

# GWB Roofing Ltd



## Health & Safety Policy

For

## GWB Roofing Ltd

A Member of the Building Safety Group

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Hillside Farm, Callow Hill, Brinkworth, Chippenham. SN15 5EB.

Company Reg. No. 9461461 VAT Reg. No. 219 2630 19



# June 2018

## The Policy is divided into three parts:-

### Part A

This makes a general declaration based on our obligations under the Health and Safety at Work etc Act 1974.

### Part B

This deals with organisation and the chain of responsibility within the company for health, safety and welfare.

Employees also have a duty to take care of themselves and others who may be affected by their work activities, and to co-operate with the company in respect of health, safety and welfare.

### Part C

This deals with the arrangements that have been made by the Company. It identifies the particular hazards that are applicable to our specific activities.

### Reviewing Procedure

This Policy will be formally reviewed every 12 months by the Company's Board of Directors.

The Directors will consider alterations and amendments, which become essential between review dates.

Policy review		
Date	Name	Signature
June 2019	Barry Barker	

# A: General Health and Safety Policy

## General Statement

It is the policy of GWB Roofing Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

## The Organisation's Responsibilities

The organisation will ensure that:

- all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
- a member of senior management maintains specific responsibility for health and safety
- competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation
- all employees are consulted on matters relating to health, safety and welfare
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
- each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
- all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

## Employees' Responsibilities

Employees must ensure that they:

- co-operate with management to enable all statutory duties to be complied with
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.



Signed

**Barry Barker**

**01/06/2018**

on behalf of GWB Roofing Ltd

**Health and Safety Director**

## **Part B: Responsibilities and Duties**

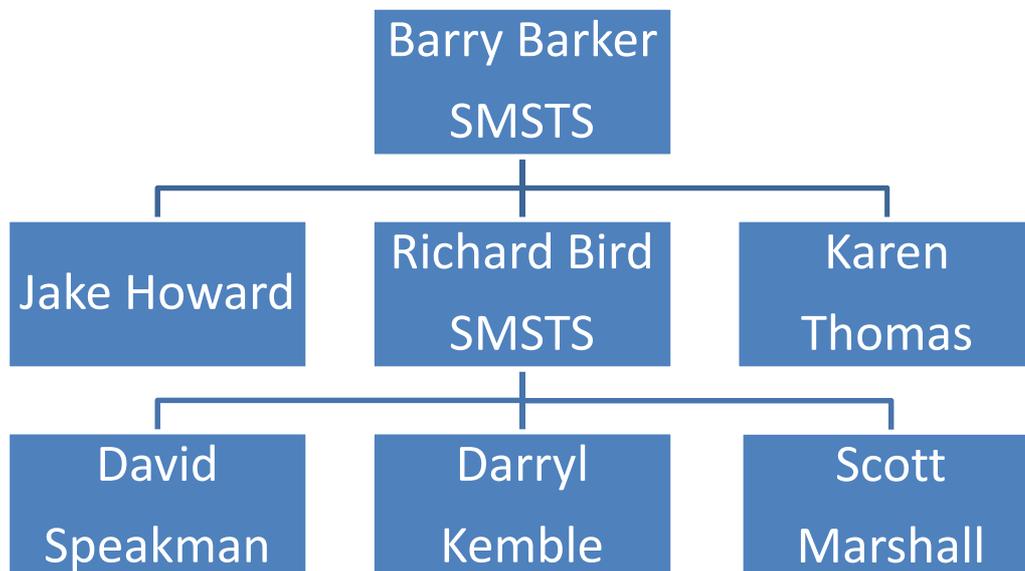
- Chain of Responsibility
- Schematic company health and safety structure
- The Company's Duties
- The Safety Director's Duties
- Contract Manager's Duties
- Site Manager's and Foreman's Duties
- Operative's Duties
- The Building Safety Group: Health and Safety Advisers' Duties
- Contractors' Duties and Declaration
- Declaration – Employees

## Chain of Responsibility

The chain of responsibility will, 'So far as is reasonably practicable', be:

- The overall responsibility for health and safety lies with the Board of Directors;
- The Safety Director will keep the Board of Directors advised as to their health and safety responsibilities and those of the company;
- The company's health, safety and environment adviser, the Building Safety Group Limited, will advise on health, safety and environmental matters, and carry out obligatory monitoring of registered sites and facilities;
- Managers will be responsible for the organisation of health, safety and environmental obligations on their site/facility and within their departments;
- Site/facility managers and foremen are responsible for implementing this policy and the requirements of all health and safety legislation; and
- Contractors will sign a declaration that they understand the parts of this policy relevant to them, site emergency procedures, etc., and are conversant with the Health and Safety at Work etc. Act 1974 and other relevant legislation.

### Schematic Company Health and Safety Structure



## The Company's duties

The Company's duties will, 'so far as is reasonably practicable', be:

- To observe the requirements of the Health and Safety at Work etc Act 1974;
- To provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health;
- Arranging safe systems of use, handling, storage and transport of machinery, materials and equipment, etc.;
- To carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required;
- To ensure that appropriate personal protective equipment (PPE) is provided;
- To provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc.;
- To consult with the company's employees on health and safety matters;
- To promote co-ordination and co-operation of all 'duty holders' involved in construction projects;
- To liaise closely with the Building Safety Group Ltd;
- Provide adequate first aid and welfare arrangements for employees whilst at work;
- To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- To ensure that all contractors comply with this policy, the construction phase plan, and method statements and risk assessments that are relevant to their work;
- To ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with;
- To prevent any person working whilst under the influence of alcohol or drugs; and
- To provide satisfactory levels of finance, human resources, time etc to ensure health and safety at all times.

## **The Safety Director's Duties**

- The Safety Director's duties will, 'so far as is reasonably practicable', be:
- To keep the Board of Directors advised as to their responsibilities;
- To ensure adequate financial arrangements are made to meet statutory requirements;
- To ensure that an effective management system is in place for the management of health and safety within the company and the system is periodically audited;
- To ensure that all senior managers are both competent and fully committed to ensuring the effectiveness of the health and safety management system;
- To ensure all employees receive adequate and relevant training;
- To provide a visible management commitment to higher standards of health and safety;
- To ensure all Company employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities;
- To monitor the effectiveness of this Policy and to make revisions as necessary;
- To analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken; and
- To ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
- When the company is acting as Principal Contractor, the Safety Director is responsible for ensuring a system of management to effectively control and co-ordinate the activities of contractors.

# The Contract Managers Duties

The Contract Manager's duties will, 'so far as is reasonably practicable', be:

- To monitor the implementation of this policy, the client's safety requirements and statutory responsibilities;
- To ensure adequate financial provision is made for health and safety;
- To ensure that the Building Safety Group Limited is notified of our sites;
- To assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work;
- To ensure co-ordination and co-operation between all parties involved in construction;
- To encourage good health and safety practises;
- To ensure site supervisors are competent;
- To ensure sites are adequately protected and signed;
- To ensure that members of the public, affected by the Company's operations are adequately protected;
- To ensure that statutory notices are displayed;
- To ensure provision of adequate welfare facilities;
- To set a good personal example by wearing the appropriate personal protective equipment;
- To ensure that relevant information, instruction, supervision and training is provided, monitored and recorded;
- To ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities; and
- To monitor the maintenance of all relevant site safety records.
- When the company is acting as principal contractor, the Contracts Manager is responsible for ensuring:
  1. Co-operation between contractors;
  2. The development of the Construction Phase Plan and the provision of information and direction to contractors;
  3. The provision of information to the Principal Designer for inclusion in the Health and Safety File; and
  4. The laying down of site rules, where appropriate.

## **Duties of Site Managers:**

The Site Manager's duties will, 'so far as is reasonably practicable', be:

- To comply with this policy and enforce it on site;
- To organise and co-ordinate site work with minimum risk to health and safety;
- To ensure a suitable and sufficient Construction Phase Plan is in place and is kept up to date
- To ensure that all operatives are competent;
- To ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date;
- To ensure that operatives are given precise instructions in respect of health and safety;
- To ensure that the storage of materials and substances are safe and, comply with statutory requirements;
- To maintain site accommodation and welfare facilities in a clean and hygienic state to maintain a tidy organised site;
- Produce and maintain a traffic management plan to separate pedestrians from site traffic and to provide safe access to and egress from, working areas;
- To ensure that all work equipment whether company owned or hired in, is used for the purpose designed, properly maintained and safe to use;
- To ensure First Aid provision is adequate and all first aid equipment is adequately stocked and replenished on a regular basis;
- To ensure the site rules with regard to personal protective equipment are observed and to set a good personal example;
- To implement reporting procedures for all accidents and dangerous occurrences and record all injuries in the accident book;
- To meet and liaise with visitors to the site and co-operate with statutory authorities;
- To appoint a competent person to take charge during his temporary absence;
- To rectify defects notified by the BSG Safety Adviser, HSE Inspector or clients representatives;
- To ensure that adequate induction training is given;
- To ensure a procedure for worker engagement and consultation is put in place
- To closely supervise young persons and ensure risk assessments in respect of them have been produced and are available;
- Ensure that a fire risk assessment is completed; a fire plan produced and complied with.

## **All Operatives are required:**

To comply with this Policy, in particular to:

- Co-operate with management to enable all statutory duties to be complied with;
- Take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- Familiarise themselves with the health and safety arrangements that apply to them and their work functions;
- Engage in the consultation process
- To work in compliance with risk assessments and method statements appropriate to their work;
- To comply with all safety signs regarding site safety and personal behaviour;
- To only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required;
- To immediately report defects in equipment and machinery to their Site Supervisor;
- To wear PPE as appropriate or directed. To wear it correctly and not misuse or abuse it;
- To report any accident, dangerous occurrence or near miss to their Site Supervisor;
- To avoid improvised arrangements and suggest safe ways of eliminating hazards;
- Not to travel as a passenger on plant or vehicles unless it has been designed for such purpose;
- To ensure that suitable guards are in position whilst plant and equipment are in use;
- To make unattended plant safe and secure, to switch off and remove keys etc.;
- To dismount from dumpers whilst they are being mechanically loaded; and
- To inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

## **Building Safety Group Limited Health and Safety Advisers' Duties:**

BSGs Safety Adviser's duties will, 'so far as is reasonably practicable', be:

- To advise member companies, when required, on health and safety matters in advance of construction operations;
- To carry out regular site inspections in the company with the member's Site Supervisor;
- To discuss and advise on matters affecting health, safety and welfare;
- To notify the member's Site Supervisor of all defects found and provide a written report;
- To notify the company Safety Director if serious defects are continually not remedied;
- To immediately contact the Safety Director if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation;
- To advise of safety training requirements for new entrants and all employees;
- In accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses;
- To check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available; and
- To carry out inspections of offices, workshops and joinery shops as required by the company.

# Contractors and the Self Employed

The main duty of a contractor under The Construction, Design and Management Regulations 2015, is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

Contractors and the self employed who are working for this company, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They are aware of their duties under The Construction, Design and Management Regulations 2015
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, two weeks before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

## Contractor Declaration

I hereby declare:-

- All my employees are conversant with the requirements of the Health and Safety at Work. Act 1974, all codes of practice and other statutory regulations and requirements,
- That we will conduct our operations and activities in accordance with the provisions therein, and The Construction, Design and Management Regulations 2015.
- Risk assessments, method statements, etc. will be prepared and submitted two weeks before our intended start date on site, for inspection and assessment of their relevance.
- Risk assessments, etc. will be available to and within the knowledge of, my employees.

Company:                      GWB Roofing Ltd

Position in company: Director

Signed:



Date: 01/06/2018