

**BriggsAmasco**<sup>o</sup>  
roofing your world



**Health, Safety and Welfare  
Policy and Arrangements**

These Policy and Arrangements relate  
to the following companies:

**BriggsAmasco**<sup>®</sup>  
roofing your world

**Amasco House  
101 Powke Lane  
Cradley Heath B64 5PX**

Tel: 0121 502 9600

Fax: 0121 502 9601

[www.briggsamasco.co.uk](http://www.briggsamasco.co.uk)

**BriggsAmasco**<sup>®</sup>  
Roof Maintenance

**Richmond Road  
Trafford Park  
Manchester M17 1RE**

Tel: 0161 874 1470

Fax: 0161 874 1471

[www.briggsamasco.co.uk](http://www.briggsamasco.co.uk)

**aperture**<sup>®</sup>  
seamless possibilities

**Richmond Road  
Trafford Park  
Manchester M17 1RE**

Tel: 0161 772 1750

Fax: 0161 772 1751

[www.aperturesp.co.uk](http://www.aperturesp.co.uk)

**hyflexroofing**<sup>®</sup>  
cold applied liquid systems

**Amasco House  
101 Powke Lane  
Cradley Heath B64 5PX**

Tel: 0121 502 9580

Fax: 0121 502 9581

[www.hyflex.co.uk](http://www.hyflex.co.uk)

**BriggsAmasco is a long established major roofing and waterproofing contractor in the United Kingdom operating from nine strategically located branches offering a national roofing service with local knowledge and focus.**

BriggsAmasco undertakes all types of commercial roofing and offers roof maintenance and repair service to clients with one off or multiple sites.

Hyflex Roofing, Aperture and BriggsAmasco Maintenance are trading styles of BriggsAmasco.

Hyflex Roofing is a specialist contractor providing cold applied liquid systems to overlay roofs, car parks and balcony walkways.

Aperture specialises in sealing penetrations through both metal roof and wall cladding, and solving water ingress problems associated with gutters and difficult roof junction details.

BriggsAmasco Maintenance is a reactive and planned maintenance contractor.

BriggsAmasco offers a complete roofing service.

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# 1. Occupational Health & Safety Policy Statement

The scope of our works incorporates the design and installation of roofing, waterproofing and minor cladding systems including necessary service work within the United Kingdom.

It is the policy of BriggsAmasco to undertake operations and service in such a manner as to ensure “as far as is reasonably practicable”, the Health, Safety and Welfare of its Employees and all persons likely to be affected by its operations, including the general public, where appropriate.

It is our policy to co-operate where necessary with Employers, Contractors, Clients and Occupiers of buildings in which we are commissioned to work in order to pursue our Health & Safety policy of prevention of injury and ill health.

## **Our Employees**

Employees are not to undertake duties which will expose them or others to a risk to their Health & Safety. The company is committed to providing the necessary information, instruction, supervision and training to allow employees to undertake their duties in the interest of Health & Safety.

Employees have a duty to take all reasonable steps to preserve and protect the Health & Safety of themselves and all other people affected by their acts and omissions, and the operations of the company.

All employees are expected to co-operate with the nominated Safety Advisor and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

Employees also have a duty to co-operate with management, and any other person acting under any relevant statutory provision, to enable them to carry out their responsibilities with regard to Health, Safety and Welfare. The company looks to every employee for continuous awareness of safety requirements, alerting us to existing and potential hazards, and the need for minimising and reporting them in a timely manner.

### **Sub-Contractors**

BriggsAmasco expects the same standard of commitment to Health, Safety and Welfare from all of its sub-contractors, requiring them to follow the company's policies and procedures, in the same manner as its directly employed staff and operatives.

### **Communication**

The company will endeavor to communicate to employees its commitment to safety and to ensure that employees are familiar with the contents of the company Health & Safety Policy. The company communicates with its employees and contractors both orally, in the form of directions and statements from Managers and in writing in the form of directives, for example this policy statement. This policy will also provide a framework for setting and reviewing objectives.

### **Responsibility**

The company recognises its responsibility for the continuing implementation and enhancement of the policy. Allocation of responsibilities within these procedures is defined herewith and these definitions include the limits of authority imposed on each individual. Where areas of responsibility are defined, those responsible are to ensure that employees are familiar with the work in hand, know the system of work and understand any permit to work conditions. Users of work equipment should inspect the equipment **daily** before use.

## **Continuous Improvement**

We shall develop a framework for continual improvement by conducting regular audits, to ensure progress and management commitment. We shall take into account the latest technical development, scientific understanding, customer and client needs and community expectations. We shall ensure that all arrangements and Occupational Health & Safety objectives are reviewed at management review meetings to reflect suitability and the principles of the strategy for corporate responsibility.

## **Consultation**

It is the company policy to encourage consultations on all matters. Health and Safety is the first item on the agenda at all management meetings.

Management see communication between workers at all levels as an essential part of effective Health and Safety management. Consultation will be facilitated by means of safety meetings which will be held every quarter and meet as frequently as necessary.

The purpose of Safety Meetings is to provide a forum in which information may be conveyed and employees' questions on Health and Safety issues answered. In addition quarterly Head Office Safety Committee meetings will provide an opportunity to assess the continuing effectiveness of the policy.

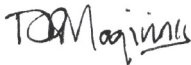
Annual safety forums will be held for contract staff and main stakeholders from our approved sub-contractors.



## Compliance

We shall ensure that all our activities meet the regulations and legislation on a national and local level. Where no regulations exist, we will endeavor to set our own appropriate standards. We will also provide appropriate information if requested to interested parties.

Signed for and behalf of Briggs Amasco Ltd.



D P Maginnis

Managing Director

Date: 2nd January 2017

## 2. Health, Safety and Welfare Arrangements

### 2.1 Authority

1. The Executive Director with responsibility for Health and Safety is the Managing Director.
2. The Operations Director is responsible for ensuring that Branch Managers and the staff directly responsible to them maintain the statutory requirements, including the Company policy in respect of Health, Safety and Welfare of employees and that they are aware of the Company's legal responsibilities for the Health and Safety of all employees.
3. Branch Managers are responsible for ensuring that their staff maintain the statutory requirements including the Company policy in respect of Health, Safety and Welfare of employees and that consideration is given to the implications of the statutory requirements and Company policy when tendering and planning for contracts. Branch Managers are also responsible for ensuring that where practicable, sites will be inspected by a competent person before commencement of work to ensure that working conditions are in accordance with statutory requirements.
4. Contracts Managers/Supervisors and Chargehands are responsible for the safe operation of sites under their control.

### 2.2 Consultation and Reporting

1. Joint consultation will be undertaken at Branch Health and Safety Committee meetings between Management and the Employees' Representatives, or Safety Representatives where appointed, to achieve maximum co-operation in the promotion of Health and Safety. The minutes of these meetings will be distributed as necessary.

2. Reports of all injuries, dangerous occurrences and near misses will be submitted to Management by the Contracts Manager/Supervisor to enable the necessary registers and forms to be completed. Every such occurrence will be fully investigated and a report submitted to the Area Safety Advisor who will carry out his own investigations where necessary.
3. Statistics will be prepared by a nominated person quarterly and an analysis identifying hazards circulated to all appropriate Management for action.

### **2.3 Communications**

The Health and Safety Policy will be communicated to employees via:

- a. Induction training
- b. In-service training
- c. Booklets issued to employees
- d. Health and Safety information sheets/bulletins
- e. Personal contact by Supervisors
- f. Personal contact by Managers
- g. Personal contact by Safety Advisors
- h. Pay packet inserts
- i. Memos from Supervisors and Managers
- j. Safety committees
- k. Minutes of Safety Committee meetings
- l. E-mails

### **2.4 Training**

Induction and in-service training are important methods of communication with the particular objective of improving behaviour patterns in respect of Safety.

1. Induction training will initially be carried out at the Company's Head Office by a nominated trainer or appointed Safety Advisor, followed by training at the Branch Office. Training will concentrate on the major hazards which may be encountered both at local branch offices and at construction sites. This will be carried out by experienced staff with the knowledge of both office and site risks.
2. In-service training will take the form of courses both in-company and those designed and delivered by outside agencies. Courses have been designed and will be kept up-to-date and regularly administered to the following categories of employees:
  - Drivers
  - Operatives
  - Chargehands
  - Plant Maintenance Fitters
  - Contract Managers/Supervisors
  - Labour only sub-contractors will be subject to company in-house training
  - All other staff particularly those who visit sites

Amalgamation or sub-divisions of the above categories together with other employees as appropriate to meet new situations when they are identified as having training needs in respect of Safety.

Adequate resources will be made available for training staff and operatives on a regular basis.

## **2.5 Safety Audit**

Branch Managers and Safety Advisors are responsible for ensuring that annual audits are carried out on safety matters.

## 3. Head Office Safety Committee Meeting Terms of Reference

### 3.1 Function

1. To act as a channel of communication through which information from Management on Health, Safety and Environmental matters are passed onto Staff and Operatives.
2. To encourage joint co-operation in the improvement of Health, Safety and Environmental practices and incident prevention.
3. To receive and consider reports and recommendations from the Area Safety Advisors.

### 3.2 Composition of Committee

The committee will consist at least of the following:

- Managing Director - Chairman
- Operations Director
- Commercial Director
- Financial / Human Resources Director
- Company Secretary
- Area Safety Advisors
- Technical Manager
- And others who may be co-opted

### 3.3 Meetings

Meetings will be held every quarter, the proceedings of the meetings will be recorded and minutes distributed as appropriate.

### **3.4 Activities**

To ensure that Company Health, Safety and Welfare Policy is fully implemented, the following is the agenda for Company Health and Safety Committee meetings:

1. Apologies for absence
2. Approval of minutes of previous meeting
3. Matters arising
4. Insurance liabilities
5. Safety advisors reports
6. Environmental issues
7. Review of CoSHH
8. Accident statistics
9. HSE activity
10. Safety Policy and Procedures Review
11. Safety awards
12. Items for discussion
13. Any other business
14. Date of next meeting

## **4. Branch Safety Committee Meeting Terms of Reference**

### **4.1 Function**

1. To act as a channel of communication through which information from Management on Health and Safety matters is passed to Staff and Operatives.
2. To encourage joint co-operation in the improvement of Health and Safety practices and accident prevention.
3. To receive and consider reports and recommendations from Supervisors and Area Safety Advisors.

## 4.2 Composition of Committees

The committee will consist at least of the following:

- Branch Manager - Chairman
- Contracts Manager
- Supervisors
- Operatives' Representatives
- Area Safety Advisor

## 4.3 Meetings

Meetings will be held every quarter, the proceedings of the meeting will be recorded and minutes distributed as appropriate.

## 4.4 Activities

To ensure that Company Health, Safety and Welfare Policy is fully implemented, the following is the agenda for Branch Health and Safety Committee meetings:

1. Apologies for absence
2. Approval of minutes of previous meeting
3. Matters arising
4. Accidents/Incidents/Near Misses
5. Head Office Safety Committee Meeting minutes
6. HSE activity
7. Plant inspection records
8. Motor vehicle accidents
9. Induction training-new employees
10. Health & Safety training
11. Asbestos contracts
12. Contracts with Other Identified Health Risks
13. Environmental issues
14. Any other business
15. Date of next meeting

## 5. Responsibilities

### 5.1 Executive Director responsible for Safety

1. To initiate, comply with and periodically review the Company's Safety Policy for the prevention of incidents and injury.
2. Appoint Senior Members of Staff to administer the Policy and to ensure sufficient funds are available to allow objectives to be fulfilled.
3. Be aware of the requirements of the Health and Safety at Work Act and all regulations relevant to the Company's activities.
4. Ensure that Company Health and Safety meetings are held according to the terms of reference.
5. Ensure that all levels of employees receive adequate and appropriate training in Health and Safety.
6. Take disciplinary action as necessary against any employees failing in their responsibilities for Health and Safety.
7. The delegation of Health and Safety for day to day procedure is passed to the Operations Director.

### 5.2 Operations Director

1. Implement and comply with the Company Safety Policy and ensure the responsibility allocated to each level of employee is discharged.
2. Be aware of the requirements of the Health and Safety at Work Act and all regulations relevant to the Company's activities.
3. Insist all safe working practices are always observed and **no employee is penalised for legitimately refusing to work on the grounds of Health and Safety.**



4. Ensure branch safety committee meetings are held every quarter.
5. Take disciplinary action as necessary against any employees failing in their responsibilities for Health & Safety.
6. The delegation of Health & Safety for day to day procedures is passed to Branch Managers for their branches.

### 5.3 Branch Managers

1. Implement and comply with the Company Safety Policy and ensure that the responsibility allocated to each level of employee is discharged.
2. Be aware of the requirements of the Health and Safety at Work Act and all regulations relevant to the Company's activities.
3. Ensure that in submitting tender documents, provision has been made for adequate Health, Safety and Welfare facilities.
4. Ensure that Branch Safety meetings are held according to the terms of reference.
5. Ensure that safe working practices are always observed and that an annual Branch Safety audit is implemented.
6. Instigate accident investigation procedures (including reports required under RIDDOR) and take action to prevent similar occurrences.
7. Take disciplinary action as necessary against any employee failing in their responsibilities to Health and Safety, after ensuring that **no employee is penalised for refusing to work on the grounds of Health and Safety.**
8. Ensure all branch employees receive appropriate Health and Safety training and all new employees attend the

Company induction course. All training must be recorded on the training form. Ensure that all sub-contracted labour has completed the company permit to work training and in addition hold the requisite level of competency, training and certification for the task prior to working on site.

9. Liaise with the Health and Safety Executive, the Environmental Health Officer, Fire Service and other relevant authorities, as necessary.
10. Ensure approved first aid kits are available at branch office, stores, workshops and contract sites.
11. The Branch Manager shall be responsible for interpreting the Company's responsibilities under the Construction Design and Management 2015 Regulations (CDM) with regards to every contract.

#### **5.4 Contracts Managers/Supervisors**

1. Implement and comply with the Company Safety Policy and legal requirements within their area of operation as designated by the Branch Manager.
2. Prepare and submit method statements for contracts under their control in conjunction with the Branch Manager. In addition they will be responsible for ensuring that the Company complies fully with its duties under the Construction Design and Management 2015 Regulations (CDM) with regards to the Principal Contractor and the Construction Phase Plan.
3. Carry out comprehensive risk assessments using the Company Record of Risk Assessment form.
4. Complete the Pre-Start Safety Check List and Site Torching Instruction forms.
5. Ensure all working methods and conditions are in accordance with the Company Safety Policy and statutory requirements.

6. Ensure Chargehands are aware of their responsibilities and encourage suggestions for improvement in Health and Safety practices.
7. Ensure all registers and records are maintained and reports are submitted as necessary.
8. Ensure all plant and equipment is properly maintained.
9. Ensure Chargehands and Operatives receive appropriate Health and Safety training to fulfill their responsibilities including the duty to stop work if they consider that their Health and/or Safety may be at risk if they continue working.
10. Liaise with the Health and Safety Executive, Environmental Health Officer, Fire Service and other relevant authorities as delegated by Branch Manager.
11. Ensure all new employees receive the Company Induction Health and Safety Course and that any sub-contracted labour has completed the company permit to work training prior to starting work on site.
12. Site specific instructions will be issued by the Contracts Manager/Supervisor to operatives regarding Emergency Procedures issued by the Principal Contractor or BriggsAmasco.
13. Ensure appropriate Personal Protective Equipment (PPE) is issued, signed for and used.
14. Investigate all accidents and injuries, and submit a report for each incident to the Branch Manager and Area Safety Advisor.
15. Contracts Managers and Supervisors are themselves expected to fulfill certain duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations relevant to the Company's activities.

16. Contracts Managers/Supervisors have a duty to stop work if they consider their or others Health and/or Safety may be at risk if they continue to work and to report same to their manager or higher authority should it be deemed necessary. **No employee will be penalised for legitimately refusing to work on the grounds of Health and Safety.**

- Disputes arising from a refusal to work on the grounds of Health and Safety will be referred to the Area Safety Advisor.

### 5.5 Chargehands

1. Comply with the Contract Manager's/Supervisor's and Area Safety Advisor's instructions and all Company Safety Policy and Arrangements, rules and current Regulations.
2. Before commencing work ensure all necessary precautions have been taken using the Pre-Start Safety Checklist as a guide. In addition ensure, following adverse weather, it is safe to return to work.
3. When a method statement has been written and agreed, ensure the work is carried out in accordance with the statement.
4. Ensure that all necessary precautions are maintained at all times, and if in doubt, consult the branch office immediately.
5. Always use the correct tools and equipment and wear appropriate Personal Protective Equipment (PPE).
6. Discourage Operatives from taking risks.
7. Prohibit irresponsible behaviour on sites.
8. Comply with the Company's Fire Safety Booklet, Contracting Safely Booklet and Site Torching instructions.
9. Ensure all plant, tools, Personal Protective Equipment (PPE) and site fire extinguishers are maintained in good working order.

10. Maintain good housekeeping at all times.
11. Report all defects in plant and equipment immediately.  
Stop work if equipment becomes faulty.
12. Follow any advice given by the Health and Safety Executive. Stop work immediately when instructed to do so and advise the branch office.
13. Investigate and submit a Personal Injury Report Form in the event of an injury at work.
14. Ensure there is an approved first aid kit at the work place.
15. Act as a competent person in all cases of Safety emergencies.
16. Chargehands are themselves expected to fulfill certain duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations relevant to the Company's activities.

**Chargehands are therefore obliged to:**

- Take reasonable care for their own safety and the safety of others.
- Co-operate with the employer and competent persons.
- Correctly use all plant and equipment, as instructed, wearing appropriate Personal Protective Equipment (PPE).
- Report hazardous conditions and any Safety shortcomings to the appropriate manager.
- Stop work if they consider their or others Health and/ or Safety may be at risk if they continue to work and to report same to their manager or higher authority should it be deemed necessary. **No employee will be penalised for legitimately refusing to work on the grounds of Health and Safety.**
- Disputes arising from a refusal to work on the grounds of Health and Safety will be referred to the Area Safety Advisor.

## **5.6 Operatives (Employed and Sub-Contractor)**

1. Comply with the Chargehand's, Contract Manager's/ Supervisor's and Area Safety Advisor's instructions and all Company Safety Policy & Arrangements rules and current Regulations.
2. Use correct tools and equipment and when necessary wear Personal Protective Equipment (PPE).
3. Take care of all plant, tools and Personal Protective Equipment (PPE) and report any defects to the Chargehand.
4. Do not take unnecessary risks and avoid unsafe practices.
5. Comply with Company's Fire Safety Booklet, Contracting Safety Booklet and Site Torching Instructions.
6. Develop a personal concern for your Health and Safety and that of others.
7. Refrain from irresponsible behaviour on site.
8. Report all accidents and injuries to the Chargehand.
9. Do not misuse anything provided for your Health, Safety and Welfare.
10. Co-operate with Management on all matters relating to Health, Safety and Welfare.
11. Operatives are themselves expected to fulfill certain duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations relevant to the Company's activities.

### **Operatives are therefore obliged to:**

- Take reasonable care for their own Safety and the Safety of others.
- Co-operate with the employer and competent persons.

- Correctly use all plant and equipment, as instructed, wearing appropriate Personal Protective Equipment (PPE).
- Report hazardous conditions and any Safety shortcomings to the appropriate manager.
- Stop work if they consider their or others' Health and/or Safety may be at risk if they continue to work and to report same to their manager or higher authority should it be deemed necessary. **No employee will be penalized for legitimately refusing to work on the grounds of Health and Safety.**
- Disputes arising from a refusal to work on the grounds of Health and Safety will be referred to the Area Safety Advisor.

## 5.7 Storekeepers

1. Comply with the Company Safety Policy and Arrangements and current regulations in respect of Health, Safety and Welfare at work.
2. Ensure all necessary precautions are maintained when using, lifting, handling, storing and transporting hazardous articles and substances.
3. Use the correct method of lifting and handling, and wear Personal Protective Equipment (PPE) as necessary.
4. Maintain stores in a tidy condition and ensure all gangways and fire exits are kept clear.
5. Do not take unnecessary risks and avoid unsafe practices.
6. Develop a personal concern for your Health and Safety and that of others.
7. Ensure that fire extinguishers are maintained in good working order, in pressure and service dates are compliant prior to dispatch to site.
8. Ensure equipment sent to site is in proper working order.

9. Do not load gas cylinders into saloon or hatchback cars.
10. Act as a competent person in all cases of Safety emergencies.
11. Storekeepers are themselves expected to fulfill certain duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations relevant to the Company's activities.

### **Storekeepers are therefore obliged to:**

- Take reasonable care for their own Safety and the Safety of others.
- Co-operate with the employer and competent persons.
- Correctly use all plant and equipment, as instructed, wearing appropriate Personal Protective Equipment (PPE).
- Report hazardous conditions and any Safety shortcomings to the appropriate manager.
- Stop work if they consider their or others Health and/ or Safety may be at risk if they continue to work and to report same to their manager or higher authority should it be deemed necessary. **No employee will be penalised for legitimately refusing to work on the grounds of Health and Safety.**
- Disputes arising from a refusal to work on the grounds of Health and Safety will be referred to the Area Safety Advisor.

### **5.8 Fitters**

1. Comply with the Company Safety Policy and Arrangements and current regulations in respect of Health, Safety and Welfare at work.
2. Ensure workshop floors are unobstructed and good housekeeping practices are followed.
3. Use correct tools and equipment and when necessary wear Personal Protective Equipment (PPE) as necessary.



4. Guard against spillage of inflammable materials.
5. Ensure firefighting equipment is maintained in good working order, in pressure and service dates are compliant.
6. Do not modify plant and equipment without Safety approval from the Area Safety Advisor.
7. Use correct lifting appliances and do not exceed safe working load (SWL).
8. Do not take unnecessary risks and avoid unsafe practices particularly connected with raised loads.
9. Ensure plant and equipment leaves the workshop in a safe condition.
10. Keep a record of plant and equipment inspected.
11. Do not work under un-propped tipper bodies and other plant and equipment.
12. Do not service plant and vehicles with the engine running.
13. Develop a personal concern for your Health and Safety and that of others.
14. Fitters are themselves expected to fulfill certain duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations relevant to the Company's activities.

**Fitters are therefore obliged to:**

- Take reasonable care for their own Safety and the Safety of others.
- Co-operate with the employer and competent persons.
- Correctly use all plant and equipment, as instructed, wearing appropriate Personal Protective Equipment (PPE).
- Report hazardous conditions and any Safety shortcomings to the appropriate manager.

- Stop work if they consider their or others Health and/ or Safety may be at risk if they continue to work and to report same to their manager or higher authority should it be deemed necessary. **No employee will be penalised for legitimately refusing to work on the grounds of Health and Safety.**
- Disputes arising from a refusal to work on the grounds of Health and Safety will be referred to the Area Safety Advisor.

## 5.9 Drivers

1. Comply with the Company Safety Policy and Arrangements and current regulations in respect of Health, Safety and Welfare at work.
2. Ensure all traffic regulations, especially those relating to safe loading and towing of vehicles, are obeyed.
3. Ensure tail lifts, hoists and tipping equipment is maintained in a good working order.
4. Do not work under un-propped tipper bodies.
5. Do not service vehicles with engines running.
6. Guard against spillage of inflammable materials and other hazardous substances.
7. Ensure that the necessary paperwork for carrying substances and materials to and from sites are filled in and completed.
8. Do not take unnecessary risks and avoid unsafe practices.
9. Observe workshop Health and Safety procedures when in workshops.
10. Visually inspect equipment such as towing pins, brackets and vehicle lifting appliances e.g. HIABS.
11. Complete vehicle defects form when necessary (daily checks).

12. Ensure all necessary precautions are maintained when using lifting, handling, storing and transporting hazardous articles and substances.
13. Use Personal Protective Equipment (PPE) as necessary.
14. Develop a personal concern for your Health and Safety and that of others.
15. Drivers are themselves expected to fulfill certain duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations relevant to the Company's activities.

#### **Drivers are therefore obliged to:**

- Take reasonable care for their own Safety and the Safety of others.
- Co-operate with the employer and competent persons.
- Correctly use all plant and equipment, as instructed, wearing appropriate Personal Protective Equipment (PPE).
- Report hazardous conditions and any Safety shortcomings to the appropriate manager.
- Stop work if they consider their or others' Health and/or Safety may be at risk if they continue to work and to report same to their manager or higher authority should it be deemed necessary. **No employee will be penalised for legitimately refusing to work on the grounds of Health and Safety.**
- Disputes arising from a refusal to work on the grounds of Health and Safety will be referred to the Area Safety Advisor.

#### **5.10 Staff**

1. Comply with the Company Safety Policy and Arrangements and current regulations in respect of Health, Safety and Welfare at work.

2. Develop a personal concern for your Health and Safety and that of others.
3. Stop work if you consider that your Health and/or Safety may be at risk if you continue working.
4. Inspect equipment and report any defects.
5. Do not take unnecessary risks and avoid unsafe practices.
6. Refrain from irresponsible behaviour.
7. Report all incidents and injuries.
8. Do not misuse anything provided for Health, Safety and Welfare
9. Ensure all necessary precautions are maintained when using, lifting, handling, storing and transporting hazardous articles and substances.
10. Undertake a company assessment in their chosen workplace on the use of DSE and other IT equipment.
11. Understand the action to take in case of fire.
12. Use Personal Protective Equipment (PPE) as necessary.
13. Employees are themselves expected to fulfill certain duties and responsibilities under the Health and Safety at Work Act 1974 and all regulations relevant to the Company's activities.

**Staff are therefore obliged to:**

- Take reasonable care for their own Safety and the Safety of others.
- Co-operate with the employer and competent persons.
- Correctly use all plant and equipment, as instructed, wearing appropriate Personal Protective Equipment (PPE).
- Report hazardous conditions and any Safety shortcomings to the appropriate manager.

- Stop work if they consider their or others' Health and/ or Safety may be at risk if they continue to work and to report same to their manager or higher authority should it be deemed necessary. **No employee will be penalised for legitimately refusing to work on the grounds of Health and Safety.**
- Disputes arising from a refusal to work on the grounds of Health and Safety will be referred to the Area Safety Advisor.

### 5.11 Area Safety Advisor

1. Submit monthly safety reports to the Managing Director with copies to the Board of Directors.
2. Submit quarterly safety reports to the Operations Director.
3. Advise and recommend on all matters relating to statutory Health and Safety requirements. Maintain records and statistics relating to injuries and accidents, both for Employer Liability and Public Liability combined liability policies.
4. Understand the requirements of the Health and Safety at Work Act 1974 and all regulations relevant to the Company's activities.
5. Advise Management, Supervision, Staff and Operatives on statutory regulations and Company Safety Policy and Arrangements.
6. Keep under constant review developments in Safety legislation, Codes of Practice and Health and Safety Executive guidance notes and to submit recommendations to the Head Office Safety Committee.
7. Maintain close contact with the Health and Safety Executive Inspectors, Safety Associations and Safety Committees within industry and Health and Safety publications.

8. Advise upon and/or carry out Health and Safety, fire prevention and firefighting training as necessary.
9. Investigate and report on all serious incidents, dangerous occurrences and near misses with a view to preventing repetition and provide information for management to review and action.
10. Advise on the safe use of plant and equipment to ensure Health and Safety requirements are met.
11. Inspect and report on documentation of inspections for lifting appliances, scaffolding, plant and equipment.
12. Make site visits and submit a written report on each visit to the Operations Director and Branch Manager concerned.
13. Keep the Managing Director fully informed on all essential Health and Safety matters, make recommendations regarding changes to Health and Safety Policy in the light of new legislation, etc.

## 6. Main Hazards

The principal hazards of the industry are those related to working at height and hot work. In order to prevent falls from heights Operatives must always ensure that:

1. Roof edge protection is complete and in place.
2. All roof openings are guarded or covered with substantial fixed material and are clearly marked.
3. Scaffolds are stable, complete and clear of debris.
4. Access ladders are of sound construction, firmly footed and tied at the top.
5. Decking sheets are fixed as soon as they are laid.
6. Potential falls through fragile surfaces are controlled in accordance with the Work at Height Regulations.

### **In order to prevent burns:**

1. Appropriate Personal Protective Equipment (PPE) must be worn. Appropriate heavy duty trousers or overalls to be worn. NO jogging style trousers or similar to be worn.
2. Care must be taken in carrying hot materials.
3. Care must be taken in pouring hot materials to prevent splashing on self and others.
4. Only Company approved pouring cans may be used.
5. Bitumen boilers, mixers etc. must never be operated above the temperature specified for the material (temperatures may vary between materials so always check manufacturer's instructions).
6. Hot works must not be carried out in windy conditions.
7. Comply with the Company's Fire Safety Booklet.

## **7. Site Safety**

Safety on site will be achieved by following the Company's Safety Policy and Arrangements, Health and Safety at Work Act 1974 and all regulations relevant to our activities.

### **7.1 Prior to Start Procedures**

1. The Branch Manager or designee shall complete the Pre-Start Safety Check List and send a copy to the Chargehand and Area Safety Advisor.
  2. On all contracts where torches are likely to be used the Contracts Manager/Supervisor shall, after inspecting the site, complete the Site Torching Instruction form and obtain the Chargehand's and all Operatiives receipt signatures and send a copy to the Area Safety Advisor.
- 2.1 Gas torches are banned for all felt roofing repairs. The use of cold applied felts or liquids is the only approved alternatives.

- 2.2 Currently, when a part or full torching specification is undertaken only those operatives with a valid torching certificate are permitted to use a gas torch (this includes drying up).
- 2.3 Instructions issued in the company Fire Booklet must be adhered to at all times. NB No torching on timber surfaces.
- 2.4 Torches must not be used within 1m of perimeters or upstands on any contract or in any situation (including drying up).
- 2.5 The correct fire extinguishers must be in the vicinity of all hot work operations.
- 2.6 The Contracts Manager must review the Method Statement and Risk Assessment with the Chargehand/ Operatives on site prior to any works commencing.
3. For all contracts, irrespective of size or duration, the Branch Manager or designee shall complete and distribute the Record of Risk Assessment form.
4. The Branch Manager shall ensure a method statement is provided and a copy issued to the Chargehand. The Area Safety Advisor shall assist when requested.

## **7.2 Work in Progress Procedures**

During the Contracts Manager's/Supervisor's site visits, he shall inspect the safety arrangements for compliance with the Pre-Start Safety Check List and with the Record of Risk Assessment and note any defects and give instructions for rectification.

The following items should be noted as being particularly relevant:

1. Adverse weather conditions need to be anticipated and suitable precautions taken. Rain, ice or snow can turn a secure footing into a skating rink. A roof should always be inspected before work starts to see if conditions have changed and to check if it is safe to work.



2. All plant and machinery should be inspected regularly and any defects reported.
3. Provide edge protection or other measures to working areas where a person is liable to fall and sustain injury.
4. Securely cover and mark or provide suitable guard rails around openings in roofs or fragile rooflights.
5. Do not step or stand on unfixed decking sheets.
6. Secure and inspect access ladders in accordance with statutory requirements.
7. Use only Company owned or approved equipment erected by competent persons and complete the statutory registers.
8. Keep working areas free from debris, material and equipment not in use.
9. Issue Personal Protective Equipment (PPE) to all employees in accordance with the statutory regulations and company policy. Obtain receipt signatures.
10. Use of correct and approved tools and equipment as provided by the Company.
11. Plant and machinery which is to be left unattended is to be immobilised.
12. Guard machines so as to ensure that dangerous moving parts are securely fenced.
13. Provide safe access to all working areas, particularly over adjacent roofs which may be of fragile material.
14. Store and use liquefied petroleum gas in accordance with Company rules and statutory legislation.
15. Check sites for low overhead electric power lines and report their presence to ensure adequate precautions are taken.

16. Provide suitable firefighting equipment where required.
17. Guidance in the use of hot works, solvents, adhesives and coatings is covered in the Company's Fire Safety booklet.
18. If during the course of works it is found that harnesses are required to complete sections/areas then this must be highlighted to the appropriate Operations Director and Safety Advisor prior to its use and if required, the appropriate training will to be provided.

## 8. Personal Protective Equipment (PPE)

The Company has carried out assessments with regards to the Personal Protective Equipment at Work Regulations and will supply the following as standard equipment (see Personal Protective Equipment form).

- First Aid Kits (including eye wash)
- Eye protection (glasses or impact goggles)
- Face protection for hot works (face visor for charging hot melt mixers/ bitumen boilers)
- Gloves, wrist protectors (task specific)
- Masks; fume, dust, fibre etc. (FFP3 masks)
- Overalls
- Safety boots
- Safety helmets with hat lanyards / chin straps
- Ear protection

The Company will decide the type of equipment for the work to be carried out and will ensure that all items issued will be worn as necessary. All Personal Protective Equipment (PPE) is provided free of charge and must be looked after by the Operative to whom it is issued.

## 9. Welfare Facilities

In many instances the Company operates as a sub-contractor on a site where shared canteen, toilet facilities etc. are provided by the Principal Contractor. In cases where the Company acts as Principal Contractor, welfare facilities will be provided to comply with current legislation.

### **9.1 First Aid (appointed person)**

There will be at least one appointed person on all contracts and at each Branch office.

### **9.2 First Aid (fully trained)**

Sufficient numbers of fully trained first aiders will be available on contracts that require them.

## 10. Regulations

### **10.1 Health and Safety at Work etc. Act 1974**

The Company will comply with the Act and implement any requirements arising from future regulations.

### **10.2 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**

The Company complies strictly with the RIDDOR regulations. The Company also has its own internal procedures for the investigation of serious accidents, dangerous occurrences and diseases.

### **10.3 The Control of Substances Hazardous to Health (C.o.S.H.H) Regulations**

These regulations aim to control the exposure of employees to hazardous substances encountered at work and require employers to undertake comprehensive assessments and adopt appropriate control and monitoring procedures for every hazardous substance used or generated in the workplace. Material safety data sheets from the manufacturer are available for these products. A CoSHH

assessment will be carried out and be available for inspection on the company intranet or from your Branch Manager.

All employees are required to adhere to the identified method of working and will be instructed, informed and trained as appropriate.

#### **10.4 Management of Health and Safety at Work Regulations**

The Company will provide a written method statement relevant to carry out the work it is engaged in. These will be written by the Manager or Contracts Manager/ Supervisor with the assistance of the Area Safety Advisor if required.

Risk assessments will be prepared using the company form.

#### **10.5 The Provision and Use of Work Equipment Regulations (PUWER)**

All new plant and mechanical tools will be vetted by the Head Office Health and Safety Committee and Area Safety Advisors before being taken into general use.

The Company will purchase to relevant British and European Standards where available.

#### **10.6 Manual Handling Operations Regulations**

The Company will carry out manual handling risk assessments on materials used for our works. There is a section on manual handling in the Company booklet Contracting Safely.

#### **10.7 Health and Safety (Display Screen Equipment) Regulations**

The Company policy and procedures are laid out in a separate Company information sheet.

#### **10.8 Workplace (Health, Safety, and Welfare) Regulations**

Whilst these do not apply to construction work which is our contracting element, we do implement the regulations at branch offices and factories.

#### **10.9 Personal Protective Equipment at Work Regulations**

See Item under Personal Protective Equipment (section 8).

## **10.10 Construction Design and Management Regulations (CDM) 2015**

The CDM Regulations place duties on clients, Principle designers and Principle contractors to plan, co-ordinate and manage Health and Safety throughout all stages of a construction project.

The Construction (Health, Safety and Welfare) Regulations have been incorporated within these regulations.

## **10.11 Control of Asbestos Regulations**

These Regulations require specific Risk Assessments/ Method Statements to be carried out prior to work commencing and places specific training requirements on anyone who comes, or is likely to come in contact with asbestos.

## **10.12 The Work at Height Regulations**

Work at Height Regulations set out details of prevention of falls, roof edge protection, fall prevention and fall arrest systems, access, ladders and inspection requirements.

## **10.13 Dangerous Substances and Explosive Atmospheres Regulations**

Dangerous Substances and Explosive Atmospheres Regulations replace the Liquefied Petroleum Gas Regulations. They deal with all dangerous substances (including L.P.G.) that can create harmful physical effects caused directly by fires and explosions.

## **10.14 The Control of Noise at Work Regulations**

These regulations oblige employers to prevent damage to the hearing of workers from excessive noise at work.

## **10.15 The Control of Vibration at Work Regulations**

Requires employers to implement preventative programmes to control the risk of injury to employees caused by excessive vibration at work.

## **10.16 Lifting Operations and Lifting Equipment Regulations (LOLER)**

These regulations require employers to carry out lifting operations, properly planned and supervised by a competent person in a safe manner. They also include specific requirements for testing and inspection regimes for lifting equipment and lifting accessories.

### **10.17 The Regulatory Reform (Fire Safety) Order and the Fire safety (Scotland) regulations**

This legislation replaces most existing regulations and covers fire precautions and other fire safety duties which are needed to protect people in case of fire in non-domestic premises.

## 11. Other Company Safety Instructions and Information

### **11.1 Safety Manual**

To supplement and support the Company Safety Policy and Arrangements, a comprehensive and detailed Operational Construction Safety Manual is available on the Company Intranet and is available for reference and viewing by all contracting staff.

### **11.2 Fire Safety Booklet**

Policy regarding fire prevention and safety on contract sites is issued to all Operatives and Staff and a record of issue kept at the Branch office.

### **11.3 Contracting Safety Guide**

Instructions to all Operatives on site safety and safe methods of working.

### **11.4 Health and Safety Information Sheets and Safety Bulletins**

Communication and instructions to Staff and Operatives regarding all aspects of Safety, new legislation and Company Policy.

## 12. Company Operatives and Staff Acknowledgement of Receipt

I acknowledge that I have received, read and understood a copy of the Health, Safety and Welfare Policy and Arrangements booklet.

Signature:

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Name (block capitals):

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Branch:

.....

Company:

.....

Date:

.....

Issue Date 2nd January 2017









## Your National Roofing Service



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