



## **HEALTH AND SAFETY POLICY**

**Alpine Roofing**  
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Scholes  
Leeds  
LS15 4BR

**PREPARED BY**



**Temple Safety Ltd**

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PREPARED APRIL 2009**

### **INTRODUCTORY NOTE**

This safety policy is divided into two sections, namely the “Policy” section and the “Procedures” section. The “Policy” section contains the general Company policy, in broad stroke form, to a variety of health and safety issues applicable to our operations. Organisation, arrangements and procedures (including assessment and documentation procedures) for putting the goals of the “Policy” section into practice are contained in more specific form in the “Procedures” section. Although not specifically referred to in each “Policy” sub section, most of the items covered will have corresponding entries in the “Procedures” section.

### **COMPLIANCE REVIEW**

Alpine Roofing ‘s Health and Safety Policy shall be formally reviewed annually, or more frequently by Temple Safety Ltd, for as long as this Company retains their services. This review shall cover all sections of the Policy and shall ensure that:

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

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

### **SAFETY PROGRAMME**

Temple Safety Ltd shall undertake an annual review of the Company’s Safety Programme to ensure that the Company is in compliance with the Policy. This review shall check that:

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

and shall evaluate:

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

The results of the review shall be compiled into a report for the Managing Director and shall include recommendations for the action to be taken to rectify any non-compliance.

**Amendment Sheet**

Record of Amendments

Issue No.	Date	Index Ref.	Brief Description of Amendment
one	02/07		First issue
two	02/08		Second issue
three	04/08		Asbestos section and site waste management plan section added
four	04/09		Non-English Speaking Personnel section added and updated Environmental Policy

Distribution	Purpose of Issue	No.

**CONTENTS SECTION ONE - POLICY**

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**General Statement, Health & Safety At Work Etc Act 1974**

**For**

**ALPINE ROOFING**

It is the policy of the Company that, so far as is reasonably practicable, every possible step will be taken to ensure the health, safety and welfare of all employees at work, contractors and other people who may be affected by it's activities. This duty extends to members of the public when interfacing with our work occurs.

The Company recognises its responsibilities for all its employees and its duty to do everything reasonably practicable to provide and maintain plant and equipment, systems of work, a workplace and working environment.

It is therefore the Company's policy to assess all significant risk to employees and others which may arise from any of the Company's undertakings to develop and maintain preventive and/or protective measures which shall avoid or reduce risks to the lowest extent reasonably practicable.

Management accepts the responsibility for ensuring that all information, instruction, training and supervision necessary to ensure health, safety at work for all employees will be provided. It is also the Company's policy to encourage and insist upon the co-ordination of all employees by discussion and consultation with them and their representatives with a view to promoting and developing measures to ensure health and safety at work. All employees will be encouraged to be active in carrying out the policy.

Every employee of the Company has a clear and undeniable duty to take reasonable care of the health and safety of himself and his fellow workers or other persons who may be affected by his actions at work.

Successful implementation of this policy requires the whole hearted commitment of everyone in the Company and acceptance by individual employees of their responsibility to :-

- a) use any machine, equipment, dangerous substances, transport equipment, means of production or safety device provided by the Company in accordance with any information, instruction and/or training provided, and;
- b) inform the undersigned of any work situation which they reasonably consider represents a serious and immediate danger to health and safety, and of any matter which they reasonably consider represents a shortcoming in the Company's protection arrangements for health and safety.

It is the duty of every employee to co-operate with any other employee and the Company to enable all statutory duties and requirements to be fulfilled in full.

All persons are reminded that it is a criminal offence to misuse or recklessly interfere with anything which is provided in the interests of health, safety or welfare.

The Company stresses its commitment to health and safety to the extent that where wilful disregard for safe working practices by any employee seriously put at risk the health or safety of themselves or any other person this shall be considered as gross misconduct and may lead to the severest disciplinary action.

The allocation of duties for safety matters and particular arrangements which the Company will make to implement the policy will be reviewed annually.

Signature:.....

Date:.....



**ALPINE ROOFING**

**ENVIRONMENTAL POLICY STATEMENT**

It is the policy of the Company to establish, maintain and improve an effective Environmental Policy.

As part of the aims of the Company we are committed to reducing the direct environmental impacts of our operations. We conduct our own activities and operations to reflect best environmental practice to work within current and future legal requirements and regulations and the prevention of pollution.

We will review our operations regularly to follow a path of continual improvement in our environmental performance. The Company places particular emphasis on minimising its waste and wherever possible this waste will be recycled.

The Company is firmly committed to protecting the global environment by the control of its operations and in the use of materials and utilities over which it has control or influence.

The Company will:-

- Integrate sustainability considerations into all our business decisions.
- Minimise the impact on sustainability of all office and transportation and business activities.
- As far as possible arrange for the reuse or recycling of office waste, including paper, computer supplies and redundant equipment.
- Reduce the energy consumption of office equipment by purchasing energy efficient equipment and good housekeeping.
- Avoid physically travelling to meetings where possible and efficient timing of meetings to avoid multiple trips. These options are also often more time efficient, while not sacrificing the benefits of regular contact with clients and partners.
- Wherever possible waste shall be recycled, reclaimed or reused.
- All waste disposal shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this.

Environmental objectives are regularly established, published, monitored and reviewed.

The Directors and staff are fully committed to the maintenance, review and improvement of the Company's Environmental Policy.

Signed : .....

Date : .....

**MANAGEMENT STRUCTURE FOR HEALTH AND SAFETY**

**Please insert management structure**

## RESPONSIBILITIES

These responsibilities are to be read in conjunction with, and to be considered part of, the Health and Safety Policy.

### HEALTH AND SAFETY RESPONSIBILITIES

#### MANAGING DIRECTOR

Health and Safety responsibilities are to ensure that:-

- a) the Company's policy for the prevention of injury, ill health and damage is initiated;
- b) all levels of management and employees understand the requirements placed upon them by this Policy;
- c) the policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development;
- d) all levels of employees receive adequate and appropriate training in their tasks;
- e) allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage;
- f) disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- g) liaison with external safety and health organisations is instigated;
- h) pertinent information is distributed throughout the company;
- i) adequate funds are made available to meet the requirements of the policy;
- j) the appropriate insurance cover is provided and maintained;
- k) provision is made at all meetings, including board meetings, for discussing health and safety;
- l) they set a good personal example by using the appropriate personal protective equipment;

## **CONTRACTS MANAGER / WORK SHOP MANAGER**

The Contracts Manager's Health and Safety responsibilities are to ensure that:-

- a) they understand the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- b) tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;
- c) the following are determined at the planning stage:-
  - the most appropriate order and method of work;
  - the provision of adequate lighting;
  - allocation of responsibilities with other contractors on site;
  - the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;
  - facilities for sanitation and welfare;
  - the provision of basic fire precautions.
- d) written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- e) the precautions and work methods are checked with site management prior to commencing work;
- f) work is carried out as planned and the relevant legislation is complied with on site;
- g) the required protective equipment is issued and used correctly.
- h) all plant on site is safe and guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- i) all plant is operated by trained and experienced personnel;
- j) all repairs to plant on site are carried out in the proper manner;
- k) they set a good personal example by using the appropriate protective equipment whilst on site;

## PROJECT MANAGER

The Project Manager's Health and Safety responsibilities are to ensure that:-

- a) they understand the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- b) materials purchased are adequate and suitable for the task for which they are required;
- c) written instructions and adequate information is provided by the suppliers or manufacturers to enable the company to comply with the COSHH Regulations and carry out an assessment as required by the Regulations;
- d) the precautions and work methods for each product purchased are provided to site management prior to commencing work;
- e) all plant purchased or hired is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- f) the required protective equipment is purchased and is available for issue
- g) the costs of the following are determined, and incorporated in the tender:
  - the most appropriate order and method of work;
  - the provision of adequate lighting;
  - allocation of responsibilities with other contractors on site;
  - the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;
  - facilities for sanitation and welfare;
  - the provision of basic fire precautions.
- h) persons under his control are adequately trained in the tasks allotted to them;
- i) persons under his control observe the requirements of the health and safety policy;
- j) the policy is effectively administered and monitored in the areas under his control;
- k) all equipment within his area is in good condition, adequately maintained and guarded and is suitable for the purpose for which it is used;
- l) they set a good personal example by using the appropriate personal protective equipment;

## **ESTIMATORS/SURVEYORS**

The Estimators/Surveyors Health and Safety responsibilities are to ensure that:-

- a) they understand the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- b) the costs of the following are determined, and incorporated in the tender:
  - the most appropriate order and method of work;
  - the provision of adequate lighting;
  - allocation of responsibilities with other contractors on site;
  - the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;
  - facilities for sanitation and welfare;
  - the provision of basic fire precautions.
- c) materials purchased are adequate and suitable for the task for which they are required;
- d) written instructions and adequate information is provided by the suppliers or manufacturers to enable the company to comply with the COSHH Regulations and carry out an assessment as required by the Regulations;
- e) the precautions and work methods for each product purchased are provided to site management prior to commencing work;
- f) all plant purchased or hired is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- g) the required protective equipment is purchased and is available for issue
- h) they set a good personal example by using the appropriate protective equipment whilst on site;

## SITE MANAGERS

The Site Managers Health and Safety responsibilities are to ensure that:-

- a) they understand the Company's Health and Safety Policy and appreciates the allocated responsibilities;
- b) the relevant legislation is complied with in all the company's areas of operation;
- c) sound working practices are observed;
- d) health and safety activities are co-ordinated between all contractors working on the same site;
- e) all accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-occurrence of the accident or incident;
- f) that any hazardous substances are stored and handled in accordance with established rules and procedures;
- g) the following are determined at the planning stage:-
  - the most appropriate order and method of work;
  - the provision of adequate lighting;
  - allocation of responsibilities with other contractors on site;
  - the hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;
  - facilities for sanitation and welfare;
  - the provision of basic fire precautions.
- h) written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- i) all COSHH, Risk, Manual Handling and PPE Assessments are compiled and distributed;
- j) the precautions and work methods are checked with site management prior to commencing work;
- k) work is carried out as planned and the relevant legislation is complied with on site;
- l) they set a good personal example by using the appropriate protective equipment whilst on site;
- m) all plant on site is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- n) all plant is operated by trained and experienced personnel;
- o) all repairs to plant on site are carried out in the proper manner;
- a) the required protective equipment is issued and used correctly. They set a good personal example by using the appropriate protective equipment whilst on site;

## **OPERATIVES**

The Operatives' Health and Safety responsibilities are to ensure that they:-

- a) use the correct tools and equipment for the task;
- b) use the protective equipment provided;
- c) only use tools which are in good condition;
- d) report all defects in tools, plant, equipment and materials, or any obvious safety or health hazards;
- e) do not endanger themselves or other persons through their actions or failures to act;
- f) avoid improvisation;
- g) warn new employees of known hazards;
- h) refrain from horseplay;
- i) do not abuse the welfare facilities;
- j) co-operate with the Company on all aspects of health, safety and welfare;
- k) do not operate any equipment or machinery unless they have been fully trained and instructed in its operation;
- l) comply with the requirements of the Company's Safety Policy.
- m) inform management of any change to their state of health, either temporary or permanent, which might effect their working ability or their suitability to carry out any particular task or tasks.

## **ACCOUNTS/ADMINISTRATION STAFF**

Accounts staff's Health and Safety responsibilities are to ensure that they:-

- a) they understand the Company's Health and Safety Policy and appreciate the allocated responsibilities;
- b) the Safety Policy is effectively implemented in all functions under their control;
- c) responsibilities are correctly assigned and accepted;
- d) first aid facilities are available at all times;
- e) all equipment on the premises is safe, guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- f) inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

## **TRADE CONTRACTORS**

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

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

Labour only sub-contractors shall, for the purposes of health and safety only, be considered as employees of the companies.

All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.

Scaffolding used by Trade-Contractors' employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice.

Trade-Contractor's employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised by their employer and the senior Temple Safety representative.

All plant or equipment brought on to site by Trade-Contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the Trade-Contractor must be provided to senior company representative before work commences.

No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British Standards for industrial use, and in good condition.

Any injury sustained or damage caused by Trade-Contractors employees must be reported immediately to the senior Alpine Roofing representative.

Trade-Contractors employees must comply with any safety instructions given by the senior company representative

This company has engaged Temple Safety Ltd to inspect sites and report on health and safety matters. Trade-Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Trade-Contractors will provide the senior Temple Safety Limited representative with the name of the person they have appointed as their safety supervisor.

Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with Regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided to the senior Temple Safety Limited representative before work commences.

Trade-Contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds

A detailed method statement will be required from Trade-Contractors carrying out site works. The method statement must be agreed before work begins and copies made available on site so that compliance can be maintained.

## **TEMPLE SAFETY LTD**

Temple Safety Ltd have been retained as the Company's Safety Advisers and shall:-

- a) carry out site inspections, as requested by the Company;
- b) provide written reports and assessments for the Company subsequent to the inspections;
- c) provide a telephone advisory service relating to all aspects of health and safety at work;
- d) ensure that the Health and Safety Policy and documentation, as prepared by them, is reviewed and updated as required;
- e) by arrangement, provide an accident investigation service and liaise with the enforcing authority;
- f) if requested, assess all method statements prepared by the Company;
- g) if requested, attend meetings regarding health and safety, on behalf of the Company;
- h) if requested provide Health and Safety Training to both management and staff.