

# 2012

## Health & Safety Policy

INFINITY ROOFING & BUILDING  
SOLUTIONS LTD

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## Health and Safety Policy Statement

At Infinity Roofing & Building Solutions Ltd, we are committed to providing and maintaining a working environment that ensures the Health and Safety of our employees, customers, contractors and visitors. We want to prevent accidents and illness by making sure that Health and Safety considerations are at the heart of everything we do. To make this happen, we will encourage everyone who works at Infinity Roofing & Building Solutions Ltd to actively take part in and support this policy.

Our employees and sub-contractors are of paramount importance. Infinity Roofing & Building Solutions Ltd recognises that the talent and energy of the men and women, who work for them, are its most valuable assets.


The overall responsibility for Health and Safety lies with the Directors of Infinity Roofing & Building Solutions Ltd. Infinity Roofing & Building Solutions Ltd will keep all personnel advised as to their responsibilities and those of the Company, in respect to health and safety matters.

Infinity Roofing & Building Solutions Ltd recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and its Regulations which affect its activities, in particular, the CDM 2007 Regulations. Infinity Roofing & Building Solutions Ltd in order to comply with the associated regulations will:

- Provide the necessary information, instruction, training, and supervision to ensure the Health and Safety of its employees and others.
- Provide and maintain plant and equipment with systems that are safe and without risk to health, a safe place of work and a safe system of work.
- “So far as reasonably practicable” ensure that they will provide satisfactory financial resources and support needed to meet these objectives and the systems that are in place.
- Ensure that effective planning, control, and monitoring of all sites are maintained.
- Identify substances that are potentially hazardous to health and make sure arrangements are made to control the risks they pose.
- Make sure we have effective arrangements in place to deal with injuries and reduce the effects of any incidents that could result in injury, ill health, or damage to the environment.



The support of employees in Infinity Roofing & Building Solutions Ltd and others is necessary to achieve the objectives of the Health and Safety Policy and Infinity Roofing & Building Solutions Ltd make it clear that Health and Safety is a responsibility of equal standing with all other responsibilities. We at Infinity Roofing & Building Solutions Ltd will strive to improve the health and safety culture throughout the Company at all levels.

This policy will be  subject of an annual review by Infinity Roofing & Building Solutions Ltd to ensure its continued effectiveness.

Directors Signature:

Date: 07/01/2012

Review date: January 2012



## **Organisation -Duties, Roles and Responsibilities**

It is important for Infinity Roofing & Building Solutions Ltd to identify and include specific responsibilities in relation to Health and Safety as they relate to each post in their organisation.

The following pages contain a general description of responsibilities and duties which should be read in conjunction with the particular needs of the company.



### Company Duties

- To observe the requirements of the Health and Safety at Work Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes and recommendations of H.S.E. Inspectors and Environmental Officers during visits.
- The provision and maintenance of safe plant and systems of work especially in relation to hazardous and sensitive site operations.
- Ensuring the control of risks to health in handling, storage and the transportation of materials, articles, and substances.
- To carry out and provide Risk Assessments, COSHH Assessments, Noise Assessments and other assessments as necessary and in consequence safe systems of work, preparing and providing method statements as required.
- The provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and any other person.
- The provision of any necessary Personal Protective Equipment (PPE).
- The encouragement of discussion of safety matters between and within our organisation.
- To consult with staff and safety representatives on matters relating to Health and Safety at work.
- The provision of adequate Welfare and First Aid Facilities including trained First Aider as required by the relevant statutory provisions.
- To prevent injury or damage to any person and adjacent property affected by their operations.
- To bring into effect proper procedures to comply with the Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations 1995 and to include where appropriate the investigation and reporting of the same.
- To ensure that all site contractors comply with relevant statutory operations.
- To co-operate with Local Authority and Fire Prevention recommendations and ensure that requirements under The Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met. This will include the provision of a fire risk assessment. To have contingency plans/procedures for dealing with such risks including the training of employees as necessary and the monitoring of all equipment involved in accordance with the manufacturer's recommendations.
- To ensure as far as is possible that it will not allow its employees, sub-contractors and others engaged to carry out work or operations, whilst under the influence of alcohol or controlled substances (drugs). Supervisors are required to report all cases of suspected alcohol or drug abuse, allergies, or medication likely to affect the employee's health and safety.
- To make arrangements for implementing any special requirements required by the



Client, the Police and Local Authority whilst operating in hazardous or sensitive areas.

### Director's

The Director's take ultimate responsibility for Health, Safety, and Welfare throughout Infinity Roofing & Building Solutions Ltd. In order to protect the Safety and Health of employees and others affected by Infinity Roofing & Building Solutions Ltd operations, they will:

- Take reasonable steps to familiarise themselves with the hazards and risks associated with the work of Infinity Roofing & Building Solutions Ltd and with the precautions which need to be taken to eliminate or control those risks.
- Ensure that employees and others receive sufficient information, training, and advice so that they can carry out their duties safely and competently. Ensure adequate resources and facilities are available for this purpose.
- Initiate the timing and review the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of Infinity Roofing & Building Solutions Ltd.
- Ensure that all employees satisfactorily discharge their Health and Safety responsibilities allocated to them.
- Ensure the availability of expert advice on Health and Safety matters. i.e. HSE, Approved Codes of Practice Trade Associations, circulars.
- Ensure that the Director and Managers are adequately trained to carry out their Health and Safety duties effectively.
- Ensure the safety performance of Infinity Roofing & Building Solutions Ltd is monitored and take action to remedy any identified deficiencies. Establish procedures to deal with office and site emergencies.
- Appoint a suitably trained and competent person to assist him in to carry out his Health and Safety duties.
- Before entrusting work tasks to employees and sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- Have personal knowledge of the broad requirements of the Health and Safety at Work Act 1974 and Health and Safety Regulations and the HSE Approved codes of Practice.
- Ensure that all necessary PPE is provided to employees and encourage subcontractors to obtain and wear PPE (Personal Protective Equipment).
- Ensure that adequate provision is made for welfare facilities on site that meet the relevant regulations and that adequate first aid provisions are made.
- Set personal examples of Health and Safety awareness.



### Site Supervisor and Safety Advisor

Responsible to the Director for the implementation of Infinity Roofing & Building Solutions Ltd's Health & Safety Policy in respect of their respective work activities on site:

- Assist in carrying out site surveys, site safety inspections and determine health and safety requirements e.g. risk assessments -substances (COSHH), noise level, and manual handling.
- Assist in the preparation of estimates, Health and Safety Plans and Safety files.
- Liaise with the client/principal contractor on the contents of the Safety Plans.
- Ensure that the necessary expert advice is sort and that recommendations are followed with regard to Health and Safety hazards.
- Prepare Method Statements and Risk Assessments (including COSHH, Noise, and Manual Handling) and obtain the same from sub-contractors. Determine manual handling requirements and put in measures to provide mechanical lifting aids where appropriate. Consideration as to the effects of noise and the fire precautions should be included.
- Ensure the effective planning of contracts to take account of known and foreseen Health and Safety hazards e.g. obtain necessary work permit that are required.
- Ensure employees and others are capable of carrying out the work tasks allocated to them. Before entrusting work tasks to sub-contractors, take into account their capabilities as regards Health and Safety and ensure that suitable risk assessments are carried of any hazardous activity.
- Ensure that all electrical equipment supplied is 110v and tested every six months or at regular intervals and that all electrical work undertaken is carried out by suitably trained and authorised personnel.
- Ensure that suitable tools and equipment is supplied to all employees and assess the risk of the equipment ensuring the 'provision of protection' and implement safe systems of work and training in their use.
- Ensure that PPE is only used when there are no other methods of reducing the risk. Ensure there is an adequate supply of Personal Protective Equipment and that employees are trained in the safe storage and use of the PPE.
- Ensure that Health and Safety matters are regularly discussed with employees, both on site and in office.
- Ensure each site has an 'appointed person' and that injuries are notified where required by regulations and details entered in the Accident Book.



- Ensure there are sufficient and appropriate fire extinguishers on site and in the office and ensure that employees are trained in their use. Ensure that employees are aware of the fire evacuation and fire provisions at each site and that adequate, welfare facilities are provided and maintained.
- At all times set a personal example in Health and Safety awareness.

## Employees

All employees should:

- 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 the 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.
- Read the 'Health and Safety Policy Statement' and carry out work in accordance with its requirements. Risk Assessments have been completed for all tasks and duties, from this, a comprehensive safe system of works have been published and included within job specific safety plans or company handbooks.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others. If possible remove hazards yourself.
- Do not use any tools or equipment for which it is not intended or you are not trained or experienced to use. Ensure that all portable electrical equipment has been periodically inspected; also visual inspections are to be carried out before using equipment. Always take an ergonomic approach when manually lifting objects and always use the mechanical aids for lifting that are provided.
- Warn others, particularly new employees and young people of particular known hazards. E.g. particularly all substances used and the correct use of tools.
- Report to the Management any injury to yourself which results from an accident at work, even if the injury does not stop you working. Report also any incident, which could have resulted in injury or damage i.e. near miss.
- Abide by any 'Codes of Practice' etc. issued for your Health and Safety.
- All substances used by the Company will be risk assessed for their suitability. Never introduce any substance without the written consent of the Manager.



- If your Health is having an adverse effect on your work or your relations with others around you, or gives reasonable cause for Management concern, Infinity Roofing & Building Solutions Ltd may require you to undergo a medical examination.
- The use of Personal Protective Equipment will be identified from Risk Assessments carried out by your Manager or the Safe Systems of Work which are included in the Companies Health & Safety Plans or employee handbooks. Do not misuse or interfere with any Health and Safety equipment or personal protective equipment supplied for your safety.
- The Fire Evacuation Procedure will be published on the Office Notice Board. All employees and personnel should make themselves familiar with this procedure. Whilst working on site or customer premises all Fire Precaution Notices and Fire Prevention Measures put in place, must be observed.

This Policy cannot operate without the full co-operation of employees and places a high priority on good health and accident prevention. Management and employees must work together to identify, record and monitor those situations which could lead to personal injury and hazard to the health of other employees, sub-contractors, visitors and members of the general public.

### **Consultation with Employees**

Daily site briefings are conducted by the Site Manager each morning on site, these briefings discuss health and safety, relevant site issues, legislation, training, company procedures, site rules, etc, this information is discussed on a verbal basis with involvement from employees. Relevant issues raised at the briefings are brought to the attention of Management and the Directors at board meetings to rectify issues raised and to improve the overall business.

Every two weeks tool box talks are carried out by the project manager with site operatives signing a tool box register.

### **Protection of Young Persons**

Every employer shall ensure that young persons (under 18 years of age) employed by him are protected at work from any risks to their health and safety which are a consequence of their lack of experience, or absence of existing or potential risks or the fact that young persons have



not yet fully matured. Therefore a specific risk assessment must be undertaken before work commences.

Where this concerns a child (not over compulsory school age), in addition to this assessment, it must be communicated to a person having parental responsibilities/rights for that child. Where the young person is on a 'relevant' scheme i.e. work placement, then the placement organisation must be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Woodworking machinery
- Mobile plant
- Lifting appliances
- Acting as slinger / banksman in lifting operation

### **Sub-Contractors Duties**

Sub-contractors must submit a copy of the Health and Safety Policy, current training records and insurances for inspection by Infinity Roofing & Building Solutions Ltd and provide other evidence of competency, as it may be required, to have personal knowledge of the requirements of the Health and Safety at Work Act 1974 and the Regulations and Approved codes of Practice.

- All sub-contractors will be expected to comply with Infinity Roofing & Building Solutions Ltd's Policy for Health, Safety, and Welfare.
- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on Site.
- Assessment of risks associated with substances, processes or work activity on site which may be hazardous to Health and Safety, must be provided to our Contracts Management before work commences. Any material or substance brought on Site with health, fire or explosion risks must be used and stored in accordance with regulations, and that information must be provided to any person who may be affected on site.
- Scaffolding used by sub-contractors employees (even when scaffold erected for other contractors) must be inspected by their employer to ensure that it is erected and maintained in accordance with Regulations and Codes of Practice.



- Sub-contractors employees are not permitted to alter any scaffold provided for their use or interfere with any plant or equipment on the site unless authorised.
- All plant or equipment brought onto site by sub-contractors must be in a safe and good working condition, fitted with any necessary guards, safety devices and with any necessary certificates available for checking. Information and Assessment on noise levels of plant, equipment or operations to be carried out, the sub-contractor must provide to our Company's Site Representative before work commences.
- No power tools or portable electrical equipment of greater voltage than 110 volts may be brought onto site unless agreed by Senior Management. All transformers, generators, extension leads, plugs, and sockets must be in good condition and to the British Standard for Industrial use.
- Any injury sustained or damage caused by sub-contractors employees must be reported immediately to Infinity Roofing & Building Solutions Ltd's Site Representative.
- Sub-contractors employees must comply with safety instructions given by Site Representative.
- This Company has appointed a Safety Supervisor to inspect Sites and report on Health and Safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Subcontractors will provide Infinity Roofing & Building Solutions Ltd Site Representative with names of the person's they have appointed as Safety Supervisor's.
- Suitable welfare facilities and First Aid equipment in accordance with regulations must be provided by Sub-contractors for their employees unless arrangements have been made for the Sub-contractors employees to have the use of this Company's facilities.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste material, etc., to be cleared as work proceeds.

All operatives, sub-contractors, visitors, etc., on Infinity Roofing & Building Solutions Ltd's Sites will wear the appropriate Personal Protective Equipment at all times other than in areas specifically designated as 'NO RISK' areas by Site Management. Signs erected on Site stating which Personal Protective Equipment is to be worn, must be complied with by sub-contractors personnel.

A detailed Method Statement from sub-contractors carrying out high risk activities e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, crane lifts, etc. The Method Statement must be agreed with our Company's Site Representative before work begins and copies made available on site so that compliance with agreed Method Statements can be maintained.





## **Client's and Agents of Client Duties - The Construction (Design and Management) Regulations 2007**

When acting as client, Infinity Roofing & Building Solutions Ltd shall take reasonable steps to ensure that the arrangements made for managing the project (including the allocation of sufficient time and other resources) by persons with a duty under these Regulations (including the client himself) are suitable to ensure that

- The construction work can be carried out so far as is reasonably practicable without risk to the health and safety of any person.
- The requirements of Schedule 2 are complied with in respect of any person carrying out the construction work.
- Any structure designed for use as a workplace has been designed taking account of the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, and materials used in the structure.

The client shall take reasonable steps to ensure that the arrangements referred to above are maintained and reviewed throughout the project.

## **Designer's Duties - The Construction (Design and Management) Regulations 2007**

Where Infinity Roofing & Building Solutions Ltd is appointed by the Client as a designer, No designer shall commence work in relation to a project unless any client for the project is aware of his duties under these Regulations.

All duties shall be performed so far as is reasonably practicable, taking due account of other relevant design considerations.

Every designer shall in preparing or modifying a design which may be used in construction work in Great Britain avoid foreseeable risks to the health and safety of any person:-

- Carrying out construction work.
- Liable to be affected by such construction work.



- Cleaning any window or any transparent or translucent wall, ceiling or roof in or on a structure.
- Maintaining the permanent fixtures and fittings of a structure.
- Using a structure designed as a workplace.

The designer shall:-

- Eliminate hazards which may give rise to risks.
- Reduce risks from any remaining hazards.
- Give collective measures priority over individual measures.

In designing any structure for use as a workplace the designer shall take account of the provisions of the Workplace (Health, Safety and Welfare) Regulations 1992 which relate to the design of, and materials used in, the structure.

The designer shall take all reasonable steps to provide with his design sufficient information about aspects of the design of the structure or its construction or maintenance as will adequately assist clients, other designers, and contractors to comply with their duties under these Regulations.

### **The Principal Contractor's Duties - The Construction (Design and Management) Regulations 2007**

Where Infinity Roofing & Building Solutions Ltd is appointed by the Client as Principal Contractor, the following arrangements will apply to the operations/project for which we have been appointed as Principal Contractor. We shall:-

- Before the start of the construction phase, prepare a construction phase plan which is sufficient to ensure that the construction phase is planned, managed and monitored in a way which enables the construction work to be started so far as is reasonably practicable without risk to health or safety, paying adequate regard to the information provided by the designer under regulations 11(6) and 18(2) and the pre-construction information provided under regulation 20(2)(b).
- From time to time and as often as may be appropriate throughout the project update, review, revise and refine the construction phase plan so that it continues to be sufficient to ensure that the construction phase is planned, managed and monitored in a way



which enables the construction work to be carried out so far as is reasonably practicable without risk to health or safety

- Arrange for the construction phase plan to be implemented in a way which will ensure so far as is reasonably practicable the health and safety of all persons carrying out the construction work and all persons who may be affected by the work
- The principal contractor shall take all reasonable steps to ensure that the construction phase plan identifies the risks to health and safety arising from the construction work (including the risks specific to the particular type of construction work concerned) and
  - Information on the risks to their health and safety—  
includes suitable and sufficient measures to address such risks, including any site rules.

### **The Contractor's Duties - The Construction (Design and Management) Regulations 2007**

Where Infinity Roofing & Building Solutions Ltd is to work as a Contractor under the Principal Contractor, it shall ensure that no construction work is carried out in relation to a project unless any client for the project is aware of his duties under these Regulations.

1. Every contractor shall plan, manage and monitor construction work carried out by him or under his control in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health and safety.
2. Every contractor shall ensure that any contractor whom he appoints or engages in his turn in connection with a project is informed of the minimum amount of time which will be allowed to him for planning and preparation before he begins construction work.
3. Every contractor shall provide every worker carrying out the construction work under his control with any information and training which he needs for the particular work to be carried out safely and without risk to health including:-
  - suitable site induction, where not provided by any principal contractor.
  - information on the risks to their health and safety identified by his risk assessment under regulation 3 of the Management of Health and Safety at Work Regulations 1999, or arising out of the conduct by another contractor of his undertaking and of which he is or ought reasonably to be aware of.
  - The measures which have been identified by the contractor in consequence of the risk assessment as the measures he needs to take to comply with the



requirements and prohibitions imposed upon him by or under the relevant statutory provisions.

- Any site rules.
  - The procedures to be followed in the event of serious and imminent danger to such workers.
  - The identity of the persons nominated to implement those procedures.
4. every contractor shall in the case of any of his employees provide those employees with any health and safety training which he is required to provide to them in respect of the construction work by virtue of regulation 13(2)(b) of the Management of Health and Safety at Work Regulations 1999.
  5. No contractor shall begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
  6. Every contractor shall ensure, so far as is reasonably practicable, that the requirements of Schedule 2 are complied with throughout the construction phase in respect of any person at work who is under his control.

### **Safety Training**

Health, Safety and Welfare form an integral part of induction and job training to ensure that all employees are aware of Infinity Roofing & Building Solutions Ltd's General Safety requirements, Specific Safety Training and Information will be provided in order to prepare persons on particular jobs or safe systems of work.

It is Infinity Roofing & Building Solutions Ltd policy that full and adequate Health and Safety Training is given to all new employees as part of their overall induction into Infinity Roofing & Building Solutions Ltd and decisions relating to training and promotion of employees will be reviewed on a regular basis.

- The majority of site staff has successfully completed a one day Mobile Elevated Working Platform course provided by an IPAF accredited training provider.
- All site staff has successfully completed the CSCS (Construction Skills Certification Scheme) test and hold current CSCS cards.
- All site staff has successfully completed NVQ level 2 accreditation as a minimum requirement for their respective trade (sheeting/cladding).
- A number of staff has successfully completed a 3 day Appointed Person Crane course and are able to carry out a lifting plan.



- A number of staff have successfully completed a 1 day Slinger/Signaler course for banking cranes.
- All staff that operates telehandlers/forklift trucks hold current CPC cards.

### **Accident Reporting (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)**

Accidents (no matter how minor an injury may be), incidents and near misses must be recorded in the accident book located in the office.

An initial investigation will be carried out by the (Contracts Manager/Director) assisted by the MB Health and Safety Advisor, if the incident is of a type where the actual or underlying cause needs to be established or where reoccurrence is likely a detailed investigation will be conducted supported with a full report and corrective actions communicated to Infinity Roofing & Building Solutions Ltd personnel and Sub Contractors to prevent further accidents.

Infinity Roofing & Building Solutions Ltd recognises their legal duties under RIDDOR that require them to report and record some work-related accidents by the quickest means possible.

The Health and Safety Advisor WILL report:-

- Deaths.
- Major injuries.
- Over-3-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 3 consecutive days.
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital.
- Some work-related diseases.
- Dangerous occurrences – where something happens that does not result in an injury, but could have done.

RIDDOR applies to all work activities but not all incidents are reportable. If an accident has occurred in a work situation the Directors will contact the Health and Safety Advisor who will call the Incident Contact Centre (ICC) on 0845 300 99 23 for confirmation as to whether an incident/accident is reportable.



## **The Manual Handling Operations Regulation 1992**

Infinity Roofing & Building Solutions Ltd will assess manual handling within the work place and take an ergonomic approach to its activities and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. Due to the nature of our business (installing sheeting/cladding) materials are often manoeuvred by hand, where possible we use a clad-boy lifting aid to manoeuvre large cladding materials, other suitable manual handling aids are utilised by staff to reduce manual handling issues dependant on the activity. Staff will be encouraged to take suitable rest breaks and individuals capabilities will be taken into account.

Infinity Roofing & Building Solutions Ltd may utilise a crane, if this is the case a competent crane contractor will be used, we have a number of site staff that have completed a 3 day Appointed Person Course. The competent person will ensure that a suitable lifting plan is in place before any lifting takes place, all lifting operations will be supervised by a competent Slinger/Signaler.

Infinity Roofing & Building Solutions Ltd will ensure that adequate risk assessments are carried out to identify hazards associated with manual handling and that suitable training and supervision is given. It is management's responsibility, to ensure that the requirements outlined in the regulations are satisfactorily met.



### **Risk Assessments (Management of Health and Safety at Work Regulations 1999, Regulation 3)**

This regulation concerns the examination of work activities where there is thought to be a hazard, followed by systematic assessment of the hazard in order to determine the degree of risk. Upon the establishment of the risk, preventative measures are identified which are then introduced, maintained and periodically revised within our safe systems of work. It is the duty of the Site Manager supported by the Health and Safety Advisor to ensure risk assessments are carried out and reviewed periodically.

Project specific method statements and risk assessments will be produced by the (Contracts Manager) reviewed periodically by the Health and Safety Advisor, additionally the Health and Safety Advisor will review and update the risk assessments and the process as part of the annual Health, Safety and Environmental Policy review.

Infinity Roofing & Building Solutions Ltd staff will be given information on the risks to their health and safety during a daily site briefing, copies of the relevant methods of working and risk assessments will be explained to the workers by a site responsible person, a sign off sheet will be signed by the workers to ascertain that they are familiar with the relevant methods of working and risk assessments.

Infinity Roofing & Building Solutions Ltd staff will be encouraged to give their valued views and opinions on the relevant work activities and hazards associated with the work activity with additional comments will be written on the relevant risk assessments by the responsible person or the persons carrying out the activity.

### **Control of Substances Hazardous to Health (COSHH) Regulations 2002**

The (Contracts Manager/Director) with assistance from the Health and Safety advisor will identify any substances that are used in the day to day activities and ensure suitable risk assessments are carried out with the appropriate control measures introduced, e.g. Personal Protective Equipment being provided with the relevant information being communicated to the users.

New substances before they are introduced will be assessed for their suitability by the (Contracts Manager/Director) reviewed periodically by the Health and Safety Advisor.



Infinity Roofing & Building Solutions Ltd will provide adequate control of exposure to substances by:-

1. applying the eight principles of good practice
2. Design and operate processes and activities to minimise emission, release and spread of substances hazardous to health.
3. Take into account all relevant routes of exposure -inhalation, skin absorption, and ingestion -when developing control measures.
4. Control exposure by measures that are proportionate to the health risk.
5. Choose the most effective and reliable control options which minimise the escape and spread of substances hazardous to health.
6. Where adequate control of exposure cannot be achieved by other means, provide, in combination with other control measures, suitable personal protective equipment.
7. Check and review regularly all elements of control measures for their continuing effectiveness.
8. Inform and train all employees on the hazards and risks from the substances with which they work and the use of control measures developed to minimise the risks.
9. Ensure that the introduction of control measures does not increase the overall risk to health and safety. Ensuring that the Workplace Exposure Limit is not exceeded.
10. Ensuring that exposure to substances that can cause occupational asthma, cancer or damage to genes that can be passed from one generation to another; is reduced as low as is reasonably practicable.

As part of an ongoing process when new substances are identified these will be assessed and suitable control measures introduced to control the risk to personnel.

### **First Aiders (Health and Safety (First Aid) Regulations 1981)**

Due to the nature of our business i.e. working from numerous locations, employees must ensure they are aware of the site First Aid provisions. Infinity Roofing & Building Solutions Ltd shall utilise the first aid facilities and personnel at each site. Where a site has no existing facility the company management will make suitable arrangements to ensure a minimum of an “emergency first aider” is included in the site team.



### Electricity at Work Regulations 1989

Infinity Roofing & Building Solutions Ltd will ensure electrical equipment is physically capable of doing the job and designed and constructed so that mechanical and electrical stresses do not cause the equipment to become unsafe. Electrical equipment will be visually checked by the user to spot early signs of damage

Or deterioration. The operator's visual check will include:-

- Switching off and unplugging the equipment before any checks.
- Checking that the plug is correctly wired (but only if they are competent to do so).
- Ensuring the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Checking that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Checking the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector. Damaged cable will only be replaced with a new cable by a competent person.
- Checking that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Checking for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

If employees are concerned about the safety of the equipment they are advised to stop it from being used and report the matter to their direct supervisor. The supervisor will arrange for a competent person to undertake a more thorough check.

Electrical equipment on construction sites will be treated in a more virulent manner due to the potentially harsh nature of the working environment. Tools that use 110v will be subjected to a thorough visual inspection on a weekly basis by the operator, a formal visual inspection by a competent person on a monthly basis and a combined inspection/test before use and at 3 monthly intervals thereafter. Where site rules allow the use of 240v tools a suitable RCD MUST be used. Tools that use 240v will be subject to a thorough visual inspection by the operator on a



daily/every shift basis, a formal visual inspection by a competent person on a weekly basis and a combined inspection/test before first use and then on a monthly basis thereafter.

### **The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998**

It is a Infinity Roofing & Building Solutions Ltd management responsibility to ensure suitable equipment is provided and an assessment of risk is carried out, this will be completed by (Roofing Maintenance Manager) assisted by the Health and Safety Advisor, the assessment will consider the current provision of protection and preventative measures.

The (Roofing Contracts Manager) will ensure the equipment and tools are regularly maintained in good working order with suitable records. All users will be suitably trained and made aware to

Check the equipment and tools prior to use and report any defects to the (Contracts Manager).

On occasions Infinity Roofing & Building Solutions Ltd may need to hire in equipment due to specialised work or quantity of work. The (Contracts Manager) will identify suitable equipment and tools which will only be obtained from approved hire companies who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The (Contracts Manager) with assistance from the Health and Safety Advisor will ensure any new plant and equipment has been identified as being suitable for the operations and meets current health and safety standards before being purchased.

### **Lifting Operations and Lifting Equipment Regulations (L.O.L.E.R.) 1998**

Infinity Roofing & Building Solutions Ltd will ensure that lifting equipment will be subjected to an assessment to ensure the equipment is suitable for the intended task. This assessment will ensure that lifting equipment provided for use at work is:-



- Strong and stable enough for the particular use and marked to indicate safe working loads.
- Positioned and installed to minimise any risks.
- Used safely. i.e. the work is planned, organised and performed by competent trained operatives.
- Subject to ongoing thorough examinations and, where appropriate, inspection by a competent person, 6 monthly inspections for the equipment used to move people and 12 monthly inspections for other lifting equipment.

Lifting equipment includes any equipment used at work for lifting or lowering loads including attachments used for anchoring, fixing, or supporting it. A wide range of equipment is covered by these regulations including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts, etc.

Records of inspections and test certificates for all lifting equipment are kept at the offices.

### **The Workplace (Health, Safety & Welfare) Regulations 1992**

The Workplace Health, Safety & Welfare Regulations cover a wide range of basic Health and Safety Issues. Infinity Roofing & Building Solutions Ltd will ensure that workplaces meet the health, safety, and welfare needs of all its employees, contractors and visitors, due to the location of the premises there are very few occasion when members of the public visit the office.

Before starting work managers will consider and introduce measures to ensure the working environment is adequate in respect of ventilation, working temperature, lighting, cleaning materials, traffic routes, falling objects, translucent doors, general welfare, toilets, washing facilities, drinking water, changing rooms and eating facilities. (Contracts Manager/Director), will ensure that so far as reasonably practicable workplace facilities are maintained at an acceptable level.



### **The Health and Safety (Display Screen Equipment) Regulation 1992**

The office Manager with support from the Health and Safety Advisor is responsible for ensuring risk assessments are carried out for persons using display screen equipment. During the assessments Infinity Roofing & Building Solutions Ltd will identify what requirements are necessary and to take into account the amount of time a person uses a display Screen and associated workstation. During the risk assessments consideration will be made to factors such as the working environment, free eyesight testing and correction will be available.

### **The Provision of Use of Work Equipment Regulations (P.U.W.E.R) 1998**

It is a Infinity Roofing & Building Solutions Ltd management responsibility to ensure suitable equipment is provided and an assessment of risk is carried out, this will be completed by (Contracts Manager) assisted by the Health and Safety Advisor, the assessment will consider the current provision of protection and preventative measures.

The (Contracts Manager) will ensure the equipment and tools are regularly maintained in good working order with suitable records. All users will be suitably trained and made aware to check the equipment and tools prior to use and report any defects to the (Contracts Manager).

On occasions Infinity Roofing & Building Solutions Ltd may need to hire in equipment due to specialised work or quantity of work. The (Contracts Manager/Director) will identify suitable equipment and tools which will only be obtained from approved hire company's who supply the appropriate training and supporting documentation to ensure all employees and sub-contractors are suitably trained in the use of the equipment.

The (Contracts Manager/Director) will ensure any new plant and equipment has been identified as being suitable for the operations and meets current health and safety standards before being purchased.

### **Control of Noise at Work Regulations 2005**



Infinity Roofing & Building Solutions Ltd will continually assure noise levels within its industry. Managers will decide if a noise assessment is required and their first aim will be to reduce noise at source. Managers will also ensure that ear protection is freely available. It is Infinity Roofing & Building Solutions Ltd policy to ensure that tools and equipment purchased and used by employees has noise reduction built into the design.



## **The Control of Vibration at Work Regulations 2005**

This regulation requires Infinity Roofing & Building Solutions Ltd to carry out a suitable Risk Assessment to assess the vibration risk to its employees.

From the Risk Assessment Infinity Roofing & Building Solutions Ltd will ensure that suitable measures are introduced to reduce the risk known as “Hand-Arm Vibration Syndrome” (H.A.V.S.).

Infinity Roofing & Building Solutions Ltd will ensure that:-

- Suitable tools with vibration reduction features are used.
- Ensure working patterns to rotate and limit the time spend using vibratory tools.
- Supply and train employees in the correct use and storage of personal protective equipment (anti vibration gloves).
- Check for and encourage employees to report any signs or symptoms of H.A.V.S.
- Provide information and training to avoid unnecessary exposure to vibrations.



## **The Regulatory Reform (Fire Safety) Order 2005**

Infinity Roofing & Building Solutions Ltd will make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the measures they need to take to comply with the requirements and prohibitions imposed on them by the Order. The nature of the assessment will vary according to the type and use of the premises, the persons who use or may use the premises, and the risks associated with that use. A risk assessment will be reviewed regularly by the Infinity Roofing & Building Solutions Ltd to keep it up to date, valid and to reflect any significant changes that may have taken place.

Following the risk assessment Infinity Roofing & Building Solutions Ltd will make and implement all required arrangements for the planning, organising, controlling, monitoring, and review of the preventative and protective measures required by the Order. Initially Infinity Roofing & Building Solutions Ltd will create an emergency plan including the measures for ensuring the effective operation of the plan and for ongoing checks of the appropriateness of the plan and other measures.

The fire procedures will be under the control of the Infinity Roofing & Building Solutions Ltd management, assisted by the Health and Safety Advisor. The company will ensure systems are in place to check all fire procedures and that monitoring, testing and maintenance of fire fighting equipment, emergency lighting and alarm systems is completed. The Health and Safety Advisor will conduct regular fire assessments and through the management structure implement control measures to reduce the risk. The Fire Evacuation Procedure will be published on the office notice board.

Personnel working at customer premises or sites must observe all Fire Precaution Notices and Fire Prevention Measures put in place and make themselves familiar with Site Fire Evacuation Procedures.

## **Working at Heights Regulations 2005 (amended 2007)**

Infinity Roofing & Building Solutions Ltd will avoid working at heights wherever possible.



However due to the nature of our work being cladding the majority of working at height is unavoidable. Infinity Roofing & Building Solutions Ltd will conduct a specific risk assessment for working at height to identify specific hazards and the degree of risk present. They will ensure that:-

All work at height is properly planned and organised.

- Those involved in work at height are competent.
- The risks from work at height are assessed.
- Appropriate work equipment is identified, selected, and used.
- The risks from fragile surfaces are properly controlled.
- Equipment for work at height is properly inspected and maintained by a competent person(s).
- Personnel that work at height will be trained in working at height and in the use of equipment.

Personnel that work at height will be trained in the use of equipment. If our staff operate or uses MEWPS “mobile elevated working platforms” they will be suitably trained for each piece of equipment in accordance with current Regulations and Approved Codes of Practice, all staff will hold an up to date IPAF certificate.

### **Control of Asbestos Regulations 2006**

Infinity Roofing & Building Solutions Ltd do not undertake any form of work associated with asbestos other than when it is deemed Chrysotile (white asbestos/cement), if during the course of our work activities we discover the presence of “ACM’s” Asbestos Containing Materials that will have an impact on our work, we will make the work place safe and cease work immediately.

The Contracts Manager/Director) or the office will be informed so that suitable arrangements will be introduced, if required a third party licensed contractor will be contacted to conducted assessments, sample testing and removal of any suspect materials in accordance with the HSE licensing procedure.

If working on a site under the control of a Principal Contractor we will ensure that a member of



the project team is notified immediately and a record is made of the incident.

Infinity Roofing & Building Solutions Ltd will not proceed with their work activity until confirmation can be given in writing that it is safe to carry on working.

### **The Site Waste Management Plans Regulations 2008**

Infinity Roofing & Building Solutions Ltd will take all reasonable steps to ensure that:-

All waste from the site is dealt with in accordance with the waste duty of care in section 34 of the Environmental Protection Act 1990(3) and the Environmental Protection (Duty of Care) Regulations 1991(4); and materials will be handled efficiently and waste managed appropriately.

Infinity Roofing & Building Solutions Ltd will ensure that waste is suitably segregated & where possible waste is:-

- Re-used (on or off site);
- Recycled (on or off site);
- Sent for another form of recovery (on or off site);
- Sent to landfill.

### **Sub-Contractors**

Sub-contractors will comply with Infinity Roofing & Building Solutions Ltd approval system and sign a declaration that they understand the Companies Safety Policy, Site Emergency Procedure, and Clients Safety Rules and are conversant with the Health and Safety at Work Act 1974 and the appropriate statutory regulations governing their regulations.

A copy of this statement will be distributed to all employees and sub-contractors and be displayed on notice boards to ensure that its contents are brought to the attention of all persons or organisations.

This policy will be reviewed annually or when there is a change in circumstances in work practices or the introduction of new legislation.

Directors Signature:

A handwritten signature in blue ink, appearing to be a stylized 'J' or similar character.

Date: 07/01/2011



Review date: January 2012



## The Environmental Policy

The Environmental Policy of Infinity Roofing & Building Solutions Ltd is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment. The same commitment will be expected to be shown by Company contractors.

This is a fundamental principle of Infinity Roofing & Building Solutions Ltd's business.

The Policy and all other Company environmental documentation and advice is based on Infinity Roofing & Building Solutions Ltd's view that environmental concern has equal stature to any other business objective. Infinity Roofing & Building Solutions Ltd aims to establish a high priority of its principles in the corporate strategy.

Infinity Roofing & Building Solutions Ltd therefore seeks to comply with all relevant environmental legislation and regulation. It also aims to establish higher standards of environmental performance where these are practicable and appropriate.

Concern and an awareness for the environment is the responsibility of the Directors of Infinity Roofing & Building Solutions Ltd

Infinity Roofing & Building Solutions Ltd employees have a legal and moral obligation to carry out their duties with concern for the environment. It is a condition of employment that all staff complies with the Policy.

In the event of an environmental accident or incident at work, it is a Company requirement that the details are promptly and properly reported to the Directors who will investigate and take prompt action to make good and avoid recurrence.

All contractors working on behalf of Infinity Roofing & Building Solutions Ltd are required to adopt environmental standards fully consistent with those of Infinity Roofing & Building Solutions Ltd and they are expected to achieve comparable levels of performance as a condition of their contract.




## Objectives

In accordance with its stated Policy, Infinity Roofing & Building Solutions Ltd has produced the following guidelines as a sound framework for the introduction of practices to implement it. The key elements of these objectives are:-

1. Compliance with Government Legislation and Local Government Regulations.
2. Swift response to accidents or incidents that have a potential to threaten the environment.
3. The provision of advice on the safe handling of company products, or their transportation and their final disposal to customers, contractors, etc.
4. Disposal of any waste products in ways that show concern for the environment.
5. To encourage the developments of products, processes and equipment with concern for the future of the environment.
6. To communicate freely on environmental matters with government officials, employees, customers and members of the public.
7. The provision of training for all employees as appropriate to enable them to carry out their job functions in a manner that shows care for the environment.
8. To carry out environmental audits when required.
9. To promote environmental principles by sharing experience with regulatory bodies, other companies, employees and members of the public.
10. In implementing this formal Environmental Policy, Infinity Roofing & Building Solutions Ltd will focus on action to conserve resources and energy, to minimise emission to air, water and land and increase recycling rates.
11. Infinity Roofing & Building Solutions Ltd will also seek to influence legislative developments and improve public understanding of environmental matters concerning the business.



Directors Signature: 

Date: 07/01/2011

Review date: January 2012