



HEALTH AND SAFETY POLICY 2021

This is the statement of general policy and arrangements for:

- ❖ ROACC LTD

Overall and final responsibility for health and safety is that of:

- ❖ Maciej Badower – director

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

- ❖ Simon Gutek – managing director

General Statement of Policy

The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the company to provide safe and healthy working conditions for all our employees by:-

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work and safe access and egress
- providing for the safe use, handling, storage and transport of all particles and substances providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision

It is also the intent of this Company to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

The Company accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

- The allocation of duties for safety matters and the particular arrangements which will be made to implement this policy are set out in this document.
- This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

Organisation

Head of Company

The Managing Director has overall responsibility for health and safety within the company, and will:

Ensure suitable financial provision is made for health & safety obligations

- Provide appropriate information and instruction to employees
- Ensure work is planned to take into account health & safety issues
- Ensure that staff at all levels receive appropriate training
- Monitor and assess risk to health and safety
- Understand the company policy for health and safety and ensure it is readily available for employees
- Set a personal example when visiting site by wearing appropriate protective equipment
- Actively promote at all levels the company's commitment to effective health and safety management

Health and Safety Co-ordinator / Representative

The person responsible for H&S isSzymon Gutek.....

Has relevant experience in dealing with H&S matters and arrangements,

the Health and Safety Co-ordinator / Representative will undertake and be responsible for:

- Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces
- Investigating accidents and implementing corrective action
- Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking

- Liaising with managers, employees, sub-contractors and specialists as and when appropriate
- Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work :

To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

In order for all employees to comply with their legal duties, they will undertake and be responsible for:

Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with it requirements

Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy

- Reporting any defects to work equipment immediately to the Site Supervisor
- Reporting to the management any incidents, which have led or might lead to injury or damage
- Reporting any accidents or near misses however minor to the Site Supervisor
- Using the correct tools and equipment for the job in hand and in accordance with training and instructions
- Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.
- Communication/Consultation

In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of Health and Safety training

The introduction or alteration of new work equipment or technology his communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memo's posted on the staff notice board.

Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

Induction training for new employees (Health and safety awareness, company procedures etc)

- The introduction or modification of new/existing machinery or technology
- A change in employee position/work activity or responsibility.
- Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.
- A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Emergencies

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

- Do not try to tackle the fire yourself (unless trained to do so)
- Activate the nearest fire alarm to raise the alarm

- Leave the building by the nearest fire exit and proceed to the muster point

- Do not re-enter the building for any purpose until the all clear has been given

• ACTION UPON HEARING THE FIRE ALARM

- Stop working and calmly leave the building by the nearest fire exit
- Go directly to the muster point and await instructions

- Do not leave the muster point until the all clear is given

- Do not re-enter the building for any purpose until the all clear is given

Staff Welfare

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

- Toilet/washing facilities accessible on site

- Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contactor, the company will provide suitable welfare facilities

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by purchasing/H&S advisor in order to ascertain that the equipment is suitable for its intended use.

- **No employee will use work equipment for which they have not received specific training.**
- **No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.**

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file.

Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to; H&S Advisor

First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company.

Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Head Office – the first aid box is located at reception

A qualified first aider will always be on site and where lone working is taking place a basic first aid kit will be supplied to each vehicle.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at head office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.):

Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

any work related injury that leads to an employee being absent from work for more than 7 working days

- fracture other than to fingers, thumbs or toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to
- unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.
- All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

- To determine the cause(s) with a view to preventing a recurrence
- To gather information for use in any criminal or civil proceedings
- To confirm or refute a claim for industrial injury benefit
- To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

- WHAT caused the accident?
- WHO was involved?
- WHEN did it occur?
- WHY did it occur?
- HOW could it have been prevented?
- HOW can a recurrence be prevented?
- Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

reducing weights

reducing the frequency of manual handling

the use of additional manpower

through the provision of suitable equipment to assist in the operation

the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.

Co-operation and Coordination

Employees will always familiarise themselves with client procedures when first attending site, in particular general site access, emergency procedures and high risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed at all times.

Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

Health Surveillance:

All employees of insert your name here are encouraged to carry out and record weekly personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Lightning Protection Services Leeds have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues the company will pay for conducting relevant medical surveillance were appropriate

Risk Assessments

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

CDM 2015

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

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the [workers](#) under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled.



Contractors on all projects must:

make sure the [client](#) is aware of the client duties under CDM 2015 before any work starts plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the [principal contractor](#)

provide appropriate supervision, information and instructions to workers under their control ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access

ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

In addition to the above responsibilities, contractors working on projects involving more than one contractor must:

- coordinate their work with the work of others in the project team
- comply with directions given by the [principal designer](#) or principal contractor
- comply with parts of the [construction phase plan](#)  relevant to their work
- Where a contractor is the only contractor working on a project, they must ensure a [construction phase plan](#)  is drawn up before setting up the site.

When working as the only contractor for a [domestic client](#), the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. 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 contractor must work to them as 'client' under CDM 2015.

Asbestos 2012

Each and every person within our company has a set of roles and responsibilities which are intended to function in an integrated fashion as a successful whole. Given that it is only through a truly competent workforce that the safety goals of the organisation can be achieved, Asbestos awareness and management is therefore critical to long term success and prevention principle. Adequate information, instruction and training will be given to employees and other persons affected by our activities to ensure that they are aware of:

- the health risks associated with asbestos
- the reasons for and the nature of the precautions to be observed to protect themselves and other people who may be affected
- how to make use of the protective equipment and other safeguards
- their duties under the Health and Safety at Work etc Act 1974.
- All persons entering a property where asbestos may be present are to be made aware as soon as is reasonably practicable of the presence of asbestos and any other matters likely to affect their health and safety by the customer as per their duty of care.

The Control of Asbestos at Work Regulations 2012 require employers to prevent the exposure of their employees to asbestos, or where this is not practicable, to reduce the exposure to the lowest possible level. CAR includes a regulation placing a duty on those who have repair and maintenance responsibilities for premises, because of a contract or tenancy, to manage the risk from asbestos in those premises. Where there is no contract or tenancy the person in control will be the duty holder. There is also a duty of cooperation on other parties.

- Crocidolite (blue)
- Amosite (brown)
- Chrysotile (white)

Asbestos is composed of small fibres, which can only be detected by using a microscope under laboratory conditions. Asbestos fibres are hazardous, and principally cause harm to the lining of the lungs when inhaled. As Asbestos ages, weathers or is worked upon, it becomes more "friable" and fibres may be released more easily.

All sites that have identified asbestos in their premises have a duty to ensure they abide by The Control of Asbestos at Work Regulations 2012 ensuring that information about the location and condition of any asbestos or any such substance is provided to every person liable to disturb it.

To control the risks to employees, building users, contractors and other persons, the following measure will be adopted:

All staff shall co-operate with duty holders' arrangements to achieve the highest level of safety and compliance with The Control of Asbestos at

Work Regulations 2012

Where existing properties contain asbestos containing material which is sound, in good condition and has not been, or is not likely to be subject to abrasion or deterioration from our cleaning operations the material must be labelled and left undisturbed, its position should be noted in the customers Asbestos Management Plan and its condition monitored and periodically reassessed. Where parts of customer's property contain damaged, deteriorating or inadequately sealed asbestos containing material, the material must be:

- enclosed, sealed or encapsulated
- removed and replaced by suitable material not containing asbestos

This responsibility remains with the customer and should not be undertaken by ANY MEMBER OF STAFF in any way.

All staff trained in asbestos awareness should note the potential location of asbestos containing materials; bring this to the immediate attention of the customer.

Recommend the appointment of laboratories and analysts (referred to as 'Asbestos Consultant's) to undertake air sampling and complete a suitable and sufficient survey.

No work will be carried out on broken or damaged areas that potential contamination could be present.

PAT Testing

All portable electrical appliances will be tested on an annual cycle, in accordance with HSE guidelines and statutory requirements.

The following types of modified appliances must NOT be used until tested :

- Hand tools and any associated leads
- Battery Chargers
- Cleaning equipment and any associated leads
- Equipment manufactured or modified on site or at a similar establishment

Due to the negligible failure rates for all other new equipment, they may be used without testing until that type of equipment is next due for testing.

Monitor / Audit / Review

Policy review

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time. Work activities will periodically be audited and reviewed as required.

First-aid box and accident book are located:
Accidents and ill health at work reported under RIDDOR:
(Reporting of Injuries, Diseases and Dangerous Occurrences
Regulations)
Signed :

Site specific /clearly marked,



Subject to review
Last reviewed

Every 6 months
10.05.2021