



Health & Safety Policy

**Alliance roofing (Yorkshire) Ltd
31 St Austell Drive
Barnsley
South
Yorkshire
S75 1LG**

Policy Date: 22nd August 2024

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1.0 General Statement of Intent

Alliance roofing (Yorkshire) Ltd is committed to ensuring the safety of its employees, customers, members of the public and anyone else who are affected by our operations.

The company commits to operating in accordance with the Health and Safety at Work (etc) Act 1974, The Management of Health & Safety Regulations and all other current applicable regulations and codes of practice, so far as is reasonably practicable.

The management will ensure that significant risks are assessed, and suitable and sufficient measures are adopted to allow each employee/contractor to carry out his/her duties safely and without risk to health. Suitable equipment will be provided and maintained in a safe condition, and safe systems of work will be devised.

The company shall strive to achieve continuous improvement in Health & Safety performance.

Alliance roofing (Yorkshire) Ltd Management will provide all necessary resources including time to ensure that all Health and Safety matters are adequately funded. This includes, training, personal protective equipment, adequate equipment/tools, maintenance for this equipment, external advice where necessary and any other resource necessary to ensure the Health and Safety of our staff.

Each employee/contractor will be made aware of his/her responsibility for his/her own health and safety and that of others. All employees/contractors will be given the opportunity to consult with the management on matters relating to Health & Safety, or to appoint a representative to do so.

Where necessary the company will arrange or provide suitable training for both management and operatives, in particular where new work practices or equipment are introduced.

The company will seek external advice as necessary to keep its health & safety policy, working practices and equipment up to date and in accordance with current legislation.

Ultimate responsibility in all areas of safety rests with the Managing Director / Proprietor / Owner. This duty is of no less importance than any of the responsibilities attached to that position.

Reviews of Health and Safety Policy will be made annually no later than 1 year after the date on this policy. The monitoring of all issues relating to this policy is the responsibility of the Managing Director / Proprietor / Owner.

Signed:



22nd August 2023

Reviewed – 22nd August 2024

Next review – 22nd August 2024

Dan Oates

Managing director

Alliance roofing (Yorkshire) Ltd

2.0 Roles and Responsibilities

Organisation and Managerial Responsibilities.

The company is owned and managed by Daniel Oates and Thomas Broadhead 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.

We use HS Direct Ltd (0114 2444461) for gaining help and advice with Health & safety matters where required.

The organisation of the workforce is the responsibility of Daniel Oates, who holds the position of managing director and who is responsible for ensuring that the company's Health & Safety Policy and associated procedures are implemented by all site operatives.

Day to day management of the company's operations is the responsibility of Dan Oates 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 responsible for the direct supervision of the company operatives.

Employee/Contractor Responsibilities.

Each and every employee/contractor has a statutory duty to take reasonable care in relation to his/her own health & safety, and the health and safety of any other person who may be affected by his/her acts or omissions.

Therefore, it shall be the duty of all Employees/Contractors whilst at work:

To take reasonable care for the Health & Safety of themselves and others, who may be affected by their acts or omissions at work

To co-operate with the employer to ensure compliance with all the company Health & Safety policies and procedures

To refrain from intentional or reckless interference with equipment and/or systems provided in the interest of Health, Safety and the Environment

To co-operate with management when required on such things as accident prevention and all procedures with regard to Health, Safety and the Environment as set out in the Health & Safety at Work etc. Act 1974 and the Environmental Protection Act 1990 and all associated Regulations and ACOPs

To maintain good standards of housekeeping in our premises and on client premises

To report any accident or incident including near-misses (whether or not personal injury results) to the office

To report any defects in equipment without delay to their immediate Supervisor and not to attempt repairs which they have not been authorised and specifically trained to undertake

To ensure that no potentially hazardous item, substance or machine is brought on to site or used without the prior knowledge and authority of their immediate Supervisor

To use and if applicable wear any item of Personal Protective Equipment. It is a requirement of law that any equipment supplied for safety must be used, and when not in use it is properly cleaned, stored and maintained.

To undergo any Health, Safety, Environmental and operational training deemed necessary by the company Staff Consultation.

If an employee/contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices he/she must notify the MD or Site manager.

If an employee/contractor feels that health & safety procedures may be improved, for example by use of alternative equipment, he/she will be encouraged to discuss any suggestions with the management.

Specific Safety Functions and Named Responsibilities.

Safety Function	Person Responsible
RAMS	D.Oates

3.0 Arrangements

This section defines our company arrangements and policies for dealing with our activities.

Accident Reporting & Investigation

It is the policy of Alliance roofing (Yorkshire) Ltd that all accidents, incidents and near misses are reported to the site and recorded into the company's accident record book which is kept online in our Safety-First Package.

The main objective of accident, incidents, near misses reporting and investigation is to reduce incidents and prevent future accidents.

It will be the responsibility of Alliance roofing (Yorkshire) Ltd to notify the Health & Safety Executive in respect of any accident or occurrence for which notification is required by the current - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

The following must be reported:

Deaths

Specified injuries to members of the public on our premises and taken to hospital.

Over 7-day injuries - where an employee or self-employed person is injured at work and away from work or unable to perform their normal work duties for more than 7 consecutive days. This must be reported to the HSE using appropriate forms within 15 days of the accident.

Some work-related diseases as per RIDDOR dangerous occurrence - where something happens that does not result in an injury, but could have done, (Including an incident at work that has led to possible or actual exposure to COVID-19).

Gas Safe registered gas fitters must also report dangerous gas fittings they find, and gas conveyors / suppliers must report some flammable gas incidents.

Any accident resulting in more than minor injuries or incident which might have resulted in serious injury will be investigated by Alliance roofing (Yorkshire) Ltd. Depending upon the circumstances of the accident, Alliance roofing (Yorkshire) Ltd may seek the assistance of an external Health & Safety Advisor, both in the investigation and the formulation of preventative procedures to avoid repetition.

A study of the circumstances will help to reduce or remove the causes.

When the reports are examined over a period of time, it can be seen whether preventative measures have been effective in reducing accidents.

If these objectives are to be attained, investigation and reporting must be accurate, complete and consistent.

All accidents and incidents resulting in injury to employees and/or to any other persons, or near misses on the premises that Alliance Roofing (Yorkshire) LTD employees are working on must be reported immediately to Alliance roofing (Yorkshire) Ltd reception and/or owner and be recorded in the company Accident book and reporting systems.

Where there is more than one person injured in the accident a separate page should be used for each person.

All relevant questions must be completed for every accident resulting in personal injury Alliance roofing (Yorkshire) Ltd

Care should be taken in completing the Accident Report Form and Supervisor wherever possible should ensure that the injured person reads the entry recorded on their behalf.

Care should also be taken when stating the nature of the injury unless a medical certificate has been submitted.

Alcohol and Controlled Drugs

It is categorically forbidden for employees to enter places of work, to drive a vehicle, use or operate equipment, or to assist or supervise in its use, whether on or off company business, in an unfit state due to the influence of alcohol or illegal drugs such as glue and other substances. Disciplinary action will be taken if you are caught in the possession of illegal drugs on Company or Client property or in Company vehicles. Employees taking medicines or prescribed drugs under the direction of their G.P, Dentist, or Hospital Doctor that may affect their ability to carry out their work duties have a duty of care responsibility and must notify their immediate Manager.

Asbestos

Alliance roofing (Yorkshire) Ltd policy is that we will not generally work with asbestos containing material products.

Asbestos is recognised as being an extremely hazardous substance and as such must be treated with the utmost care. When working onsite, staff and contractors will assume any suspicious material is asbestos and stop work unless there is conclusive evidence to the contrary. Any suspicious material shall be reported to the site or building manager immediately.

An Asbestos Management Survey for the premises 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 (ACMs) in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition prior to starting work.

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

CDM Regulations

Alliance roofing (Yorkshire) Ltd recognises the requirements of these regulations and makes every endeavor to comply.

Briefly - The regulations call for:

Skill, Knowledge and Experience – (The business 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 in order to improve skills. Additional in-house training refresher sessions are provided in order to keep personnel up to

date with current regulations.

The principal contractor(s) have an important role in managing health and safety risks during the construction phase so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

The principal contractor must:

Plan, manage, monitor and coordinate the entire construction phase
(Competence of all)

A person must be capable of carrying out duties placed on them and must only accept knowing they are competent to carry out the task.

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

- Competent
- Under supervision of a competent person

Take account of the health and safety risks to everyone affected by the work (including members of the public), in planning and managing the measures needed to control them

Liaise with the client and principal designer for the duration of the project to ensure that all risks are effectively managed

Prepare a written construction phase plan (PDF) before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose

Have ongoing arrangements in place for managing health and safety throughout the construction phase

Consult and engage with workers about their health, safety and welfare

Ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase

Check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health

Ensure all workers have site-specific inductions, and any further information and training they need

Take steps to prevent unauthorised access to the site

Liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

Co-operation of employees, contractors and others

Every person involved in works must seek the co-operation of any other persons concerned at the same or adjoining site so far as necessary in order to ensure all may carry out works safely.

Similarly, they must co-operate to ensure others may continue with their works safely.

All persons involved must report anything which is likely to endanger the health or safety of themselves or others. Supervisors have been appointed in order to ensure work is managed such that it may continue safely where multiple trades or activities may be ongoing simultaneously. Liaison with others allows arrangements to be made that enable all to continue.

Co-ordination of activities

All persons must co-ordinate their activities with one another in a manner such that, so far as is reasonably practicable, the health and safety of persons carrying out the work and anyone affected by the construction work will remain safe from harm at all times.

It is recognised that all works may not be able to continue at the same time, therefore Supervisors will discuss and plan such that the project may progress safely.

Prevention of accidents

Every person must ensure general principles of prevention are applied, so far as is reasonably practicable, to ensure the safety of all and works during all stages of a project.

This is a priority in all activities and the business ensures that method statements and risk assessments are produced identifying arrangements for safe working. All personnel are briefed on these to ensure they understand these arrangements and the risks that may be encountered by not following procedures.

Duties of Contractors

All Contractors and Principal Contractors have specific duties placed upon them under these regulations and all must be aware and endeavor to comply.

The regulations spell out these requirements for both Contractors and Principal Contractors.

The business is fully aware and endeavors to comply, so far as is reasonably practicable. All personnel have been made aware of these duties through in-house training.

The current CDM Regulations apply to most common building, civil engineering and engineering construction work including Domestic Projects. In the case of a domestic project, if using more than 1 contractor, a health and safety file must be produced. In any case, the Contractor must produce a Construction Phase Plan suitable for Commercial and Domestic Project.

In the event that a Project falls within the requirements of CDM, then the Principal Contractor must make provision for Welfare facilities as outlined under Schedule 2 of the CDM Regulations.

The appointed Principal Designer will be responsible for carrying out the CDM duties and ensuring the completion of the Project Health & Safety File.

On smaller projects where no PD is appointed, this role will be the responsibility of the Contractor when appointed by the client.

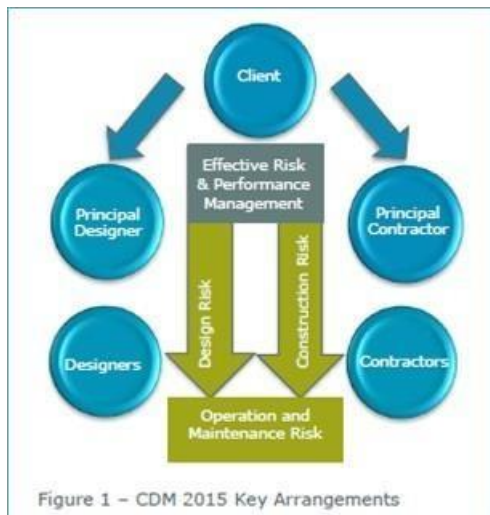
HSE must be notified of the site if the construction work is expected to either: last longer than 30 days and have more than 20 workers simultaneously involved on site at any one time; or exceeds 500 person days of construction work.

If a Project fits into CDM by either of the above factors, then HSE should be notified on-line before construction work starts using form F10.

A principal contractor is appointed by the client to control the construction phase of any project involving more than one contractor.

Domestic Client

When working for a domestic client, the principal contractor will normally take on the client duties as well as their own as principal contractor. If a domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor in control of the construction phase. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the principal contractor must work to them as 'client' under CDM 2015.



COSHH Assessments

For all materials or substances utilised which may be hazardous to health, a formal COSHH Assessment will be carried out by Alliance roofing (Yorkshire) Ltd. A register of hazardous substances shall be kept at the head office along with all relevant Safety Data Sheets. A copy of relevant COSHH Assessment(s) will be communicated to the operative(s) providing instruction for safe use.

COVID-19

The spread of COVID-19, commonly referred to as the Coronavirus, is an exceptional circumstance with ongoing ramifications for Alliance roofing (Yorkshire) Ltd, employees, individuals and clients that may be affected by our work. As the situation continues to develop and change, Alliance roofing (Yorkshire) Ltd will provide updated advice, resources and guidance in line with current Government guidance to support our employees.

Communication with workers

Alliance roofing (Yorkshire) Ltd uses a variety of methods to communicate information to employees and sub-contractors. A quarterly formal Health and Safety Meeting is held to discuss any health and safety related issues. We will also pass information to employees via emails and bulletins posted on office Health and Safety Notice Boards.

Communication with employees whose first language is not English will be carried out using one or more of the following methods:

- Ensure adequate time to consult with employees where language and/or literacy may be issues so they can absorb the information and respond to you.
- Use an interpreter; this may be a trained work colleague.
- Get information translated and check that this has been done clearly and accurately by testing it with native speakers.
- Use pictorial information and internationally understood pictorial signs where appropriate.
- Where information have to be in English, use clear and simple materials, and allow more time to communicate issues.

Contractors and Sub-Contractors

Alliance Roofing (Yorkshire) Ltd is responsible for assessing and controlling contractors and subcontractors working for or on behalf of Alliance roofing (Yorkshire) Ltd.

All contractors and sub-contractors who are working for the company must have complete the contractor's competence assessment before commencing work.

All contractors and sub-contractors will comply with Alliance Roofing (Yorkshire) LTD: Health & Safety Policy.

- Emergency procedures.
- Hazard/accident reporting procedures.
- All accidents and near misses need to be reported and recorded in the Accident Book located in main office.

A copy of the companies' health and safety policy can be found on company notice boards which are situated in the office.

Control of Silica Dust

Alliance roofing (Yorkshire) Ltd is aware that Silica Dust causes a lung disease known as Silicosis (which may be related to Lung Cancer).

Alliance Roofing (Yorkshire) Ltd will endeavor to remove Silica Dust from work by eliminating or substituting other materials. If this is not possible, exposure will be reduced by putting in place ventilation and other methods such as dust suppression and local exhaust ventilation extraction and containment systems to reduce silica dust to the lowest level reasonably practicable. If the level of dust cannot be adequately controlled, then a face fit dust mask to minimum standard EN149 FFP2 or FFP3 will be worn.

Control of Wood Dust

Alliance roofing (Yorkshire) Ltd is aware that hardwood dust can cause respiratory illness or cancer and will therefore putting in place extraction and filtration systems to remove and contain dust for safe disposal at source. All wood dusts have a workplace exposure limit of 5mg/m³.

Portable power tools will be selected to provide suitable extraction and filtration. Where this is not possible, portable extraction, containment and filtration will be made available. Suitable arrangements will be made for the safe disposal or recycling by a licensed waste management contractor.

Where wood dust cannot be fully extracted and contained, personnel are required to wear suitable dust masks to EN149 FFP2 or FFP3 dependent on assessment of dust. External advice may be sought on appropriate mask filtration requirements.

Personnel are aware of the hazards of wood dust and will not spread any residue dust by sweeping or blowing by air line. All cleaning works will be by vacuum, containment and sealed disposal.

Equipment Inspections & Records

The User must carry out a daily visual inspection of any equipment prior to its use, and must immediately report any defect, or suspected defect to the Supervisor.

The Responsible Person will arrange periodic inspections of all Alliance roofing (Yorkshire) Ltd equipment to include ladders, other access to height, PPE, tools, machines etc., and will keep a record of such inspections in compliance with PUWER.

Where an inspection reveals a defect, it will be the responsibility of the Responsible Person to ensure that the equipment is not used until such time as a suitable repair has been effected. If the equipment is beyond repair it must be discarded, whether or not a suitable replacement is available, and any work relying on the use of such equipment must be suspended until a suitable replacement is available.

External Health and Safety Consultants

Alliance Roofing (Yorkshire) LTD use HS Direct Ltd who will:

Advise of any new safety legislation or changes in existing legislation.

Provide general assistance to Alliance roofing (Yorkshire) Ltd to aid in the fulfillment of its obligations and duties as set out in statutes.

Assist, where required or requested, with the initial implementation of the changes required by changes in safety legislation.

It is the responsibility of Alliance roofing (Yorkshire) Ltd to ensure that the safety consultants are notified whenever assistance or support is needed.

Fire Safety

In the event of a fire in premises the designated Alliance roofing (Yorkshire) Ltd Responsible Person (RP) or alternatively in their absence their nominated representative will take charge. In their absence the most senior person on site will assume the responsibility.

Fire risk assessments will be carried out in all areas occupied by the organisation, the risk assessments will consider sources of ignition, sources of fuel and any additional source of oxygen over and above that present in the air. The assessment will evaluate the risk of a fire starting and the effect of the fire on people and property. The assessment will indicate control measures to remove or reduce the risk of fire starting. The significant findings of the assessment will be communicated to all relevant persons together with the necessary instruction and training to reduce the risk.

Means of Escape

In the event of fire occurring, it is vital that staff and other persons are able to evacuate the premises.

- All existing doors through which a person may have to pass to get out of the premises must be capable of being easily and immediately opened from the inside. Staff will not block or otherwise obstruct exits provided for emergency evacuation
- Access routes must always be maintained unobstructed to exit doors (internal and final exits) sufficient to allow easy access by the number of persons likely to use those routes, (750 mm minimum width) and employees must observe any line markers to indicate areas which must be kept clear.
- Stairways in buildings must be free from any risk of fire or spread of fire e.g. unauthorised portable heater, combustible material etc.
- Under no circumstances should fire doors be wedged open unless they are retained by automatic magnetic release systems or similar which are connected to the fire alarm system.

Risk Assessments

The Owner or their nominated representative will prepare a generic risk assessment covering the common risks encountered in the company's normal business. If necessary, external assistance will be sought to carry out the generic risk assessments. The significant findings of the risk assessments will be relayed to all staff.

The Owner or their nominated representative will carry out site specific risk assessment for sites where company employees/contractors are obliged to work. Such assessments will consider the health and safety of employee / contractors and the public on site. In particular the company is aware of the number of serious injuries from the incidence of Slips, Trips and Falls. The Owner therefore will pay particular attention to eliminating these hazards from each site.

All Risk Assessments will be produced using our online management system and are made available to all clients upon request. Employees should have a copy of risk assessments for the work they carry out.

Working at Height

It is the policy of Alliance Roofing (Yorkshire) Ltd to comply with the current Work at Height Regulations. Work at height will be avoided wherever possible. Where work at height cannot be avoided, the site foreman is responsible for carrying out a risk assessment and selecting appropriate work equipment to provide safe access to height and ensuring the appropriate safety measures to prevent falls are implemented.

Only trained and competent staff will be allowed to work at height and apprentices will be closely supervised.

Where the risk of a fall cannot be eliminated the foreman will put in place measures and equipment to minimise the distance and consequences of a fall should one occur.

Sign Off Sheet

I have read and understood the contents of this Safety Policy.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Safety Policy and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date

22nd August 2024

Dan Oates

D. OATES