure are not exceeded;
- Ensure that all work equipment provided is regularly maintained and tested under statutory requirements or manufacturers' instructions, where applicable, using competent contractors, where necessary;
- Provide suitable and sufficient information and training for employees;
- Provide employees with adequate hand-arm vibration protection (see the personal protective equipment policy) where vibration exposure cannot be reduced enough by the selection of low vibration equipment or through the use of engineering control techniques;
- Provide appropriate health surveillance where the risk assessment indicates that there is a risk to the health of employees; and
- Review, and amend as necessary, assessments on an annual basis, when a competent reviewer considers a change in circumstances in the workplace will affect hand-arm vibration exposure levels, when other significant changes or accidents occur or when we have any reason to believe the assessment is no longer valid.

The following diagram shows the steps that will be taken within the company to help control vibration related hazards.

Key Documentation to comply with this Policy

[Individual Vibration exposure calculator](#)

[Hand Arm Vibration Screening question](#)

[Hand Arm Vibration Annual Health assessment](#)

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12. Work at Height

(Work at Height Regulations 2005)

Many activities in the building industry involve 'work at height'. During the planning phase of work, the task will be assessed, and the most suitable means of access equipment will be identified – Wherever reasonably practicable mobile towers, 'podium hop ups', or similar will be used. Ladders and Step Ladders will only be used for short term access or where the use of mobile towers or 'podium hop ups' etc. is deemed unsuitable or unnecessary due to the

duration of the works. Proper control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

This policy outlines the steps to be taken to ensure that staff or others do not work at height where it can be avoided. Where this is not possible a written suitable and sufficient risk assessment must be undertaken, and a safe system of work developed.

Any work at height needs to be carefully planned before the work activity, appropriately supervised and carried out safely. Careful consideration should be given to the selection and use of work equipment referencing the table below to determine the safest, possible solution:

Key Documentation to comply with this Policy

[Work at height rescue plan](#)

[Harness Inspection form](#)

[Ladder Inspection form](#)

[Scaffold Inspection form](#)

13. General Work Equipment

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)

The Roof Repair Company Kent Ltd shall ensure that provide:

- Suitable equipment for all work to be done (Reg 4).
- Well maintained equipment that is in good working order and repair (Reg 5).
- A suitable inspection regime on all equipment and plant as required (Reg 6).
- Training and development to ensure that all employees are competent to use the equipment (Regs 8 & 9).
- Sufficient pre-checks on operating certificates of any employees or sub-contractors equipment before they use it.

Work at height equipment selection

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On occasion, the Company may need to hire equipment due to either the specialised nature or quantity of work. The equipment will only be obtained from approved hire companies who supply the appropriate safety documentation and where necessary supply training to ensure all users are trained and competent in the use of the equipment.

The following diagram shows the steps that will be taken within the company to help control hazards related to work equipment.

14. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Director/s and the Works Supervisors to ensure an adequate supply of fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

Where any hot works are to take place, the site supervisor will ensure that a suitable extinguisher is to hand at all times and site procedures are in place to ensure checking for any smouldering once the works are complete.

The site supervisor will be responsible for ensuring that escape routes are maintained at all times.

Key Documentation to comply with this Policy

[Fire risk assessment form](#)

15. Computer screens

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Directors/Partners will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a Visual Display Unit and the work done, the usability of their workstation and general working environment.

Key Documentation to comply with this Policy

[DSE Assessment record](#)

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Isolate the hazard - Keep the machine in a closed room and operate it remotely.

16. Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

The Roof Repair Company Kent Ltd will provide task appropriate PPE free of charge to guard against hazards, which have been identified through a risk assessment and control measures do not reduce the level of risk to an acceptable level. We will provide information on the correct use, maintenance, storage and any hazards relating to the use of PPE and monitor and ensure the correct wearing of PPE where required.

The company acknowledges that hazards associated risks will have been identified if this equipment is used.

It is the intention of the The Roof Repair Company Kent Ltd to ensure, through the proper use of this equipment, that any risks are reduced to a minimum. While it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

The implementation of this policy requires the total co-operation of all members of management and staff.

There will be full consultation with employees through existing channels of communications.

Persons found to be persistently breaching PPE rules will be subject to disciplinary procedures which may include ejection from site.

The Director and the Works supervisor will ensure that all employees and sub-contractors have access to a sufficient supply of PPE when required.

17. Contractors and sub-contractor control

Where required The Roof Repair Company Kent Ltd shall utilise sub-contractors to provide additional labour support to our operations. Sub-contractors will be selected following completion of a re-work assessment form completion. Upon completion of the first activity on behalf of the company, A task appraisal form shall be complete detailing whether the sub-contractor meetings the require health, safety and quality standards of our company.

Sub-contractors on site shall be monitored by Company Supervision and Site Management with dynamic reports on contractor performance being actively regularly provided to the Company Director by a delegated person, including the Principal Contractor if required.

Key Documentation to comply with this Policy

[Sub-Contractor pre-work competency assessment](#)

[Sub-Contractor post-work competency assessment](#)

18. Monitor, Audit and Review

Monitoring and Auditing will be undertaken by regular visits to site from the Managing Director/Work Supervisor. Any identified deficiencies will be immediately rectified based on the nature of the finding. Monitoring will also be conducted via regular communication with the Principal Contractor and by attending site meetings as requested.

Annually we will formally review our policies, procedures and aims and objectives this will be documented.

Key Documentation to comply with this Policy

[Annual Management System Report](#)

19. CDM Regulations

The Roof Repair Company Kent Ltd recognises the requirements of these regulations and makes every endeavour to comply. Briefly - The regulations call for:

- Competence of all - A person must be capable of carrying out duties placed on him/her and must only accept knowing they are competent to carry out the task.

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No person may arrange for a person to carry out works unless they are either:

- Competent
- Under the supervision of a responsible person

The Roof Repair Company Kent Ltd selects personnel based on ability and where possible seeks demonstration by certification. A training plan is maintained, and personnel are encouraged to take on additional training to improve skills. Further in-house training refresher sessions are provided to keep personnel up to date with current regulations.

Where The Roof Repair Company Kent Ltd Act as Sole Contractor on projects, a construction phase plan or CDM Action plan will be developed using CITB's CDM Wizard app. Where we are working as a contractor on projects, we will request a copy of the Principal Contractor's CPP before working on site. In the event of any uncertainty regarding our duties under CDM 2015, the Company Director will bring this to the attention of the companies retained health and safety consultant.

20. Welfare

In most cases, company employees/contractors will be able to use toilet/washing facilities within the Duty Holder's premises. It will be the responsibility of the Site Manager to ascertain if this is possible before the commencement of a contract. Where it is not possible, it will be the responsibility of the Site Manager to establish the location of suitable temporary or public facilities.

Where work is carried out in people's homes/domestic premises, we will make a verbal request to use their washing facilities if required – Welfare arrangements will be managed and documented within the Project Construction phase plan when applicable.

Key Documentation to comply with this Policy

[Welfare inspection form](#)

21. Site Security

The Roof Repair Company Kent Ltd generally work as a contractor on behalf of the Principal Contractor; therefore Site security is controlled and Managed by the Person/Company with the responsibility of ensuring health and safety on site. The Roof Repair Company Kent Ltd Employees and Sub-Contractors (Where

applicable) will abide by all Principal Contractor site rules regarding Site Security.

On sites where The Roof Repair Company Kent Ltd are operating as a Sole Contractor, the following security measures will be implemented depending on the nature of the site:

- Locking of all access and egress points (Including windows).
- Security fencing or hoarding around the perimeter of the site.
- Warning Signage compliant with the Health and Safety (Signs and Signals regulations) displayed in appropriate locations.
- Site Inspection complete before leaving the site to identify any potential entrance points for unauthorised persons.

These arrangements shall be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

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The Roof Repair Company Kent Ltd - Health safety and environmental policy statements and arrangements

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