

Rofft Development 2000 Ltd

Health and Safety Policy

July 2015

Revision (7)

Health and Safety Policy

Review Sheet

Date of Review	Reviewer(s)	Comments
August 2008	Salus Services Ltd	Reviewed whole Policy and updated to current legislation and best working practices as of August 2008.
August 2009	Salus Services Ltd	Reviewed whole Policy and updated to current legislation (The Corporate Manslaughter and Corporate Homicide Act 2007, Health and Safety Offences Act 2008, Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008 and best working practices as of November 2009.
September 2010	Salus Services Ltd	Reviewed whole Policy and updated LOLER arrangements to include new Legislation regarding The Notification of Conventional Tower Cranes Regulations 2010.
November 2011	Salus Services Ltd	Reviewed complete policy in light of current legislation.
April 2012	Salus Services Ltd	The policy was updated to include new legislation with regards to RIDDOR.
September 2012	Salus Services Ltd	Reviewed and updated to current legislation.
July 2015	Salus Services Ltd	Reviewed and updated to current legislation regarding Construction (Design & Management) Regulations 2015.

Health and Safety Policy

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1.1 Introduction

Company Details

Name	Rofft Development 2000 Ltd
Address	Pinfold Works Rossett Road Trevalyn Wrexham LL12 0DQ
Telephone Number	01244 570707
Name of person with the ULTIMATE RESPONSIBILITY FOR HEALTH & SAFETY matters within the company: -	Mr M Palamarczuk

Profile

Rofft Development 2000 Ltd carries out commercial, residential housing development and associated works.

The Company's objectives for success is built on the established virtues of quality, service, value for money and above all else, health and safety.

Our hallmarks of distinction are: -

- a high level of direct, hands-on involvement by the company's senior management giving the reassurance of personal service and attention;
 - the professional management of health and safety guaranteeing compliance with legislation and codes of good practice.
-

Introduction

Rofft Development understands the importance of good health and safety management and is committed to ensuring compliance at all levels with health and safety legislation. For these reasons, this Health and Safety Policy has been compiled and contains the necessary information to address the relevant legislation and recognised good management practice.

Contained within this policy are the company health and safety policy statement, organisation and arrangements necessary to control all aspects of the company's operations within the office, workplace and on site.

Health and Safety Policy

1.2 Health and Safety Policy Statement

The Directors of Rofft Development 2000 Ltd fully accept their responsibilities to their employees to ensure, so far as is reasonably practicable, their health, safety and welfare at work.

These responsibilities are extended to any other persons who may be affected by the Company's operations. In order to meet these obligations, the Company shall, so far as is reasonably practicable:-

- provide and maintain plant and systems of work which are safe and without risks to health;
- make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees;
- maintain in a condition that is safe and without risks to health any place of work under our control;
- provide means of access to and egress from any place of work under our control which is safe and without risks to health;
- provide and maintain for our employees a working environment that is safe, without risks to health and is adequate as regards facilities and arrangements for their welfare at work.

The Directors accept that health and safety are management responsibilities but in order to make this policy successful, they depend on the co-operation of all employees.

It is the duty of all employees to comply with the safety policy at all times and to act responsibly and do everything that they can to prevent injury to themselves, other employees and the public at large.

The Directors of the Company will monitor and review the operation of this policy on a regular annual basis to ensure that it remains relevant and appropriate to the Company and will make available the statement, organisation and arrangements sections of the policy in prominent positions in the offices and workplace for inspection by all employees and other interested parties.

Salus Services Ltd have been appointed as Competent Persons to provide health and safety assistance.

Rofft Development 2000 Ltd has made a commitment to continual improvement to conform to current applicable OH&S legislation and to improve our OH&S performance effectively and efficiently, to meet changing business and regulatory needs.

Signed Health & Safety Director

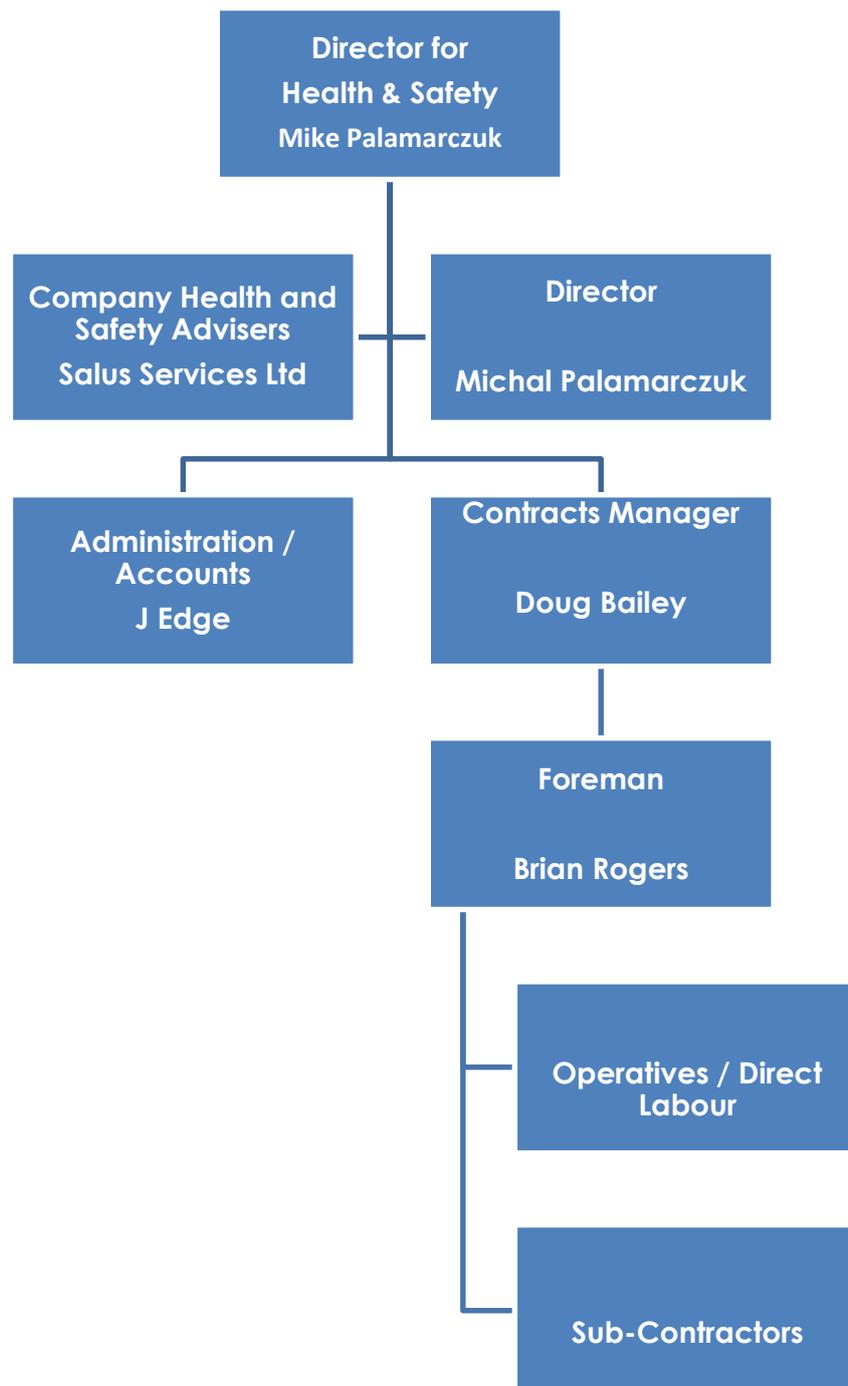
Date:

Date of Next Review: July 2016

Health and Safety Policy

2.0 Organisation

2.1 Organisational Structure of Rofft Development 2000 Ltd



Health and Safety Policy

2.2 Roles and Responsibilities

The Responsibilities of Company Officials

The Responsibilities of the Directors

The Directors shall have the responsibility:-

- To formally and publicly accept its collective role in providing health and safety leadership.
- To understand individually in accepting their individual roles in providing health and safety leadership in developing the Company's Health and Safety Policy and to ensure that its provisions are being effectively carried out at all times.
- To ensure that all decisions reflect Rofft Development 2000 Ltd's health and safety intentions, as detailed in the Statement of Policy.
- To recognise its role in engaging the active participation of workers in improving health and safety.
- To ensure that it is kept informed of issues relevant to health and safety risk management.
- Appoint one of its number as 'Health and Safety Director'.
- To co-operate with the Company Health and Safety Advisers in all matters affecting health and safety.

Responsibilities of the Health and Safety Director

The Health and Safety Director will:

- Ensure that funds, resources and facilities are available to meet the requirements of the Policy.
- Have an understanding of the application of the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation to the Company's operations.
- Be aware of changes in legislation which affect the Company.
- Establish whether accidents or dangerous occurrences are notifiable to the Enforcing Authorities.
- To ensure the investigation of serious accidents or near misses and take appropriate action to prevent recurrence.
- Respond to suggestions or comments on ways in which Company health and safety performance can be improved.
- Participate in the active management and recognition of stress at work.
- Set a personal example in complying with all Company Health and Safety rules.
- To co-operate with the Directors and/or Company Health and Safety Advisers in all matters affecting health and safety.

Responsibilities of Supervision - Contracts Manager & Foreman

The Supervision will:

- Promote health, safety and welfare at all times when at work.
- To communicate the contents of the Health and Safety Policy, to all personnel under the control of himself via "in house" training and induction, or, where appropriate, by external training.
- Initiate, administer and interpret the effective implementation of the Company Health and Safety Policy.
- Co-ordinate health and safety information and disseminate such information throughout the Company.
- Promote the safe conduct of work generally and review the performance of the Company in relation to its health and safety objectives and safety policy arrangements annually.
- Respond to suggestions or comments on ways in which Company health and safety performance can be improved.
- To arrange or undertake risk assessments, and to devise and apply control measures deemed to be necessary, as a result of the written assessment.
- Participate in the active management and recognition of stress at work.
- Consulting with the employees of the company on matters relating to health, safety and welfare in all the company activities.
- To conduct regular site safety inspections or arrange for the Company Health and Safety Advisers to carry out the inspections.
- Ensure that safe systems of work are followed, On Site Method Statements are produced and On Site Risk Assessments are carried out in relation to the work for which they are responsible. Following this, ensure that safe systems of working are established and maintained.
- Identify health and safety training needs within their area of responsibility and arrange training.
- Carry out induction training for new employees and also for those transferring from job to job or location to location.
- Review with new employees the hazards and specific rules relating to the work in hand.
- Ensure that all users of products and articles supplied or hired for use at work shall be made aware of any relevant information and instructions which may be provided by a manufacturer or supplier.
- Ensure adequate levels of supervision and training for young persons.
- Ensure that appropriate records are kept for all work equipment.
- Ensure that all work equipment hired or purchased is suitable for the purpose intended and that it is properly maintained.

- Advise employees on site of any risks drawn to the Company's attention by other employers sharing a particular workplace.
- Take steps to ensure the competence in health and safety of any persons or contractors to whom work is subcontracted, using the Company Procedure.
- To ensure that no unnecessary risks are taken by the employees in pursuance of their duties.
- To accompany the HSE Inspector on any visit and arrange for compliance with any notice issued.
- Ensure that Fire Procedures are in place and updated as necessary.
- Ensure that appropriate fire-fighting appliances and equipment are maintained as necessary.
- Ensure that adequate first aid provisions are made for the workplace/office.
- Ensuring that all quotations allow for the cost of the provision of - adequate welfare facilities, safe working methods, adequate and safe storage of dangerous equipment, materials and substances, adequate sanitation and waste disposal and adequate access - as far as is reasonably practicable.
- To set a personal example, and to always wear the appropriate personal protective equipment and comply with all Company Health and Safety rules.
- To implement the appropriate disciplinary measures, where the Health and Safety Policy is breached.
- Modifying this policy, as required, and in conjunction with the Directors and/or Company Health and Safety Advisers, at least annually, or as and when required.
- To co-operate with the Directors and/or Company Health and Safety Advisers in all matters affecting health and safety.

Responsibilities of Staff – Office, Operatives / Direct Labour

Staff shall have the responsibility:-

- To read and understand the Company Health and Safety Policy.
- To work in accordance with its provisions.
- Promote health, safety and welfare at all times when at work.
- Comply with Company systems and procedures and support the functioning of this Company Policy at all times.
- In taking action to ensure the health, safety and welfare of Rofft Development 2000 Ltd staff and others and seek guidance from the Managing Director where there is any doubt about the safe working procedures to be adopted.
- Ensure that working methods established do not require or allow persons to take unnecessary risks.
- Ensure that their subordinate staff are competent to carry out their work and provide supervision and support.
- Report all defects and unsafe conditions.
- Use only the equipment on which they have been instructed or are experienced.
- To use the equipment and plant only for the purposes for which it was designed and in accordance with the Operating Manuals. Guidance and advice shall be sought from their line manager in this matter.
- To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out their duties.
- To use ear protection, as appropriate, in order to prevent hearing damage.
- To suggest ways in which working practices can be made safer.
- To ensure that employees and others within the vicinity of the equipment they are operating, are not endangered by its use.
- Report to the Management, any injury to themselves or damage which results from an accident at work even if it only appears to be very minor and does not stop them working.
- To inform Management of any medication which they are currently taking, and which would affect their ability to work safely or react with any treatment they may receive in the event of an accident.
- Co-operate in the investigation of any accidents.
- Develop a personal concern for safety for themselves and for others, particularly newcomers and young people.
- Not to take part in "horseplay" or dangerous practical jokes in the workplace.
- To give advice on this policy when requested by the Directors, Company Health or Safety Advisers and/or workforce.
- To co-operate with the Directors and/or Company Health and Safety Advisers in all matters affecting health and safety.

Employees are reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care for their own safety, and the safety of others who may be affected by their acts or omissions. Also to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations, which includes adherence to the Company Health and Safety Policy.

Responsibilities of Sub-Contractors

All Sub-Contractors are:-

- Expected to read and comply with the provision of this policy, which will be discussed prior to their appointment.
- To ensure that any operatives under their control or employed by them have knowledge of, and will comply with, the Company Health and Safety Policy.
- To demonstrate that they are competent and have appropriate resources available to carry out their work.
- Sub-contractors (or their employees) are not entitled to modify, alter or otherwise interfere with any workplace, equipment or materials for which they have no responsibility or a requirement to use, unless otherwise authorised by Management.
- To ensure that any injury sustained or damage caused by them is reported to Management immediately.
- To arrange for suitable welfare facilities and first-aid equipment to be provided for their employees unless arrangements have been made on their behalf by Rofft Development 2000 Ltd or their Client.
- To observe all statutory provisions concerning dangerous, explosive, inflammable or other volatile substances and materials which they may bring into the workplace.
- To keep all work places for which they are responsible, clean and tidy, and to clear them periodically as work progresses.
- To wear appropriate personnel protective equipment, and use safety equipment appropriate to the operation, in accordance with the Personal Protective Equipment Regulations 1992.
- To provide information in compliance with the Management of Health and Safety at Work Regulations 1999 and as requested by Rofft Development 2000 Ltd, prior to commencing their works.
- Co-operate in the investigation of any accidents.

Responsibilities of the Health and Safety Advisers

**Salus Services Ltd – Suite 15, Bryn Estyn Business Centre, Bryn Estyn Road, Wrexham LL13 9TY
Tel: 01978 290950 Email: admin@saluservices.co.uk**

The Health and Safety Advisers shall:-

- Advise the Company on all health and safety matters.
- Regularly inspect all workplaces and equipment to ensure that the Health and Safety Policy is being complied with, and make recommendations direct to Management and employees concerning health and safety.
- Review any safety recommendation received from the Health and Safety Executive or Management, and to verify its implementation. Also to attend Safety Meetings, when necessary.
- Assist in and advise on the safety training of all current and new employees when requested.
- Arrange the circulation and publicity of suitable information relating to health and safety.
- Investigate accidents and damage to company property and recommend corrective action when requested.
- Assist when required with the preparation of health and safety documentation when requested.
- Inspect new and unusual processes for potential hazards when requested.
- In the event of reportable injuries, diseases or dangerous occurrences at work, complete forms F2508/F2508(A).
- Examine and review all Company accident books regularly.
- Modifying this policy, as required, and in conjunction with the Health and Safety Director, at least annually, or as and when required.
- Maintain contact with Officials and Professional Bodies, e.g. Health and Safety Executive, Local Authorities, Association of Project Safety etc.

The Health and Safety Advisers must:-

- Foster within the firm an understanding that injury prevention and damage control are an integral part of business and operation efficiency.
- Set a personal example, and always wear appropriate personal protective equipment at all times and comply with all Company Health and Safety rules.
- Ensure the appropriate regulations are complied with, and to be responsible for monitoring their implementation.

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3.0 Arrangements

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Arrangements

Introduction

This section of Rofft Development 2000 Ltd's Policy describes the manner in which the Company will deal with health and safety issues which arise in association with work activities.

If there is any doubt about hazard identification or safe working procedures, the Health and Safety Director and/or the Health and Safety Advisers are to be consulted for advice.

A1 Health and Safety Management

The Management of Health and Safety at Work Regulations 1999

The Corporate Manslaughter and Corporate Homicide Act 2007 Health and Safety Offences Act 2008 Employers' Liability (Compulsory Insurance) (Amendment) Regulations 2008

Introduction

It is extremely important to ensure that the health and safety aims and objectives described in Part 1 of this Policy are actually achieved. The arrangements in Part 3 give the means to fulfil the aims and objectives, but only through monitoring, reviewing and auditing performance will it be certain that the aims and objectives are being achieved. Furthermore, by monitoring, reviewing and auditing performance, it is possible to achieve continuous improvement in health and safety performance.

This section describes the arrangements for monitoring and reviewing and auditing the effectiveness of the Health and Safety Policy.

Audit and Review

The Company shall undertake an audit of the documented policy and procedures and the implementation within the offices and sites against the HSE guidance HS(G)65. This audit shall be undertaken by the Company Health and Safety Adviser in conjunction with the Health and Safety Director. Management and supervision will be interviewed and consulted during the auditing process and all areas of the health and safety system will be examined - including changes in legislation. The findings of the audit shall be documented and used to improve and develop existing policies and procedures.

Auditing Performance

The Health and Safety Director and Health and Safety Adviser shall arrange for audits of Company activities as and when appropriate.

Reviewing the Health and Safety Policy

The Company will monitor the effectiveness of this Health and Safety Policy. Review of the safety performance of the Company and the functioning of the Health and Safety Policy is the task of the Directors. They will review the contents of the Health and Safety Policy annually and indicate ways in which company safety performance can be improved.

A2 Competent Persons

Management of Health and Safety at Work Regulations 1999

In line with Regulation 7 of the Management of Health and Safety Regulations 1999, the Company will appoint competent persons to assist in undertaking the measures needed to be taken to ensure compliance with the requirements and prohibitions imposed under current, relevant statutory provisions. Sufficient time and resources will be allocated to the competent persons to allow them to properly undertake the measures necessary.

Competent persons appointed: Salus Services Ltd Tel: 01978 290950

A3 Construction (Design and Management) Regulations 2015 (CDM)

As potential Principal Contractors and Contractors under the CDM Regulations, the company is aware of its responsibilities for competence, the allocation of adequate resources and liaison with all relevant parties involved in the project.

Design Safety

Many health and safety issues on site are caused by poor design. It is the policy of Rofft Development to comply with CDM in order to reduce the risks on site through considering health and safety during the design process.

Directors and Managers responsible for the management of CDM works are to ensure that those employees who carry out CDM work have received specific training in their duties. Directors and Managers must also ensure that they have sufficient resources, experience and understanding to ensure that their duties are carried out in a competent manner.

On occasions Rofft Development Ltd engage other designers (i.e. structural engineers) to work on projects. These sub-contract designers shall be assessed for their competence and resources by the use of questionnaires, interviews and documentation etc., in order to ensure that their health and safety management, arrangements and awareness of their responsibilities are in line with relevant legislation. These assessments shall be reviewed regularly. New sub-contract designers shall be assessed before engagement on projects and will be closely monitored during the initial phase of the project.

Management of CDM

Poor management of the construction process and poor communication of health and safety information cause many health and safety issues on site. It is the Company's policy to comply with CDM in order to reduce the risks on site through good management and communication during the construction phase.

All tender prices submitted will include provision for compliance with the CDM Regulations 2015.

The Contract Manager in conjunction with the Health & Safety Advisers shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation i.e. Construction Phase Health and Safety Plans, which will be updated and approved when variations in building operations require.

The Contract Manager shall co-ordinate the activities of all operatives to ensure they comply with the Contract Health and Safety requirements and legislation, and shall check on the provisions of information and training of all employees, where appropriate, as well as sub-contractor's health and safety, when appointed by Rofft Development.

The health and safety file will be developed throughout the contract to the satisfaction of the Principal Designer ready for handover upon practical completion.

A4 Contractor Control

Construction (Design and Management) Regulations 2015

The Directors of Rofft Development accepts their responsibility for the safety of all contractors working in or visiting their premises. In addition the Directors are aware of the dangers presented to their staff, as a result of contractor operations.

In line with their duties under the Health and Safety at Work etc. Act 1974, the Directors of Rofft Development shall put in place suitable measures to control the access of contractors to the premises, measures to control the operational activities of contractors and measures to protect contractors from hazards presented by the Company's operations. These measures shall take the form of contract/induction arrangements, specific training (where necessary), close liaison and supervision.

Contractors working for Rofft Development on projects shall be assessed for their competence by the use of questionnaires, interviews, observations of operations and documentation, etc. in order to ensure that their health and safety management and arrangements are in line with relevant legislation.

Where failings or weaknesses are identified, these will be noted on their assessment and consequently confirmation of their competence will also be noted. These assessments shall be reviewed regularly.

New contractors shall be assessed before engagement on projects and will be closely monitored during the initial phase of the work.

A5 First Aid Arrangements

The Health and Safety (First Aid) Regulations 1981 (as amended 1999 & 2013)

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

- 1** The provision of an appropriate number of qualified first-aiders throughout the company in appropriate locations and controlled to ensure adequate first aid cover for all operational circumstances.
- 2** Ensuring first aiders are identified on notices in the office and on site and are named within all health and safety documentation.
- 3** The provision of adequate first-aid facilities on all contracts and in the main office which shall comprise:-
 - (a) First-aid kit(s) appropriate to the size of the workplace/workforce as described by statutory regulations.
 - (b) An occupational first-aid-er where required and defined by statute.

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

The Company shall also:

- a) explain to new employees what they shall be required to do and to whom they will bear a direct responsibility;
- b) ensure that any new employees read and understand the Company Health and Safety Policy;
- c) discover whether any new employee has any particular health needs (in terms of disability or recurring illness) and to make appropriate arrangements for this;
- d) ensure that new employees are given appropriate directions in relation to potentially hazardous locations within the Company's area of responsibility;
- e) bring to the attention of new employees any prohibited or dangerous practices in connection with their work;
- f) ensure that adequate instruction is/has been given in the use or operation of any machinery or equipment, including safety apparatus and protective clothing;
- g) give clear directions to the locations of first-aid boxes or treatment.

A6 Accident Reporting - Reporting any Injury or Dangerous Occurrence

The reporting of accidents is not only a legal requirement, but also provides the Company with valuable information on its health and safety performance and areas for improvement. The Company shall, therefore, ensure that suitable arrangements are made for the reporting of all accidents, no matter how small.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) The Data Protection Act 1998

The Company accepts its responsibility for the reporting of specific accidents - major injuries, diseases and dangerous occurrences - as detailed in RIDDOR and to ensure the confidentiality of personal information contained within completed accident records.

In the event of a near miss, injury or dangerous occurrence, the Supervisor shall ensure that he reports the incident immediately to the Managers and/or Directors who shall be contacted via the office.

Accident Reporting Procedure

- All accidents, whether anyone is injured or not, will be reported to Head Office by Supervision and, where appropriate, to the client and/or main contractor.
- An accident book will be kept on every site and at Head Office.
- The Supervisor will complete the accident book on site and report the accident to the Managers.
- The Contract Manager will report the accident to the Directors.
- The H&S Director will enter the accident in the accident book and the following details are recorded:
 - 1 The date and time of the accident causing injury.
 - 2 The following particulars about the person affected:-
 - (a) Full Name.
 - (b) Occupation.
 - (c) Nature of injury or condition.
 - 3 Place where the accident happened.
 - 4 A brief description of the circumstances.

- Where necessary, in line with RIDDOR, a RIDDOR report form, F2508, shall be completed and sent to the appropriate authority by the H&S Director.
- The requirement for reporting accidents shall be in line with the details specified in the legislation (see below).
- Reportable ill health resulting from work activities shall also be reported to the appropriate authority using report form F2508A, as will any reportable dangerous occurrences as defined by the legislation.
- Where the accident is reportable (see Events which are Reportable below), the H&S Director or the Company Health and Safety Adviser will report it to the Health and Safety Executive:
 - immediately by fax or phone
 - within 10 days on form F2508
- The H&S Director will update the accident statistics accordingly.
- Non-injurious accidents ('near-misses') shall be reported to Head Office and recorded by the H&S Director as appropriate. Senior management shall take any necessary action to address shortfalls identified in such accidents.

NOTE:

Every incident is thoroughly investigated by the Directors and/or the Company Health and Safety Adviser in order to identify the cause of the incident and to plan and implement measures to prevent recurrence.

Events which are Reportable

1 The death of any person as a result of an accident arising out of or in connection with work - including the death of an employee, if this occurs some time after the reportable injury which led to that employee's death (but not more than one year afterwards).

2 Any of the following major injuries to a person at work as a result of an accident arising out of or in connection with work :-

- (a) Any fracture of any bone other than finger, thumb or toes;
- (b) Any amputation;
- (c) Dislocation of the shoulder, hip, knee or spine;
- (d) The loss of sight (whether temporary or permanent)
- (e) A chemical or hot metal burn to the eye or any penetrating injury to any eye;
- (f) Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

- (g) Any other injury -
 - leading to hypothermia, heat-induced illness or to unconsciousness;
 - requiring resuscitation; or
 - requiring admittance to hospital for more than 24 hours.
 - (h) Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent;
 - (i) Either of the following conditions which result from the absorption of any substance by inhalation, ingestion, or through the skin:-
 - acute illness requiring medical treatment; or
 - loss of consciousness
 - (j) Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
- 3 Incapacitation of a person at work (i.e. an employee, a self employed person or a person receiving training for employment) from his or her normal work for more than 7 days as a result of an injury (an 'over 7 day' injury) caused by an accident at work - written report to be sent to the enforcing authority on form F2508 within 10 days of the accident.
- 4 Any injury to a person not at work, e.g. the public, resulting from an accident arising out of or in connection with work, which results in them being taken to hospital, from the accident premises, for treatment in respect of that injury.
- 5 Any dangerous occurrence as defined in RIDDOR.
- 6 Any disease as defined in RIDDOR.
- 7 Specific accidents involving moving vehicles on public roads - exposure to conveyed substances, loading/unloading activities, and construction work alongside public road.

Note: For the purposes of RIDDOR, an accident includes an act of non-consensual physical violence done to a person at work.

The Person responsible for Reporting the Reportable Injury -

The H&S Director or the Company Health and Safety Adviser

A record must be made and kept of all reportable injuries and dangerous occurrences.

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

A7 Health and Safety Training

The Health and Safety At Work etc Act 1974

The Management of Health and Safety at Work Regulations 1999

Suitable training shall be given to all employees to ensure that they are provided with the necessary instruction and information as is necessary to meet the requirements of the many Regulations applicable to the Company's operations.

Induction training in the safe working arrangements and emergency procedures within the Company shall be carried out for all employees and temporary staff. Suitable records shall be maintained. Contractors shall be given specific training in relevant health and safety procedures and emergency arrangements.

The Directors will carry out annual assessments to ascertain what training is required. All employees will be interviewed to establish their training needs. Records will be kept and a training programme will be established giving priority to the most hazardous areas, and the needs of young and/or new employees.

Training requirements shall also be based on the findings of risk assessments for the operations carried out throughout the Company. Training with regard to the safe working methods and control measures associated with, and resulting from, risk assessments shall be carried out, and where specific training is identified for particular tasks, this training shall be carried out either 'in-house' or by the use of qualified external training organisations.

No person will be permitted to drive any company vehicle or article of plant unless they are selected, trained and competent to do so. In addition they will not be permitted to operate any machine, apparatus or plant until appropriate training has been provided.

Operator's competency will be checked and verified by requesting copies of the operator's competency card and/or training certificate(s).

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

The Directors will ensure a record (training matrix) of all training that is undertaken is maintained with expiry dates of training identified. Suitable arrangements will then be implemented to ensure that refresher training is conducted (where required).

A8 Fire and Emergency Procedure

The Regulatory Reform (Fire Safety) Order 2005

Head Office

The Directors will be responsible for providing and having maintained, all fire fighting equipment, fire doors, fire blankets and fire notices. The Company will ensure arranged practices of the fire drill are conducted regularly.

An evacuation procedure will be drawn up by the Company and will be brought to the attention of all employees. This procedure will detail assembly points, premises check and head count. All fire evacuation alarm points and appliances will display fire procedure notices.

A suitable and sufficient fire risk assessment is conducted for the offices to ensure we identify the significant risks resulting from our activities and identify and prioritise the control measures required to comply with relevant law and regulation.

Construction Sites

Some of the materials used by the employees of Rofft Development are non-combustible. However, the packaging that these items are delivered to site is often combustible, and there is a significant risk of fire involving waste materials. Also, some work is carried out using hot works, which presents fire risk. Finally, other trades on site may engage in hot work that could cause fires that in turn could affect Company employees.

In order to ensure that every site is adequately provided for, the Contracts Managers shall, in conjunction with appropriate persons, review the procedures and provisions necessary for each contract prior to work commencing. The necessary fire fighting equipment, procedures, etc. shall be put in place, highlighted in the Project H&S File and communicated to employees and contractors at site induction. Where appropriate the fire control arrangements shall be posted on site. Due consideration shall be given to existing fire control procedures operated by the client where appropriate.

Appropriate fire precautions will be adopted in all works areas, to include:

- Good housekeeping
- Segregation of flammables and combustibles
- Portable heating appliances to be secured and suitably guarded
- Electrical equipment and circuits to be regularly checked by a competent person
- All gangways, stairs, fire exits and fire fighting equipment to be kept free from obstructions at all times.

A9 Working at Height

Working at Height Regulations 2005

Falls from height are the biggest cause of fatalities in the construction industry, and roofs are most frequent cause of falls. Some of the work undertaken by employees of the Rofft Development Ltd is undertaken at varying heights. Therefore it is reasonable to say that falls from height is one the most significant risk facing the Company.

The Company's policy is to ensure that the risk from falls from height and falling objects is minimised by favouring control measures that protect many persons, such as guardrails and nets, in preference to those that protect individuals, such as harnesses and lines.

The Company has set out a hierarchy for managing and selecting equipment for work at height. The Company will:

- avoid work at height where they can;
- use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

The Company will ensure:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

Provision of access will be by means of scaffold, mobile scaffold towers, mobile elevating working platforms (MEWP's), podium steps or stepladders, ladders for which we have suitably trained operatives.

The Supervision is responsible for ensuring that the risks from falls from height are identified and controlled at all times.

A10 Plant and Equipment/Electrical Appliances & Power Tools

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

Employees of Rofft Development use many items of powered work equipment, such as drills, saws, site vehicles such as fork lift trucks etc. in addition to non-powered equipment such as lifting accessories, spanners and stanley knives. The use of these items can cause significant risk to the users and others nearby.

All plant and machinery used and operated by the company is manufactured to approved safety standards, and must be used in accordance with the manufacturer's instructions and the guidance notes contained in the Company Health and Safety Manual.

It is the responsibility of the relevant Manager and Supervisor to ensure that plant and equipment are only operated by those employees who have the authority to do so, and who are sufficiently trained and competent in the handling/operation of the particular machine.

Any machine fitted with a guard or guards to protect moving parts must not be operated if any guards have been removed.

Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for such adjustment.

The purpose and method of action of all switches must be clearly marked and those members of staff using the equipment must ensure that they are fully aware of the operational functions of the switches.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Lifting operations

Any lifting operations on Rofft Development sites shall be subject to LOLER 1998 and as such ensure have in place, before lifting operations commence, a lifting plan and all relative risk assessments and method statements that are in proportion to the level and degree of the risks involved in the lifting operations. These lifting operations can include;

General lifting:

This is regarded as repetitive lifts using 360 degree diggers, forklift trucks, telehandlers and other general lifting plant and equipment that are used on a day to day basis on site. A general risk assessment, method statement and lifting plan must be carried out before works commence on site to include these operations.

Mobile Crane Hire/Contract Lifts:

These operations will be planned, managed and coordinated by those responsible for the lifting operation. If any crane is contracted by Rofft to a crane company (known as a contract lift), all following information from the crane contractor shall be in place before access onto site:

- Competence of the crane hire company
- Individual responsible person and lifting supervisor competence
- Lifting plan and relative safe systems of work
- Insurance certification and crane inspection testing certification
- Communication arrangements between persons involved before lift commences to discuss the lifting plan

If Rofft carry out a lift through a mobile crane hire, we shall be deemed as the responsible person and as such ensure that all controls mentioned above shall be compiled and in place before any lifting operations commence.

Lifting Equipment:

All lifting equipment used on site shall be selected, used and maintained in a safe manner. All persons using such lifting equipment shall hold slinger/banksman training and any other training as required under LOLER 1998.

All lifting equipment shall be subject to pre-use and periodic inspections and checks to ensure any defects are identified. If any equipment is found to be defective it shall be taken of use until made safe or disposed of appropriately. All lifting equipment shall be tested on an annual basis using the nominated insurer and testing tags be attached to all equipment. In addition, any records of such LOLER testing shall be kept and made available for inspection.

The Electricity at Work Regulations 1989

Many of the operations carried out by Rofft Development involve the use of electrical equipment. Employees use drills, circular saws and excavation equipment in the course of their work. Furthermore, sites are aggressive environments, where the weather can make electrical equipment wet through rain, frost or dew, and there are many sharp edges that can damage cables. Therefore, the risk of electric shock and burns is significant.

The Company's policy is to minimise the risk of electric shock and burns by using the lowest voltage possible (110v) and maintaining electrical equipment in efficient condition.

All electrical equipment, which the company uses in all workplaces, will be supplied, installed, maintained or used in accordance with current regulations. The Contract Managers will plan any temporary site electricity and distribution in accordance with regulations. All temporary supplies are to be installed by competent electricians and tested in accordance with the I.E.E. Regulations, and records maintained.

The Directors will ensure that all power tools provided for use on site or other workplace, are in accordance with the relevant Electricity At Work Regulations and British Standards, and have the appropriate supporting documentation.

Lower voltage tools, lighting, etc. may be required in damp or confined situations. The Health and Safety Advisers must be consulted in these situations.

A11 Hand-Arm Vibration

The Control of Vibration at Work Regulations 2005

For all employees who operate hand held powered tools/equipment, the Company will:

- assess the vibration risk to the employees;
- decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
 - provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;
- decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and the actions we are taking to control those risks;
- consult our trade union safety representative or employee representative on our proposals to control risk and to provide health surveillance;
- keep a record of our risk assessment and control actions;
- keep health records for employees under health surveillance;
- review and update our risk assessment regularly

A12 Personal Protective Clothing and Equipment

Personal Protective Equipment at Work Regulations 1992

The Directors will ensure that adequate supplies of all necessary protective clothing or equipment are available in all workplaces for issue as required, and that when issued to employees, a record is maintained at Head Office.

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

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

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

The Contract Manager will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by the Directors.

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

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

A13 Safe Place of Work

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

In line with the above regulations, the Company will provide and maintain a safe place of work and working environment for all employees and others who may be required to visit the offices, site, etc.

Safe means of access and egress shall, so far as is reasonably practicable, be provided and maintained to every place of work, including the offices and all areas of contract construction sites. Every such place shall be made and kept safe for persons using the facilities.

Every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the facilities by regular inspection and, where necessary, corrective actions. The Directors shall be responsible for ensuring that the workplace is regularly inspected.

Consideration shall be given to the environmental conditions in the offices and site to ensure that the temperature, ventilation and workspace requirements are in line with the applicable Regulations.

Slips, Trips & Falls

Slips, trips and falls on surfaces with no definite change in level are potentially a significant source of minor injuries to employees of Rofft Development.

The Company's policy is to reduce the likelihood and severity of accidents caused by slips trips and falls by providing safe walkways and ensuring good standards of housekeeping.

The Supervision will identify the risks of slips, trips and falls to employees using the On-Site Method Statement and ensure that adequate walkways are provided to allow safe access to all workplaces. The Supervisor is also responsible to ensuring that good standards of housekeeping are maintained in the workplace.

Housekeeping

A good standard of housekeeping shall be maintained by all personnel in all areas of the Company. The Company shall provide suitable and sufficient waste receptacles and arrange suitable waste disposal facilities to ensure that a satisfactory housekeeping standard can be achieved.

Workplace Layout

All workplaces shall be suitably demarcated to adequately identify the areas where pedestrians and vehicles are allowed to move. The condition of the demarcation shall be maintained so as to ensure that the areas are always obvious. Consideration shall be given to the construction site layout to ensure that similar demarcation requirements are addressed.

Areas where plant, equipment and materials are not to be placed shall be demarcated and inspections of the work area shall be carried out at regular intervals to ensure that such areas are kept clear.

Suitable welfare facilities shall be provided for all staff to meet the requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 with adequate provisions for drinks and seated accommodation for meals and breaks. Such facilities shall be maintained to a satisfactory standard of hygiene.

Arrangements shall be made for welfare facilities on construction sites to meet the requirements of the Schedule 2 of Construction (Design & Management) Regulations 2015. In particular, adequate sanitary, washing, clothing storage and 'messing' facilities shall be provided.

Welfare facilities shall be maintained in good condition and regularly cleaned. The Contracts Manager and Health and Safety Adviser will inspect all such facilities to ensure that they are all in good order and well maintained.

No materials are to be stored in the rest rooms/canteen. Those who desire to smoke must do so only in the designated smoking areas.

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

A14 Consultation and Communication

The Health and Safety (Consultation with Employees) Regulations 1996

The Company will encourage the active participation of all employees and sub-contractors in promoting good health and safety practice. To this end Company employees will be represented by an "Employee Safety Representative", who will be responsible for expressing all company employees' views with regards to Health and Safety. They will also be responsible for informing all employees of the agreed decisions of company Safety meetings. Company Safety meetings will take place at appropriate intervals in order to discuss the effectiveness of the policy and procedures and to review all safety reports and any recommendations received by the Employee Safety Representative. Such discussions are intended to improve the overall safety performance of the company.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff – i.e. notice boards, circulars, site meetings, "face to face" discussions, toolbox talks et

A15 Out of Hours Working

Where operatives are required to work in the offices or construction site on occasions when normal work is stopped, special attention shall be paid to the need for their safety in respect of access and egress, first aid and the need for supervision of employees working on their own in isolated areas of the workplace. Communication arrangements shall be put in place to ensure that emergency services can be summoned if necessary.

The Company will comply with the requirements of the Working Time Regulations 1998.

A16 Waste Management

Environmental Protection Act 1990

The Environmental Protection (Duty of Care) Regulations 1991

All waste material produced by the Company shall be disposed of in line with relevant legislation. Good housekeeping standards shall be maintained and waste shall be disposed of regularly.

Contract arrangements are in place to regularly remove and dispose of a variety of wastes including - general waste, confidential documentation, maintenance materials, construction site debris, etc.

The Company shall fulfil its duties under the legislation by:

- Preventing anyone from dealing with its waste illegally
- Preventing the escape of waste
- Ensuring waste is only transferred to an authorised person

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

Suitable skips and disposal equipment shall be used to contain waste materials, and the waste shall be disposed of regularly. In adverse weather conditions, arrangements shall be put in place to prevent waste from blowing around site or contaminating surroundings.

The Directors shall be responsible for the systems and arrangements for the safe disposal of waste.

A17 Noise

The Control of Noise at Work Regulations 2005

The Company shall ensure that all activities carried out which generate noise levels at the prescribed action levels, are assessed in line with the requirements of the Control of Noise at Work Regulations 2005. The details of the assessments shall be recorded and communicated to relevant employees. Where work areas require the wearing of personal protective equipment, suitable signs shall be posted to indicate the requirements and demarcation lines shall be provided.

Where possible, equipment shall be fitted with silencers, mufflers, doors, canopies, etc., to minimise noise levels and supervision shall ensure that all equipment and noise reducing features, etc., are used.

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

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

All employees shall ensure that all noise control items fitted to plant, or in premises are kept in good order and that any defects noted are reported to Supervision immediately.

A18 Asbestos

The Control of Asbestos Regulations 2012

All work involving asbestos in any form shall be carried out in accordance with the Control of Asbestos Regulations 2012, the Asbestos (Licensing) (Amendment) Regulations 1998 and the Approved Code of Practice.

The activities shall be assessed and when exposure to asbestos cannot be prevented, the necessary controls shall be put in place. A suitable plan of work shall be put in place which will address the location, nature, expected duration and asbestos handling methods involved with the work, and the characteristics of the protection and decontamination equipment for the asbestos workers and the protection equipment for any others who may be affected by such work. Where necessary, the required notification shall be given and adequate information, instruction and training provided. The necessary area designation, housekeeping standards, monitoring, health surveillance, washing and changing facilities, etc. shall be carried out and installed.

Removal of asbestos from construction sites shall only be carried out by a licensed and approved contractor and the waste disposed of in accordance with the legislation and by a licensed waste disposal contractor. Rofft Development understands its responsibilities under legislation to ensure that special waste is carefully and adequately controlled.

If a material is suspected of being asbestos, work will cease and the Client / Principal Contractor / Site Supervision will be informed. Work will not commence until the material / area has been ascertained 'safe'.

If it is known that Rofft Development operatives will be exposed to asbestos containing materials, suitable training will be given to make the operatives aware of the hazards and control measures to adhere to.

A19 Hazardous Substances

Control of Substances Hazardous to Health Regulations 2002

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) requires assessments to be made wherever substances hazardous to health are used, processed, manufactured, given off or produced, introduce adequate control measures, training and PPE, and monitor the exposure and health of employees.

The Company shall ensure that all substances and materials brought onto the premises and sites, or generated by the business operations, are identified, and that substances classified as hazardous are assessed in line with the Regulations.

In order for the company to prevent or control the exposure of substances hazardous to health to employees and others, the following hierarchy of measures will be adopted:

- 1** Elimination of the use of the substance.
- 2** Substitution of a hazardous substance to a less hazardous form.
- 3** Segregation between persons and the hazardous substance via totally enclosing processes and/or guarding.
- 4** Partial enclosure, with local exhaust ventilation.
- 5** Providing local exhaust ventilation.
- 6** Provision of suitable personal protective equipment – only as a last resort.

The Company will carry out assessments of all hazardous materials used and record the findings accordingly. Information on the nature of the materials will be compiled and any emergency procedures for spillage and storage established. Any new substances being brought into the Company will be assessed before being put into use.

All employees shall be instructed in the implementation of the COSHH Regulations, the associated controls and safe working methods. Copies of assessments/data sheets, the originals of which are retained at Head Office, will be made available to all staff and information, instruction and training in the operation of the assessments will be given.

Contract specific COSHH assessments will be identified at Contract Review and developed by the Contracts Managers and Supervisors within the Project H&S File. It is the responsibility of the relevant operative to ensure that all work involving a hazardous product or process is carried out strictly in accordance with the assessment sheets and instructions. Where additional information is required on a product or process, the relevant person should contact the Health and Safety Advisers.

A20 Risk Assessment

Management of Health and Safety at Work Regulations 1999

In line with Regulation 3, the company will undertake to make a suitable and sufficient assessment of the risks to workers and any others who may be affected by its undertaking, and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, sub-contractors, visitors and, when appropriate, the general public.

This will involve:-

- Identifying the significant risks arising out of the work activity;
- Identifying and prioritising the measures that need to be taken to comply with the relevant statutory provisions;

- Ensuring that all relevant risks and hazards are addressed taking into account non-normal risks associated with emergency procedures such as fire, evacuation, security alerts and any other emergency;
- Addressing what actually happens in the workplace or during the work activity;
- Ensuring that all groups of employees and others who might be affected are considered and informed of the risks;
- Identifying groups of workers who might be particularly at risk;
- Taking account of existing preventive or precautionary measures.

Definitions

Hazard: anything with the potential to cause harm;

Risk: the likelihood of harm being caused, the frequency to which people are exposed to harm, and the probable severity of any injuries to persons and damage to property.

In line with Regulation 4 and Schedule 1 of Regulations, the risk assessments will be used positively by the company to change working procedures, with an action plan and timescales set to implement preventative and protective measures, to enable the improvement of health and safety performance within the Company.

A21 Health and Safety Surveillance

In line with the requirements of Regulation 6 of the Management of Health and Safety Regulations 1999, and further to any assessment findings under the Control of Substances Hazardous to Health Regulations 2002 (COSHH) employees shall be provided with appropriate health surveillance based on the outcome of the risk assessments associated with the work activities.

Employees will also be provided with toolbox talks and information on the hazards and health effects of the activities and materials they will face.

A22 Safe Systems of Work

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

The Contract Managers and Supervisors shall develop the safe systems of work and to this end will ensure that detailed instructions and information is made available to operatives and sub-contractors and that adequate instruction and training is provided to ensure compliance with the system

A23 Manual Handling Operations

The Manual Handling Operations Regulations 1992

Further to the risk assessment requirements under the Management of Health and Safety Regulations 1999, the Company shall ensure that all manual handling operations are identified and addressed according to the requirements of the Manual Handling Operations Regulations 1992. All activities carried out by operatives and staff shall be examined and the requirements for manual handling operations established. As far as is reasonably practicable, manual handling operations shall be avoided, but where this is not possible, the operations shall be assessed and the risk of injury reduced by the use of mechanical means or the provision of other suitable means. All aspects of manual handling involved in the Company's operations shall be examined, including any areas where pushing, pulling, lifting, carrying, supporting, etc., are part of the expected work. Manual handling assessments shall be suitably documented. The findings of all assessments and the control measures to be adopted shall be fully communicated to the respective employees via the information, instruction and training aspects of the business's operations.

Employees of Rofft Development have to move a variety of materials, roofing sheets, hardboard sheets, bundles of insulation, blocks / bricks and waste materials.

The Company's policy is that mechanical means are utilised wherever possible in preference to materials being handled manually.

Where the manual handling assessments identify any residual risk involving any unavoidable manual handling operations being conducted then as well as employees receiving information they will also receive additional and specific training in safe lifting techniques i.e. The Kinetic Method.

A24 Display Screen Equipment

The Health and Safety (Display Screen Equipment) Regulations 1992

The administration operations at Rofft Development require the use of display screen equipment - computer stations with visual display units. In line with the requirements of The Health and Safety (Display Screen Equipment) Regulations 1992, the Company shall ensure that all 'users' of display screen equipment, as defined by the Regulations, are provided with information, instruction and training in the safe working with such equipment. Assessments of all work stations shall be carried out by the Health and Safety Adviser to establish the equipment requirements for the particular operation and the correct setting of workstation apparatus hardware and software.

In general terms, a 'User' is defined as 'a person who habitually uses display screen equipment as a significant part of their work'.

Equipment and working practices

Following an assessment of workstations and an examination of the operational environment - taking into account any possible area re-organisational possibilities - the Company shall provide any equipment found to be necessary to comply with the Regulations, and shall ensure that the required working practices and methods are in place to meet the statutory requirements.

A25 Confined Spaces

The Confined Spaces Regulations 1997

Suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces is done so in line with the requirements of the Confined Spaces Regulations 1997. No person shall be allowed to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements put in place.

A26 Noticeboards on Site

The Supervisor is responsible for ensuring that at least one Health and Safety Noticeboard is maintained on site, located so as to be viewable by all employees. The Noticeboard must display the following information:

- Health and Safety Law Poster 'What you should know'
- The name and location of the Health and Safety Director
- The name and location of the Health and Safety Adviser
- The name and location of the Contract Manager
- A copy of the Company Statement of Policy
- The Employer's Liability Insurance Certificate
- The name(s) and location(s) of office first aiders or appointed persons
- The name and phone number of the nearest Accident and Emergency Unit
- A map showing the best route to the nearest Accident and Emergency Unit
- Emergency Fire Procedure, and
- Site Safety Rules.

A27 Company Vehicles

No person driving on Company business will be expected to travel an excessive distance or to travel for an excessive time. Where necessary, support will always be given to sensible journey planning and for the costs of overnight accommodation.

It is a criminal offence for a driver to drive or be in control of a vehicle while talking on a hand held mobile phone. Therefore it is the policy of Rofft Development that hand held mobile phones must not be used by an employee while driving on company business. If the use of a mobile phone while driving is unavoidable, a hands-free kits must be used. Employees without hands free kits must switch their phones off while driving. Employees using hand held mobile phones while driving will be subject to disciplinary action.

A28 Stress

For the purposes of this policy, stress is defined as an adverse natural reaction to perceived excessive pressure. Pressure can be a positive force in the workplace, enhancing job satisfaction. Stress is never beneficial, as it occurs when an individual is unable to cope with their situation and is suffering symptoms such as headaches, inability to sleep, panic attacks etc. Stress is experienced by most people at some time in their lives, and is a significant factor in occupational health and safety.

It is the policy of Rofft Development Ltd to minimise the potential for all employees to suffer from stress, and to support them if circumstances arise which cause them to experience stress. Any employees who feel that they are under stress for whatever reason are encouraged to approach their Managers.

A29 Drugs and Alcohol

The use of drugs or alcohol can significantly affect an individual's ability to work safely. Drugs and alcohol affect a person's ability to identify hazards and impair judgement when interacting with hazards. This can lead to significant risks being created which affect not only the drug/alcohol user, but also their work colleagues and others.

It is the policy of Rofft Development that no-one known to be or suspected of being under the influence of alcohol and/or drugs will be allowed to work. Anyone found to have reported for work while under the influence of alcohol or drugs may be subject to disciplinary action.

For safety critical work or to comply with Client/Host requirements, formal monitoring may be carried out where appropriate.

A30 Working Hours

Working Time Regulations 1998

The Working Time Regulations 1998 impose certain restrictions on the number of hours workers are permitted to work and also grant workers certain rest breaks. Under the Regulations, workers cannot be forced to work for more than 48 hours in a week, on average. Working time includes travelling where it is part of the job, working lunches and job related training.

It is Rofft Development's policy to comply with these regulations fully, although the Company recognises that it is not feasible for certain members of its staff to satisfy some of the limits set out in the Regulations. Therefore the Company exercises its right under the Regulations to allow some workers to choose to 'opt out' of some of the requirements laid out in the Regulations.

Where there is agreement between an individual worker and the Company, the worker will be allowed to sign an agreement under which the worker opts out of the 48 hours per week working time limit. This agreement will:

- Be in writing,
- Cover a specific period, or will be indefinite, and
- Be able to be terminated by either party at 30 days notice.

The Company will keep a record of which workers have signed an opt out agreement, the terms of those agreements, and will keep a record of the hours worked by the workers. In any event, the workers will not be permitted to work in excess of 76 hours per week average over any 17 week reference period. Records will be kept for a minimum of two years.

A31 Young Persons

Management of Health and Safety at Work Regulations 1999

Working Time Regulations 1998

In line with the requirements of Regulation 3 and 19 of The Management of Health and Safety at Work Regulations 1999, the Directors of Rofft Development shall ensure that young persons employed by the Company are protected at work from any risks to their health and safety which are a consequence of their lack of experience, absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured. In order to deliver this policy, adequate assessment of the young person's activities shall be undertaken, suitable control measures put in place and close supervision maintained.

In addition the Company shall ensure that the required weekly rest periods, rest breaks and supervision are provided for young persons.

A 'young person' is defined as – a person above compulsory school age who has not yet reached the age of 18.

Appendix

HEALTH AND SAFETY RULES

OFFICE

Introduction

Most people would consider the average workplace to be a reasonably safe one compared, say, with a construction site or factory. However, while fatal accidents are uncommon, minor accidents caused by trips and falls, the unsafe use of electricity, obstructed passages and stairways, failure to use access equipment and poor housekeeping are common.

Fire is, by far, the greatest hazard in the workplace. Because of the design, location, construction, layout and age of many workplaces, a fire can spread rapidly from floor to floor. The need for well-developed fire and emergency procedures in offices cannot be over-emphasised.

Housekeeping

- Keep the work area tidy. Items that are not in use should be stored away.
- Store waste in waste containers, which should be emptied on a regular basis.
- Do not place heavy items, such as ledgers, on the top of cabinets or cupboards as they could fall onto someone using the cupboard.
- Separately store and dispose of harmful items, such as broken light bulbs and sharps.
- Keep passages, stairways, entrances and exits, in particular emergency exits, clear and free from surplus stationery, sacks of office refuse, surplus office equipment and furniture, and other large items.
- Clear up spillages immediately.
- Replace damaged floor coverings, such as carpets, immediately due to the tripping or slipping hazard created.
- Maintain an established cleaning schedule.

Furniture and Fittings

- Arrange furniture so that employees can move freely within the office and from one office to another.
- Keep doors and drawers, particularly to filing cabinets, closed when not in use.
- When using a filing cabinet, only open one drawer at a time due to the risk of the cabinet tipping forward – modern cabinets should not allow more than one drawer to open at one time.
- Do not overload filing cabinets. Heavy items should be stored in the bottom drawer.
- Always close the bottom drawer of a filing cabinet immediately to avoid the risk of people tripping over it.
- Repair or replace damaged and broken furniture and fittings, such as shelves, chairs and filing cabinets, immediately

Electrical Appliances

- Only trained and competent staff should attempt to repair electrically operated machinery.
- Switch off machines from the mains when left unattended for long periods.
- Position cables so that they do not trip people up. Where this is not possible, suitable permanent cable covers should be installed. Flexes should be shortened to that they do not trail across the floor or under desks.
- The use of free-standing radiant-type electric fires, sometimes used to supplement central heating in the winter months, is prohibited.
- Maintain cables to electrical appliances in a sound condition and replace them when they become frayed or damaged.
- Minimise the use of multi-point connectors in order to avoid overloading sockets.
- Examine electrical appliances regularly and record the examinations.

Lifting and Carrying

A substantial number of permanent back injuries are sustained by office staff lifting and carrying heavy items such as electric typewriters, computers, stationery packages and office furniture. To prevent the risk of such injuries, adequate handling equipment, such as trolleys and sack trucks, must be used. The general rule must be that no one should lift anything which is likely to cause injuries to the back, hands, arms, legs or feet. Get help if necessary!

Dangerous Substances

To reduce the risks associated with dangerous substances (which are depicted by a hazard warning symbol which has an orange background with a black symbol on it i.e. a cross, flame, skull and cross bones), the following precautions are necessary:-

- Always read the manufacturer's instructions prior to using a potentially dangerous product.
- In certain situations it may be necessary to wear personal protective equipment, such as gloves apron or goggles, when dealing with substances.
- Management must make staff aware of the hazard warning symbols shown on the packages for potentially dangerous substances, e.g. flammable, toxic substances.
- Disposed of waste safely. This particularly applies to cloths soaked in solvent-based cleaning fluids. In this case, such items should be stored in a metal container with a close-fitting lid and disposed of on a daily basis.
- Dangerous substances must be handled in a well-ventilated area.
- Any ill-effects experienced by staff following the use of substances should be reported immediately.

Office Equipment

Certain items of office equipment, such as scissors, letter openers and knives, can inflict serious injury. They should be effectively guarded and staff trained in their safe use.

All items should only be used for their main purpose and certainly not, for example, as screwdrivers or for opening tins.

Fire Precautions

To minimise the risk of fire, the following procedures and practices should be followed:-

- On no account should fire exits and designated escape routes be obstructed;
- All flammable wastes must be carefully controlled in terms of storage and removal.
- The use of radiant-type electric fires is prohibited.
- Smoking in the office is prohibited. Persons who are careless in their smoking habits will be disciplined.
- All electrical equipment must be disconnected from the socket when not in use or left unattended for long periods.
- Clothing and other items must not be dried close to a direct source of heat. In particular, they should not be placed over space heaters.
- Prior to locking the office at the termination of work, the office manager must undertake an inspection to ensure that no fire hazards have been created.
- Flammable items must be kept to a minimum for general use. A metal storage cabinet is provided for storage.
- All staff must be aware of the nearest fire alarm point, the nearest fire appliance and the emergency evacuation plan for the building, including assembly points.

Personal Conduct

It is regrettable that many office workers do not envisage their workplace as being potentially dangerous compared, say, with a factory. This attitude can result in accidents, and staff should be aware of the following basic aspects of personal conduct:-

- Dress sensibly for work. Do not wear items that may catch in office machinery and do not wear unsuitable footwear.
- Look where you are going! Do not read while walking or carrying items at such a level that you cannot see where you are going.
- Do not run or turn corners quickly when you cannot see what is round the corner.
- Use the access equipment provided when storing items normally out of reach, and not revolving workstation chairs or existing shelves.
- Open doors carefully! There may be someone standing on the other side.

CONTRACT HEALTH AND SAFETY RULES

- The following protective equipment to be worn at all times when on site - hard hat, safety boots, HV vest or jacket. When working with plant and equipment generating noise, hearing protection is to be worn by all in the vicinity. Other PPE to be worn as risk assessments, and conditions dictate.
- Risk assessments, COSHH assessments, method statements etc, to be adhered to at all times.
- The site works products, materials, plant and existing buildings to be adequately safeguarded from damage and theft.
- No site signs, barriers or notices shall be damaged or defaced and shall be kept clear and unobstructed at all times.
- All operatives and staff on site to sign in and out, in order to maintain a register of personnel on site in case of fire or other major safety problem.
- Visitors to be signed in and out, to be accompanied on site, and provided with, and requested to wear, suitable protective clothing.
- 'No alcohol and drugs' policy to be adhered to whilst working on this site
- Only persons who have received specific training will be allowed to erect, modify or adapt platforms, scaffolds, handrails, ladders, etc.
- Compressors, percussion tools and vehicles to be fitted with effective silencers.
- Radios or other audio equipment are not to be used in a way that may cause a nuisance. Employees and contractors are requested to conduct themselves in such a way as not to cause a nuisance or embarrass/insult occupants of neighbouring units.
- Reasonable precautions to be taken to prevent pollution of the site, works and general environment.
- NO SMOKING is allowed on the site. The only exception is in the designated areas i.e. 'smoking' mess cabin.
- Contractors' and employees' vehicles to be confined within site boundary and be parked neatly and safely adjacent to the site cabins.
- Burning on site of materials arising from the work is not permitted.
- Rubbish and debris to be removed regularly from site. Site and welfare facilities to be kept clean and tidy.
- Food is not to be consumed at the workplace. All food is to be consumed in the designated area.
- Suitable arrangements to be made to protect services, roads and footpaths and nearby properties.
- Mobile operated plant is to be operated only by certificated trained operators. No passengers are to be carried unless the vehicle has the necessary fitted seats to suit. All safety equipment, such as seat belts is to be used where fitted.
- Approaches to site to be kept clear of mud and debris.
- All accidents, no matter how minor and near misses are to be reported to the Principal Contractor.
- All equipment, provisions, instructions and arrangements made for the safety of contract staff are to be used and respected.
- Any person found damaging/vandalising equipment, plant/materials will be removed from site.
- Any person indulging in horseplay, fighting or malicious damage will be removed from site.
- **You are your own safety officer and are responsible for your own safety and the safety of others around you or in the vicinity.**